

Forklift Practical Training & Operator Evaluation Record



Employee Name:	Date:
Department:	
Supervisor's Signature:	Employee's Signature:
Forklift Make:	Forklift Model:

Forklift practical training will be provided by the Supervisor or other qualified employee after the forklift operator completes the formal instruction training. Practical training and operator evaluation must be performed for each individual forklift. Practical training will include reviewing the bulleted items below and performing practical exercises by the trainer. Once the practical training is completed, the forklift operator will perform the practical exercises while being evaluated by the trainer. A copy of this completed record will be sent to the Department of Safety and Environmental Management.

- Review the data plate, including the load capacity and load center for the forklift;
- Ensure the operator understands that the seatbelt must be used at all times when operating the forklift;
- Review the refueling process and/or how to properly change the propane tank;
- Review all of the gauges and operational controls of the forklift;
- Review the entire Forklift Pre-use Inspection Checklist with the operator and how to properly perform the inspection. Emphasize the importance of taking a forklift out of service if it does not pass the pre-use inspection; and
- Demonstrate how to properly perform the practical exercises.

Did the Forklift Operator perform the practical exercises with the forklift in a safe and responsible manner?

Yes

No