Set up a small course for trainees to go through. Set the course up such that trainees need to perform all functions of forklift operation (e.g., backing, raising load, and placing it, moving with load, moving through a blind spot, managing a pedestrian approaching vehicle, etc.).

NOTE: Set up the course in a safe area away from others and traffic; ASSURE all are supervised by a competent person and have them complete their evaluation only after their training and when comfortable with the forklift.

Employee:		**Evaluator:**	
Date:		**Pass – Yes or No**	

Evaluation Item	Yes / No
Does pre-inspection to ensure proper operation of equipment	
Drives at acceptable speeds	
Assures good visibility prior to moving through transition points	
Looks behind *before* and while backing	
Operates equipment smoothly without abrupt movement	
Properly secures loads	
Always keeps loads in a down position when moving	
Does not allow riders	
Put forks down and sets brake when forklift is stopped	
Uses seat belt	
Slows at all transition points and beeps	
Stops at blind spots and beeps before proceeding	
Knows and never exceeds posted weight limits of forklifts; or racks, shelves, or other storage areas	
Assures that wheels of all trucks being loaded/unloaded are chocked	
Assures back-up alarms are operative	
Keeps weights uphill	
Is aware of need for lock-out for any maintenance, service and/or de-jamming work, and eliminates stored energy (raised mast or forks)	
For fueling, knows to control ignition sources (e.g., smoking, engine off, etc.); propane tanks are properly placed (pin aligned); lines/connections tight and leak free; wears skin and eye protection for battery handling	
Keeps ALL out of fall zone and away from suspended loads	
Approaches loads correctly to keep weight close to mast	
Places loads and removes loads from storage areas smoothly	
Takes precautions for entering trailers, and prevents exhaust exposure	
Excellent use of controls	
Other Observations:	