

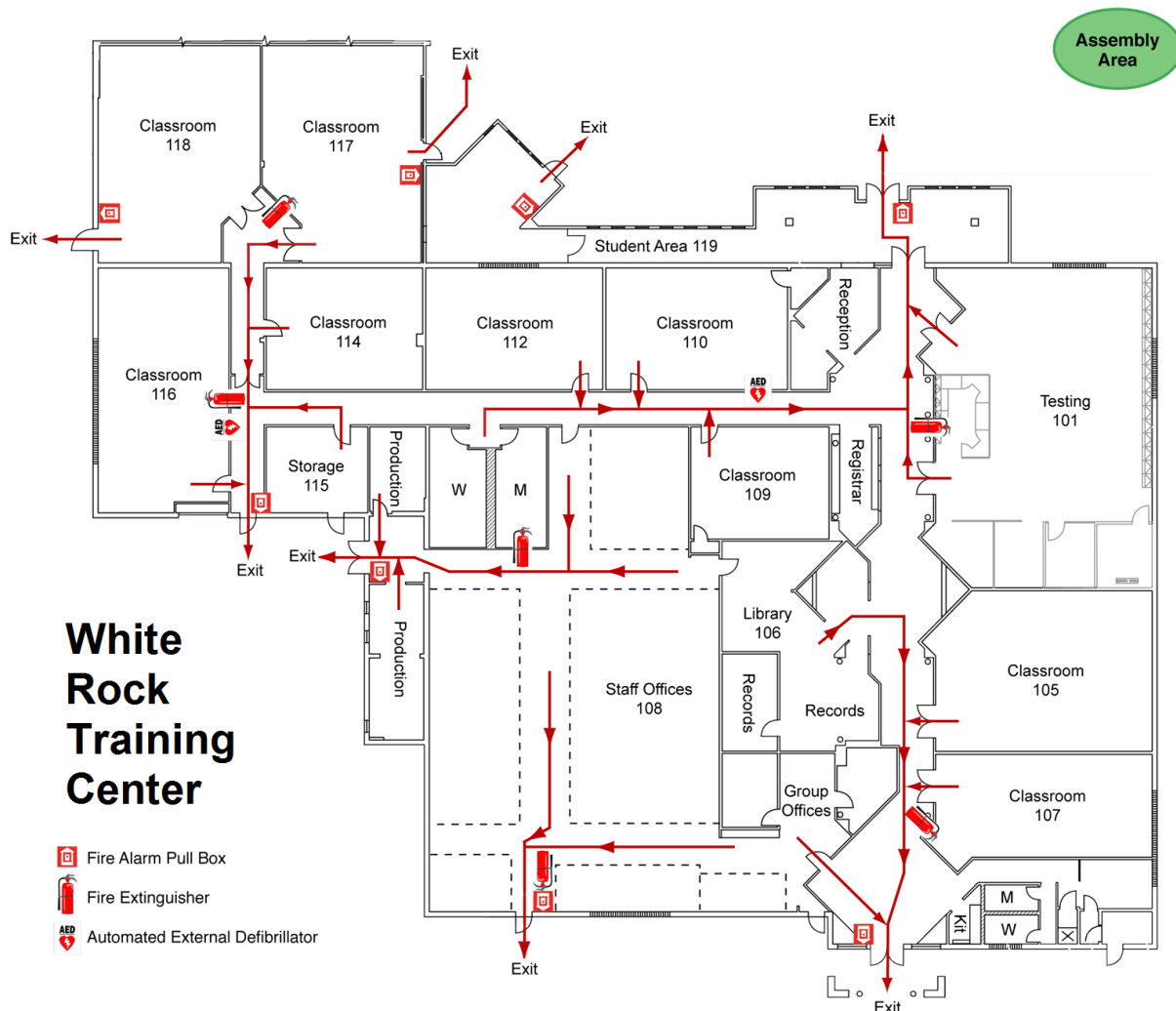
FORKLIFT PROFICIENCY INSTRUCTOR STUDENT MANUAL

LIVE #20355

AUGUST 2026



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FORKLIFT PROFICIENCY INSTRUCTOR

STUDENT MANUAL

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Introduction and Orientation

US Department of Labor finds lack of training, other failures led forklift operator to suffer fatal injuries at Elm Mott tire distribution facility

FORT WORTH, TX – A U.S. Department of Labor investigation revealed that proper workplace safety training and correct storage of pallets taller than 16 feet could have prevented the fatal injuries suffered by a forklift operator at a tire distribution center in Elm Mott.

Responding to the June 2024 incident at Mitchell Industrial Tire Co. Inc.'s distribution center, inspectors with the department's [Occupational Safety and Health Administration](#) found widespread safety failures that exposed dozens of employees to potentially serious and deadly injuries.

OSHA inspectors learned the forklift operator was struck by a falling pallet of industrial truck tires after the pallet's three-tier rack storage system failed. The system's vertical supports were damaged and the horizontal beam locks were missing. The company was cited for 12 violations, including failing to properly train forklift drivers and improperly storing unbanded pallets higher than 16-feet.

Mitchell Industrial Tire faces \$288,299 in proposed penalties.

“Neglecting to train forklift operators properly can lead to devastating consequences, as seen at Mitchell Industrial Tire,” said OSHA Area Director Timothy Minor in Fort Worth, Texas. “The company must comply with safety requirements to protect workers from the many hazards present in warehouses and manufacturing facilities, in line with industry best practices and federal regulations designed to prevent serious injuries and fatalities.”

Founded in 1953, Mitchell Industrial Tire Co. Inc. manufactures solid tires for the material handling industry at its Chattanooga, Tennessee, facility and has three U.S. distribution centers.

Mitchell Industrial Tire has 15 business days from receipt of [citation](#) and penalties to comply, request an informal conference with OSHA's area director, or contest the findings before the independent [Occupational Safety and Health Review Commission](#).

Course Overview

The role of the Forklift Proficiency Instructor (FPI) is to provide two distinct services to the forklift operator: 1) training, and 2) skills evaluation. The role of FPI was created by LANL to train and evaluate LANL workers who require forklift training to be authorized to operate a forklift on LANL property. 29 CFR 1910.178 has training and evaluation requirements. This course is intended to teach forklift trainers and evaluators how to conduct their training and evaluation courses to meet OSHA, DOE, and LANL regulations and policies.

This course manual presents the skills and abilities needed by the FPI to provide quality training to LANL forklift operators and to conduct an objective proficiency evaluation of forklift performance.

Course Purpose

Upon successful completion of this course, participants will be able to train and evaluate LANL employees using hands-on training to meet federal regulations and LANL policy.

Course Objectives

After completing this course, you will be able to:

- recognize the skills and knowledge required of the FPI to train forklift operators in the fundamentals of forklift operation.
- recognize the skills and knowledge required of the FPI to evaluate the forklift operator's ability to safely drive a forklift.
- design and develop a plan for hands-on training and performance evaluations.

Target Audience

This course, *Forklift Proficiency Instructor Classroom Training* (course 20355), is designed for prospective FPIs at Los Alamos National Laboratory (LANL). It provides FPIs with information and skills specific to conducting forklift operation on-the-job training (OJT) and proficiency evaluation.

Program Owner

This course was developed under the direction and technical oversight of Occupational Safety and Health – Industrial Safety and Hygiene (OSH-ISH), the functional program owner for this training.

Training Requirements

Forklift Proficiency Instructor requirements, as required by P101-4, are as follows:

- Initial training – LANL employees selected by their RLM to perform FPI duties are required to be assigned Curriculum 130 – Forklift Proficiency Instructor Training. Curriculum 130 consists of the following:
 - Course 20299 *Forklift Safety Essentials Live* – Required every six years
 - Test 20300 *Forklift Examination* – Required every three years
 - Course 20355 *Forklift Proficiency Instructor Live* - Required every three years
 - Sub curriculum 411 – TSQP – OJT Instructor/Evaluator
 - Course 37341 *TSQP Fundamentals for On-the-Job Instructor* – Initial only
 - Test 60585 *TSQP: Fundamentals for On-the-Job Training Instructors/Evaluators Quiz* – Initial only
 - 60424 (Self Study) *On-The-Job Instructor/Evaluator Continuing Training* – Required every three years
 - Course 53938 *TSQP: Initial OJT Instructor/Evaluator Evaluation* – Initial only
 - Course 53939 *TSQP: Requalification/Recertification OJT Instructor/Evaluator Evaluation Requirement* – Required every three years*
 - Curriculum 3065 – Fire Extinguisher, (Portable) TRNG RQMT is required if your forklift has a fire extinguisher.
- Revised/New task training – Retraining is required when conditions in the workplace change or new forklifts with special features are introduced to the employees seeking to operate a forklift on LANL property.

*At a later date, Course 53939, *TSQP: Requalification/Recertification OJT Instructor/Evaluator Evaluation Requirement* will change from three years to two. The FPI course's requalification requirement will change to reflect the TSPQ changes when they go into effect.

Course Limitations

This course does not address the following:

Completion of this course does not authorize you to instruct hands-on training or perform evaluations. You must have form 1567 filled completed and signed by your RLM to be an authorized FPI.

Registration and Attendance

Attendance is crucial to receive credit for this course. All participants must complete registration prior to the beginning of the course, sign the attendance roster for each day of the course, and attend and actively participate in the course.

Delivery Methods

Course delivery consists of lectures, group discussions, and participant activities.

