



## UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR  
PO BOX 452000  
SAN DIEGO CA 92145-2000

StaO 5100.4

Safety

**30 OCT 2000**

### STATION ORDER 5100.4

From: Commanding General

To: Distribution

Subj: POWERED INDUSTRIAL TRUCK SAFETY PROGRAM

Ref: (a) 29CFR 1910.178

Encl: (1) Operator's Daily Checklist-Electric Vehicles  
(2) Operator's Daily Checklist By Week-Electric Vehicles  
(3) Operator's Daily Checklist-Gas, LPG, and Diesel Vehicles  
(4) Operator's Daily Checklist By Week-Gas, LPG, and Diesel Vehicles  
(5) Powered Industrial Truck Maintenance Log  
(6) Powered Industrial Truck Operator's Certification Card  
(7) Powered Industrial Truck Safety Training Record  
(8) Master Log of Qualified Powered Industrial Truck Operators  
(9) Forklift Operator Evaluation Form  
(10) Reach Truck Operator Evaluation Form  
(11) Powered Pallet jack Operator Evaluation Form  
(12) Order Picker Evaluation Form

1. Purpose. To establish procedures for the safe operation of powered industrial trucks aboard Marine Corps Air Station (MCAS) Miramar.

2. Background. This order complies with changes to the Occupational Safety and Health Administration Powered Industrial Truck Standards outlined in the reference.

3. Applicability. This Order applies to civilian and military personnel who acquire, operate, and maintain powered industrial trucks, and to personnel that train and evaluate the powered industrial truck operators at MCAS Miramar.

#### 4. Responsibilities

a. Program Administer. The G-4 Motor Transportation Division will appoint a Program Administer, who will be responsible for the following:

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(1) Issue and administer this program and ensure that it satisfies the requirements of applicable federal, state and local powered industrial truck safety requirements.

(2) Provide initial and periodic training of personnel on the safe operation of powered industrial trucks.

(3) Maintain training records of personnel.

b. Evaluator. The Powered Industrial Truck Operator Evaluator is the supervisor of each work center employing powered industrial trucks. The Evaluator is responsible for assessing the driving skills of personnel who are authorized to operate material-handling equipment on the air station. An evaluation will be conducted at least once every 3 years.

c. Departments that use Powered Industrial Trucks. Officers, noncommissioned officers, managers and supervisors whose departments use powered industrial trucks will:

(1) Ensure personnel who need to operate powered industrial trucks received appropriate training.

(2) Provide observations and feedback to operators to ensure safe equipment operation.

d. The G-4 Motor Transportation Division. Maintain material-handling equipment according to manufacturers' recommendations.

e. Operators. The Powered Industrial Truck Operators will:

(1) Operate powered industrial trucks in a safe manner consistent with MCAS Miramar rules of operation.

(2) Inspect powered industrial trucks at the beginning of each work shift and complete the appropriate inspection form.

(3) Report equipment malfunctions and/or maintenance needs to their supervisor immediately.

## 5. Program Activities

### a. Equipment Inspection and Maintenance

(1) Inspect each powered industrial truck before each shift.

(2) Maintain shift inspection files at each department operating powered industrial trucks.

(3) Keep a maintenance log that identifies repair requirements and corrective actions taken for each powered industrial truck.

(4) If repairs are needed on a powered industrial truck that prevent its safe operation, discontinue use until repairs have been made.

(5) Once repaired, give a performance test on the powered industrial truck to ensure equipment is safe to operate.

(6) Keep powered industrial trucks clean, free of dirt, excess oil and grease.

b. Changing and Charging Batteries

(1) Equipment will be provided to safely flush and neutralize spilled battery acid and electrolyte.

(2) No smoking in the battery-charging areas.

(3) Maintain eyewash equipment in charging areas.

(4) Take precautions to prevent open flames, sparks and electric arcs in charging areas.

(5) Personnel who change and service batteries and handle corrosive liquids will wear the proper Personal Protective Equipment (PPE).

c. Trucks

(1) When powered industrial trucks are used to remove products from truck trailers, the operator will set the brakes on the highway truck and place the wheel chocks under the rear wheels.

(2) If powered industrial trucks are used in trailers that are not attached to truck tractors, install appropriate trailer supports under the fronts of the trailers.

d. Operator Training

(1) Only trained and authorized operators are permitted to operate powered industrial trucks.

