

Instructions and Checklist for KWE Forklift Certification

- ❑ Identify Forklift drivers needing training (that have not received forklift training within 3 years) and schedule a date to hold the class.
- ❑ At the beginning of the class, have the attending employees sign the training sign-in sheet. After the last signature, draw a line under it to ensure no one can sign-in after the class was conducted.
- ❑ Have the Employee attend the Du-All Safety live web cast title “Forklift Training Certification”.
- ❑ Have the employees take the two written tests that have been provided by Du- All Safety.
- ❑ Review the written tests. Correct the answers with the students in the class.
- ❑ Using the forklift(s), the supervisor is to demonstrate how to conduct and document the pre-shift inspection.
- ❑ The Supervisor is to conduct hands-on proficiency training on the forklift with each individual employee and complete an evaluation form for each employee and sign it.
- ❑ Ensure the forklift poster provided (sent separately) is posted in forklift operating areas. If additional copies are needed, they can be ordered at no charge by calling Du-All Safety at 510-651-8289.
- ❑ Return the class sign-in sheet, written tests, and evaluation forms to Du-All Safety via e-mail or fax to 510-651-8937. Du-All Safety will send forklift certification cards to you within one week of receipt.

If you have any questions, please call Du-All Safety at 510-651-8289



PERFORMANCE TEST FOR FORKLIFT OPERATORS

EMPLOYEE NAME: _____ Forklift Capacity: _____
KWE Location: _____ Forklift Make: _____
Date: _____ Model: _____ Serial Number: _____

Please Circle One:

- Class I: Electric Motor Rider Trucks
- Class II: Electric Motor Narrow Aisle Trucks
- Class III: Electric Motor Hand Trucks or Hand/Rider Trucks
- Class IV: Internal Combustion Engine Trucks (Solid/Cushion Tires)
- Class V: Internal Combustion Engine Trucks (Pneumatic Tires)
- Class VI: Electric and Internal Combustion Engine Tractors
- Class VII: Rough Terrain Forklift Trucks

- 1. Shows familiarity with truck controls.
- 2. Slows down at intersections.
- 3. Sounds horn at intersections.
- 4. Obeys signs.
- 5. Keeps a clear view of direction of travel.
- 6. Turns corners correctly - was aware of rear end swing.
- 7. Yields to pedestrians.
- 8. Drives under control and within proper traffic aisles.
- 9. Approaches load properly.
- 10. Lifts load properly.
- 11. Maneuvers properly.
- 12. Travels with load at proper height.
- 13. Lowers load smoothly/slowly.
- 14. Stops smoothly/completely.
- 15. Balances load properly.
- 16. Inserts forks under load all the way.
- 17. Carries parts/stock in approved containers.
- 18. Checks bridge plates/ramps.
- 19. Places loads within marked area.
- 20. Stacks loads evenly and neatly.
- 21. Drives backward when required.
- 22. Checks load weights.
- 23. Places forks on floor when parked; controls in neutral; brake on; power off.
- 24. Follows proper instructions for pre-use inspection and documents accordingly.

Rating:

- Pass**
- Needs More Practice/Experience.** Evaluator Signature: _____
Print name: _____

Please forward the completed form to safety@du-all.com to record and issue a license.
