

Jay Industries, Inc.

FORKLIFT OPERATOR PRACTICAL EVALUATION

Name: _____ Date of Evaluation: _____
Plant Name: _____ Shift: _____

The Operator must earn an A or B. If their performance is Fair, Poor, or Unsatisfactory, the employee must be given additional hands-on training. Each area must be observed and graded by the Trainer.

General operation

- _____ 1. Performs proper maintenance/safety inspection at beginning of shift.
- _____ 2. Travels with the forks close to the floor.
- _____ 3. Approaches load properly.
- _____ 4. Carries load properly.
- _____ 5. Removes any obstacles in aisles.
- _____ 6. Slows down at corners or intersections.
- _____ 7. Sounds horn at blind corners and intersections.
- _____ 8. Looks in the directions they are traveling.
- _____ 9. Travels with the load trailing when it obstructs forward vision.
- _____ 10. Slows down on wet or slippery floors.
- _____ 11. Corners properly.
- _____ 12. Starts and stops smoothly.
- _____ 13. Obeys company forklift traffic rules.
- _____ 14. Negotiates ramps properly.
- _____ 15. Understands and practices proper fueling procedures.
- _____ 16. While operating the Forklift does not USE any type of electronic equipment or cell phone.
- _____ 17. While operating forklift wears seat belt, safety glasses and safety toe shoes.
- _____ 18. Keeps head, arms, legs etc. inside the running lines of the forklift.

Ability to deposit load in storage area.

- _____ 19. Maintains a safe distance from the edge of ramps, and/or loading docks.
- _____ 20. Never raises a load for high tiering while moving forward toward the load destination.
- _____ 21. Tilts upright forward only after the load is over the storage location.
- _____ 22. Lowers load slowly.
- _____ 23. Load sits squarely.
- _____ 24. Backs forklift away properly.

Parking and Forklift Attendance

- _____ 25. Parks the forklift properly? (Set park brake, lower forks to floor and turn off engine).
- _____ 26. Knows the rated capacity of the forklift?
- _____ 27. Knows weight and load center of the load just carried.
- _____ 28. Sets parking brake as required.
- _____ 29. Lists hazardous areas in the plant.

Dock and trailer test, evaluation.

- _____ 30. Understands and completes Dock Log.
- _____ 31. Checks trailer door opening as well as the condition and capacity of the trailer floor.
- _____ 32. Checks dock board before entering truck or trailer.
- _____ 33. Checks to ensure that trailer wheels are chocked before entering box.
- _____ 34. Avoids the edge of the dock.

Outside operation.

- _____ 35. Avoids uneven terrain.
- _____ 36. Cautious of weather effects on driving surfaces such as ice, snow, rain, etc.
- _____ 37. Obeys all traffic laws if operation on streets
- _____ 38. Demonstrated procedure to change LP tanks on forklift.

I (print name of Supervisor or Trainer) _____ hereby certify that on this date
(print name of employee) _____ has read or been instructed on the Jay Industries Forklift Written Policy and Procedures and completed the Forklift Written Exam. In addition, the employee has been observed and evaluated by me, and has successfully demonstrated the safe use and operation of powered industrial trucks.

Trainer Signature: _____ Date: _____