(2) Training will consist of classroom safety training and hands-on training with equipment used in the unit.

e. Refresher Training and Evaluation

(1) Refresher training, including an evaluation of that training (written quiz), shall be conducted to ensure the operator has the knowledge and skills needed to operate the powered industrial truck safely.

(2) Provide Refresher Training in relevant topics when:

(a) The operator has been observed to operate the vehicle in an unsafe manner.

(b) The operator was in a mishap or a near miss incident.

(c) The operator's evaluation reveals unsafe vehicle operation.

(d) The operator is assigned to drive a different type of truck.

(e) A condition in the workplace changes in a manner that could affect safe operation of truck.

f. Truck Operations

(1) When a powered industrial truck is left unattended, put equipment into neutral, set the emergency brake, and shut off the power. When parked on an incline, block the wheels.

(2) A powered industrial truck is considered unattended when the operator is 25 feet or more away or when the vehicle is not in view.

(3) When the operator has dismounted and is within 25 feet of the truck, lower the load, put controls in neutral and set the brakes.

(4) Do not use powered industrial trucks to open or close freight doors.

(5) Check truck trailer floors for breaks and weaknesses before powered industrial trucks are driven on them.

(6) Use only approved powered industrial trucks in hazardous locations.

(7) When a powered industrial truck is lifting personnel, use a safety platform that is firmly secured to the lifting carriage and/or forks. An operator will remain at the controls of the truck while the employee is being lifted.

(8) Do not fill the fuel tank while engine is running.

(9) Immediately clean up oil or fuel spills on floor.

g. Traveling

(1) Observe speed limits, and under travel conditions, operate at speeds that will permit the truck to be brought to a stop in a safe manner.

(2) Maintain a three-truck length (or two-second) distance between trucks while operational.

(3) Keep truck under control at all times.

(4) When vision is obscured, the operator will slow down and sound the horn.

(5) If the load blocks the operator's view, drive the truck in the direction that provides the best visibility.

(6) Cross railroad tracks at a diagonal.

(7) Park the truck 8 feet or further from the centerline of the railroad tracks.

(8) Keep a clear view of the path of travel.

(9) Drive the powered industrial truck with the load upgrade when driving on ascending or descending grades greater than 10 percent.

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(10) Properly secure dockboards and bridgeplates before they are driven over.

h. Loading

(1) Handle only stable and safely arranged loads.

(2) Handle loads within the rated capacity of the powered industrial truck.

6. Recordkeeping

a. Inspection and Maintenance Recordkeeping. To ensure powered industrial trucks are in safe operating condition, retain records of inspections and maintenance. The format for these records are outlined in enclosures (1) through (5).

b. Qualified Operator Recordkeeping. Keep a master log of qualified powered industrial truck operators, including the types of powered industrial trucks they are qualified to operate and the dates of their last training and safety skills evaluations. Enclosures (6) through (12) outlines these records format.

7. Action. Commanders and supervisors will ensure the establishment of this program to prevent or minimize powered industrial truck mishaps.

  
T. A. CAUGHLAN  
Chief of Staff

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HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR  
PO BOX 452000  
SAN DIEGO CA 92145-2000

StaO 5100.4 Ch 1  
Safety

JAN 08 2002

STATION ORDER 5100.4 CH 1

From: Commanding General  
To: Distribution List

Subj: POWERED INDUSTRIAL TRUCK SAFETY PROGRAM

1. Purpose. To direct pen changes to the basic Order.

2. Action

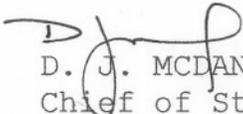
a. On the letter head page, paragraph 4a, change "The G-4 Motor Transportation Division" to read, "The South West Regional Fleet Transportation (SWRFT) Miramar."

b. On page 2, paragraph 4d, change "The G-4 Motor Transportation Division" to read, "The South West Regional Fleet Transportation (SWRFT) Miramar."

c. On page 2, add a new paragraph 4e as follows:

"e. Wear seatbelts when operating powered industrial trucks."

