Use this form to evaluate your forklift operators as specified by OSHA standard [1910.178](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.178)

|  |  |
| --- | --- |
| **Operator Name:** | **Evaluation Date:** |
| **Evaluator Name:** | **Location:** |
| **Equipment Operated:** | **Department:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. PRE-OPERATION INSPECTION** | | **PASS** | **FAIL** | **COMMENTS** |
| a. | Uses operator’s daily checklist |  |  |  |
| b. | Performs visual inspection of forklift |  |  |  |
| c. | Identifies any obvious damage, leaks or problems |  |  |  |
| d. | Documents corrective actions on daily checklist |  |  |  |
| e. | Mounts/dismounts forklift with 3-point contact |  |  |  |
| f. | Uses and adjusts seatbelt |  |  |  |
| g. | Performs quick visual of surroundings |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. traveling** | | **PASS** | **FAIL** | **COMMENTS** |
| a. | Does not lower or raise the load while traveling |  |  |  |
| b. | Maintains load at safe travel height of 4 to 6 inches |  |  |  |
| c. | Operates forklift at a safe speed |  |  |  |
| d. | Follows all traffic rules, warning signs and overhead clearances |  |  |  |
| e. | Maintains arms and legs inside forklift |  |  |  |
| f. | Follows other vehicles at safe distance |  |  |  |
| g. | Slows down when going around corners |  |  |  |
| h. | Slows down and yields for pedestrians |  |  |  |
| i. | Actively uses horn at blind intersections or around pedestrians |  |  |  |
| j. | Travels with load pointed uphill while on inclines or ramps |  |  |  |
| k. | When traveling without a load, forks are pointed downhill regardless of direction travel |  |  |  |
| l. | Avoids running over objects or debris |  |  |  |
| m. | Stops forklift in a smooth and safe manner |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. PARKING** | | **PASS** | **FAIL** | **COMMENTS** |
| a. | Completely lowers forks to the floor |  |  |  |
| b. | Neutralizes controls |  |  |  |
| c. | Shuts-off power |  |  |  |
| d. | Engages the parking brake |  |  |  |
| e. | Turns off the power |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4. PICKING UP A LOAD** | | **PASS** | **FAIL** | **COMMENTS** |
| a. | Squares up on the center of the load |  |  |  |
| b. | Stops with fork tips approximately 1 ft from load |  |  |  |
| c. | Clears personnel from the area of the load |  |  |  |
| d. | Forks are leveled and proceeds slowly until the load contacts the carriage |  |  |  |
| e. | Moves slowly forward |  |  |  |
| f. | Carefully and smoothly lifts the load until clear |  |  |  |
| g. | Tilts the mast back slightly to stabilize the load |  |  |  |
| h. | Backs straight out until the forks have cleared |  |  |  |
| i. | Lowers the load to travel height |  |  |  |
| j. | Looks over both shoulders before backing out |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5. LOWERING A LOAD** | | **PASS** | **FAIL** | **COMMENTS** |
| a. | Ensures there is sufficient clearance for the load |  |  |  |
| b. | Clears personnel from area near the load |  |  |  |
| c. | Squares up to the location; then stops about 1 foot away |  |  |  |
| d. | Raises the load to placement level |  |  |  |
| e. | Moves slowly forward |  |  |  |
| f. | If the load is on a pallet, lowers it into position and lowers the forks further |  |  |  |
| g. | Looks over both shoulders before backing out |  |  |  |
| h. | Backs straight out until the forks have cleared |  |  |  |
| i. | Lowers the forks to travel position |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **6. HIGH STACKING** | | **PASS** | **FAIL** | **COMMENTS** |
| a. | Operator aware of rack capacity or stacking limits |  |  |  |
| b. | Withdrew and lowered load to ground immediately upon clearing rack |  |  |  |
| c. | Elevated load only after in close proximity to rack |  |  |  |
| d. | Load kept tilted rearwards during lift |  |  |  |
| e. | Load tilted forward after positioned over rack |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7. OTHER FORKLIFT OR SITE-SPECIFIC ITEMS** | | **PASS** | **FAIL** | **COMMENTS** |
| a. |  |  |  |  |
| b. |  |  |  |  |
| c. |  |  |  |  |
| d. |  |  |  |  |
| e. |  |  |  |  |
| f. |  |  |  |  |

|  |
| --- |
| Based on my evaluation, **the operator is qualified** to operate the above equipment indicated. |
| Based on my evaluation, **the operator has not** **demonstrated competence** in operating   equipment indicated |



[icwgroup.com](https://www.icwgroup.com/)

ICW Group is the marketing name for ICW Group Holdings, Inc. For a list of all ICW Group Holdings, Inc. subsidiaries, please visit our website [www.icwgroup.com](https://www.icwgroup.com/).   
Not all products and coverages are available in all states.