

3-Year Performance Re-Evaluation Form for Material Handling Equipment

The department trainer will use this form to re-evaluate the operator performance of [material handling equipment](#), which is required at least every 3 years. This form is NOT a substitute for training and may only be used for operators who have attended and passed initial equipment training. This form is not to be used for forklifts and powered pallet jacks. The department trainer must reference the equipment-specific performance evaluation form as the basis for the evaluation, however, is only required to complete this form. A “Pass” indicates the operator is competent to operate the equipment. A “Fail” indicates the operator is not competent and is prohibited from operating the equipment until completing and passing theory and hands-on ‘initial’ training. Departments are responsible for maintaining evaluation records and must submit them to Environmental Health and Safety at ehs@northwestern.edu upon completion.

Equipment Name/ID Number: _____

Print Operator Name(s)	Date	Performance Re-Evaluation Grade	
		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Department Trainer Certification:

By signing below, I acknowledge that I have evaluated the operator(s) above on the specified equipment, in alignment with the equipment performance evaluation form.

PRINT NAME: _____ SIGN: _____ DATE: _____