



INSTRUCTOR'S GUIDEBOOK



American Training Resources

INTRODUCTION

This Instructor's Guidebook contains valuable information pertaining to the four lessons of the Forklift Operator Certification Series. You are encouraged to use this series as a key element of your organization's Forklift Operator Certification Program. It is designed to help you certify forklift operators at your facility while ensuring that they receive the appropriate training that will help prevent injuries, death and property damage during lift truck operation.



- Operators must be trained, authorized and certified by your organization before operating any type of forklift and their performance must be reevaluated every three years.
- Operators will be required to receive refresher training if: 1) they have been observed to operate a vehicle in an unsafe manner; 2) they have been involved in an accident or near-miss incident; they have received an evaluation that shows they are not operating the truck safely; they have been assigned to drive a different type of truck; or 5) a condition in the workplace changes that may affect safe operation of the truck.

Did you know



Forklifts are commonly known by a variety of terms that refer to all types of lift trucks, including powered industrial truck, lift truck, truck and fork hoist, just to name a few.

How to Use The Components of this Program:

1. Trainees should view all lessons of the program:
 - LESSON 1: Training & Pre-Operational Inspection (10 minutes)
 - LESSON 2: Stability (10 minutes)
 - LESSON 3: Loading & Operation (12 minutes)
 - LESSON 4: Classification & Refueling/Recharging (13 minutes)
 They should be allowed to view each lesson as many times as they wish.
2. Have the trainees review the contents of the Trainee's Guidebook and complete the review quiz at the end of each lesson.
3. Walk through the work environment(s) in which each trainee will operate his or her forklift, noting any specific obstacles, hazards, pedestrian traffic and other special conditions they may encounter during operation.
4. Review any specific requirements for the forklift(s) each trainee will be certified to operate.
5. Have each trainee prepare for the performance evaluation by reviewing operating skills and practicing maneuvering drills specified by your organization.
6. Give each trainee a completion certificate and wallet certification card upon successful completion of your organization's Forklift Operator Certification Program.

16-Page Instructor's Guidebook
Actual Size....8.5"(h) x 5.5"(l)

TABLE OF CONTENTS

REVIEW QUESTION ANSWERS.....	Page 1
EMPLOYER/OPERATOR TRAINING REQUIREMENTS.....	Page 2
TRAINING PROGRAM CONTENT.....	Page 3
PRACTICE EXERCISES/TRAINEE CERTIFICATION.....	Page 4
FORKLIFT MAINTENANCE.....	Page 5
TRAINEE EVALUATION FORM.....	Page 7
TRAINING ATTENDANCE RECORD.....	Page 9
OPERATOR TRAINING CERTIFICATE.....	Page 11

The Trainee Evaluation Form, Training Attendance Record and Operator Training Certificate can all be reproduced and used as needed. The evaluation form serves only as an example and each organization is encouraged to use the form as presented or make adjustments to include its own specific evaluation requirements.

Additional Materials

Trainee's Guidebooks, Wallet Certification Cards and high-quality Operator Training Certificates may also be purchased to enhance your Forklift Operator Certification Program. Please call 800-278-2780 or visit www.americantrainingresources.com for pricing and to place your order.



Disclaimer

This program is intended to help employees understand general work practices and procedures for the operation of powered industrial trucks; however, each organization must make a careful determination of the appropriate requirements for its specific operations. No warranty, expressed or implied, is made that the information presented in this program is adequate or appropriate for any particular application or any specific type of powered industrial truck.

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REVIEW QUIZ ANSWERS for quizzes in the Trainee's Guidebook

Lesson 1: Training & Pre- operational inspection	Lesson 2: Stability
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1. a
2. b
3. e
4. a
5. c
6. a
7. c
8. b
9. c
10. a
11. b
12. b

1. b
2. a
3. a
4. b
5. b
6. a
7. a
8. d
9. b

Lesson 3: Loading & operation	Lesson 4: Classification & Refueling/ Recharging
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1. a
2. c
3. a
4. b
5. b
6. c
7. a
8. b
9. a
10. c
11. a
12. b
13. a
14. b
15. a
16. a
17. b

1. b
2. a
3. c
4. b
5. c
6. a
7. b
8. a
9. a
10. b
11. a
12. a



Review question answers

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Forklift Trainee Evaluation Form