Evaluation Strategy

The instructor will use oral questioning during the presentation of each module to assess participants' understanding of the material. Problem areas identified during questioning will be reviewed in further detail.

Participants will be evaluated with classroom discussion and a participant activity.

Administrative Details

The instructor will use this portion of the course for introductions and to familiarize participants with facility safety and convenience features, the location of the facility's designated break area(s), and any additional resources or equipment available.

Participants must adhere to all safety requirements during training sessions. They should see their instructor immediately if they have any questions or concerns about safety.

Acronyms

CFR	Code of Federal Regulations
DOE	Department of Energy
FPI	Forklift Proficiency Instructor
LANL	Los Alamos National Laboratory
OJT	On-the-Job Training
OSHA	Occupational Safety and Health Administration
P	Procedure
PIT	Powered Industrial Truck
PPE	Personal Protective Equipment
RLM	Responsible Line Manager
TSQP	Training Staff Qualification Program

Module

1



FEDERAL REGULATIONS

Module 1 Objectives

After completing this module, you will be able to:

- recognize the training requirements set forth by federal regulations.
- know how to implement a training program.
- know the contents needed for a successful training program.

Training Requirements

29 CFR 1910.178

This section contains safety requirements relating to fire protection, design, maintenance, and use of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines. This section does not apply to compressed air or nonflammable compressed gas-operated industrial trucks, nor to farm vehicles, nor to vehicles intended primarily for earth moving or over-the-road hauling.

29 CFR 1910.178(l)(2) Training program implementation

- i. 1910.178(l)(2)(i): Trainees may operate a powered industrial truck only:
 1. 1910.178(l)(2)(i)(A): Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and
 2. 1910.178(l)(2)(i)(B): Where such operation does not endanger the trainee or other employees.
- ii. 1910.178(l)(2)(ii): Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.
- iii. 1910.178(l)(2)(iii): All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

29 CFR 1910.178(l)(3): Training program content

Powered industrial truck operators shall receive initial training in the following topics, except in topics which the employer can demonstrate are not applicable to safe operation of the truck in the employer's workplace.



- i. 1910.178(l)(3)(i): Truck-related topics:
 1. 1910.178(l)(3)(i)(A): Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
 2. 1910.178(l)(3)(i)(B): Differences between the truck and the automobile;
 3. 1910.178(l)(3)(i)(C): Truck controls and instrumentation: where they are located, what they do, and how they work;
 4. 1910.178(l)(3)(i)(D): Engine or motor operation;
 5. 1910.178(l)(3)(i)(E): Steering and maneuvering;
 6. 1910.178(l)(3)(i)(F): Visibility (including restrictions due to loading);
 7. 1910.178(l)(3)(i)(G): Fork and attachment adaptation, operation, and use limitations;
 8. 1910.178(l)(3)(i)(H): Vehicle capacity;
 9. 1910.178(l)(3)(i)(I): Vehicle stability;
 10. 1910.178(l)(3)(i)(J): Any vehicle inspection and maintenance that the operator will be required to perform;
 11. 1910.178(l)(3)(i)(K): Refueling and/or charging and recharging of batteries;
 12. 1910.178(l)(3)(i)(L): Operating limitations;
 13. 1910.178(l)(3)(i)(M): Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.
14. 1910.178(l)(3)(ii): Workplace-related topics:
 15. 1910.178(l)(3)(ii)(A): Surface conditions where the vehicle will be operated;

16. 1910.178(l)(3)(ii)(B): Composition of loads to be carried and load stability;
17. 1910.178(l)(3)(ii)(C): Load manipulation, stacking, and unstacking;
18. 1910.178(l)(3)(ii)(D): Pedestrian traffic in areas where the vehicle will be operated;
19. 1910.178(l)(3)(ii)(E): Narrow aisles and other restricted places where the vehicle will be operated;
20. 1910.178(l)(3)(ii)(F): Hazardous (classified) locations where the vehicle will be operated;
21. 1910.178(l)(3)(ii)(G): Ramps and other sloped surfaces that could affect the vehicle's stability;
22. 1910.178(l)(3)(ii)(H): Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
23. 1910.178(l)(3)(ii)(I): Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.
24. 1910.178(l)(3)(iii): The requirements of this section.

29 CFR 1910.178(l)(4): Refresher training and evaluation

- i. 1910.178(l)(4)(i): Refresher training, including an evaluation of the effectiveness of that training, shall be conducted as required by paragraph (l)(4)(ii) to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.
- ii. 1910.178(l)(4)(ii): Refresher training in relevant topics shall be provided to the operator when:
 1. 1910.178(l)(4)(ii)(A): The operator has been observed to operate the vehicle in an unsafe manner;
 2. 1910.178(l)(4)(ii)(B): The operator has been involved in an accident or near-miss incident;
 3. 1910.178(l)(4)(ii)(C): The operator has received an evaluation that reveals that the operator is not operating the truck safely;
 4. 1910.178(l)(4)(ii)(D): The operator is assigned to drive a different type of truck; or
 5. 1910.178(l)(4)(ii)(E): A condition in the workplace changes in a manner that could affect safe operation of the truck.
- iii. 1910.178(l)(4)(iii): An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

DOE-STD-1090-2011

DOE-STD-1090-2011, 9.1: General Requirements

Operation, inspection, maintenance, and testing of forklift trucks shall comply with the requirements of ANSI/ITSDF B56.1, "Safety Standard for powered Industrial Trucks – Low Lift and High lift Trucks," and ANSI/ITSDF B56.6, "Rough Terrain Forklift Trucks," in addition to applicable

OSHA standards. The following additions and exceptions to the above-cited standards shall also be implemented.

DOE-STD-1090-2011, 9.2: Front End Attachments

9.2.1 When a forklift truck is equipped with an attachment, the rated capacity of the truck/attachment combination shall be established by the truck manufacturer.

9.2.2 In the event the truck manufacturer is nonresponsive to a request to rate a forklift truck with an attachment, the attachment may be used if written approval is obtained from a qualified Professional Engineer. If the response from the original truck manufacturer is negative, the engineer must perform a safety analysis and address all safety and/or structural issues contained in the manufacturer's disapproval. Capacity, operation, and maintenance instruction plates, tags, or decals shall be changed or added accordingly.



Module 1 Knowledge Check

1. What Federal Regulations cover Power Industrial Trucks (PIT)?
 - a. 29 CFR 1910.176
 - b. DOE-STD-1090-2011
 - c. 29 CFR 1910.178
 - d. Both A and B
 - e. Both B and C
2. Regulations require trainers to discuss the difference between the truck and an automobile.
 - a. True
 - b. False
3. Refresher training in relevant topics shall be provided to the operator when any of the following occur EXCEPT:
 - a. The operator has been involved in an accident or near-miss incident
 - b. A condition in the workplace changes in a manner that could affect safe operation of the truck
 - c. The operator has been observed to operate the vehicle in an unsafe manner
 - d. The operator is assigned to operate a truck of the same class, but a lower weight
4. The initial training of operators shall include a combination of formal instruction, practical training, and a performance evaluation.
 - a. True
 - b. False

Module

2



LANL POLICY

Module 2 Objectives

After completing this module, you will be able to:

- recognize LANL's P101-4 requirements for Forklift Proficiency Instructors.
- know the roles and responsibilities of an FPI.
- know FPI training requirements.

P101-4: Forklifts and Powered Industrial Trucks

P101-4 establishes the responsibilities, qualifications, and authorization requirements for Forklift Proficiency Instructors (FPIs) at LANL. FPIs are responsible for training forklift operators, conducting and documenting proficiency evaluations, and ensuring operators understand safe operating practices, equipment limitations, and hazard controls. The program ensures consistent, safe, and compliant forklift operations through qualified instruction, periodic evaluation, and documented authorization.

FPI Responsibilities and Requirement

P101-4, 4.4 Forklift Proficiency Instructor (FPI)

At LANL, an operator-trainee may operate a forklift under the direct supervision of a forklift proficiency

- a. Conducts and documents operator training, safe operations, and initial and recurring proficiency evaluations for forklift and powered industrial truck operators.
- b. Understands the fundamentals of forklifts and powered industrial trucks and their component design related to safety and has the skills to pass that knowledge on to operators they are instructing (for example, inches-to-pounds loading, mechanical limitations, center of gravity, and stability).
- c. Introduces the operator to the equipment, control locations, and functions, and explains how they work when used properly and potential problems when used improperly.
- d. Supervises operators practicing on an operating course that is remote from normal activity and is designed to simulate actual plant operations (for example, warehouse stacking and trailer loading).
- e. Administers oral and operational performance evaluations during the hands-on training.
- f. Periodically observes and evaluates ongoing operations to determine the necessity for refresher training.
- g. Understands nameplate data, operator instructions, and warning information appearing on the vehicle and transfers that knowledge to new operators.

FPI Duties

- a. An FPI trains forklift operators and evaluates their performance. These two tasks are distinct.
 - i. be technically competent in forklift operation;
 - ii. have the skills necessary to train and evaluate assigned operator-trainees;
 - iii. have the desire to teach others; and
 - iv. be firmly committed to safely operating a forklift and providing high-quality forklift training.

