

## CERTIFICATION OF TRAINING AND/OR EVALUATION FOR THE OPERATION OF POWER INDUSTRIAL TRUCK

Operator's Name: \_\_\_\_\_

Date of Training/Evaluation: \_\_\_\_\_ Location: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Check reason for, or type of training /evaluation

- ☐ Initial training, hands on/formal instruction
- ☐ Initial site-specific training, previous formal accepted license
- ☐ Periodic inspection/evaluation
- ☐ Evaluation following initial training
- ☐ Retraining due to change in work area
- ☐ Retraining due to different truck
- ☐ Retraining due to evaluation results or unsafe operation
- ☐ Evaluation following retraining
- ☐ Routine evaluation (required at least every 3 years)

Attach copies of Quiz & Evaluation forms.

Comments:

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Evaluator Sign: \_\_\_\_\_

## EVALUATION / PERFORMANCE CHECKLIST

Employee Name: \_\_\_\_\_

Observation Date: \_\_\_\_\_

Instructor/Evaluator (Print): \_\_\_\_\_

Instructor/Evaluator (Sign): \_\_\_\_\_

Satisfactory      Needs Improvement

### Follows Inspection Checklist

#### Demonstrates proper use of controls:

- Clutch
- Inching control
- Tilt
- Attachment
- Steering mechanism

#### Follows proper procedures for "unattended" vehicle

#### Demonstrates competency in basic maneuvering skills:

- Starts and stops smoothly
- Maintains proper speed
- Scans effectively
- USES HORN WHEN APPROPRIATE
- Keeps body parts within vehicle

#### Demonstrates competency in picking up a load:

- Matches load with truck's capacity
- Checks load stability

#### Demonstrates competency in driving with a load:

- Travels with load close to ground (4" to 6")
- Keeps an adequate following distance
- Drives in reverse with oversized load
- Maintains a safe speed

#### Demonstrates competency in stacking load:

- Approaches the load squarely
- Stacks straight; squarely and not too high
- Deposits load safely
- Does not move until forks are lowered

#### Demonstrates competency in loading/unloading a trailer or other:

- Checks dock plate
- Checks the condition of the floor
- Checks the trailer chocks, jack stands, and brakes