

Forklift Operator Job Performance Measure (TQ-FORKLIFT-P)

Candidate Name:	Life/Guest/Contractor Number	Department/Division
Evaluator Name:	Date JPM Completed	Bldg. Number where JPM Performed

Prerequisite Information

Prerequisites and practice/observation activity must be completed before job performance measure is administered.

TQ-FORKLIFT (Web Course) Completion Date →	
Practice or observation activity verified by: _____	
OJT Instructor	
<input type="checkbox"/> <u>New Operator Hands-on Training:</u> The evaluator identified above or the candidate's supervisor, identified on the back of this form, verifies that the subject candidate (new operator) has been provided with hands-on training and practice time under the direct supervision of qualified operator or trainer/examiner and has demonstrated satisfactory competence in the performance measures prescribed by this checklist.	
<ul style="list-style-type: none"> • Approximate total hands-on training hours: _____ 	
<input type="checkbox"/> <u>Incumbent Operator Competence/Proficiency:</u> The evaluator identified above or the candidate's supervisor, identified on the back of this form, has observed the above-named candidate (incumbent operator) operating the specified forklift/s, and using attachments identified below, during the performance of routine work on multiple occasions in a competent and proficient manner.	
<ul style="list-style-type: none"> • Approximate total observation hours: _____ 	

Equipment Qualifications

Mark those successfully demonstrated.

Forklift Classifications			Forklift Description	Ton Range Options	Qualification Codes	↓
Type	Lift Code	Class				
Electric Motor Rider	4	I	Counterbalanced, sit-down, 3 wheels	Up to 5 Ton	TQ-FLQUAL-E-5T	
	5	I	Counterbalanced, sit down, solid tires	Up to 7 Ton	TQ-FLQUAL-ES-7T	
	6	I	Counterbalanced, sit down, pneumatic tires	Up to 7 Ton	TQ-FLQUAL-EP-7T	
Electric Motor Walkie	2	III	Low-lift pallet	Up to 5 Ton	TQ-FLQUAL-EWL-5T	
	5	III	High lift, reach type	Up to 5 Ton	TQ-FLQUAL-EWH-5T	
	7	III	High lift counterbalanced	Up to 5 Ton	TQ-FLQUAL-EWC-5T	
IC Engine Rider	3	IV	Counterbalanced sit-down, solid tires	Up to 4 Ton	TQ-FLQUAL-ICRS-4T	
	3	IV	Counterbalanced sit-down, solid tires	Up to 7 Ton	TQ-FLQUAL-ICRS-7T	
IC Engine Rider	4	V	Counterbalanced sit-down, pneumatic tires	Up to 4 Ton	TQ-FLQUAL-ICRP-4T	
	4	V	Counterbalanced sit-down, pneumatic tires	Up to 7 Ton	TQ-FLQUAL-ICRP-7T	
Rough Terrain	1	VII	All types	Up to 7 Ton	TQ-FLQUAL-RT-7T	
Other →				Up to 25 Ton	TQ-FLQUAL-SPECIAL	

Forklift Attachment Qualifications

Mark those successfully demonstrated

Type Attachment	Attachment Qualification Codes
Fork Extensions	TQ-FLQUAL-FORKEXT
Barrel Lift or Claw	TQ-FLQUAL-DRUMLIFT
Pallet Puller	TQ-FLQUAL-PALPULL
Gas Cylinder Pallet	TQ-FLQUAL-GASPAL
Radiological Material Pig	TQ-FLQUAL-RADPIG

Submit form to Training, Building 400B, for individuals who have successfully completed this Job Performance Measure.

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Signatures verify a competent demonstration of the 8 performance categories listed below and confidence in the candidate's overall ability to utilize the identified forklift/s and attachment/s in a safe manner.