FPI Training Requirements

P101-4 Section 6: Training

P101-4, 6.2 Forklift Proficiency Instructor (FPI) Training Requirements

FPIs must complete required training, complete a proficiency evaluation, and be authorized to operate each class of forklift they operate on or what they train others on. FPIs must be Training Staff Qualification Program-qualified On-the-Job Training (OJT) Instructors/Evaluators. Form 1567, Forklift Operator or Proficiency Instructor Authorization, must be completed, signed, and submitted to the Forklift Program Lead so they can update the website with the new or updated authorization; FPIs may also work as forklift operators and do not have to be enrolled in

Curriculum 121. It is recommended that each group performing forklift operations maintain a qualified FPI for their area. The training and authorization process includes the following:

1. Be appointed by their RLM.
2. Enroll in Curriculum #130, Forklift Proficiency Instructor Training.
3. Curriculum #130 contains Course #20299, Forklift Safety Fundamentals (required once only); Test #20300, Forklift Examination (required initially and every 3 years); and Course #20355, Forklift Proficiency Instructor Classroom Training (required initially and every 3 years)
4. Enroll in Curriculum #411, OJT Instructor/Evaluator Curriculum.
 - a. Course 37341 – TSQP: On-The-Job Training Instructor Live – Initial Only
 - b. Test 60585 – TSQP: Fundamentals for On-the-Job Training Instructors/Evaluators Quiz – Initial Only
 - c. Self-Study 60424 – On-The-Job Instructor/Evaluator Continuing Training – every 3 years
 - d. Course 53938 – TSQP: Initial OJT Instructor/Evaluator Evaluation
 - e. Course 53939 – TSQP: Requalification/Recertification OJT Instructor/Evaluator Evaluation Requirement – every 2 years
5. Enroll in Curriculum #3065, Fire Extinguisher (Portable) Training Requirement, if the forklift that will be operated has a fire extinguisher.
 - a. In accordance with NFPA, all operators who operate a forklift with an attached fire extinguisher must be trained in the use of a fire extinguisher and must complete Curriculum #3065. A fire extinguisher may not be removed from a forklift to bypass this requirement.
6. Complete practical training for each class of forklift. This training is a one-time requirement subject to conditions described in Section 6.3 and must be documented by an FPI or forklift Subject Matter Expert (SME) using Form 2040, Forklift Training Evaluation and Documentation. An operator/FPI must receive training on every aspect of the operation of the forklift that the operator/FPI operates or instructs on including but not limited to those subjects listed in 29 CFR 1910.178(l)(3), Training Program Content.



- a. Prospective FPIs may only operate a forklift/powered industrial truck for training purposes under the supervision of a proficiency instructor or a forklift/powered industrial truck SME.
 - b. Any training that an FPI receives must be documented on Form 2040. FPI training on a class and capacity of forklift, see Section 6.3, may be obtained from another FPI. In the case of a new or unique forklift, the FPI may receive training from a SME outside LANL, such as the forklift vendor. That training must be approved by the LANL Forklift Program Lead and documented on Form 2040. If training is not available from a LANL FPI or an outside SME, the training may be created and self-taught by the FPI and approved by the LANL Forklift Program Lead. The FPI may then provide training and authorization to others to use the forklift/powered industrial truck.
7. Complete a proficiency evaluation for each forklift/powered industrial truck class and capacity operated while simulating tasks the operator/FPI would normally be expected to do on the forklift/powered industrial truck. The proficiency evaluation must be conducted initially then every three years and documented by an FPI or forklift SME using Form 1791, Forklift Proficiency Evaluation Checklist, for each class of forklift operated or used for instruction. When practical and safe, the operator/FPI may be evaluated while they operate in the workplace doing lifting tasks as normally expected. The in-the-workplace evaluation may be more practical for periodic proficiency evaluations.
8. Complete applicable training documentation for every forklift/attachment combination used. This training is a one-time requirement subject to conditions described in Section 6.3 and must be documented by an FPI or forklift SME using Form 2040. In addition to completing training on each forklift/attachment combination, the operator/FPI must complete a proficiency evaluation on each specific forklift/attachment combination. The forklift/attachment combination proficiency evaluation must be conducted initially and then every 3 years and signed by an FPI or forklift SME using Form 1791. A specific forklift/ attachment combination must be treated as a discrete unit with training and evaluations only pertaining to that unit.

Note: Complete Form 1567, Forklift Operator or Proficiency Instructor Authorization. Authorization is obtained when the RLM signs Form 1567. Attach original Form 1791 and Form 2040 to Form 1567 to create a paper record of the training and authorization (See Section 8.2, Required Records). **A copy must be submitted to the Forklift Program at forklifts@lanl.gov.**

9. A forklift operator and Forklift Proficiency Instructor (FPI) are limited by the class and load capacity of forklift they may use to perform their duties. An operator or FPI may only operate a class of forklift for which they have documented the completion of training and have documented the successful completion of a proficiency evaluation. A forklift operator or FPI may not operate a forklift of higher load capacity than has been documented on the proficiency evaluation of the same class. For example, if a forklift driver is trained on a Class 5, 2-ton forklift, they can operate any Class 5 forklift with a capacity of 2 tons or less. If they want to operate a Class 5 forklift with a greater capacity, they must be trained to the higher class.



Module 2 Knowledge Check

1. FPIs must be appointed by their team leader to train operators.
 - a. True
 - b. False

2. FPI Duties consist of all the following except:
 - a. Be technically competent in forklift operations
 - b. Teach forklift operations for all classes of forklifts whether you're qualified or not
 - c. Have the desire to teach others
 - d. Be firmly committed to safely operating a forklift and providing high-quality forklift training.

3. A proficiency evaluation is required initially and every three years after.
 - a. True
 - b. False

Module

3

HANDS- TRAINING

Module

ON

3



Objectives

After completing this module, you will be able to:

- understand the FPI role in training a forklift operator.
- determine the training needs of a forklift operator.
- prepare for and conduct a forklift OJT session.
- recognize the sequence of events used for an effective training session.
- document training.

Roles, Needs, and Preparations

Hands-On Training Roles

Your role as an FPI in providing hands-on training is to:

Forklift Proficiency Instructor #20355 (ESHQ-SM-20355, R2.0)

- i. determine the extent of training required by the operator-trainee
- ii. explain and demonstrate tasks for the operator-trainee
- iii. supervise the operator-trainee's practice of each task, pointing out errors and helping the operator-trainee improve techniques

Training must be kept separate from the evaluation. The evaluation is conducted only after the successful completion of training. Experienced operators may need minimal one-on-one training before being evaluated; determining whether they need such training is part of your role as an FPI.

Hands-On Training Needs

Before training a forklift operator the FPI is required to determine what aspects of forklift operation the operator needs to be trained on and how much training the operator needs. An inexperienced operator may need to undergo extensive training in several sessions, whereas an experienced operator may need training on only a certain aspect of a new forklift, which may take a single training session.

An operator-trainee must be trained in every aspect of safely operating the forklift and on every inspection task that is required.

The FPI is required to use Form 2040, Forklift Training Evaluation and Documentation. Form 2040 is used to determine what training is needed and to document the training given after the training is completed. The training must be documented in such a manner as to allow an assessor to determine the objective of the training.

Forklift operators must complete formal classroom instruction, a written forklift examination, practical training, a demonstration of proficiency, and be authorized to operate each class of forklift they will operate. Each occurrence of training must be documented.

Forklift operators are limited by the class and load capacity of the forklift to be used to perform their duties. Operators may operate only a class of forklift for which they have been trained. Completion of this training and the successful completion of a proficiency evaluation must be documented.

A forklift operator may not operate a forklift of higher load capacity than has been documented on the proficiency evaluation of the same class. For example, if a forklift driver has completed the training and evaluation on a Class 5, 2-ton forklift, he/she may operate any Class 5 forklift with a capacity of 2 tons or less. If he or she wants to operate a Class 5 forklift with a greater capacity, he or she must be trained and evaluated to the higher weight.

Likewise with forklift attachments, operators are limited to the class and load capacity of the forklift/attachment combination for which they have verifiable documentation. This documentation must show:

1. the completion of practical training (Form 2040) on the forklift/attachment combination,
2. the completion of a proficiency evaluation (Form 1791) on the forklift/attachment combination, and
3. an authorization to operate the forklift/attachment combination (Form 1567).

If an operator is required to inspect an item on the forklift for safety or performance, the operator must be trained in the required skills and provided the tools necessary to perform the inspection of the item. The training must be documented in such a manner as to allow an assessor to be able to determine the objective of the training.

If the operator is required to perform the inspection of nonroutine items, the required skill must also be documented as a part of the forklift operator proficiency evaluation, and the item must be included in the inspection checklist. An example of a nonroutine item may be oil level or tire pressure.

Hands-On Training Preparations

You should be adequately prepared for your role as an FPI. During your preparation, make sure you are familiar with:

1. required equipment and tools,
2. training reference materials, and
3. safety issues and precautions

Your FPI duties include preparing the site where training will take place and ensuring that all necessary training materials are available. Also ensure that sufficient time has been scheduled for the training.

Trainees may operate a powered industrial truck only under the direct supervision of a LANL FPI who has the knowledge, training, and experience to train the operator on the forklift or forklift/attachment combination being used. The training must take place only where such operation does not endanger the trainee or other employees.

How the site is prepared for training depends on the forklift, the task (s) to be performed by the operator, and the current skill of the operator to be trained. Allow sufficient space and distance from obstacles and pedestrians for safe training.

You may wish to set up a course using pallets or safety cones and cheap, replaceable objects to simulate loads. As the training and abilities of the operator progress, the operator may be eased into an approximation of the operating environment. Use your judgment and experience to determine when the operator has mastered the skills required for safe operation. The appendix at the end of this course manual presents some ideas for preparing a course for conducting a performance evaluation. These same techniques may be used during training.

