



Questions for Written Evaluation

Name: _____ Date: _____

- 1 When must the operator complete the pre-shift safety checklist?
 - a. At the end of the operators shift
 - b. At the beginning of the operators shift and/or before operating the unit
 - c. During a coffee break
 - d. When you notice something is wrong with the forklift or pallet jack

- 2 What are the main points of the visual check of the forklift or pallet jack?
 - a. Paint, braking, horn, load center
 - b. Tires, battery, hoses, controls, general safety
 - c. Controls, center of gravity, braking, load limits, steering
 - d. Horns, steering directional/speed control, lift/lower system, braking

- 3 What is not part of the operational check of the forklift/pallet jack?
 - a. Braking
 - b. Travel/plugging
 - c. Steering
 - d. Safety guards and covers

- 4 What are you looking for when you check the battery? (Circle all that apply.)
 - a. The battery gates are in place.
 - b. The battery connectors are in good condition.
 - c. The battery is charged for the day's work.
 - d. The vent holes in the battery caps are closed.

- 5 What should you do if you find any problems with the forklift during pre-shift safety Check?
 - a. Tell the next operator.
 - b. Leave a note for your supervisor and use the forklift/pallet jack.
 - c. Report the problem to your supervisor and do not drive the forklift/pallet jack.
 - d. Find another forklift/pallet jack to drive.

- 6 Who has the right-of-way in warehouses?
 - a. Forklift operators.
 - b. Pedestrians.
 - c. Tractor trailer drivers.
 - d. Managers and supervisors.

- 7 How long does it take to stop a forklift that is traveling at full speed?
 - a. One full length of the lift truck
 - b. Two lengths of the lift truck.
 - c. About 3 feet.
 - d. About 12 feet.

- 8 When you stop the forklift by “plugging”, you should:
- Release the dead man pedal quickly.
 - Move the control handle through neutral to the opposite direction to slow the forklift, then release the dead man pedal to stop.
 - Release the control handle and coast to a stop.
 - Hit the battery disconnect.
- 9 When should you use “plugging” to stop the forklift/pallet jack?
- When you leave the forklift/pallet jack on a ramp or incline.
 - When you want to stop smoothly and gradually.
 - Whenever you stop the forklift/pallet jack.
 - When you want to stop quickly.
- 10 Why should you travel with the forks of your forklift as low as possible?
- So you don’t hit someone or something.
 - To keep the forklift as stable as possible.
 - Both A and B
 - Because the forklift will not travel with the forks elevated
- 11 When you stop a forklift by “braking”, you should:
- Release the dead man pedal quickly.
 - Quickly turn the key to the off position.
 - Move the directional/speed control handle through neutral to the opposite direction.
 - Hit the battery disconnect that connects the battery to the forklift.
- 12 When should you use “braking” to stop the forklift?
- When you want to stop the lift truck in an emergency.
 - When you have a load elevated.
 - When you want to stop smoothly and gradually.
 - When you leave the forklift parked on a ramp or Incline.
- 13 What should you do before exiting an aisle or driving through a blind Intersection?
- Stop, then move slowly.
 - Sound the horn.
 - Stop, sound the horn, look both ways, then move slowly.
 - Move slowly.
- 14 What are the safety rules for parking the forklift ? (Circle all that apply.)
- Tilt the forks upward.
 - Park in a designated area.
 - Lower the forks to the floor.
 - Release the dead man pedal.
- 15 When you are driving in the “designated operating position”, you are:
- Moving safely around debris in the aisle.
 - Keeping both hands on the directional/speed control handle.
 - Slowing down when approaching people near solid objects.
 - Staying within the confines of the forklift.
- 16 What should you check before lifting a load? (Circle all that apply.)
- The weight of the load is within the forklift rated capacity.
 - The load is secure.

- c. The load is light enough to travel at top speed.
 - d. The load is evenly distributed.
- 17 What will make the load more stable during travel? (Circle all that apply.)
- a. Forks are tilted until the load is slightly back.
 - b. Forks are raised so operator can see under forks.
 - c. Load is banded or shrink-wrapped.
 - d. Forks are spread as wide as possible for the load and locked in place
- 18 What should you do if a pedestrian walks under your elevated load?
- a. Nothing, because the pedestrian should know better.
 - b. Offer the person a ride on your lift truck.
 - c. Get off the lift truck, walk over to the person, and politely ask Nm/her to move.
 - d. Stop moving and ask the pedestrian to move immediately.
- 19 What should you do before raising the forks or platform on your forklift?
- a. Make sure the forklift has stopped moving.
 - b. Check above for sprinkler heads, light fixtures, or other obstructions.
 - c. Step off the dead man pedal.
 - d. Sound your horn and yell "Clear!"
- 20 How low should your forks generally be when you are carrying a load?
- a. About 1 inch from the floor.
 - b. No less than 12 inches from the floor.
 - c. No less than 24 inches from the floor.
 - d. About 4 to 6 Inches from the floor.
- 21 How can a forklift lose its balance or become unstable? (Circle all that apply.)
- a. The load is too heavy.
 - b. The load is too far from the vertical face of the forks.
 - c. The load is not evenly stacked.
 - d. The load is elevated while traveling.
- 22 If you took a sharp left turn on your forklift/pallet jack, what effect would this have on the load?
- a. It would cause the load to shift to the right.
 - b. It would cause the load to shift to the left.
 - c. It would cause the load to shift forward.
 - d. It would cause the load to shift backward.
- 23 What is the best way to minimize the effect of centrifugal force in a turn?
- a. Stop suddenly before entering the turn.
 - b. Speed up when approaching the turn.
 - c. Make the turn as sharply as possible.
 - d. Make the turn slowly.
- 24 If you were traveling forks first and stopped your forklift/pallet jack suddenly, what effect would this have on the load?
- a. It would cause the load to shift to the right.
 - b. It would cause the load to shift to the left.
 - c. It would cause the load to shift forward (toward the forks).
 - d. It would cause the load to shift backward (toward the back stop).

