



**BART SIMPSON**

13/05/1993

**COUNTERBALANCE LIFT TRUCK**

**NOVICE**

**INSTRUCTED BY :**

HOMER SIMPSON  
HELEN LOVEJOY

**EXAMINED BY :**

HELEN LOVEJOY

**19/01/2018**

**TRAINED BY :**

DEMONSTRATION  
TRAINING COMPANY

**TRAINED AT :**

REACTOR 1, ELM  
STREET, SPRINGFIELD,  
SPRINGFIELD, UNITED  
KINGDOM, TF7 4PW



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ABOUT

# CANDIDATE DETAILS



CANDIDATE ADDRESS

14, CAPE STREET,  
SPRINGFIELD,  
SHROPSHIRE, UNITED  
KINGDOM, TF7 4PW



EMAIL

bart@email.com

TELEPHONE

078563214



EMPLOYER NAME

BRICKS INC.

HEALTH DECLARATION

I DECLARE THAT I AM FIT TO TAKE PART IN THE EVENT AND I AGREE TO INFORM MY INSTRUCTOR OF ANY MEDICAL CONDITIONS THAT MAY AFFECT MY ABILITY TO TAKE PART IN THE EVENT..



CANDIDATE N°:

CURRENT NORS REG N°:

PURCHASE ORDER N°:

NORS OPTION SELECTED: **OPTION 5**



PERSONAL INFORMATION WILL BE PROCESSED IN ACCORDANCE WITH RTITB'S  
PRIVACY POLICY, WHICH CAN BE FOUND AT [WWW.RTITB.CO.UK/PRIVACY-POLICY](http://WWW.RTITB.CO.UK/PRIVACY-POLICY)

PERSONAL INFORMATION YOU PROVIDE TO US WILL BE SHARED WITH:

- RTITB (TRADING NAME OF CAPITB LTD)
- ONLY THOSE SERVICE PROVIDERS NECESSARY IN ORDER TO PROVIDE  
RTITB COMMUNICATIONS AND SERVICES
- YOUR EMPLOYER
- THOSE BODIES WHO REQUIRE CONFIRMATION OF YOUR TRAINING  
AND QUALIFICATIONS, INCLUDING CURRENT AND PROSPECTIVE  
EMPLOYERS, REGULATORY BODIES, RECRUITMENT AGENCIES AND  
THROUGH OUR ONLINE PORTAL (YOUR DATA WILL ONLY BE  
ACCESSIBLE BY INPUTTING YOUR 9 DIGIT RTITB NUMBER).
- PERSONAL INFORMATION WILL BE COLLECTED FOR THE PURPOSE OF:
- RECORDING AND VERIFYING COMPLETED RTITB ACCREDITED TRAINING
- ENABLING RTITB TO REMIND YOU OF WHEN YOUR RTITB REGISTRATION  
IS DUE TO EXPIRE
- PROVIDING VERIFICATION SERVICES
- PROVIDING TRAINING SERVICES AND RELATED SERVICES (E.G. TO  
ALLOW CERTIFICATES TO BE PRINTED, AND TO CARRY OUT NECESSARY  
CHECKS AGAINST FRAUD PREVENTION)
- TO CONTACT YOU WITH SERVICE COMMUNICATIONS RELATING TO  
YOUR TRAINING.

B Simpson

# YOUR ELIGIBILITY

## EXPERIENCED OPERATOR

Machine type previously used

ELECTRIC FORKLIFT UP TO 10,000KG.

DATE USED FROM:

02/06/2014

DATE USED TO:

30/06/2014

LOCATION

DISTRIBUTION CENTRE



**RTITB** **aba**  
INDUSTRIAL TRAINING **WORKPLACE TRAINING**  
ACADEMY **SETTING THE STANDARD**

**Certificate of Basic Training**

This is to certify that  
**Bart Simpson**  
Has completed 24.00 hours of Basic training  
And has passed Operating Skills Tests approved by RTITB  
Provided by  
RTITB Instructor Academy, Telford  
An RTITB Accredited Training Organisation

Type: LGV Forklift  
Date of Test: 29/10/2013

Name of Instructor: Mr Kevin Sean Wynn RTITB Reg. No. 00310275  
Name of Examiner: Mr Kevin Sean Wynn RTITB Reg. No. 00310275  
Operator Reg. No. 12345678 Operator Reg. Expiry Date: 30/11/2021  
Certificate No. 1234567

And whose name has been entered on the RTITB NORS Database

**Luca Wilson** **Mia Wilson**  
Managing Director Chairman  
RTITB RTITB

This certificate certifies that the holder is a member of RTITB Accredited Training Organisation. To verify the Certificate go to [http://www.rtitb.co.uk](#)

RTITB is a leading provider of training and development for the workplace. RTITB is a leading provider of training and development for the workplace. RTITB is a leading provider of training and development for the workplace.