Hands-On Training Sequence of Events

Introduction

Make sure the operator-trainee understands the circumstances of the training. Explain and discuss:

1. the operations that he or she will be performing,
2. the level of expertise that the FPI expects to see, and
3. the physical condition of the practice session. Such conditions can be real or simulated. For example, you might tell the operator-trainee, “You are loading heavy equipment, rain is falling, and you are working on uneven ground.” Under these conditions, you would expect to see the operator-trainee operating the forklift at low speed with the forks raised safely above the terrain.

***Provide
reasonable
privacy
during
training.***

The overview should be brief and stress safety measures and compliance with procedures. Make sure the operator-trainee understands that questions may be asked at any time during the training.

Minimize interruptions during the training process. If possible, turn off or remove pagers and cell phones. The presence of coworkers at a training site can present problems—the operator-trainee should be able to practice, make errors, and receive corrective instruction without embarrassment.

Explanation

Clearly explain the task(s) that the operator-trainee is expected to perform, stressing key points and critical steps. An effective description requires two-way communication between the FPI and the operator-trainee. Ask the trainee questions during the explanation to verify his or her comprehension. Be patient and willing to explain a concept or procedure repeatedly.

Do not discuss shortcuts or unapproved alternate methods for performing a task—your job is not to impress the operator-trainee with your knowledge but to help them develop safe skills.



Demonstration

During the demonstration, show and explain how to operate the forklift, taking care to demonstrate the skill correctly and safely the first time. If you demonstrate a skill incorrectly, your credibility will be diminished, and the operator-trainee will have to “unlearn” the skill and then relearn it correctly. Through your own actions, stress the requirements of always using safe forklift operating procedures, improving skills continuously, and complying with facility procedures.

**I
do.**

Ask the operator-trainee questions frequently and explain or demonstrate a set of skills as often as necessary. Proceed slowly and continue the demonstration only when you are sure the operator-trainee understands what has been shown and told.

Supervising

Trainees may operate a powered industrial truck only under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence. Trainees may operate a powered industrial truck only in a location where such operation does not endanger the trainee or other employees.

When supervising an operator-trainee for the first time, before actually operating the forklift, make sure you both understand and agree on how you will communicate. You might use a combination of hand signals and verbal commands. If you are in a noisy environment, you may want to consider using walkie-talkies. Always make sure that the operator can see you but never stand close enough to a forklift in operation to be caught in a turn radius or hit by the forks.

**We
do.**

Closely supervise the operator-trainee's initial practice to ensure safe and correct performance of tasks. You can do this effectively by having the operator-trainee talk through the operation and demonstrate its main steps and key points. As the operator-trainee gains proficiency, reduce and finally cease your coaching. However, never hesitate to stop the operator-trainee if a mistake has been made or can be prevented or address additional hazards that might be introduced.

During supervision:

- iv. correct improper actions as soon as practicable
- v. be patient
- vi. provide positive comments on the operator-trainee's efforts
- vii. Pause/stop operations when the situation becomes dangerous

Allow sufficient time for practice. Practice must be conducted in a safe location, using materials that are durable or expendable, such as stacks of pallets or empty crates.



**You
do.**

Conclusion

Following the training and practice sessions, you and the operator-trainee should review his or her performance. Your feedback should include positive comments, suggestions for improvement, and encouragement to continuously improve skills required for safely operating a forklift. The FPI should determine if the operator-trainee is prepared to be evaluated or if more training and practice is needed.

The forklift trainee should be informed that refresher training is required when:

- 1) the operator has been observed operating a forklift in an unsafe manner,
- 2) the operator has been involved in an accident or near-miss incident,
- 3) the operator has received an evaluation that reveals that he or she is not operating the forklift safely,
- 4) the operator is assigned to drive a class of powered industrial truck different from the one for which he or she is trained, or
- 5) a condition in the workplace changes in a way that could affect safe operation of the forklift.

Documentation

All training that an operator receives must be documented on Form 2040, Forklift Training Evaluation and Documentation. If the training is for a forklift/attachment combination, the form must clearly state the specific forklift and attachment. Initial training on a specific class of forklift or a forklift/attachment combination is a one-time requirement. The operator-trainee should be advised to keep a copy of the training documentation for as long as he or she operates the forklift.

Appendix A (pgs. 50-53): Evaluation Course Examples

Module 3 Knowledge Check

1. Hands-on Training and the evaluation can be completed at the same time if the operator shows clear proficiency in forklift operations during training.
 - a. True
 - b. False
2. What form is used to document the hands-on training?
 - a. Form 1568
 - b. Form 1791
 - c. Form 2040
 - d. Form 1569
3. Hands-on training is completed when
 - a. the operator-trainee feels they are ready to be evaluated
 - b. When the operator and FPI feel the operator-trainee is ready to be evaluated
 - c. the FPI feels the operator-trainee is ready to be evaluated
 - d. the FPI must move on to the next operator-trainee to be evaluated
4. An acceptable introduction will inform the operator of the operations they will be performing, the level of expertise expected, and the physical condition of the practice session.
 - a. True
 - b. False
5. While supervising the hands-on training, FPIs should do all of the following EXCEPT
 - a. Correct improper actions as soon as feasible
 - b. Be patient
 - c. Provide negative comments on the operator-trainee's efforts
 - d. Warn the operator when the situation becomes dangerous

Module

4



EVALUATIONS

Module 4 Objectives

After completing this module, you will be able to:

- determine the proficiency evaluation content, location, and conditions.
- prepare and brief the operator-trainee.
- conduct and document the proficiency evaluation using the forklift proficiency checklist.

Purpose and Frequency

Purpose

After the operator-trainee has completed training and the training has been documented, the trainee must complete a performance evaluation. This evaluation, also referred to as a demonstration of proficiency, is an assessment tool for the FPI to determine if the knowledge, skills, and abilities of the trainee are sufficient to safely operate a forklift to perform the tasks expected of the trainee (Form 1791, *Forklift Proficiency Evaluation Checklist*).

Frequency

An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years after the initial evaluation is completed.

Evaluation Sequence of Events

Determine Course Requirements

You need to understand what kind of work the operator performs with the forklift to be able to conduct a proper evaluation. Gaining an understanding can be accomplished by discussing the kinds of lifts the operator-trainee expects to perform and observing experienced operators performing the lifting tasks. FPIs need to consider the degree of complexity of the lift, the level of skill involved, and the consequences of a mishap during the evaluation. Once you understand the lifting work you may:

1. prepare a simulated course that requires the operator to demonstrate the skills needed to work safely,
2. perform the evaluation in the workplace under real conditions, or
3. combine the two techniques and use a simulated load in the real work environment.

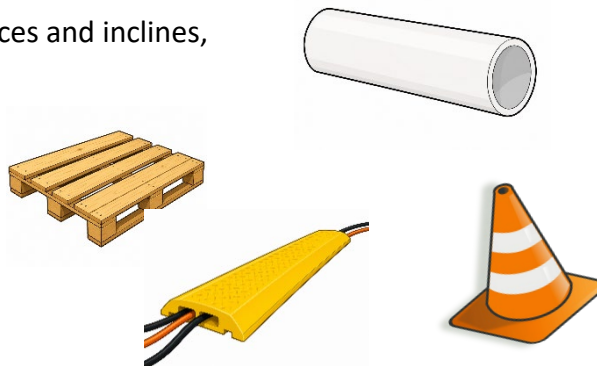
Conditions

FPIs will decide if a performance evaluation can be done in the normal work environment or if a course with dummy loads must be set up to simulate real conditions. As the FPI, you may need to set up a course to simulate the working conditions away from pedestrians, when:

1. an operator has been newly trained and has little experience,
2. the evaluation cannot be conducted under real world conditions because the evaluator cannot access the work area, or
3. the task is conducted infrequently.

For a simulated course, set up a task or set of tasks in a safe area that will allow the operator to demonstrate the skills required to operate the forklift safely. For instance, you may want to consider including in the evaluation course tasks that require:

1. forward and reverse travel on flat surfaces and inclines,
2. inspection techniques,
3. parking techniques,
4. load lifting,
5. engaging and disengaging a load, and
6. making turns.



In most cases you will want to use a demonstration load when conducting an evaluation. Do not allow an inexperienced operator to be evaluated on a real work task that requires a trained and authorized operator to perform. The consequences of a mishap should not impact health, safety, the environment, or property.

Refer to Appendix A for examples of forklift evaluation courses.

Because the evaluation is required every three years, there will be instances in which experienced forklift operators need an evaluation to maintain driving privileges. In many cases observing the operator in place may be acceptable without you, as the FPI, having to set up a special course. The performance evaluation may be conducted by observing the operator performing normal work in the normal work environment if:

1. the operator is known to be a skilled forklift operator,
2. the evaluation causes no additional hazard or increased risk to safety,
3. the forklift work observed by the evaluator is representative of the forklift work typically performed by the operator, and
4. the forklift work conducted by the operator is sufficient for the FPI to conduct a thorough evaluation.

Preparation

Before scheduling a performance evaluation, the FPI should prepare the operator-trainee for evaluation to include:

- i. review Form 1791, Forklift Proficiency Evaluation Checklist;
- ii. review the Forklift Safety Fundamentals (course 20299) student manual; and
- iii. refresh skills needed to complete the task required during the evaluation.

The FPI and the operator-trainee must then:

- i. agree on and confirm the time and location for the performance evaluation
- ii. review safety requirements (PPE, hazards, risks); and
- iii. agree on and assign duties to obtain/bring safety equipment, PPE, and Form 1791.

