

# **FORKLIFT TRAINING INSPECTION CHECKLIST**

## **GENERAL INFORMATION**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

### **Training Program Documentation**

Yes  No — Written forklift training program is available and up to date

Yes  No — Training includes both classroom and practical components

Yes  No — Program complies with OSHA or applicable safety regulations

### **Trainer Qualifications**

Yes  No — Trainers are certified and experienced in forklift operations

Yes  No — Trainer credentials and training records are on file

Yes  No — Trainers use standard evaluation criteria and documentation

### **Operator Training Records**

Yes  No — All forklift operators have completed required training

Yes  No — Refresher training is provided at regular intervals or after incidents

Yes  No — Individual training records are accessible and up to date

## **Practical Evaluation**

- Yes  No — Operators are tested on startup, operation, and shutdown procedures
- Yes  No — Operators demonstrate safe load handling and maneuvering
- Yes  No — Evaluation includes proper use of seat belts and horns

## **Hazard Awareness**

- Yes  No — Training includes instruction on site-specific hazards
- Yes  No — Operators are trained to inspect forklifts before use
- Yes  No — Training addresses pedestrian safety and restricted zones

## **Written Test and Assessment**

- Yes  No — Operators complete a written knowledge test
- Yes  No — Test results are reviewed with trainees
- Yes  No — Retraining is provided if minimum scores are not achieved

## **Training Content**

- Yes  No — Load capacity, stability, and stacking are clearly explained
- Yes  No — Emergency procedures and reporting processes are covered
- Yes  No — Visual aids and manuals are used to support learning

## License and Certification Issuance

Yes  No — Operators receive documentation of certification

Yes  No — License or operator card includes expiration or review date

Yes  No — Non-certified personnel are not permitted to operate forklifts

## FINAL NOTES

Inspector Comments:

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Inspector Name: \_\_\_\_\_

Inspector Email: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

I confirm this inspection was completed accurately

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