

SITE FORKLIFT FAMILIARISATION AND AUTHORISATION

**Forward to Training
& Development**

Site forklift familiarisation training

Name:

Occupational Licensing No:

Date:
/ /

Tarong Energy ID number:

Training conducted by:

Indicate forklift being trained on

6T Caterpillar 5T Nissan 4T Caterpillar 2.5T Crown POF

1. The individual has the appropriate occupation licence to operate the forklift or is an approved trainee. Yes No

2. The location of the logbook and manual have been shown to the individual. Pre-start inspections and the reporting of defects in the log book have been explained to the individual. Yes No

3. Lifting limits of the forklift are acknowledged Yes No

4. The individual has received familiarisation with the forklift controls and performed a satisfactory test run with the forklift unloaded. Yes No

4. The following site requirements have been explained:

- Loads must be secured where a risk of load displacement exists. Yes No
- Seatbelt must be worn when operating the forklift. Yes No
- Signed speed limits and road safety signs must be obeyed. Yes No
- Only lift pallets from their designated lifting slots. Yes No
- When using lifting attachments (eg lifting jib), ensure the rated capacity of the attachment is less than the capacity of the forklift at the distance along the tyne where the lifting point will be. Note that a rigger / dogger may be required to sling loads. Yes No

Sign off

Signature of person receiving the familiarisation:

Name of authorised person performing the familiarisation:

Signature of authorised person performing the familiarisation:

Completed copies should be forwarded to the Training and Development department (for employees and contractors) to be recorded into LMS.