To prepare yourself for the performance evaluation, FPIs should:

- i. confirm the scheduled evaluation time with the operator-trainee,
- ii. verify that the operator-trainee has completed all prerequisite training,
- iii. review the materials to be used for the performance evaluation, and
- iv. if necessary, run through the task yourself to ensure that you are current on task specifics. Note the following:
 - 1. You may decide to set up a course using cones, barrels, or pallets and demonstration loads that would require the operator-trainee to demonstrate skills while maneuvering the course. To make sure that the course is prepared correctly, you should drive the forklift through the course before the evaluation.
 - 2. ensure that required personnel, equipment, materials, and other components of the evaluation will be available at the scheduled time and that facility operations will not be disrupted by the evaluation.

Briefing

Just before conducting the performance evaluation, provide the operator-trainee with a clear description of the task to be performed for the evaluation. Review the evaluation criteria and explain the levels of acceptable performance. Explain what circumstances (such as danger to personnel or equipment) or events will cause you to interrupt or terminate the evaluation.

FPI's should inform the operator-trainee that:

- i. Proficiency evaluation is an essential step in becoming qualified as a forklift operator;
- ii. any skill judged unsatisfactory will be cause for failing the proficiency evaluation; and
- iii. if the operator-trainee demonstrates unsafe behavior at any time during the evaluation, the evaluation will be terminated, and the operator-trainee will fail.

Conducting

A performance evaluation is not an instructional process; it is designed to evaluate the operator-trainee's skills and knowledge. FPIs will assess the operator's ability to physically drive the forklift by asking the operator to perform a set of tasks that involve picking up, moving, and placing a load.

To avoid compromising the integrity of the evaluation, **DO NOT**:

- i. coach or prompt by offering hints,
- ii. ask leading questions, or
- iii. otherwise indicate the correct way to perform a task.



To assess the operator's knowledge of a particular topic, FPIs may ask for a verbal response.

Observe and compare the operator-trainee's performance to evaluation standards to determine if he or she is performing the tasks correctly.

If the operator-trainee passes the proficiency evaluation, inform them but still provide suggestions for improvement where needed.

If the operator-trainee failed the evaluation, let them know which areas need improvement. Review the performance evaluation results and discuss correct ways of performing the tasks that were performed poorly or incorrectly. Give positive feedback on skills well demonstrated. Advise the operator-trainee on how to obtain more practice and how to arrange for a future evaluation.

Documenting

If the operator-trainee has satisfactorily operated the equipment during the evaluation, you must document this fact on the Forklift Proficiency Checklist (Form 1791).

The operator-trainee is responsible for the original Form 1791 and for ensuring that the information gets processed and filed according to the requirements of the operator's line management.

As the FPI, you are encouraged to keep a copy of the completed Forklift Proficiency Evaluation Checklist for your own record.

Evaluation Considerations

Before starting a job, study the travel route and be aware of overhead clearances. Meet with any involved parties (sometimes called a "tailgate meeting") to review operational and safety principles. At this meeting:

- i. assign or verify roles and responsibilities,
- ii. determining hazards,
- iii. reviewing hand signals, and
- iv. discussing any other factors that will make the job safe and successful.

Identify and address all facility-specific hazards—such as uneven terrain, ramps, docks, or electrical, chemical, or radiological concerns—before the operations begin.

Be aware of and always follow facility-specific rules. Be sure that facility-specific training and access requirements have been met before the job begins.

Module 4 Knowledge Check

1. What are the three types of courses an FPI can choose from? (use trigger)
 - Prepare a simulated course
 - In the workplace under real world conditions
 - Combine simulated courses with a real-world environment
2. You can evaluate an operator-trainee in a real-world environment for their three-year proficiency evaluation.
 - a. True
 - b. False
3. Prior to the evaluation, which of the following DOES NOT need to be checked
 - a. Valid driver's license
 - b. Fire extinguisher training
 - c. Form 2040
 - d. Course 20299 and exam 20300
 - e. Correct use of form 1568
4. The evaluation is the time to ask questions, offer hints, and indicate the proper way to perform tasks
 - a. True
 - b. False

Module

5



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FORMS

Module 5 Objectives

After completing this module, you will be able to:

- utilize the forms used in the LANL Forklift Program per P101-4.
- know how to properly fill out and use forms 2040, 1791, and 1567.

LANL Forklift Forms

Form 2040 – Forklift Training Evaluation and Documentation

<https://irm.lanl.gov/forms/Shared/2040.pdf>

NOTE: Use these buttons to print or save the form. DO NOT use the browser tool bar.

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Form 2040

Forklift Training Evaluation and Documentation

NOTE: Page 2 is available for the instructor to add more than just the generic skills listed on page one or for special situations.

If an attachment is listed on this form, this evaluation pertains to the specific forklift/attachment combination and does not count as an evaluation of the machine alone. Add additional skills or Knowledge on page 2 of this form if necessary.

Forklift Class		Forklift Make, Model, Capacity	
Does this forklift have an attachment that training is being given on? Provide a detailed description of the attachment. Add training skills and knowledge specific to the attachment to the back of this form.			
Operator Trainee Printed Name		Operator Trainee Z Number	
For the forklift listed above, formal instruction and practical training must be provided to the operator trainee on the topics listed below. Check each box that applies or mark NA. Add additional skills or knowledge on reverse if needed. This is not a demonstration of proficiency or an evaluation of the operator's performance in the workplace. Remainder of form to be completed out in the field.		Do you currently have experience/knowledge in this area? Check one. The FPI reviews the gaps in skills and knowledge as indicated in the "No" column. When the training on that skill or knowledge has been completed, the FPI notes the date completed. When all skills are checked complete the FPI signs and dates this form below.	
Skill or Knowledge	NA	Yes	No
Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate			
Differences between the truck and the automobile			
Truck controls and instrumentation: where they are located, what they do, and how they work			
Engine or motor operation			
Steering and maneuvering			
Visibility (including restrictions due to loading)			
Fork and attachment adaptation, operation, and use limitations			
Vehicle capacity			
Vehicle stability			
Any vehicle inspection and maintenance that the operator will be required to perform			
Refueling and/or charging and recharging of batteries			
Operating limitations			
Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate			
Workplace-related topics			
Surface conditions where the vehicle will be operated			
Composition of loads to be carried and load stability			
Load manipulation, stacking, and unstacking			
Pedestrian traffic in areas where the vehicle will be operated			
Narrow aisles and other restricted places where the vehicle will be operated			
Hazardous (classified) locations where the vehicle will be operated			
Ramps and other sloped surfaces that could affect the vehicle's stability			
Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust			
Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation			
Training has been completed in all the areas listed on this form.			
Signature of FPI		Date Training Completed	
I have received training in the areas listed on this form.			
Signature of Operator Trainee		Date Signed	

When training has been completed, sign on the front of this form.

Form 2040 (04/2024)

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Form 1791 – Forklift Proficiency Evaluation Checklist

<https://irm.lanl.gov/forms/Shared/1791.pdf>

NOTE: Use these buttons to print or save the form. DO NOT use the browser tool bar.

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Form 1791



Forklift Proficiency Evaluation Checklist

Instructions

The operator must score a satisfactory in every knowledge or skill that is applicable. The evaluator may deem some areas **Not Applicable**. An operator must successfully complete a proficiency evaluation for each class of forklift he or she wishes to operate. To operate both a Class II and a Class IV forklift, the operator must successfully complete a proficiency evaluation on a class II and IV forklift, and submit Form 1791 for a Class II forklift, and a **second** Form 1791 for a Class IV forklift with an authorization request.

If an attachment is listed on this form, this evaluation pertains to the specific forklift/attachment combination and does not count as an evaluation of the machine alone.

Forklift Classifications

The six forklift classifications for which an operator is required to complete a proficiency evaluation are Classes I, II, III, IV, V, and VII.

The Original form 1791 must be retained by the line management organization.

Copies of this form should be kept by the operator and the FPI.

Operator Name	Organization	Z Number	Signature	Date
Forklift Proficiency Instructor Name	Organization	Z Number	Signature	Date
Forklift Classification	Make/Model			Rated Capacity
Attachments				

Remainder of form to be completed in the field.

Skill or knowledge Evaluated Legend: S = Satisfactory, U = Unsatisfactory, NA = Not Applicable			
Preoperational Considerations	S	U	NA
Operator uses approved inspection checklist and inspects the unit thoroughly			
Operator confirms that all training and authorizations are in good standing for today's operation			
Operator is familiar with operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate			
Operator understands the truck controls, gauges, and instrumentation: where they are located, what they do, and how they work			
Operator understands how to estimate load weight and center of gravity			
Operator understands how to read, interpret, and use the information on the capacity plate of this machine			
Operator understands the principles of vehicle stability as it applies to this machine and the loads that will be carried			
Operator is observant of closed environments where the truck is operated where insufficient ventilation could cause a buildup of carbon monoxide			
Situational Awareness			
Operator is observant of pedestrian or other traffic in the operating area and plan accordingly or take appropriate action to avoid contact			
Operator is observant of narrow aisles, restricted places, or cross aisles in the operating area and take appropriate action such as slowing, stopping, sounding horns, etc.			
Operator is observant of overhead hazards in the operating area and plan accordingly to avoid the hazards			
Operator is knowledgeable of the surface conditions where the vehicle is operated and how those conditions affect truck operation. This includes ramps, inclines, docks, railroad tracks, uneven surfaces and surfaces of various compositions like gravel, dirt, concrete, etc.			