Operator Name		Instructor/Evaluator Name	
Training Date	Evaluation Date	Equipment Operated	
OPERATOR ACTIVITY		RATING	
PRE-OPERATIONAL INSPECTION			
1. Follow Operator's Daily Checklist.		GOOD	FAIR POOR N/A
2. Look for Damage.		GOOD	FAIR POOR N/A
3. Document all findings on the checklist		GOOD	FAIR POOR N/A
LIFTING THE LOAD			
1. Square up on the center of the load.		GOOD	FAIR POOR N/A
2. Stop with the fork tips about 1 foot from the load.		GOOD	FAIR POOR N/A
3. Clear personnel from the area near the load.		GOOD	FAIR POOR N/A
4. Level the forks; then slowly drive forward until the load contacts the carriage.		GOOD	FAIR POOR N/A
5. Lift the load carefully and smoothly until it is clear.		GOOD	FAIR POOR
6. Tilt the mast back slightly to stabilize the load.		GOOD	FAIR POOR
7. Look over both shoulders.		GOOD	FAIR POOR
8. After out and stopped, lower the load to travel height.		GOOD	FAIR POOR N/A
TRAVELING			
1. Do not raise or lower the load and forks while traveling.		GOOD	FAIR POOR
2. Maintain a safe speed.		GOOD	FAIR POOR N/A
3. Observe all traffic rules, warning signs, floor load limits and overhead clearances.		GOOD	FAIR POOR N/A
4. Keep arms and legs inside the forklift.		GOOD	FAIR POOR N/A
5. Follow other vehicles at safe distance.		GOOD	FAIR POOR
6. Slow down when cornering.		GOOD	FAIR POOR
7. Use the horn to alert others.		GOOD	FAIR POOR N/A
8. Travel with the load facing uphill while on a ramp or incline.		GOOD	FAIR POOR N/A
9. Stop smoothly.		GOOD	FAIR POOR N/A
LANDING THE LOAD			
1. Make sure there is sufficient clearance for the load.		GOOD	FAIR POOR N/A
2. Clear personnel from the area near the load.		GOOD	FAIR POOR N/A
3. Square up to the location; then stop about 1 foot away.		GOOD	FAIR POOR N/A
4. Raise the load to placement level.		GOOD	FAIR POOR N/A
5. Move slowly forward.		GOOD	FAIR POOR N/A
6. If the load is on a pallet, lower it into position and lower the forks further.		GOOD	FAIR POOR N/A
7. Look over both shoulders before backing up.		GOOD	FAIR POOR N/A
8. Back straight out until the load is clear and have clear path to the next position.		GOOD	FAIR POOR N/A
9. Lower the forks to the stow position.		GOOD	FAIR POOR N/A
PARKING			
1. Fully lower the forks.		GOOD	FAIR POOR N/A
2. Neutralize the clutch.		GOOD	FAIR POOR N/A
3. Set the brakes.		GOOD	FAIR POOR N/A
4. Turn off the power.		GOOD	FAIR POOR N/A
5. If parked on an incline, block wheels.		GOOD	FAIR POOR N/A
6. Park only in authorized areas.		GOOD	FAIR POOR N/A
REFUELING & BATTERY RECHARGING			
1. Engine off.		GOOD	FAIR POOR N/A
2. Fire extinguisher nearby.		GOOD	FAIR POOR N/A
3. Proper personal protective equipment worn.		GOOD	FAIR POOR N/A
4. Safe fueling and battery recharging procedures followed.		GOOD	FAIR POOR N/A
5. Spills cleaned up immediately.		GOOD	FAIR POOR N/A

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Training Attendance Record

Training Date	Employer/Company Name	Instructor	Instructor Signature	TRAINER NAME	TRAINER SIGNATURE

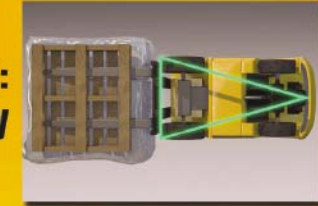
SAMPLE

INSTRUCTOR'S GUIDEBOOK FORKLIFT OPERATOR CERTIFICATION SERIES



LESSON 1:
Training &
Pre-operational inspection

LESSON 2:
Stability



LESSON 3:
Loading & operation

LESSON 4:
Classification &
Refueling/Recharging



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