

Qualification card – Warehouse worker

This document is used to evaluate a job project of handler or warehouse worker or forklift driver. It covers three areas:

- 1) A checklist of pre-requisites that can be used in an information and orientation phase or on the first day of a work placement,
- 2) The main personal skills and qualities required,
- 3) Practical skills, related to the job.

Parts 2 and 3 are assessed by the subject and a professional during the work placement in order to monitor progress and to estimate the distance to the job. The different items may also facilitate the detection and resolution of problems.

Check-list of pre-requisites and conditions		No	Yes
I have understood that...			
1	... I need to be on time and respect the schedule		
2	... if I am sick and unable to work, I must notify my supervisor as soon as possible and send him/her my sick note		
3	... I must respect the safety instructions		
4	... I must wear personal protective equipment (safety shoes, gloves, yellow vest, helmet...)		
5	... the work is physically demanding (standing, loads, fast pace...).		
6	... the workplace can be noisy		
7	... I may work shifts or nights		
8	... I may work on weekends or holidays		
9	... I may work indoors or outdoors		
10	... I may have to pass a specific permits to drive forklifts		

Transversal skills and qualities		0	1	2	3	4
1	I am able to integrate into a team					
2	I have good spatial orientation					
3	I can do several things at once					
4	I can organize myself					
5	I am dynamic					
6	I am able to adapt to fluctuations in the activity					
7	I am physically fit					
8	I am autonomous					

Practical skills		No yet	Just started	Half-way	Close to goals	Good to go
I am able to...						
1	... take note of the various documents (planning, preparation order, palletization plan...)					
2	... receive goods					
3	... store goods in the right place					
4	... load or unload a truck					
5	... know when to use a handling machine					
6	... prepare an order					
7	... check a product or a shipping					
8	... maintain my work area					
9	... maintain the equipment I use					
10	... enter data into a computer					
11	... clean equipment					
12	... clean and tidy the premises					
13						
14						
15						



Assessment	Observations / Conclusions / Action to be taken	
Signature	Signature for the company	Adviser's signature



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