3. Filing Instructions. File this Change Transmittal directly behind the signature page of the basic Order.

  
D. J. MCDANIEL  
Chief of Staff

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**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION MIRAMAR  
P O BOX 452001 SAN DIEGO CA 92145-2001

StaO 5100.4 Ch 2  
Safety

**11 FEB 2003**

STATION ORDER 5100.4 Ch 2

From: Commanding General  
To: Distribution List

Subj: POWERED INDUSTRIAL TRUCK SAFETY PROGRAM

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On the letterhead page, under Reference (a), add "Ref: (b) ASME B56.1."

b. On page 2, add a new paragraph, 4e(5) as follows:

"e. (5) Per reference (b), operators of powered industrial trucks shall be qualified as to visual, auditory, physical, and mental ability to operate the equipment safely. Regularly scheduled physical exams for military personnel meet the requirements of assessing qualification. Civilian personnel will report to the Occupational Health Clinic for powered industrial truck physicals every three years. Call (858)577-4651 for physical appointments.

3. Filing Instructions. File this Change Transmittal directly behind the signature page of the basic Order.

G. L. GOODMAN  
Chief of Staff

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# Operator's Daily Checklist—Electric Vehicles

*Instructions: Complete this checklist at the start of each shift.*

Truck No.	Date	Operator Name
Hour Meter Reading Start Of Day	Supervisor Signature	

## Visual Checks

OK	Needs Attention Or Repair	Not Applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Obvious damage and leaks	<i>Report to supervisor immediately.</i>
Tire/wheel condition	
Battery plug connection	<i>Be sure battery plug connection is tight.</i>
Head and tail lights	
Warning lights	
Hour meter	
Other gauges and instruments	
Battery discharge indicator	<i>When key is turned on, gauge should indicate battery is charged</i>
Fire extinguisher	<i>Charged or missing?</i>

## Operational Checks

OK	Needs Attention Or Repair	Not Applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Horn	
Steering	<i>Report to supervisor immediately.</i>
Brakes	<i>Report to supervisor immediately.</i>
Battery load test	<i>Watch battery indicator while holding the lift lever. If needle moves to red area, battery does not have sufficient charge to operate truck properly.</i>
Parking brake	<i>Report to supervisor immediately.</i>
Vehicle movement; forward and reverse	<i>Report to supervisor immediately.</i>
Lift, tilt, side shift controls	

**Remarks** *Explain all items needing attention or repair.*


ENCLOSURE (1)

# Operator's Daily Checklist By Week—Electric Vehicles

Truck No. \_\_\_\_\_ Week Ending (Date) \_\_\_\_\_

Hour Meter Reading →	Date														
	Not Applicable	OK	Needs Att'n or Repair												
<b>Visual Checks</b>															
1. Obvious damage and leaks <i>Report to supervisor immediately.</i>	<input type="checkbox"/>														
2. Tire condition	<input type="checkbox"/>														
3. Battery plug connection <i>Be sure connection is tight.</i>	<input type="checkbox"/>														
4. Head and tail lights	<input type="checkbox"/>														
5. Warning lights	<input type="checkbox"/>														
6. Hour meter	<input type="checkbox"/>														
7. Other gauges and instruments	<input type="checkbox"/>														
8. Battery discharge indicator <i>When key is turned on, gauge should indicate battery is charged.</i>	<input type="checkbox"/>														
9. Fire extinguisher <i>Charged or missing?</i>	<input type="checkbox"/>														
<b>Operational Checks</b>															
1. Horn	<input type="checkbox"/>														
2. Steering <i>Report to supervisor immediately.</i>	<input type="checkbox"/>														
3. Service brakes <i>Report to supervisor immediately.</i>	<input type="checkbox"/>														
4. Battery load test <i>Watch battery indicator while holding lift lever. If needle moves to red area, battery does not have sufficient charge to operate truck properly.</i>	<input type="checkbox"/>														
5. Parking brake <i>Report to supervisor immediately.</i>	<input type="checkbox"/>														
6. Lift, tilt, side shift controls	<input type="checkbox"/>														
	Checked By														
	Initials														

Note remarks on back side of form.

ENCLOSURE (2)

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30 OCT 2000

Date	Remarks
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StaO 5100.4  
30 OCT 2000

# Operator's Daily Checklist— Gas, LPG And Diesel Vehicles

*Instructions: Complete this checklist at the start of each shift.*

Truck No.	Date	Operator Name
Hour Meter Reading Start Of Day	Supervisor Signature	

## Visual Checks

OK                      Needs  
 Attention Or                      Not  
 Repair                      Applicable

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Engine oil level	<i>Driver to replenish.</i>
Radiator water level	<i>Driver to replenish.</i>
Fuel level	<i>Driver to replenish.</i>
Battery water level	
Obvious damage and leaks	<i>Report to supervisor immediately.</i>
Tire condition	
Head and tail lights	
Warning lights	
Hour meter	
Other gauges and instruments	
Fire extinguisher	<i>Charged or missing?</i>

