



# Forklift Training Checklist

John Miller, Certified Forklift Trainer

**Complete**

Score	<b>10 / 10 (100%)</b>	Flagged items	<b>0</b>	Actions	<b>1</b>
Company Name	<b>ForkliftPros Ltd.</b>				
Location	<b>California, USA (36.778261, -119.4179324)</b>				
Trainer/Facilitator	<b>John Miller, Certified Forklift Trainer</b>				
Date of Training	<b>10.11.2023 20:00 PST</b>				
<b>Trainee Information</b>					
Name	<b>Lisa Garcia</b>				
Employee ID/Certification Number	<b>Employee ID: 789632 / Certification Number: FLP-2023-456</b>				

## Actions

1 action

Forklift Training and Assessment

Trainee knows how to complete and document pre-operational checklists.

**For Follow-Up**

Since the pre-operational checklists were recently updated to the team, there needs to be a new training session specifically for this. We're still waiting for the documents to be finalized and deployed on Monday morning, so this will be a required follow-up action.

**To do** | Assignee **SafetyCulture Staff** | Priority **Low** | Due **13.11.2023 09:00 PST** | Created by **SafetyCulture Staff**

Complete training on the usage of our updated forklift pre-operational checklists.

## Forklift Training and Assessment

1 action, 10 / 10 (100%)

Provide an overview of the forklift's purpose, applications in the workplace, and its significance.



Introduce the steps to performing pre-operational checks.



Trainee can perform pre-operational checks independently.

Pass

For this, we used the old pre-operational checklist since the updated one still isn't deployed.

Trainee knows how to inspect the forklift for safety before each use.

Pass

All key safety checks were performed adequately and properly.

Trainee knows how to complete and document pre-operational checklists.

For Follow-Up

Since the pre-operational checklists were recently updated to the team, there needs to be a new training session specifically for this. We're still waiting for the documents to be finalized and deployed on Monday morning, so this will be a required follow-up action.

**To do** | Assignee **SafetyCulture Staff** | Priority **Low** | Due **13.11.2023 09:00 PST** | Created by **SafetyCulture Staff**

Complete training on the usage of our updated forklift pre-operational checklists.

Discuss theoretical knowledge and safety guidelines related to forklift operations.



A few key resources were also shared to Lisa for further guidance.

Trainee understands and can explain safety guidelines and regulations.

Pass

Trainee can discuss theoretical aspects of forklift operation, including load capacity and stability.

Pass

Train on proper load handling techniques, emphasizing load positioning, weight distribution, and methods to prevent load shifts.



Trainee can properly position loads on the forks.

Pass

Trainee can distribute loads to ensure safe handling and prevent load shifts.

Pass

Teach how to operate the forklift safely in different scenarios, including steering, braking, acceleration, and navigating tight spaces.



Trainee can perform a 360-degree assessment before moving the forklift.	Pass
Trainee can effectively operate the forklift, demonstrating safe steering, braking, and acceleration.	Pass
Trainee can navigate tight spaces and obstacles while maintaining control.	Pass
<p>Cover safe fueling or battery charging practices and basic maintenance tasks, including checking oil levels and tire conditions.</p> <p style="text-align: right;"><input checked="" type="checkbox"/></p>	
<p>Trainee knows and demonstrates the procedures for fueling, recharging, and basic maintenance tasks, such as checking oil and tires.</p>	Pass
<p>Emphasize the importance of maintaining awareness of pedestrians, using horns when necessary, and communicating effectively when working near them.</p> <p style="text-align: right;"><input checked="" type="checkbox"/></p>	
Trainee consistently maintains a safe distance from pedestrians.	Pass
Trainee demonstrates awareness of pedestrians and communicates effectively with them while operating the forklift.	Pass
<p>Train on how to respond to common emergency situations, including equipment malfunctions, fire incidents, and accidents.</p> <p style="text-align: right;"><input checked="" type="checkbox"/></p>	
Trainee knows how to respond to common emergencies, such as equipment malfunctions, fires, and accidents.	Pass
Trainee can effectively execute emergency procedures to ensure the safety of themselves and others.	Pass
<p>Discuss the importance of periodic refresher training and maintaining ongoing safety awareness for experienced forklift operators.</p> <p style="text-align: right;"><input checked="" type="checkbox"/></p>	
<p>Emphasize the need to maintain proper records of training sessions and certifications to demonstrate compliance with training requirements.</p> <p style="text-align: right;"><input checked="" type="checkbox"/></p>	

## Assessment and Completion

Based on the trainee's performance, they have successfully completed the forklift training program.

**For Follow-Up**

Trainee's Name and Signature



**Lisa Garcia**  
10.11.2023 22:26 PST

Trainer's Name and Signature



**John Miller**  
10.11.2023 22:27 PST