



FORKLIFT PERFORMANCE EVALUATION

Name: _____

Prior experience: _____ years

Equipment Manufacturer: _____

Fuel Type: _____

Model: _____

Capacity: _____

	PASS	FAIL
1. Operator locates manufacturers' equipment and safe operating manual.	_____	_____
2. Verifies the load capacity of the machine.	_____	_____
3. Inspects machine for any structural defects.	_____	_____
4. Checks all fluids and tires.	_____	_____
5. Checks all safety equipment (horn, lights, fire extinguisher, back-up alarm etc).	_____	_____
6. Checks all ground conditions.	_____	_____
7. Starts machine and allows necessary time to warm up and uses seatbelt.	_____	_____
8. Demonstrates all vehicle controls.	_____	_____
9. Checks all work area conditions, including overhead obstructions and power lines.	_____	_____
10. Performs a full head check to look for persons or obstacles prior to moving the forklift.	_____	_____
11. Travels machine both with and without load through obstacle course, using all fork configurations.	_____	_____
12. Demonstrates ability to pick up and set down loads while making sure it is within the capacity of the machine.	_____	_____
13. Shuts down machine properly, with forks flat on the ground.	_____	_____

The individual above has passed a performance evaluation and written examination on a Forklift. Haskell Corporation certifies this individual as being competent in the operation of this device.

I certify that the above individual has passed the performance evaluation.

Competent Person: _____

Date: _____

I have completed the above training and understand the limitations, proper operations and safety considerations. I understand the failure to follow the above procedures can possibly cause injury to others and myself and may be cause for dismissal.

Signed _____

Date: _____

Safety Dept. Representative: _____

Date: _____