SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Forklift Operator Training and Certification Checklist

Regulation: 29 CFR 1910.178(l)(1)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Not certified on this truck type? Do not operate it	
☐	Trainees run only under direct supervision, in a clear area	
☐	Certification needs all three: instruction, practice, evaluation	
☐	Accident or near miss? Report it and stop operating	
☐	Refresher plus re-evaluation before you go back on a truck	
☐	Every operator is re-evaluated at least every three years	
☐	New truck, new attachment, new layout? Get trained first	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	No employee operates a powered industrial truck without direct supervision until training and evaluation are complete **29 CFR 1910.178(l)(1)**	
☐	Training includes formal instruction, practical training, and an evaluation of performance in the workplace **29 CFR 1910.178(l)(2)**	
☐	All training and evaluation is conducted by a person qualified by knowledge, training, and experience to do so **29 CFR 1910.178(l)(2)**	
☐	Training covers both the truck-related topics and the workplace-related topics for the trucks and areas in use here **29 CFR 1910.178(l)(3)**	
☐	Refresher training follows unsafe operation, an accident, a near miss, a failed evaluation, a different truck type, or a change in workplace conditions **29 CFR 1910.178(l)(4)**	
☐	Each operator's performance is evaluated at least once every three years and the due dates are tracked **29 CFR 1910.178(l)(4)**	
☐	A certification record exists for each operator with name, training date, evaluation date, and the identity of the trainer or evaluator **29 CFR 1910.178(l)(6)**	

☐	Certification is specific to the truck types the operator was trained and evaluated on	

WARNINGS

A wallet card is not certification: the record is

Certified on one truck type does not mean certified on all

Never let an untrained coworker take your truck for a minute

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE