



Forklift Operator Evaluation Checklist

The checklist below should be evaluated by a trained Forklift Operator and is required in order to maintain a valid Forklift Operator license. This form should be completed after the operator has completed the online course at liftoffcerts.com. Once the course and practical have been completed, the operator is considered OSHA certified.

Pre Operation Inspection

	Complete	Notes
1. Follow the Pre-Operation Checklist.		
2. Look for leaks or damage and check fluids.		
3. Document all findings on the checklist.		

Stacking

	Complete	Notes
1. Maneuver the forklift to be centered in front of the load.		
2. Stop with the fork tips about 8-12 inches from the load.		
3. Ensure area is clear of any personnel. Set controls to neutral.		
4. Level the forks and raise them to the correct height.		
5. Inch forward until forks contact carriage.		
6. Lift the load slowly. Tilt mast back slightly to stabilize the load.		
7. Ensure overhead clearance. Perform head check.		
8. Reverse and lower load to driving height.		

Driving

	Complete	Notes
1. Do not raise or lower the load and forks while traveling.		
2. Do not speed. Maintain a safe speed for your environment.		
3. Never carry passengers unless there is a another seat.		
4. Keep arms and legs inside the forklift cab.		
5. Properly distance yourself behind other forklifts.		
6. Slow down when entering an intersection.		
7. Use the horn to alert others.		
8. Travel with the load facing uphill while on a ramp or incline.		
9. Turn and stop slowly and smoothly.		



Unstacking

Complete

Notes

1. Ensure overhead clearance for the load.
2. Clear personnel for the area near the load.
3. Square up to the location; then stop about 8-12 inches away.
4. Raise the load to placement level.
5. Use inching pedal to inch slowly forward.
6. Lower load into position; lower the forks further for pallets.
7. Perform head check, then reverse.
8. Back straight out until the forks have cleared.
9. Lower the forks to traveling position.

Parking

Complete

Notes

1. Fully lower the forks. Tilt mast forward until tips touch floor.
2. Neutralize the controls.
3. Set the brakes.
4. Turn the power off.
5. If parked on an incline, block the wheels.
6. Park only in authorized areas.

Fueling and Battery Recharging

Complete

Notes

1. Turn the engine off and neutralize controls.
2. Keep a fire extinguisher nearby.
3. Use the proper Personal Protective Equipment (PPE).
4. Follow safe fueling and battery recharging procedures.
5. Clean up spills immediately.



This operator has successfully completed the evaluation and is qualified to operate a forklift.

Operator Name

Date of Evaluation

Trainer Name

Trainer Signature