- 25 What is the best way to minimize the effect of momentum when starting & stopping a forklift?
- Accelerate as quickly as possible.
 - Face away from the load.
 - Lean towards the direction of travel.
 - Avoid sudden starts or stops.
- 26 What is the forklift/pallet jack's rated capacity?
- The number of passengers allowed on a unit.
 - The distance between the load's center of gravity and the face of the forks.
 - The most weight you can safely handle at a given load center and elevated height.
 - The maximum distance that a load can be carried from the forklift's center of gravity.
- 27 Where do you find the forklift/pallet jack's specification plate?
- On the overhead guard.
 - On the forks of the lift truck.
 - On the Operator's pre-shift safety checklist form.
 - In or near the operator's compartment.
- 28 What is the best way to handle an uneven load?
- Restack the load so that it is even.
 - Drive with the load elevated.
 - Lean towards the side of the load that is lightest.
 - Tilt the forks down.
- 29 What should you do if a load blocks your view?
- Drive with the load elevated so that you can see under it.
 - Face away from the load and drive in that direction.
 - Drive only in familiar territory so that you do not need to see where you are going.
 - Lean out of the side of the unit so that you can see around the load.
- 30 When should you travel through your facility with the load elevated?
- When there is no other vehicle traffic.
 - When you have a load that is too tall to see over.
 - Never travel with load elevated.
 - When you are in the main aisle.
- 31 Why should you chock (block) the wheels of a tractor-trailer before loading or unloading?
- The trailer could move away from the loading dock.
 - The dock board may not fit between the loading dock and trailer.
 - The wheels do not need to be chocked.
 - The lift truck could go through the floor of the trailer.
- 32 Why is it important to check the condition of the floor of a tractor-trailer before loading?
- To be sure there is enough room for the loads in the trailer.
 - The floor could be unsafe and fail to support the forklift pallet jack.
 - The trailer could move away from the loading dock.
 - To be sure there is enough overhead clearance in the trailer.
- 33 How should you operate an unloaded forklift/pallet on a ramp?
- With the forks toward the downhill end of the ramp.
 - With the forks toward the uphill end of the ramp.
 - An unloaded lift truck should not be driven on a ramp.
 - With the forks raised 24" from the surface of the ramp.

- 34 How should a loaded forklift/pallet jack be driven on a ramp?
- With tractor toward the uphill end of the ramp.
 - With the load raised at least 24" from the ramp surface.
 - With the load toward the uphill end of the ramp.
 - With the load tilted down.
- 35 Why should a forklift/pallet jack not be turned on a ramp?
- Because the turning radius will not allow you to turn.
 - Because the lift truck could tip over.
 - Because the units are too big to turn on a ramp.
 - Because the forks will drag on the surface of the ramp.
- 36 What do you use to neutralize a spill of battery acid?
- Salt
 - Baking Soda
 - Distilled Water
 - Sulfuric Acid
- 37 Why should you replace the battery gates after changing a battery?
- The battery could fall out of the lift truck.
 - The lift truck will not run unless the gates are in place.
 - Someone could trip over the gates if they were in the way.
 - They are important for the counterweight of the forklift/pallet jack.
- 38 Why should you wear gloves, apron, and eye protection when working with battery acid?
- Battery acid can cause serious burns.
 - It helps keep your clothes clean.
 - Your supervisor says you have to wear them.
 - Protective clothing is not necessary with battery acid.
- 39 Why is smoking prohibited in a battery charging area?
- The battery charging area is not intended as a break area.
 - Ashtrays are not provided.
 - Explosive hydrogen gases may be present in the area.
 - Smoking is not permitted on the job.
- 40 What do you use to check the electrolyte level in a lift truck battery?
- A candle
 - A flashlight
 - A match
 - A lighter

Name of Test Reviewer _____ Score _____

Reviewer Comments: _____

Answer Sheet of the
Questions for Written Evaluation
(Confidential for Certified Trainers Only)

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b. When you want to stop smoothly and gradually.
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c. Lower the forks to the floor.
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