

# Powered Pallet Jack Operator Evaluation Form

**Instructions:** Use this checklist during the field session to evaluate operator proficiency. It can also be used for periodic evaluation to ensure that operators are continuing to operate powered pallet jacks properly.

Operator Name <u>Chengpeng Hu</u>		Evaluator Name <u>Kenneth Mueller</u>				
Date Of Evaluation <u>8/26/15</u>		Equipment Operated <u>Powered pallet jack</u>				
OPERATOR BEHAVIORS		Good	Fair	Poor	N/A	Comments
<b>Preuse Inspection</b>						
1.	Follow the Operator's Daily Checklist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Look for damage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Document all findings on the checklist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Picking Up A Load</b>						
1.	Square up on the center of the load.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Move under the load as far as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Raise the load until it is high enough for good floor clearance but low enough for stability.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	On high-lift machines, go slowly when carrying a load with the forks raised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5.	On high-lift machines, move the machine out far enough so the load can clear the rack when the forks are lowered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Traveling</b>						
1.	Position for the best visibility, backward or forward.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	On a walkie-rider, keep hands, feet and head inside the vehicle at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3.	Face the direction of travel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Maintain an appropriate, safe speed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Allow for wide swings around corners.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Sound the horn to alert others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Stop smoothly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Stop before raising or lowering the load.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Come to a complete stop before stepping off a walkie-rider.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Putting Down A Load</b>						
1.	Steer the load into place with both hands on the controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	After the load is in place, glance behind to make sure it is clear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Watch for clearance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Carefully reverse direction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



OPERATOR BEHAVIORS		Good	Fair	Poor	N/A	Comments
<b>Fueling And Battery Recharging</b>						
1.	Turn the engine off.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Keep a fire extinguisher nearby.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Use the proper Personal Protective Equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4.	Follow safe fueling and battery recharging procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Clean up spills immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>FINAL EVALUATION</b>						
<input checked="" type="checkbox"/>	Based on my evaluation, the operator <b>has successfully</b> completed the evaluation and is qualified to operate the following equipment:	Equipment Type <i>Powered Pallet Jack</i>				
<input type="checkbox"/>	Based on my evaluation, the operator <b>has not demonstrated</b> competence in operating the following equipment:	Equipment Type				
Evaluator Signature <i>[Signature]</i>		Operator Signature <i>[Signature]</i>				