



Forklift/Pallet Jack Initial Certification Training - Form 1

This certification form must be completed for **all operators**. This would include employees or temporary workers. This document must be maintained at your facility and be available for review. Employees and temporary workers must have the specific training for the equipment they operate. (Hi-Reach, docker, order pickers and Pallet Jack). If the new employee/operator or temporary worker has prior experience in the last 12 months the General Manager/Certification Administrator this should be verified.

Employee _____ Date: _____

Type of Equipment _____

As a Trainee, new employee or temporary worker I have been informed verbally that I am in forklift &/or pallet jack certification training. However it is understood that I will not operate equipment until notified by management.

Initial: _____ Verifying Training Notification. Initial: _____ General Manager/Certification Administrator

Previous Experience No Yes if yes, a copy of the certificate must be on file.

Comments: _____

All operators (trainee) must view the appropriate DVD's; score a minimum of 70% on the test and the trainer must review the test results with the trainee before continuing with the remaining training requirements. The trainer completing each segment of the required training must circle Yes or N/A and must clearly print his/her name, their title and the date each training segment was completed on the appropriate line. During the demonstration of ability section of the certification process the trainee must operate under the direct supervision of trainer who has the knowledge, and experience to train operators and evaluate their competence; and where such operation does not endanger the trainee or other employees. The trainer must demonstrate the safe operation of the forklift.

Trainer for each item must clearly print their name, title & the date the section of training was completed.

- | | | |
|---|----------|--|
| a) Trainee has viewed all the Millard training DVD's and passed the test (70%)? | Yes / No | |
| b) Trainee understands how to complete the pre-shift checklist before the shift begins? | Yes / No | |
| c) Employee understands the proper battery changing procedures for this warehouse and PPE requirements? | Yes / No | |
| d) Trainee understands that it is his/her responsibility to ensure trailers are chocked before entering and the floor of the trailer is checked to ensure it can support the load and the forklift? | Yes / No | |
| e) Trainee has reviewed specific operating procedures of the forklift or pallet jack he/she will operate? | Yes / No | |
| f) Trainee has demonstrated the ability to safely operate the forklift/pallet jack, including the safety rules for the following: | Yes/No | |

01) Understands the controls and instrumentation	Yes / No	_____
02) Engine or motor operation	Yes / No	_____
03) Steering, maneuvering and surface conditions	Yes / No	_____
04) Visibility while carrying a load (direction of travel)	Yes / No	_____
05) Fork attachment operation (if applicable)	Yes / No	_____
06) Vehicle capacity	Yes / No	_____
07) Vehicle stability	Yes / No	_____
08) Entering and exiting freezers	Yes / No	_____
09) Load manipulation, stacking, and unstacking	Yes / No	_____
10) Traveling with loads	Yes / No	_____
11) Housekeeping to prevent equipment damage	Yes / No	_____
12) Pedestrian safety	Yes / No	_____
13) Product damage issues	Yes / No	_____
14) Leaving equipment unattended	Yes / No	_____
15) Aisle configurations	Yes / No	_____
16) Inspections and maintenance	Yes / No	_____
17) Refueling and/or charging or recharging batteries	Yes / No	_____
18) Operating limitations	Yes / No	_____
19) Hazardous locations	Yes / No	_____
20) Difference between a forklift and automobile	Yes / No	_____
21) Operating instructions warnings and precautions	Yes / No	_____
22) If warranted, complete Initial Practical Observation Evaluation (IOPE) form for the type of truck the operator will be authorized to operate.	Yes/No /NA	_____

The trainee's operating performance will continue to be monitored by their supervisors. If any weaknesses are identified, then the employees must receive additional training to correct any weakness. All additional training must be provided and documented on the re-training section of this certification form.

Observation Period:

Operator Observation Evaluation completed for: Week 1 _____ Week 2 _____ - _____
Supervisor Initials Date

Once the trainee has completed the required training for forklift/pallet jack certification, then the documentation must be provided to the certification overseer for filing. **Trainee can now be issued their "Certified Forklift Driver" or "Pallet Jack Safety Trained" sticker, whichever is applicable to secure to his/her hard hat.**

The undersigned does agree that the above training was provided to them during the course of their initial forklift/pallet jack training session.

Trainee/Operator: _____ Trainer: _____
Clearly Print Clearly Print

_____ Date _____
 Trainee/Operator Signature

_____ Date _____
 Trainer Signature

The trainer must submit supporting documents to the Certification Administrator.