COURSE TYPE

COURSE DETAILS



Course Start Date:19/01/2018

Course End Date:23/01/2018

Course Test Date:19/01/2018

16.5<sup>HRS</sup>

Course Duration

2:1:1

Ratio

Course Specific Information:

CONTROL	RIDER OPERATED
MAKE & MODEL	TOYOTA TRAIGO 15
ENERGY SOURCE	ELECTRIC
RATED CAPACITY	5000KG - 10000KG
LOAD CENTRE	500MM
ATTACHMENTS	FORKS

No Images Uploaded!

<div>Instructor Name</div> <div>HOMER SIMPSON HELEN LOVEJOY</div>	<div>Instructor Reg No.</div> <div>101010101 101010111</div>
<div>Examiner Name</div> <div>HELEN LOVEJOY</div>	<div>Examiner Reg No.</div> <div>101010111</div>

COURSE

RECORD OF TRAINING

19/01/2018 09:00-17:00

19/01/2018

CONTRIBUTED WELL TO THE SESSION

HEALTH AND  
SAFETY THEORY

B. Simpson Homes

19/01/2018

WAS KNOWLEDGEABLE ABOUT THE TRUCK.

INTRODUCTION  
TO THE TRUCK

B. Simpson Homes

19/01/2018

QUICK LEARNER

CONTROLS AND  
INSTRUMENTS

B. Simpson Homes

19/01/2018

GOOD, SAFE OPERATION

OPERATION OF  
HYDRAULIC  
CONTROLS

B. Simpson Homes

19/01/2018

HESITANT

HAD EXTRA PRACTICE

PREPARING,  
MOVING,  
STOPPING AND  
PARKING THE  
TRUCK

B. Simpson Homes

19/01/2018

GOOD, SAFE OPERATION

BASIC STEERING

B. Simpson Howes

19/01/2018

GOOD, SAFE OPERATION

ACCURATE  
STEERING

B. Simpson Howes

19/01/2018

PICKED UP SKILL EASILY

CONFINED AREA  
STEERING

B. Simpson Howes

19/01/2018

NERVOUS

CHICANE

HESITANT

B. Simpson Howes

19/01/2018

BROUGHT A LOT OF PREVIOUS EXPERIENCE TO THE  
DISCUSSION.