## Operational Checks

OK                      Needs  
 Attention Or                      Not  
 Repair                      Applicable

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Horn	
Steering	<i>Report to supervisor immediately.</i>
Brakes	<i>Report to supervisor immediately.</i>
Parking brake	
Lift, tilt, side shift controls	

**Remarks** *Explain all items needing attention or repair.*


# Operator's Daily Checklist By Week— Gas, LPG And Diesel Vehicles

Truck No. \_\_\_\_\_ Week Ending (Date) \_\_\_\_\_

Hour Meter Reading →

	Not Applicable	Date													
		OK	Needs Att'n or Repair												
<b>Visual Checks</b>															
1. Engine oil level <i>Driver to replenish.</i>	<input type="checkbox"/>														
2. Radiator water level <i>Driver to replenish.</i>	<input type="checkbox"/>														
3. Fuel level <i>Driver to replenish.</i>	<input type="checkbox"/>														
4. Battery water level	<input type="checkbox"/>														
5. Obvious damage and leaks <i>Report to supervisor immediately.</i>	<input type="checkbox"/>														
6. Tire condition	<input type="checkbox"/>														
7. Head and tail lights	<input type="checkbox"/>														
8. Warning lights	<input type="checkbox"/>														
9. Fire extinguisher <i>Charged or missing?</i>	<input type="checkbox"/>														
<b>Operational Checks</b>															
1. Horn	<input type="checkbox"/>														
2. Steering <i>Report to supervisor immediately.</i>	<input type="checkbox"/>														
3. Brakes <i>Report to supervisor immediately.</i>	<input type="checkbox"/>														
4. Parking brake	<input type="checkbox"/>														
5. Lift, tilt, side shift controls	<input type="checkbox"/>														
	Checked By														
	Initials														

Note remarks on back side of form

ENCLOSURE (4)

May be reproduced

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*Powered Industrial Truck Safety*

Date	Remarks

Date	Remarks

Date	Remarks

Date	Remarks

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30 OCT 2000



# Powered Industrial Truck Operator Certification Card

**Instructions:** Print this form and fill in the cards by hand (one section for each operator). Then cut them apart and distribute to the certified operators.

<p><b>Powered Industrial Truck Operator Training Certification Of Completion</b></p> <p>Operator Name _____</p> <p>Date Of Issue _____</p> <p>The person named above has been trained and is authorized to operate equipment listed on this card.</p> <p>Signature Of Trainer _____</p>	<p>FOLD HERE</p>	<p><b>Equipment Authorized To Operate</b></p> <p>_____</p> <p>_____</p> <p><b>Retraining Record</b></p> <p>Retraining Date    Signature Of Trainer</p> <p>_____</p> <p>_____</p>
<p><b>Powered Industrial Truck Operator Training Certification Of Completion</b></p> <p>Operator Name _____</p> <p>Date Of Issue _____</p> <p>The person named above has been trained and is authorized to operate equipment listed on this card.</p> <p>Signature Of Trainer _____</p>	<p>FOLD HERE</p>	<p><b>Equipment Authorized To Operate</b></p> <p>_____</p> <p>_____</p> <p><b>Retraining Record</b></p> <p>Retraining Date    Signature Of Trainer</p> <p>_____</p> <p>_____</p>
<p><b>Powered Industrial Truck Operator Training Certification Of Completion</b></p> <p>Operator Name _____</p> <p>Date Of Issue _____</p> <p>The person named above has been trained and is authorized to operate equipment listed on this card.</p> <p>Signature Of Trainer _____</p>	<p>FOLD HERE</p>	<p><b>Equipment Authorized To Operate</b></p> <p>_____</p> <p>_____</p> <p><b>Retraining Record</b></p> <p>Retraining Date    Signature Of Trainer</p> <p>_____</p> <p>_____</p>
<p><b>Powered Industrial Truck Operator Training Certification Of Completion</b></p> <p>Operator Name _____</p> <p>Date Of Issue _____</p> <p>The person named above has been trained and is authorized to operate equipment listed on this card.</p> <p>Signature Of Trainer _____</p>	<p>FOLD HERE</p>	<p><b>Equipment Authorized To Operate</b></p> <p>_____</p> <p>_____</p> <p><b>Retraining Record</b></p> <p>Retraining Date    Signature Of Trainer</p> <p>_____</p> <p>_____</p>

