



University of Maryland Forklift Operator Evaluation

Instructions: Use this checklist during the field session to evaluate operator proficiency. It can also be used for periodic evaluation to ensure that operators are continuing to operate forklifts properly.

Forward a copy of the last page of this evaluation to DES, Room 3115, Chesapeake Bldg, College Park, MD 20742 for training recordkeeping, or FAX to 301-314-9294.

Operator Name:	Unit/Dept:	Evaluator/Supervisor Name:
Date of Evaluation:	Equipment Operated (Make, Model, Gas, Propane, Elec, Diesel)	

OPERATOR ACTIONS	RATING	COMMENTS
Pre-use Inspection		
1. Follow Operator's Daily Checklist	GOOD FAIR POOR N/A	
2. Look for Damage and Comments on Damage	GOOD FAIR POOR N/A	
3. Uses Seat belt	YES NO	
Picking Up The Load		
1. Square up on the center of the load.	GOOD FAIR POOR N/A	
2. Stop with the fork tips about 1 foot from the load.	GOOD FAIR POOR N/A	
3. Clear personnel from the area near the load.	GOOD FAIR POOR N/A	
4. Level the forks; then slowly drive forward until the load contacts the carriage.	GOOD FAIR POOR N/A	
5. Lift the load carefully and smoothly until it is clear.	GOOD FAIR POOR N/A	
6. Tilt the mast back slightly to stabilize the load.	GOOD FAIR POOR N/A	
7. Look over both shoulders.	GOOD FAIR POOR N/A	

8. Checks load for correct travel height.	GOOD	FAIR	POOR	N/A	
Traveling					
1. Does not raise or lower the load and forks while traveling.	GOOD	FAIR	POOR	N/A	
2. Maintain a safe speed.	GOOD	FAIR	POOR	N/A	
3. Observe all traffic rules, warning signs, floor load limits and overhead clearances.	GOOD	FAIR	POOR	N/A	
4. Keep arms and legs inside the forklift.	GOOD	FAIR	POOR	N/A	
5. Follow other vehicles at safe distance.	GOOD	FAIR	POOR	N/A	
6. Slow down when cornering.	GOOD	FAIR	POOR	N/A	
7. Use the horn to alert others.	GOOD	FAIR	POOR	N/A	
8. Travel with the load facing uphill while on a ramp or incline.	GOOD	FAIR	POOR	N/A	
OPERATOR ACTIONS	RATING				COMMENTS
Putting Down A Load					
1. Make sure there is sufficient clearance for the load.	GOOD	FAIR	POOR	N/A	
2. Clear personnel from the area near the load.	GOOD	FAIR	POOR	N/A	
3. Square up to the location; then stop about 1 foot away.	GOOD	FAIR	POOR	N/A	
4. Raise the load to placement level.	GOOD	FAIR	POOR	N/A	
5. Move slowly forward.	GOOD	FAIR	POOR	N/A	
6. If the load is on a pallet, lower it into position and lower the forks further.	GOOD	FAIR	POOR	N/A	
7. Look over both shoulders before backing out.	GOOD	FAIR	POOR	N/A	
8. Back straight out until the forks have cleared.	GOOD	FAIR	POOR	N/A	
9. Lower the forks to traveling position.	GOOD	FAIR	POOR	N/A	

Parking					
1. Fully lower the forks.	GOOD	FAIR	POOR	N/A	
2. Neutralize the controls.	GOOD	FAIR	POOR	N/A	
3. Set the brakes.	GOOD	FAIR	POOR	N/A	
4. Turn off the power.	GOOD	FAIR	POOR	N/A	
5. If parked on an incline, block the wheels.	GOOD	FAIR	POOR	N/A	
6. Park only in authorized areas.	GOOD	FAIR	POOR	N/A	
Fueling And Battery Recharging					
1. Engine off.	GOOD	FAIR	POOR	N/A	
2. Fire extinguisher nearby.	GOOD	FAIR	POOR	N/A	
3. Proper personal protective equipment worn.	GOOD	FAIR	POOR	N/A	
4. Safe fueling and battery recharging procedures followed.	GOOD	FAIR	POOR	N/A	
5. Spills cleaned up immediately.	GOOD	FAIR	POOR	N/A	

Based on my evaluation, the operator has **successfully** completed the evaluation and is qualified to operate the equipment described on page one.

Evaluator/Supervisors Signature: _____ UM ID # _____

Based on my evaluation, the operator **has not demonstrated** competence in operating the equipment described on page one.

Evaluator/Supervisor Signature: _____ UM ID # _____

Operators Signature: _____ Date: _____

Operators Print Name: _____

Operator UM ID #: _____ Unit/Dept: _____