Form 1791 (2/20)

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Page 1 of 2

Attachments				
Operator understands how to connect the attachment to the forklift				
Operator understands how to inspect the attachment				
Operator understands how to operate the attachment				
Operator understands how to determine the load capacity of the forklift attachment combination				
Operator understands the limitations to the use of the attachment				
Operating Unloaded				
Operator accelerates smoothly from a stop				
Operator understands rear end swing as associated with steering and maneuvering the machine				
Operator keeps forks at safe height for conditions				
Operator comes to a complete stop before reversing				
Loading				
Operator positions load correctly on the forks				
Operator avoids bumping and pushing loads				
Operator lifts, then tilts forks				
Operator performs one operation at a time				
Operator checks rear clearance before moving				
Operator takes into account visibility when moving loads and adjust accordingly				
Operating Loaded				
Operator stops and sounds horn at blind corners				
Operator slows when approaching and crossing lanes of pedestrian/vehicular traffic				
Operator keeps load at safe height for conditions				
Operator tilts forks correctly for conditions				
Operator maintains safe speed for conditions				
Unloading				
Operator levels, then lowers load				
Operator pulls out of load correctly, square, with no weight on forks				
Operator checks rear clearance before moving				
Operator properly unloads trucks/trailers				
Parking				
Operator parks in safe area				
Operator lowers forks to floor				
Operator sets brakes				
Operator turns off ignition or power				
Operator closes fuel shutoff (if applicable)				
General Considerations				
Operator planned the task and was well thought out before the lift (if necessary)				
Operator addressed facility specific hazards				
Operator followed facility specific rules				

Comments:

☐ Pass ☐ Failed

For any area receiving an **unsatisfactory score**, list the skill/knowledge and provide an explanation as to the nature of the unsatisfactory rating.

Form 1567 – Forklift Operator or Proficiency Instructor Authorization

<https://irm.lanl.gov/forms/Shared/1567.pdf>

Use these buttons to print or save the form. DO NOT use the browser tool bar.

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Form 1567

Forklift Operator or Proficiency Instructor Authorization

Earliest proficiency evaluation date:

Note: A proficiency re-evaluation will be due three (3) years from this date.

This authorization is for:

☐ Forklift Operator ☐ Forklift Proficiency Instructor

Please refer to the back of this form for instructions on how to complete each section.

DO NOT SIGN UNTIL ALL TRAINING IS COMPLETE. See Section 5 for Requirements. Once signed, the form may not be altered.

Section 1. Operator or Proficiency Instructor Information

Print Name (Last, First, M)	Z Number	Signature and Date
Group/Organization	Mail Stop	Telephone Number

Section 2. Responsible Line Manager (RLM) Authorization

Print RLM Name (Last, First, M)	RLM Z Number	RLM Signature and Date
RLM Group/Organization	RLM Mail Stop	RLM Telephone Number

The RLM signature indicates that the applicant is authorized to use the forklifts listed and the forklift/attachment combinations listed; has the skills, knowledge, and ability to perform the tasks required of an operator or forklift proficiency instructor using the equipment indicated; has documented the satisfactory completion of all required training, including classroom, forklift, forklift/attachment combination, and site-specific training pertaining to the safe operation of the equipment; and has documented the satisfactory completion of a proficiency evaluation on each class of forklift and each forklift/attachment combination.

Section 3. Equipment

Class	Load Capacity (tons)	Class	Load Capacity (tons)
☐ Class I - Electric Motor Rider Truck		☐ Class IV - Internal Combustion Engine-Cushion Tires	
☐ Class II- Electric Motor Narrow Aisle Truck		☐ Class V - Internal Combustion Engine-Pneumatic Tires	
☐ Class III - Electric Motor Hand Truck		☐ Class VII - Rough Terrain Forklift Truck	

Form 1567 (04/2024)

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Page 1 of 4

**Forklift Operator or
Proficiency Instructor Authorization**
(continued)

Section 4. Attachments		
<i>List all attachments. On the same row, list each SPECIFIC forklift with which you will use the attachment. List the load capacity of the attachment-forklift combination in tons or pounds. See Instructions at the end of this form.</i>		
Attachment	Forklift	Forklift/Attachment Load Capacity
Example: Self-Dumping Hopper	Class 1, Toyota 7FBEU	1,500 lb

Section 5. Requirements			
Complete the checklist below. The earliest training expiration date is the authorization expiration date. A new authorization form is required with each retraining completion.			
Item	Applicable Forklift Class or Attachment in Sections 3 and 4	Note	Completion Date
Valid Driver's License	NA	Per P101-4, Section 4.3	NA
Curriculum 121 or 130	NA	121 - Operators 130 - Proficiency Instructors	Tracked in UTrain
Curricula 411 - TSQP	NA	For Proficiency Instructors only. Initial and every 3 years.	Tracked in UTrain
Fire Extinguisher Training	*If Applicable	Annual 9893 or equivalent. Required only for forklifts with fire extinguishers	Tracked in UTrain
OJT Forklift Training	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 2040 initially and refresher, if applicable	
Forklift Proficiency Evaluation	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 1791 initially and every 3 years for each class of forklift listed in Section 3	
OJT Forklift/Attachment Training	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 2040 initially and refresher, if applicable	
Forklift/Attachment Proficiency Evaluation	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 1791 initially and every 3 years for each combination listed in Section 4	
OJT Forklift Training	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 2040 initially and refresher, if applicable	
Forklift Proficiency Evaluation	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 1791 initially and every 3 years for each class of forklift listed in Section 3	

**Forklift Operator or
Proficiency Instructor Authorization**
(continued)

Item	Applicable Forklift Class or Attachment in Sections 3 and 4	Note	Completion Date
OJT Forklift /Attachment Training	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 2040 initially and refresher, if applicable	
Forklift/Attachment Proficiency Evaluation	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 1791 initially and every 3 years for each combination listed in Section 4	
OJT Forklift Training	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 2040 initially and refresher, if applicable	
Forklift Proficiency Evaluation	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 1791 initially and every 3 years for each class of forklift listed in 3	
OJT Forklift /Attachment Training	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 2040 initially and refresher, if applicable	
Forklift/Attachment Proficiency Evaluation	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 1791 initially and every 3 years for each combination listed in Section 4	
OJT Forklift Training	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 2040 initially and refresher, if applicable	
Forklift Proficiency Evaluation	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 1791 initially and every 3 years for each class of forklift listed in Section 3	
OJT Forklift /Attachment Training	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 2040 initially and refresher, if applicable	
Forklift/Attachment Proficiency Evaluation	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 1791 initially and every 3 years for each combination listed in Section 4	
OJT Forklift Training	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 2040 initially and refresher, if applicable	
Forklift Proficiency Evaluation	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 1791 initially and every 3 years for each class of forklift listed in Section 3	
OJT Forklift/Attachment Training	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 2040 initially and refresher, if applicable	
Forklift/Attachment Proficiency Evaluation	Class (Select One): ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VII	Form 1791 initially and every 3 years for each combination listed in Section 4	

Note: Use an additional form if you need more room to list additional forklift training, forklift/attachment combination training, forklift proficiency evaluations, or forklift/attachment combination evaluations.

**Forklift Operator or
Proficiency Instructor Authorization**
(continued)**Instructions for Forklift Authorization Form**

Refer to P101-4, *Forklifts and Powered Industrial Trucks*, for specific information on operator and proficiency instructor training requirements. This form should be completed by the applicant, with support from a forklift proficiency instructor, training specialist, or Forklift Program SME. This form authorizes an operator or instructor on one or multiple forklifts and attachments. A forklift operator must complete classroom training, a written exam, "on-the-forklift" training, a proficiency evaluation, attachment/forklift training, fire extinguisher training when applicable, and authorized before operating a forklift. A forklift proficiency instructor must complete all of these items plus forklift proficiency instructor training every 3 years. Once signed, the form may not be altered.

Section 1 – Operator or Proficiency Instructor Information. "Operator" or "forklift proficiency instructor" refers to the person who is being authorized by the responsible line manager.

Section 2 – Responsible Line Manager Authorization. Once the signature in Section 2, Responsible Line Manager Authorization is complete, the form may not be altered.

Line management must designate and authorize forklift operators and forklift proficiency instructors:

- Ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluations required by the LANL Forklift Program. The forklift proficiency instructor records and documents training provided on Form 2040 and documents the operation proficiency evaluation using [Form 1791, Forklift Proficiency Evaluation Checklist](#).
- Ensure that the forklift proficiency instructor has the skills, knowledge, and ability to train and evaluate forklift operators as required by OSHA and DOE under field conditions and to complete all assigned tasks using the equipment and attachments listed. For every forklift and forklift/attachment combination for which the forklift proficiency instructor provides instruction, the forklift proficiency instructor must have a record of that training on Form 2040 and a proficiency evaluation recorded on Form 1791.

Section 3 – Equipment. There are six classes of forklifts: 1, 2, 3, 4, 5, and 7. Check the box for the equipment used and provide load capacity for each class for which the applicant has completed training, has a record of that training on Form 2040, and has completed a proficiency evaluation as documented on Form 1791. If the applicant will operate several forklifts of the same class, list only the highest capacity within the class for which the applicant has completed training and has a record of the training and proficiency evaluation.