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# Powered Industrial Truck Safety Training Record

Facility	Department	Date
----------	------------	------

Employee Name & Employee Identification Number <i>Please print</i>	Job Title <i>Please print</i>	Employee Signature
Name:		
ID:		
Name:		
ID:		
Name:		
ID:		
Name:		
ID:		
Name:		
ID:		
Name:		
ID:		
Name:		
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Name:		
ID:		
Name:		
ID:		
Name:		
ID:		
Name:		
ID:		
Name:		
ID:		

Signature Of Trainer
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# Forklift 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 forklifts properly.*

<b>Operator Name</b>		<b>Evaluator Name</b>	
<b>Date Of Evaluation</b>	<b>Equipment Operated</b>		

Operator Behaviors	Good	Fair	Poor	N/A	Comments
<b>Preuse Inspection</b>					
1. Follow the Operator's Daily Checklist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Look for damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Document all findings on the checklist.	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Stop with the fork tips about 1 foot from the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Clear personnel from the area near the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Level the forks; then slowly drive forward until the load contacts the carriage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Lift the load carefully and smoothly until it is clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Tilt the mast back slightly to stabilize the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Look over both shoulders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. After out and stopped, lower the load to travel height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Traveling</b>					
1. Do not raise or lower the load and forks while traveling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Maintain a safe speed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Observe all traffic rules, warning signs, floor load limits and overhead clearances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Keep arms and legs inside the forklift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Follow other vehicles at a safe distance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Slow down when cornering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Use the horn to alert others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Travel with the load facing uphill while on a ramp or incline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Stop smoothly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Putting Down A Load</b>					
1. Make sure there is sufficient clearance for the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Clear personnel from the area near the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Square up to the location; then stop about 1 foot away.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Operator Behaviors	Good	Fair	Poor	N/A	Comments
<b>Putting Down A Load (continued)</b>					
4. Raise the load to placement level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Move slowly forward.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. If the load is on a pallet, lower it into position and lower the forks further.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Look over both shoulders before backing out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Back straight out until the forks have cleared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Lower the forks to traveling position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Parking</b>					
1. Fully lower the forks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Neutralize the controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Set the brakes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Turn off the power.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. If parked on an incline, block the wheels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Park only in authorized areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fueling And Battery Recharging</b>					
1. Engine off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Fire extinguisher nearby.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Proper Personal Protective Equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Safe fueling and battery recharging procedures followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Spills cleaned up immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Based on my evaluation, the operator **has successfully** completed the evaluation and is qualified to operate the following equipment:
- Based on my evaluation, the operator **has not demonstrated** competence in operating the following equipment:

Equipment Type
Equipment Type

**Evaluator Signature**

**Operator Signature**

\_\_\_\_\_

\_\_\_\_\_

30 OCT 2000

# Reach Truck 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 reach trucks properly.*

Operator Name		Evaluator Name	
Date Of Evaluation	Equipment Operated		

Operator Behaviors	Good	Fair	Poor	N/A	Comments
<b>Preuse Inspection</b>					
1. Follow the Operator's Daily Checklist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Look for damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Document all findings on the checklist.	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Stop with the fork tips about 1 foot from the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Clear personnel from the area near the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. If moving into a rack, make sure both outrigger legs clear the rack.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Place the forks completely under the load by driving forward, extending the reach mechanism or both until the load contacts the carriage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Release the deadman pedal to set the brakes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Raise the load carefully and smoothly until it is clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Retract the reach mechanism fully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Tilt the forks back slightly to cradle the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Look over both shoulders before backing out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. After out and stopped, lower the load to traveling height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Traveling</b>					
1. Do not raise or lower the load while traveling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Maintain a safe speed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Observe all traffic rules, warning signs, floor load limits and overhead clearances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Keep arms and legs inside the reach truck.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Follow other vehicles at a safe distance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Slow down when cornering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Use the horn to alert others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Operator Behaviors	Good	Fair	Poor	N/A	Comments
<b>Traveling (continued)</b>					
8. Travel with the load facing uphill while on a ramp or incline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Stop smoothly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Putting Down A Load</b>					
1. Make sure there is sufficient clearance for the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Clear personnel from the area near the load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Square up to the location; then stop about 1 foot away.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Raise the load to placement level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Either move slowly forward or extend the reach mechanism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. If the load is on a pallet, lower it into position and lower the forks further.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Look over both shoulders before backing out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Back out until the forks have cleared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Lower the forks to traveling position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Parking</b>					
1. Fully lower the forks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Neutralize the controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Set the brakes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Turn off the power.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. If parked on an incline, block the wheels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Park only in authorized areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fueling And Battery Recharging</b>					
1. Engine off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Fire extinguisher nearby.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Proper Personal Protective Equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Safe fueling and battery recharging procedures followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Spills cleaned up immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Based on my evaluation, the operator has successfully completed the evaluation and is qualified to operate the following equipment:

