

Appendix B. Powered Industrial Truck Application Instructions



POWERED INDUSTRIAL TRUCK APPLICATION COMPLETION PROCESS (use ink)
Until all of the following steps are completed and requested information provided
licenses will not be issued.

STEP 1. Applicant indicates **initial** or **renewal** training on top of form.

STEP 2. Applicant completes **Employee Information**, indicates what forklifts and/or powered industrial trucks are to be operated, provides a copy of current **driver's license** and signature to application.

STEP 3. Applicant and **Supervisor** agree on a licensed PIT operator who will provide OJT, obtain agreement signature of this individual.

STEP 4. Supervisor completes **Supervisor Approval** and provides signature.

STEP 5. Medical Approval: All Forklift Applicants must obtain medical approval from Health Services (Bldg. 26). Medical approval usually requires a medical exam. To schedule an appointment for an exam, contact x6266. If sufficient information is in the employee's medical file, the exam may be waived.

STEPS 1-5 must be completed before proceeding on to remaining items

STEP 6. Forklift Classroom Session (EHS0225). The classroom trainer will sign the form if the employee attends the entire class and passes the written exam in class. The classroom instructor will also issue a Learner's Permit and will assign a practical trainer to the employee at that time.

STEP 7. The EH&S Training Office credits the employee in the EH&S Training Database for having completed the classroom training for Powered industrial Truck Operators, EHS0225.

STEP 8. Applicant receives On-The-Job training in PIT operation under the close supervision of the **designated OJT trainer** for a period not to exceed 90 days. When ready, **applicant** contacts **designated practical examiner** and arranges for the practical examination.

STEP 9. Forklift Practical Session. The **practical examiner** will examine the employee on each type of forklift or powered industrial truck to be operated. Employees who fail the practical examination will have to repeat the examination until they pass.

STEP 10. Practical examiner completes application, indicating which equipment applicant was examined on and whether applicant passed or failed. Practical examiner forwards signed form to EH&S Training office.

STEP 11. EH&S Training Office credits applicant on the training database for having completed the PIT Practical Session and processes the Berkeley Lab Powered Industrial Truck Permit. The permit is a laminated card to be worn with the employee's Laboratory badge.