Section 4 – Attachments. List all attachments used by the operator or the instructor. Next to the attachment, list the specific forklift with which the attachment is used; then list the capacity of the attachment/forklift combination. Use one line for each forklift attachment combination. You must be specific when listing the forklift because forklifts can vary widely within the same class (example: *Self Dumping Hopper/Class 1, Toyota 7FBEU/1,500 lb*). For each forklift/attachment combination, the operator or proficiency instructor must have completed training, documented that training on Form 2040, and documented a successful proficiency evaluation on Form 1791.

Section 5 – Requirements. A valid driver's license, applicable curriculum enrollment (121 for Operators, 130 and 411 for Proficiency Instructors), UTrain course completion within the curriculum, and On-The-Job training and proficiency evaluation(s) must be complete and documented. List only one training item per row. This form authorizes an operator or instructor on one or multiple forklifts and attachments.

Records Retention –A copy must be sent to the Forklift Program at forklifts@lanl.gov. The owning organization must also retain all hands-on training records and documents, along with initial and recurring forklift proficiency evaluations for all powered industrial truck operators in that organization. (See P101-4, *Forklifts and Powered Industrial Trucks*, Section 8.2).

Module

6



INSTRUCTOR GUIDES

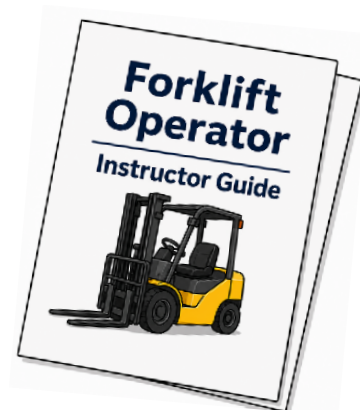
Module 6 Objectives

After completing this module, you will be able to:

- recognize how to develop a hands-on training instructor guide,
- recognize how to develop an evaluation instructor guide, and
- determine whether the guide meets the needs of training for your specific area.

Development

Instructor guides are an essential part of any instructor's means of teaching. Whether it is classroom instructing, lecturing, or performing hands-on training or evaluations, instructor guides give you a path to follow to ensure all training requirements from Federal Regulations and local Policies are met. They organize, structure, set guidance, meet objectives, and provide the goals needed to effectively teach hands-on training and evaluate for proficiency.



Meeting Your Needs

The Forklift Proficiency Instructor Guide should address the forklift functions required to successfully navigate, operate, and function in the area which the forklift will be operated. It should apply all training outlined in DOE-STD 1090-2007 that pertains to the work areas and any additional skills or knowledge pertinent to your specific area. The course should be as challenging as possible. It outlines the required equipment, tools, training reference materials, and safety issues and precautions.

Forklift operators must complete formal classroom instruction, a written forklift examination, practical training, a demonstration of proficiency, and be authorized to operate each class of forklift they will operate. Each occurrence of training must be documented.



Forklift Proficiency Instructor Information		
FPI Name (Evaluator):	Z Number:	Organization:
Equipment Information		
Forklift Class/Weight:	Attachment:	
Course Information		
☐ Simulated Course (<i>Show design and explain path and requirements on last page.</i>) ☐ Normal Work Environment ☐ Mixed course of simulated load in normal work environment		
Terminal Objective		
Upon completion of this training, workers will be able to recognize the components of a specific class of forklift, factors that affect forklift operations, proper inspections of forklifts, and successfully navigate a course designed to meet training criteria and workplace hazards.		
Enabling Objectives		
- Given a simulated course setting, by the end of hands-on training, demonstrate proper forklift operations with zero incidents or safety violations. - Given an operator's manual for a specific forklift, identify the controls, components, and special features of that forklift with 100 percent accuracy. - Given a LANL Form 1568, demonstrate proper inspection procedures of a forklift, with 100 percent accuracy.		
Equipment		
- Cones - Hard Hats - Reflective Vests - Safety Glasses		
Introduction		
Good day, My name is _____, and I will be your forklift instructor for today's hands-on training. I have _____ years of forklift experience. Today we will be training on the Toyota class _____ forklift (or attachment). By the end of the training, I expect you to safely navigate the course I have laid out without incident or any safety violations. Safety will always be the top priority, and any unsafe act will cause the training to end. The goal of today's training is to prepare you for your proficiency evaluation. If by the end of training, myself or you feel you are not ready for evaluation, additional training will be scheduled until both feel you can be evaluated successfully. Please be aware of the physical aspects of today's training. Heavy lifting, climbing, and load manipulation will be part of today's training. If you have any physical limitations, please pull me aside to discuss your concerns. Questions are always welcome during today's hands-on training, and we will try to limit all interruptions.		
FPI Guide and Instructions		

Training Criteria:

- Go over operator's manual.
 - Warnings
 - Precautions
 - Controls
 - Anything special or unique about the forklift
- Discuss the difference between a forklift and an automobile.
- Point out the forklift controls and instrumentation. Discuss how they work and what they do.
- Explain engine or motor operation.
- Discuss steering and maneuvering. How they differ from a car.
- Explain visibility and restrictions due to loading and travel.
- Fork and/or attachment adaptation. Explain operation and limitations.
- Go over capacity/rating plate. Cover how mast height affects capacity.
- Explain the risks of speed, mast height, and turning and how it affects stability.
- Demonstrate a proper inspection. Go over Form 1568 and any areas that need mentioning due to your experience.
- Explain the form 1569 – Defective equipment.
- Go over any maintenance the operator might have to perform.
- Explain fueling or recharging procedures. Mention group specific procedures if there are any.
- Explain operator limitations.
- [List any other criteria you wish to add for your training.](#)

Work Related Topics:

- Surface conditions
- Composition of load
 - Load packaging
- Load stability
- Load manipulation
 - Stacking
 - Unstacking
- [Pedestrian traffic](#)
- [Narrow aisles](#)
- [Restricted areas](#)
- [Hazardous locations](#)
- [Ramps and sloped surfaces](#)
- [Closed environments](#)
 - [Insufficient ventilation](#)
 - [Poor vehicle maintenance](#)
- [Hazards unique to the area of operation](#)

Retraining:

- the operator has been observed operating a forklift in an unsafe manner
- the operator has been involved in an accident or near-miss incident
- the operator has received an evaluation that reveals that he or she is not operating the forklift safely
- the operator is assigned to drive a class of powered industrial truck different from the one for which he or she is trained
- a condition in the workplace changes in a way that could affect safe operation of the forklift

Practice:

- Verify operators understand everything that has been talked about!
- Demonstrate the task to be performed.
 - Inspection of forklift
 - Navigating the course
- Supervise training.
 - Complete supervision
 - Operator has no experience and requires constant guidance.
 - Have operator talk through operation.
 - Correct unsafe operations immediately.
 - Patience
 - Backing off supervision
 - Operator shows an understanding of operations but still needs monitoring and explanation.
 - Positive feedback
 - Minimal supervision
 - Operator has a full understanding of operations and needs minimal guidance.
- Determine if the operator is ready for evaluation.
 - If proficient, schedule evaluation
 - If proficiency is not demonstrated, set up another day for hands-on training.

Concluding training:

- Closing discussion
 - Ask if there are any questions.
 - Ask for feedback on training.
- Complete Form 2040 – Forklift Training Evaluation and Documentation

Simulated Course description:

Evaluation Example

Forklift Operator Information		
FPI Name (Evaluator):	Z Number:	Organization:
Equipment Information		
Forklift Class/Weight:	Attachment:	
Course Information		
☐ Simulated Course (<i>Show design and explain path and requirements.</i>) ☐ Normal Work Environment ☐ Mixed course of simulated load in normal work environment		
Evaluation Type		
☐ Initial Evaluation ☐ 3-Year Evaluation		
Terminal Objective		
Upon completion of this evaluation, operators will properly inspect and operate a forklift without incidents or coaching.		
Enabling Objectives		
- Given a simulated course, mixed course, or a normal work environment, operator will successfully operate a forklift with zero incidents or safety violations. - Given a LANL Form 1568, demonstrate proper inspection procedures of a forklift, with 100 percent accuracy.		
Equipment		
- Cones - Hard Hats - Reflective Vests - Safety Glasses		
Introduction		
Introduction - Inform the operators of the following: (Write in your own words. Use Hands-on Training as a guide) - Evaluations are required every three (3) years. - The proficiency evaluation is an essential step in becoming qualified as a forklift operator - Any skill judged unsatisfactory will be cause for failing the proficiency evaluation - What improper performance can cause evaluator to stop the evaluation (i.e. any unsafe operations) - What level of expertise is required (determined by FPI) - What are the course expectations		
FPI Guide and Instructions		
Observation and Questions - Do not coach or prompt the operator by offering hints or suggestions. - Do not ask leading questions. - Do not indicate correct ways to perform tasks.		

Closing Discussion

- Inform operator of results (pass/fail).
- Provide positive feedback.
- Provide suggestions for improvement.