FUEL SOURCE

B. Simpson Howes

19/01/2018

MET REQUIRED STANDARD

PRE-USE  
INSPECTIONS

B. Simpson Howes

22/01/2018 09:00-17:00



22/01/2018

GOOD, SAFE OPERATION

TRUCK AND  
LOAD STABILITY

DSimpson

HSimpson

22/01/2018

GOOD, SAFE OPERATION

LOAD  
ASSESSMENT

DSimpson

HSimpson

22/01/2018

MET REQUIRED STANDARD

HANDLING  
EMPTY PALLETS

DSimpson

HSimpson

22/01/2018

GOOD, SAFE OPERATION

HANDLING  
PALLETISED  
LOADS

DSimpson

HSimpson

22/01/2018

MET REQUIRED STANDARD

HANDLING  
DIFFERENT  
LOADS

DSimpson

HSimpson

22/01/2018

HAD EXTRA PRACTICE

VERTICAL FACE  
AND  
UNDERCUTTING

MET REQUIRED STANDARD

DSimpson

HSimpson

22/01/2018

MET REQUIRED STANDARD

STACKING - EYE  
LEVEL

DSimpson

HSimpson

22/01/2018

MET REQUIRED STANDARD

STACKING -  
HIGH LEVEL

DSimpson

HSimpson

22/01/2018

GOOD, SAFE OPERATION

TURNING IN A  
NARROW AISLE

DSimpson

HSimpson

22/01/2018

MET REQUIRED STANDARD

INDUSTRIAL  
RACKING LOW  
LEVEL

DSimpson

HSimpson

22/01/2018

GOOD, SAFE OPERATION

INDUSTRIAL  
RACKING HIGH  
LEVEL

DSimpson

HSimpson

22/01/2018

GOOD, SAFE OPERATION

NEGOTIATING  
INCLINES

DSimpson

HSimpson

22/01/2018

GOOD, SAFE OPERATION

BULK STACKING

DSIMPSON HSIMPSON

22/01/2018

PICKED UP SKILL EASILY

VEHICLE  
LOADING AND  
UNLOADING

COMPLACENT

DSIMPSON HSIMPSON

23/01/2018 08:00-12:00

23/01/2018

MET REQUIRED STANDARD

ASSOCIATED  
KNOWLEDGE

BSIMPSON HSIMPSON

23/01/2018

MET REQUIRED STANDARD

PRE-USE  
INSPECTION

BSIMPSON HSIMPSON

23/01/2018

MET REQUIRED STANDARD

PRACTICAL  
TEST

BSIMPSON HSIMPSON

END OF COURSE REPORT

# COURSE DELIVERY FEEDBACK FORM

THIS FORM IS TO BE COMPLETED BY EACH CANDIDATE ATTENDING THE COURSE TO ENABLE RITB TO COMPLY WITH THE ABA'S REQUIREMENT TO OBSERVE AND ASSESS COURSE DELIVERY.

YOUR NAME:	BART SIMPSON
INSTRUCTORS NAME:	HOMER SIMPSON, HELEN LOVEJOY
EXAMINERS NAME :	HELEN LOVEJOY
TRAINING VENUE ADDRESS:	REACTOR 1, ELM STREET, SPRINGFIELD, SPRINGFIELD, UNITED KINGDOM, TF7 4PW
COURSE TITLE:	COUNTERBALANCE LIFT TRUCK
COURSE DATES:	22/01/2018

PLEASE SCORE EACH AREA OUT OF 5 AS BELOW

REQUIRES ATTENTION	BELOW EXPECTATIONS	ACCEPTABLE	GOOD	EXCELLENT
1	2	3	4	5

	1	2	3	4	5
HOW WELL WERE YOUR EXPECTATIONS MET: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PRE COURSE ADMINISTRATION AND JOINING INSTRUCTIONS: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUITABILITY OF VENUE: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUITABILITY OF EQUIPMENT USED: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PACE OF TRAINING: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXPLANATION OF COURSE CONTENT: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
INSTRUCTOR WAS PROFESSIONAL AND EXPERIENCED: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INSTRUCTOR WAS APPROACHABLE AND ABLE TO ANSWER QUESTIONS: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INSTRUCTOR WAS A CLEAR COMMUNICATOR: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
INSTRUCTOR WAS ENGAGING AND INTERESTING: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EXPLANATION OF NORS: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER COMMENTS OR SUGGESTIONS FOR IMPROVING THE COURSE:

TOTAL MARKS: 43 / 55

GREAT COURSE, GREAT INSTRUCTOR.

IF YOU ARE PREPARED TO GIVE YOUR CONTACT DETAILS SO WE CAN DISCUSS YOUR FEEDBACK IN MORE DETAIL, PLEASE COMPLETE ONE OR MORE OF THE BOXES BELOW:

LANDLINE TELEPHONE NUMBER:	
MOBILE NUMBER:	
EMAIL ADDRESS:	

# PRE USE INSPECTION TEST

INSTRUCTOR/EXAMINER



Candidate Name:	BART SIMPSON	Test Date:	19/01/2018
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ITEM	CHECK COMPLETED CORRECTLY	N/A	NOTES
FORKS /ATTACHMENT (MC)	Y		
CARRIAGE PLATE (MC)	Y		
BACKREST EXTENSION	Y		
MAST	Y		
MAST ROLLERS/SLIDES	Y		
LIFT CHAINS (MC)	Y		
CHAIN PULLEYS (MC)	Y		
HYDRAULICS (MC)	Y		
WHEELS (MC)	Y		
TYRES (MC)	Y		
EXTERNAL CONDITION	Y		THOROUGH INSPECTION
RATED CAPACITY PLATE (MC)	Y		
OPERATING POSITION	Y		
OPERATOR'S SEAT	Y		
GAS POWERED TRUCKS		✓	
STARTING PROCEDURE - INTERNAL COMBUSTION ENGINE TRUCKS	Y		
STARTING PROCEDURE - ELECTRIC TRUCKS	Y		
LIGHTS	Y		
AUDIBLE WARNINGS	Y		
HYDRAULIC CONTROLS (MC)	Y		
DRIVE & BRAKING (MC)	Y		
STEERING (MC)	Y		
FAULT REPORTING PROCEDURE	Y		

All pre-use checks must be carried out in accordance with the specific instructions published in the relevant manufacturer’s operator handbook.

MC = Mandatory component check - automatic referral if not fully completed.

