

Appendix D

Aerial/Scissor Lift Hands-On Operator Training Evaluation Form

Trainee Name:	Work Unit:
Evaluator Name:	Department:
Equipment Manufacturer:	Date:
Model:	

*NOTE: Hands-On Operator Training must be completed for **each type** of aerial lift utilized.*

Step	Evaluation	N/A	Pass	Fail
1. Pre-use equipment inspection	Including but not limited to: safety devices, air/hydraulic/fuel system for leaks, cable/wiring harnesses for damage, loose/missing parts, tires and wheels, placards/warnings/and control markings, outriggers/stabilizers and other structures, guardrail system, other items as specified in owner's manual.			
2. Inspect Worksite	Including but not limited to: drop-offs or holes, slopes, bumps and floor obstructions, debris, overhead obstructions and electrical hazards, inadequate surface and support to withstand all load forces, wind and weather conditions, presence of bystanders, other unsafe conditions.			
3. Function test of lower control station.	Done to determine if there are any malfunctions.			
4. Utilize fall protection equipment	Face the machine. Maintain 3 point contact with ladder/hand rails (two hands, one foot OR two feet, one hand).			
5. Function test of bucket / platform/ basket control station.	Done to determine if there are any malfunctions.			
6. Drive and creep/ inch forward and reverse.	Move approximately 10 feet in a driving mode. Creep approximately 5 feet. Verify unit balance and stability.			

Step	Evaluation	N/A	Pass	Fail
7. Turn vehicle 360 degrees right and left.	Minimum disturbance of aerial lift platform. Verify unit balance and stability.			
8. Boom up & down, in & out.	Fully extend, fully raise. Minimum disturbance of aerial platform. Verify unit balance and stability.			
9. Rotate/swing boom 360 degrees in each direction.	Minimum disturbance of aerial platform. Verify unit balance and stability.			
10. Tilt platform in each direction.	Minimum disturbance of aerial platform. Verify unit balance and stability.			
11. Turn off machine using emergency stop function.	Locate and use emergency stop function.			
12. Park and shutdown aerial lift.	Minimum disturbance of aerial platform. Verify unit balance and stability.			
13. Dismount safely. Face the machine when dismounting.	Maintain 3 point contact with ladder/handrails (two hands, one foot OR two feet, one hand)			
14. Deploy/setup and store outriggers.	Follow manufacturer's guidance. Refer to owner's manual.			
15. Comments	<i>Must be included for all "Failed" tasks. If task is failed the evaluator must explain what was done incorrectly and have the trainee repeat the task until it is completed correctly.</i>			
Trainee Signature				
Evaluator Signature				