Based on my evaluation, the operator has not demonstrated competence in operating the following equipment:

Equipment Type
Equipment Type

Evaluator Signature

Operator Signature

# 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		Evaluator Name	
Date Of Evaluation	Equipment Operated		

Operator Behaviors	Good	Fair	Poor	N/A	Comments
<b>Preuse Inspection</b>					
1. Follow the Operator's Daily Checklist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Look for damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Document all findings on the checklist.	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Move under the load as far as possible.	<input 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 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 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 type="checkbox"/>	
<b>Traveling</b>					
1. Position for the best visibility, backward or forward.	<input 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 type="checkbox"/>	
3. Face the direction of travel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Maintain an appropriate, safe speed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Allow for wide swings around corners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Sound the horn to alert others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Stop smoothly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Stop before raising or lowering the load.	<input 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 type="checkbox"/>	
<b>Putting Down A Load</b>					
1. Steer the load into place with both hands on the controls.	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Watch for clearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Carefully reverse direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Operator Behaviors	Good	Fair	Poor	N/A	Comments
<b>Fueling And Battery Recharging</b>					
1. Engine off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Fire extinguisher nearby.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Proper Personal Protective Equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Safe fueling and battery recharging procedures followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Spills cleaned up immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Based on my evaluation, the operator has successfully completed the evaluation and is qualified to operate the following equipment:
- Based on my evaluation, the operator has not demonstrated competence in operating the following equipment:

Equipment Type
Equipment Type

**Evaluator Signature**

**Operator Signature**

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# Order Picker 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 order pickers properly.

Operator Name		Evaluator Name	
Date Of Evaluation	Equipment Operated		

Operator Behaviors	Good	Fair	Poor	N/A	Comments
<b>Preuse Inspection</b>					
1. Follow the Operator's Daily Checklist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Look for damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Document all findings on the checklist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fall Protection</b>					
1. Make sure fall protection is in place before beginning work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Inspect all components of the fall protection system before use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Make sure fall protection is worn correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Traveling With An Order Picker</b>					
1. Clear a path in the aisle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Travel with the operator's platform as low as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Keep hands, feet and head inside the vehicle at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Go slowly when coming out of aisles and into cross traffic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Use the horn to alert others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Picking Up A Pallet</b>					
1. Back into the pallet at ground level until the forks are completely under it and the pallet contacts the platform.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Lock the pallet on.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Raising The Platform</b>					
1. Remain stationary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Watch for overhead clearances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Pulling Materials Out Of Racking</b>					
1. Use good body mechanics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Position the machine so materials are at waist level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do not force materials into or out of the racks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Use tubs or bins on the pallet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Fill the pallet from front to back, putting the heavier parts toward the platform.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Stay on the work surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Operator Behaviors	Good	Fair	Poor	N/A	Comments
<b>Pulling Materials Out Of Racking (continued)</b>					
7. If the operator cannot reach the materials, pull the pallet down, rearrange the materials and return it to the rack.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Moving With The Platform Raised</b>					
1. Move slowly in a straight line in rack aisles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Avoid turning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Go slowly and watch for obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Placing Pallets</b>					
1. Return the load to the pallet staging area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Lower the pallet to ground level before releasing it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Look over both shoulders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Carefully reverse direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Parking</b>					
1. Lower the machine to the lowest position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Turn the key to "off."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fueling And Battery Recharging</b>					
1. Engine off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Fire extinguisher nearby.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Proper Personal Protective Equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Safe fueling and battery recharging procedures followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Spills cleaned up immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Based on my evaluation, the operator has successfully completed the evaluation and is qualified to operate the following equipment:
- Based on my evaluation, the operator has not demonstrated competence in operating the following equipment:

Equipment Type
Equipment Type

Evaluator Signature

Operator Signature