FREE PRINTABLE FORM

Forklift Operator Evaluation Form

Regulation: 29 CFR 1910.178(l), operator training

Evaluate the operator's performance in the workplace, on the type of truck they will operate. Repeat at least once every three years (29 CFR 1910.178(l)(4)(iii)) and after any trigger in the reasons below. The evaluator must have the knowledge, training and experience to train operators and evaluate their competence (29 CFR 1910.178(l)(2)).

OPERATOR NAME	EMPLOYEE ID	DEPARTMENT OR SHIFT
TRUCK TYPE OR CLASS	TRUCK ID	AREA EVALUATED
EVALUATOR NAME	EVALUATOR TITLE	DATE

Reason for this evaluation (tick one)

☐	Initial evaluation after training, before unsupervised operation 29 CFR 1910.178(l)(1)
☐	Three-year evaluation 29 CFR 1910.178(l)(4)(iii)
☐	Observed operating the truck in an unsafe manner 29 CFR 1910.178(l)(4)(ii)
☐	Involved in an accident or a near miss 29 CFR 1910.178(l)(4)(ii)
☐	Previous evaluation revealed unsafe operation 29 CFR 1910.178(l)(4)(ii)
☐	Assigned to a different type of truck 29 CFR 1910.178(l)(4)(ii)
☐	Workplace conditions changed in a way that could affect safe operation 29 CFR 1910.178(l)(4)(ii)

1. Inspection before use Topics in 29 CFR 1910.178(l)(3)

OBSERVED IN THE WORKPLACE	SATISFACTORY	NEEDS TRAINING	N/A	NOTES
Completes the pre-use inspection of the truck and reports defects instead of operating	☐	☐	☐	
Checks forks, chains, mast, tires, horn, lights, brakes and steering	☐	☐	☐	
Confirms the data plate is legible and knows the truck's rated capacity	☐	☐	☐	

2. Truck-related operation Topics in 29 CFR 1910.178(l)(3)

OBSERVED IN THE WORKPLACE	SATISFACTORY	NEEDS TRAINING	N/A	NOTES
Mounts and dismounts using three points of contact, and wears the seat belt where fitted	☐	☐	☐	

Uses controls and instruments correctly and smoothly	☐	☐	☐	
Steers and maneuvers under control, at a speed suited to conditions	☐	☐	☐	
Keeps a clear view of the direction of travel, and travels in reverse when the load blocks the view	☐	☐	☐	
Stays within rated capacity and keeps the load stable	☐	☐	☐	
Follows the operating instructions and warnings for this type of truck	☐	☐	☐	

3. Load handling Topics in 29 CFR 1910.178(l)(3)

OBSERVED IN THE WORKPLACE	SATISFACTORY	NEEDS TRAINING	N/A	NOTES
Approaches the load squarely, sets fork spread, and inserts forks fully	☐	☐	☐	
Travels with the load low and tilted back	☐	☐	☐	
Stacks and unstacks at height with the truck stopped and the mast vertical	☐	☐	☐	
Recognizes an unstable or damaged load and does not move it	☐	☐	☐	

4. Workplace conditions Topics in 29 CFR 1910.178(l)(3)

OBSERVED IN THE WORKPLACE	SATISFACTORY	NEEDS TRAINING	N/A	NOTES
Yields to pedestrians, sounds the horn at intersections and blind corners	☐	☐	☐	
Works safely in narrow aisles and restricted places	☐	☐	☐	
Travels ramps and grades with the load upgrade, and never turns on a grade	☐	☐	☐	
Adjusts for surface conditions such as wet floors, debris, and dock plates	☐	☐	☐	
Observes any hazardous locations and other conditions unique to this workplace	☐	☐	☐	

5. Parking and shutdown Topics in 29 CFR 1910.178(l)(3)

OBSERVED IN THE WORKPLACE	SATISFACTORY	NEEDS TRAINING	N/A	NOTES
Lowers forks fully, neutralizes controls, sets the brake and shuts off power	☐	☐	☐	

Parks clear of aisles, exits and fire equipment, and removes the key where required	☐	☐	☐	

RESULT

COMPETENT TO OPERATE THIS TRUCK TYPE: YES / NO	REFRESHER TRAINING REQUIRED ON

CERTIFICATION

Required by 29 CFR 1910.178(l)(6)

OPERATOR NAME	DATE OF TRAINING
DATE OF THIS EVALUATION	TRAINED BY (NAME)
EVALUATED BY (NAME AND TITLE)	NEXT EVALUATION DUE (NO LATER THAN)
OPERATOR SIGNATURE	EVALUATOR SIGNATURE