Operator Evaluation

This guide is intended to assist you with evaluating your lift truck operators in their work environment.

Have your operators all received and passed operator training? ☐ YES ☐ NO
Have your operators filled out a Daily Check sheet before using a piece of equipment? YES ☐ NO ☐

Operating Surfaces:
Pay attention to the surfaces your operators work on are there any special conditions that should be taken into when performing this evaluation?

Inside floor surface: Dry ☐ Wet ☐ Material from a product you may manufacturer? Yes ☐ No ☐
Outside working surfaces: Dry ☐ Wet ☐ Paved (concrete) ☐ Paved (asphalt) ☐ Sand ☐ Gravel ☐ Mud ☐ Ice ☐ Oil ☐
Make a note below about any peculiarities with the operating surface:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Ramps, Grades, Slopes and Inclines:
Ramps: Yes ☐ No ☐ If yes, how much of an incline? _____ degrees
Grades: Yes ☐ No ☐ If yes, how much of a Grade? _____ degrees
Slopes: Yes ☐ No ☐ If yes, how much of a Slope? _____ degrees
Inclines: Yes ☐ No ☐ If yes, how much of an Incline? _____ degrees
Please make any notes applicable to your work environment:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Evaluating the operator

*This is what you should be observing as you are evaluating your operators*

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Unacceptable</th>
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<tr>
<td>Completes a daily check out sheet, prior to operating the lift truck</td>
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<td>Secures their seat belt (or tether), prior to operating the lift truck and that they are wearing any required safety equipment</td>
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<td>Turns the key switch on and activates the truck correctly</td>
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<td>Checks that Battery is fully charged or that truck is full of fuel</td>
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<td>Releases Parking brake or uses one foot to depress and hold the deadman pedal down</td>
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