

Trainee Name: _____

Employee ID#: _____

California State University, Fresno
Fleet Vehicles

Forklift Operational Skills Checkout

1. Perform forklift preoperational checkout as per list.
2. Explain the capacity rating of the forklift you will be using.
3. Estimate the weight of a load to be handled.
4. Make sure load is secure.
5. Enter the forklift operator platform by using your left hand on the overhead guard or hand hold, your right hand on the seat frame and your left foot on the step.
6. Proper seat belt use.
7. Demonstrate setting fork width to properly handle load.
8. Demonstrate picking up a load on a pallet or bin with mast vertical, entering slowly, load touching the carriage and then lifting to a proper height, (approximately 4 to 6 inches).
9. Tilt backward so the load rests against the carriage.
10. Move load safely to a new location. If the forward view is obstructed by the load, drive in reverse.
11. Line forklift up squarely with area you will be depositing the load in.
12. Tilt mast forward so that it is straight up and down.
13. If the forklift is equipped with a side shift use it to further align the load with where it needs to be placed.
14. Lower load to have no load on the forks but keep the chains from having slack.
15. Back away from the load slowly.
16. Lift forks about 4 inches before traveling with the forklift.
17. Stack pallets or bins with forklift.
18. Load and unload several pallets or bins on a truck safely.
19. Park forklift properly with the forks positioned flat on the surface to alleviate any possible tripping over the forks.
20. Shut off fuel at tank if propane, hook up charger if electric.

Checkout completed by _____, Title _____

Date _____