Lift Operator Skills Evaluation Form

Truck Type: ☐ Sit Down  ☐ Stand Up  ☐ Powered by:  ☐ Electric  ☐ Propane  ☐ Gasoline
Employee Name: ____________________________  Yrs. Experience: ____________________________
Facility/Location: ____________________________  Testing Date: ____________________________

Object: Rate each lift truck operator by how they perform basic forklift driving skills. Each operator is to be given the same assignment and instructions. Any infraction of these guidelines during the skills session should be counted as a violation and deducted from the point total. Value: 30 points

1-8. Physical examination of lift truck: (Operator must demonstrate and describe inspection of each of these items)
   • Tilt
   • Raise/lower
   • Horn
   • Tires
   • Oil Leaks
   • Mast Chains
   • Brakes
   • Hour Meter

9. Did the operator pull forward toward designated section of racking without striking anything.

10. Did the operator place the forks under the pallet properly.

11. Did the operator raise or tilt the load properly.

12. Did the posts strike any section of racking while removing the pallet?

13. Did the operator lower the pallet before moving/backing out?

14. Did the operator drive at a safe rate of speed?

15. Did the operator slow down or stop at cross aisles?

16. Did the operator sound the horn?

17. Did the operator pull into areas of racking properly when returning pallet back to the racking?

18. Did the operator strike any rack on the way up or going into the racking?

19. Did the operator back out and lower the forks before moving?

20. Did the operator always look behind before backing up?

21. Did the operator wear protective equipment

22. Did the operator drive around the block of words or get off the lift and remove it?

23. Did the operator set the load flat on the floor before getting off.

24. Did the operator put on a hard hat before getting off?

25. Did the operator make any moves that were potentially dangerous

26a. Did the operator for five safety rules to follow at a loading/receiving dock. They should include:
   * Chock Wheels  * Operator Safety
   * Wear Equipment  * Proper Lighting
   * Watch for Others  * Warn
   Others

26b. Ask the operator for five safety rules to follow at the battery charging stations. They should include:
   * Hold Handrail  * Other
   * Proper Equipment
   * Proper plug/Unplug Procedures
   * No Smoking
   * Use MSDS
   * Clean-up Procedures
   * Eyewash Stations
   * Others

TOTAL POINTS: ________

Note: On #26a.  Or 26b.  the operator must fully describe how to perform these functions.  If they fail to name five items, do not give full credit.

Supervisor: ____________________________  Date: ____________________________  Score: ______________