Complete Form 179

Continued on next page

Simulated Course Description:

Appendix

A

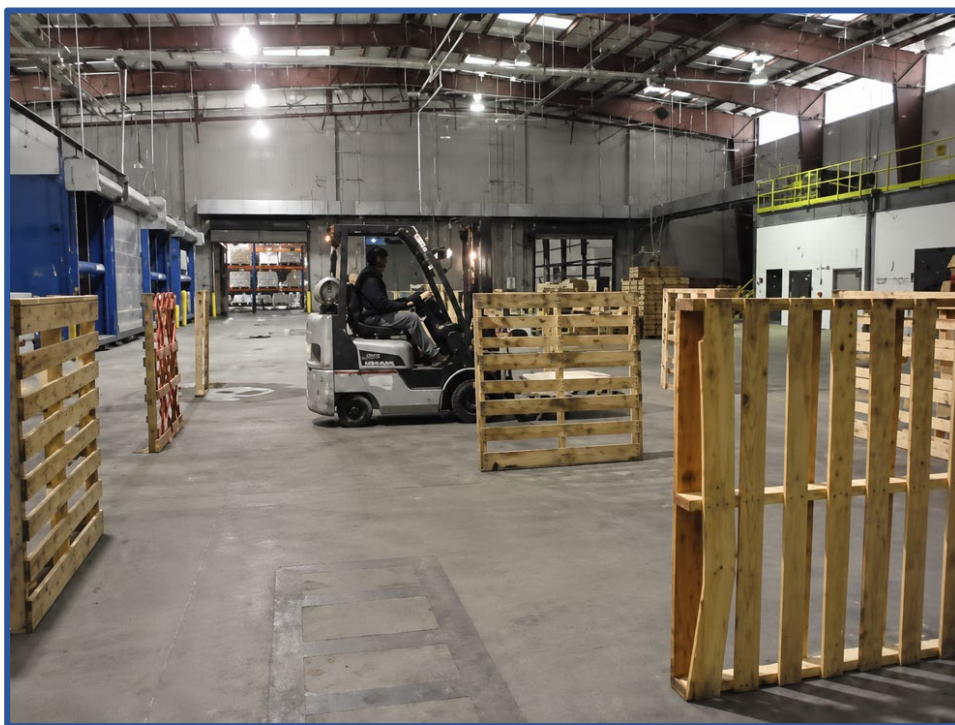
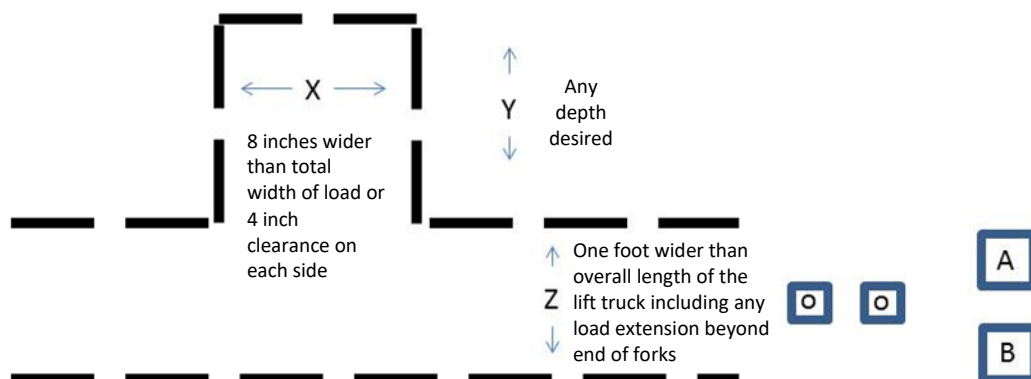
Forklift Evaluation Course Examples

Examples

Sample Evaluation Course #1

1. Pick load A and in reverse, back through obstacles into access aisle.
2. Without touching upright pallets, deposit load A in area marked with X.
3. Return and pick load B. Drive forward through obstacles and deposit load B on top of load A.
4. Pick the entire stack and return it to the starting position. Separate loads and return load B to starting position.

Course: The course is outlined with pallets or cones placed on end. The obstacles (O) and loads (A&B) can be pallets or other objects.

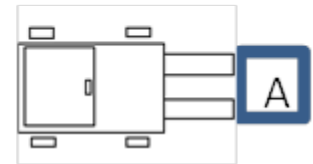


Sample Evaluation Course #2

1. Pick load A and in reverse, back through obstacles to point X.
2. Drive forward through obstacles and deposit load A at original location.

Course: The obstacles and load (A) can be pallets or other objects.

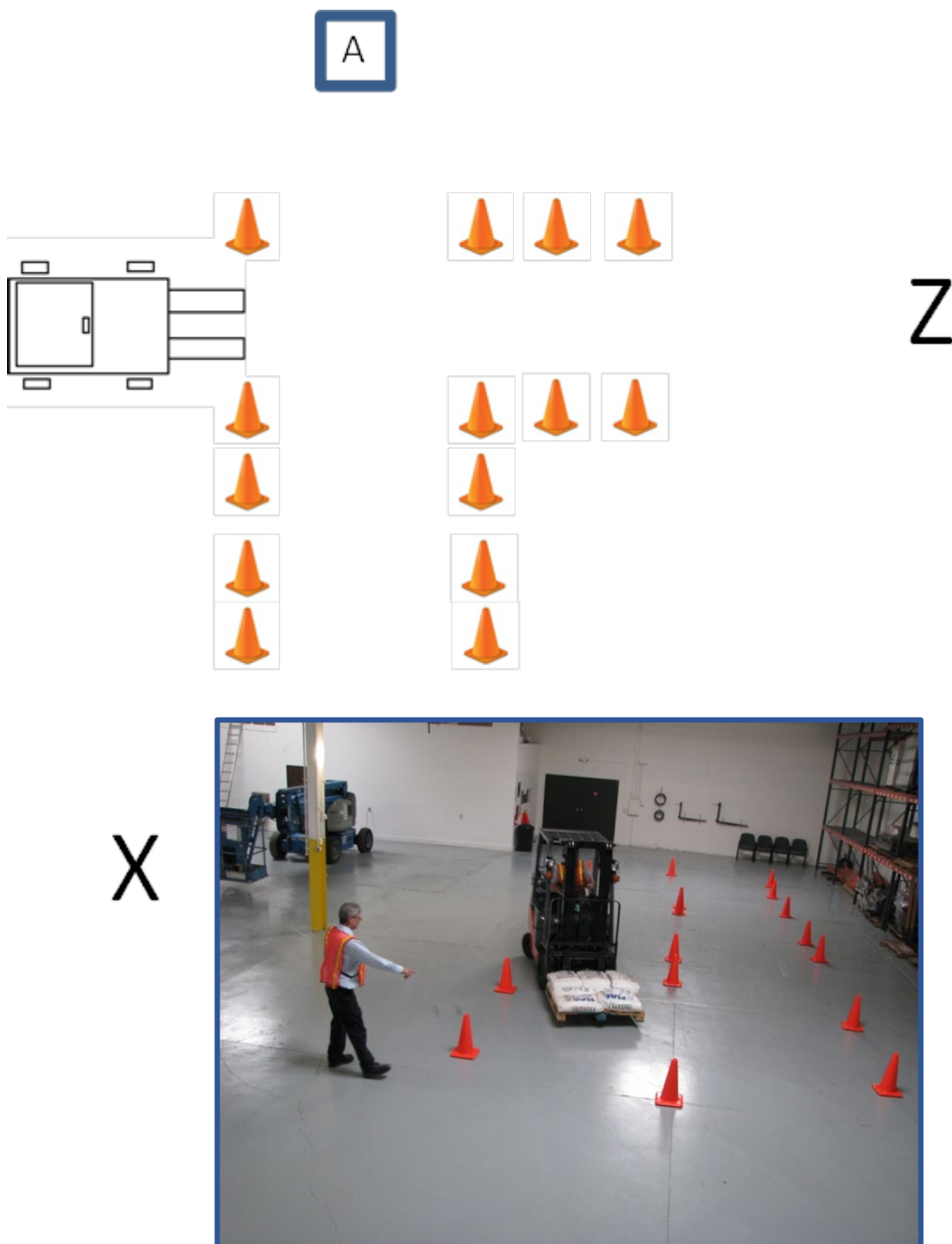
X



Sample Evaluation Course #3

1. Pick load A and in reverse, back through obstacles to point X.
2. Drive forward through the aisle and deposit load A at point Z.

Course: The obstacles and load (A) can be pallets or other objects.



Appendix

B

Lessons Learned

Telehandler Attachment Release Causes Worker Injury

What happened

Los Alamos National Laboratory (LANL), 2025- Asbestos workers used a telehandler with a fork-mounted, self-dumping hopper to move bagged material. The hopper released unexpectedly during a lift and dumped its load. Work resumed without confirmation that the attachment was compatible and securely engaged. During the next lift, the loaded hopper released again, fell, and struck a nearby worker, causing a foot fracture.

Key contributing factors

- The hopper was not approved by its manufacturer for use with a telehandler.
- Work planning did not address attachment compatibility, securement checks, spotter duties, or safe stand-off distances.
- The first unintended release was treated as a recoverable interruption instead of a warning that required 'Pausing' work and reassessing the job.
- Training did not adequately cover manufacturer limitations, attachment engagement, or personnel positioning around suspended or movable equipment.

Lessons to apply

- Verify compatibility before use. Confirm in both the host-equipment and attachment manuals that the specific combination is permitted and within capacity.
- Verify secure engagement before every lift. Check all latches, chains, pins, locks, and retaining devices using the manufacturer-required method.
- 'Pause' work after any unexpected movement, release, or equipment malfunction. Place equipment in a safe condition and resume only after the cause is understood and controls are revised.
- Keep personnel out of the area of work. Establish and enforce an exclusion zone around raised, loaded, rotating, or potentially releasing attachments.
- Make controls explicit. Work documents and pre-job briefings should define equipment selection, inspection steps, operator/spotter roles, communication, and stop-work criteria.

Basis: An occurrence report and subsequent enforcement correspondence. Personal names, locations, exact dates, report numbers, equipment brands/models, work-document numbers, and contact information have been omitted or generalized.

End of Course