

OPERATOR TRAINING 101

FORKLIFT OPERATOR EVALUATION CHEAT SHEET



As the final component of forklift training, the forklift operator evaluation is designed to assess forklift operators. Operators leave the skills and knowledge they learn about the basic requirements of the operator evaluation, evaluation in this visual guide.

FORKLIFT OPERATOR EVALUATION BASIC REQUIREMENTS

The operator evaluation is required for:

- ☑ First-time forklift operators
- ☑ Experienced workers every three years



WHO LEADS FORKLIFT OPERATOR EVALUATIONS?

Personnel with the:

- ☑ Knowledge
- ☑ Training
- ☑ Experience to determine operators' abilities to drive forklifts safely



HOW OFTEN ARE FORKLIFT EVALUATIONS REQUIRED?

At least every three years, or if any of these occur:

- ☑ An accident or near-miss
- ☑ Operation of unfamiliar forklift
- ☑ Unwilling ability to use forklifts safely
- ☑ Workplace condition changes



THE FUNDAMENTALS OF THE FORKLIFT OPERATOR EVALUATION

- ☑ Driving course
- ☑ Complete demonstration from trainer
- ☑ 15-minute completion time

Failure of one or more parts results in:

- ☑ Redo of specific tasks, or
- ☑ Redo of entire driving course until 100% is achieved



FORKLIFT EVALUATION TASKS FOR OPERATORS

- ☑ Inspect forklift and driving course
- ☑ Start and stop forklift
- ☑ Drive forward in specific pattern
- ☑ Drive in reverse in same pattern
- ☑ Drive around cones and other structures
- ☑ Practice load handling
- ☑ Stop and use horn
- ☑ Perform forward slalom, reverse slalom, forward slalom 2, and load handling



THE EVALUATION COMPONENTS

1. Forward Slalom

- ☑ Forklift inspection and safety discussion
- ☑ Drive on right-hand side of first cone
- ☑ Use inside front tire when making a turn
- ☑ Complete the forward slalom to Trainer B
- ☑ Stop and use horn at doorway



2. Reverse Slalom

- ☑ Forklift inspection and safety discussion
- ☑ Drive on right-hand side of first cone
- ☑ Use inside front tire when making a turn
- ☑ Complete the forward slalom to Trainer B
- ☑ Stop and use horn at doorway



3-4. Forward Slalom 2

- ☑ Use horn before entering doorway
- ☑ Pass first cone on right-hand side
- ☑ Use stop and control at doorway
- ☑ Continue forward slalom to remaining cones
- ☑ Stop at final position



5-6. Load Handling

- ☑ Approach load
- ☑ Use proper fork placement and fork depth
- ☑ Raise load
- ☑ Use proper mast tilt
- ☑ Lift load to the proper height
- ☑ Tilt mast forward to load
- ☑ Lower load
- ☑ Determine skid sizes
- ☑ Travel with load safely
- ☑ Use load-on-top or load-on-ground technique
- ☑ Drive in reverse to the start/finish zone and park forklift



THE OPERATOR OVERVIEW POST-EVALUATION

- ☑ Forklift inspection
- ☑ Mounting and dismounting
- ☑ Seat belt usage
- ☑ Coverage of the controls
- ☑ Speed and slowing on turns
- ☑ Line of sight while traveling
- ☑ Performance turning corners
- ☑ Horn usage at starts and intersections
- ☑ Load height while traveling
- ☑ Performance driving in reverse
- ☑ Fork height while traveling
- ☑ Load approach
- ☑ Proper lifting and lowering of the load
- ☑ Proper stop and start
- ☑ Parking procedures



Forklift Certification
Once operators have passed the forklift operator evaluation, they will qualify for their certification. Learn more about forklift training at ForkliftCertification.com.

Forklift Operator Assessment Test Study Guide

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