Evaluator Signature: _____

Date: _____

Candidate Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Item	Category and Steps		Standard	Rating		
				Sat	Unsat	N/A
01.0	PLANNING		PERFORMANCE MEASURE	Sat	Unsat	N/A
01.1	Determine the load weight		Within 10 pounds (plus or minus 2 pounds)			
01.2	Locate the load center of gravity		Within ½ leveling bubble of accuracy			
01.3	Determine forklift specifications		Comprehensive and accurate			
01.4	Check travel route and clearances		Comprehensive and accurate			
01.5	Check floor loading limits		Comprehensive and accurate			
02.0	SAFETY CONSIDERATIONS		PERFORMANCE MEASURE	Sat	Unsat	N/A
02.1	Establish a safe work zone		Restrict and control pedestrian traffic			
02.2	Ensure use of PPE		Don safety shoes, hard hat and safety glasses			
02.3	Ensure crew member/s T&Q is current		Total accuracy			
02.4	Ensure compliance with ES&H Subject Areas		Total compliance			
03.0	PRE-OPERATION CHECK		PERFORMANCE MEASURE	Sat	Unsat	N/A
03.1	Perform a forklift pre-start check		Zero omissions from provided checklist			
03.2	Perform a forklift pre-operation check		Substandard conditions identified, if any			
03.3	Ensure operational readiness or deadline		Complete checklist and make proper determination			
03.4	Charge DC forklift battery		Adhere to manufacturer's guidance			
03.5	Replace LPG fuel tank		Adhere to manufacturer's guidance			
04.0	DRIVING AND MANEUVERING SKILLS		PERFORMANCE MEASURE	Sat	Unsat	N/A
04.1	Drive forward/backward empty (slalom course)		Traffic cone spacing, 6-12 inches wider than forklift width			
04.2			Zero contact with traffic cones during operations			
04.3			Forklift maneuvering and control adequate			
04.4			Driving speed slow and steady			
04.5			Minimum disturbance of forklift attitude			
04.6			Visibility & awareness of surroundings adequate			
04.7			Maintain safe clearance from dock or platform edges			
04.8	Drive F/B with pallets (slalom course)		Same as above listed standards			
04.9	Drive across railroad tracks/road bumps		Cross tracks/bumps diagonally			
04.10	Drive up and down slopes/ramps		Safe driving practices on slopes/ramps – up and down			
04.11	Drive in/out of boxcars & trucks		Secure dock-plates & wheel locks to specification			
04.12	Park the forklift and safely leave it unattended		Zero hazards created or safety protocols violated			
05.0	GENERAL LOAD HANDLING SKILLS		PERFORMANCE MEASURE	Sat	Unsat	N/A
05.1	Lift and relocate a symmetrical load		Load stable, balanced and secure during movement			
05.2	Lift and relocate an asymmetrical load		Same as above listed standards			
05.3	Stack and restack/shuffle 4 pallets		All pallet edges aligned (+ or - 2 inches)			
05.4	Operator side shifter assembly if applicable		Load aligned with the forklift load center (+ or - 2 inches)			
06.0	SPECIAL LOAD HANDLING SKILLS		PERFORMANCE MEASURE	Sat	Unsat	N/A
06.1	High stacking		Performance standards same as items 04.0 & 05.0			
06.2	Wide or high load		Performance standards same as items 04.0 & 05.0			
06.3	Asymmetrical load		Performance standards same as items 04.0 & 05.0			
06.4	Hazardous material load		Performance standards same as items 04.0 & 05.0			
07.0	ATTACHMENTS	QUALIFICATION CODE ▼	PERFORMANCE MEASURE	Sat	Unsat	N/A
07.1	Forklift Extensions	TQ-FLQUAL-FORTEXT	Connect/disconnect device/s according to specifications			
07.2	Barrel Lift or Claw	TQ-FLQUAL-DRUMLIFT	Demonstrate competent use of the indicated devices			
07.3	Pallet Puller	TQ-FLQUAL-PALPULL	Performance standards same as items 04.0, 05.0 & 06.0			
07.4	Gas Cylinder Pallet	TQ-FLQUAL-GASPAL	Performance standards same as items 04.0, 05.0 & 06.0			
07.5	Rad Material Pig	TQ-FLQUAL-RADPIG	Performance standards same as items 04.0, 05.0 & 06.0			
08.0	SECURE THE WORK AREA		PERFORMANCE MEASURE	Sat	Unsat	N/A
08.1	Secure the forklift in the designated area		Adhere to forklift manufacturer & BNL safety guidance			