

Powered Industrial Truck (Forklift) – Certification Course



This certification course is intended for employees who have skill, knowledge, and experience in operating assigned equipment in their workplace. It is recommended that a supervisor or qualified employee work with newer operators in becoming familiar with the assigned equipment prior to taking this course.

The course is ultimately a *PASS or FAIL* and our consultants make a qualified recommendation to the employer based upon their observation. Keenan's role is to train on safety information and evaluate safe operation. For a one (1) full day service contract, the classroom session can (include/contain) no more than fifteen (15), however twelve (12) participants is ideal. Operators must already know how to operate the equipment. The employer, by law, must ultimately decide who receives certification.



The Powered Industrial Truck pre-certification course has two parts:

1. **Theory**, which includes approximately 1½ to 2 hours of classroom training (if only one type of equipment is being used in the pre-certification process) and the successful passing of a test (*minimum of 70% before proceeding to the second step*). Post classroom lecture written tests will be graded as they are handed in. It is preferred that all employees receive the theory training first. It covers:
 - a. Regulations- Federal, State, and your jurisdictional policy/policies
 - b. Types of Trucks- Electric, Internal Combustion
 - c. Parts of the Truck From forks to counterweight
 - d. Pre-Shift Inspection Including checklist template
 - e. Lift Truck Safety- Stability, center of gravity, load types
 - f. Safe Operation Best practices for transporting loads
 - g. Fuel Types- Charging and refueling
 - h. Documentation - License and Certificate provided

It is preferred that all employees receive the theory training first and then receive individual evaluations upon successful completion of the theory training.

2. **Operator Practical Evaluation**, which includes each individual operator demonstrating competency at the time of the practical evaluation for each piece of equipment for which certification is being sought. There are seven (7) types of powered industrial trucks:

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- a. Electric Powered, Class 1
- b. Electric Powered Narrow Aisle (Solid Tire), Class 2
- c. Electric Hand Truck, Class 3
- d. Internal Combustion (Solid Tires), Class 4
- e. Internal Combustion (Pneumatic Tires), Class 5
- f. Electric & Internal Combustion Tractor, Class 6
- g. Rough Terrain (Pneumatic Tires), Class 7

The scheduling of the practical evaluations can vary based upon the operator's experience and whether or not the equipment is all at the same location. We expect individual practical evaluations to take approximately 20 minutes per piece of equipment.

Please provide and verify the following, in writing, prior to scheduling this training:

- ☐ Number of employees to be certified
- ☐ Types of equipment to be used
- ☐ Location of the equipment to be used for the evaluation
- ☐ Model numbers (Data Plate) for Powered Industrial Trucks
- ☐ Operator's manual available for each Powered Industrial Truck
- ☐ Equipment to be used is currently safe for operation based upon manufacturer's recommendations and jurisdictional standards and requirements
- ☐ Areas are safe and free of other activity or operations

Depending on the total number of employees and types of equipment, each client will be provided with an estimate of total time needed to train all employees. Once this information is gathered, we can move forward with the scheduling process.

Please ensure the piece of equipment to be used on the day is safe to use and has had its regular Pre-Shift Pre-Use inspection carried out. Below is an example of such a pre-shift inspection. If equipment is considered unsafe, the Keenan Advisor can cancel the certification process.

CLIENT: _____

FORKLIFT PRE-USE OPERATOR CHECKLIST

Items that need to be checked daily or before you use the forklift. Check off the items that are ok and list items that need to be repaired at the bottom.

Make _____ TFS Number _____ FEPP Number _____

WALK-AROUND ITEMS (visual, prior to starting engine)	OK	No	N/A
Capacity plate/safety stickers			
Visual check for leaks			
Engine			
a. Oil level			
b. Leaks			
c. Belts			
d. Hoses			
e. Filters clean			
f. Debris			
Battery and cables			
a. Electrolyte level			
b. Connections			
Radiator			
a. Fluid level			
b. Leaks			
Fuel tank			
a. Secure			
b. Valve open			
c. Fuel level			
Wheels, tires & lug nuts			
a. Condition of tires			
b. Inflation of tires			
Forks/locking pins, carriage, mast			
a. Grease forks			
b. Pins on forks			
Hydraulic Systems			
a. Fluid level			
b. Leaks			

Safety equipment			
a. Fire extinguisher			
b. Seat belt (if equipped)			
Overhead guard (no damage)			
Inside of cab clean			

START-UP ITEMS (after starting engine)	OK	No	N/A
Engine			
a. Sounds normal			
b. No excessive exhaust smoke			
Gauges/warning lights			
Wipers			
Warning devices			
a. Back-up alarm			
b. Horn			
c. Strobe lights			
Brakes			
Clutch			
Steering			
Operation (forks, lift, tilt)			
Parking Brake			
Lights			
Fuel/charge level			
Other (A):			
Other (B):			

After completion, send/file (to/at): _____

List maintenance items that need to be corrected by mechanic or vendor:

Signature

Date

Printed Name