



Forklift Operator Evaluation Checklist

The checklist below should be evaluated by a trained Operator and is required to maintain a valid Forklift Certification. This form should be completed after the Operator completes the online training at liftoffcerts.com.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Forklift	Pallet Jack	Other	Equipment Make & Model

Pre-Operation Inspection

Prior to starting the lift, the Operator should take proper steps to ensure it is suitable and safe to use. Review their inspection process.

	Complete	Comments
Follows the Pre-Operation Checklist		
Looks for leaks or damage and checks fluids		
Documents all findings on the checklist		

Stacking

Review the Operator's approach and lifting of the load. Point out any missed opportunities for safety checks along the way.

	Complete	Comments
Maneuvers the forklift to be centered in front of the load		
Stops with the fork tips about 8-12 inches from the load		
Ensures area is clear of any personnel; sets controls to neutral		
Levels the forks and raises them to the correct height		
Inches forward until forks contact carriage		
Lifts the load slowly; tilts mast back slightly to stabilize the load		
Ensures overhead clearance; performs head check		
Reverses and lowers load to driving height		

Driving

Evaluate the Operator based on their confidence and accuracy with each movement. Retrain if safety is not followed.

	Complete	Comments
Does not raise or lower the load and forks while traveling		
Does not speed; maintains a safe speed for your environment		
Never carries passengers unless there is a another seat		
Keeps arms and legs inside the forklift cab		
Properly distances behind other forklifts		
Slows down when entering an intersection		
Uses the horn to alert others		
Travels with the load facing uphill while on a ramp or incline		
Turns and stops slowly and smoothly		



Unstacking

Operator should perform a routine to unstack the load. Evaluate the Operator based on their confidence and accuracy.

	Complete	Comments
Ensures overhead clearance for the load		
Clears personnel for the area near the load		
Squares up to the location; then stops about 8-12 inches away		
Raises the load to placement level		
Uses inching pedal to inch slowly forward		
Lowers load into position; lowers the forks further for pallets.		
Performs head check, then reverses		
Backs straight out until the forks have cleared		
Lowers the forks to traveling position		

Parking

Operator should show good judgement when safely parking. Evaluate Operator on their shut-down procedure.

	Complete	Comments
Fully lowers the forks; tilts mast forward until tips touch floor		
Neutralizes the controls		
Sets the brakes		
Turns the power off		
If parked on an incline, blocks the wheels		
Parks only in authorized areas		

Fueling and Battery Recharging

Ensure the Operator understands how to use PPE and other safety equipment. Review the fueling instructions and procedure.

	Complete	Comments
Turns the engine off and neutralizes controls		
Keeps a fire extinguisher nearby		
Uses the proper Personal Protective Equipment (PPE)		
Follows safe fueling and battery recharging procedures		
Cleans up spills immediately		

This operator has successfully completed the evaluation and is qualified to operate the noted lift(s).

Operator Name

Date of Evaluation

Trainer Name

Trainer Signature