Candidate Result	PASS	REFERRED
	✓	

CANDIDATE SIGNATURE	
	
EXAMINER NAME :	HELEN LOVEJOY
REGISTERED No.	101010111
EXAMINER SIGNATURE	
	

## TESTING

## PRACTICAL TEST

Test Date:	19/01/2018	Set Time:	00:15:00	Start Time:	03:23 PM
Finish Time:	15:39:57	Duration:	00:15:45	Excess Time:	00:00:45

Candidate Name:	BART SIMPSON
Address:	14, CAPE STREET, SPRINGFIELD, SHROPSHIRE, UNITED KINGDOM, TF7 4PW

No.	Criteria Observed	Fault	Penalty	Award
Operator safety and observation				
1	Mounts/dismounts incorrectly	1	3	3
2	Limbs/body outside the confines of truck		5	
3	Fails to check all round		5	
4	Fails to check all round	3	5	15
5	Fails to use appropriate safety device		5	
Steering and operating controls				
6	Unintentionally travels in wrong direction		5	
7	Brakes harshly/erratically		3	
8	Fails to release parking brake	1	1	1
9	Rides foot brake	1	1	1
10	Operates hydraulic controls when moving		5	
11	Selects wrong hydraulic control	1	3	3
12	Excessive use of the hydraulic controls		1*	
13	Rough use of hydraulic controls	1	3	3
14	Fails to hold steering wheel when moving		5	
Manoeuvring and transporting				
15	Forks/load too high when travelling		5**	
16	Forks/load too low when travelling		5**	
17	Incorrect tilt when travelling		3	
18	Touches course/racking/load		3	
19	Shunts in chicane		3	
Stacking/De-stacking				
20	Incorrect set down at vertical face		1	
21	Shunts when stacking/de-stacking		3*	



22	Fails to apply parking brake/engage neutral		5	
23	Forks not central under load		3**	
24	Fork rubbing (entry/withdrawal)		3**	
25	Forks arms not fully inserted		5**	
26	Mast base touches stack/load		3	
27	Fork tips touch stack/load		3**	
28	Load/fork arms not level		3**	
29	Load incorrectly stacked		3	
30	Wheels not straight		3	
Parking				
31	Fails to apply park brake/engage neutral		5	
32	Fails to apply forward tilt		3	
33	Fails to lower fork arms		3**	
34	Fails to switch off/remove keys		3	
35	Wheels not straight		3	
Time Penalties: 1		Test Penalties: 26		Total Penalties: 27

\*Allow 1 adjustment per operation

\*\*The phrase 'Forks' could include attachments if applicable

MANDATORY DISQUALIFICATION	
Operates dangerously	
Exceeds maximum time	
Dismounts unnecessarily	
Exceeds 3 occurrences of any 5-point penalty	
Violent collision	
Unsafe stacking	



PASS/REFERRED	PASS
EXAMINER NAME	HELEN LOVEJOY
REGISTERED No.	101010111
EXAMINER SIGNATURE	
CANDIDATE SIGNATURE	

## ASSOCIATED KNOWLEDGE TEST

ORGANISATION QUESTION PAPER REFERENCE NUMBER:

PAPER 1 (B1)

Test Date: 19/01/2018

Candidate Name:

BART SIMPSON

1 Q Give 4 reasons why a lift truck can tip over sideways (lateral instability).

A turning at speed  
Turning across an incline  
Driving with a flat tyre  
Turning with the forks raised

Marks 4/4

2 Q Name 4 precautions you must take while refuelling or recharging a lift truck.

A No naked flames  
Keep metal objects clear of batteries

Marks 2/4

3 Q State 2 reasons why is it important that loaded pallets are placed tight to one another and against the headboard when loading a lorry.

A Allow space for a full load  
Prevent movement of the load

Marks 4/4

4 Q You have a lift truck fitted with a side shift. State 4 hazards this can present.

A Reduced capacity  
Reduced visibility  
You might operate it in the wrong direction  
The forks might be off centre

Marks 4/4

5 Q Name 4 precautions you should take as you approach and negotiate blind corners.

A Sound the horn  
Slow down

Marks 2/4

6 Q(MQ) Who is responsible for checking that the lift truck is in good working order before use?

A The operator

Result: Correct

7 Q(MQ) The trucks maximum carrying capacity will be reduced when:

A The load centre is increased

Result: Correct

---

8 Q(MQ) Whose responsibility is it to ensure the safety of pedestrians while operating a lift truck?

A The lift truck operator

Result: Correct

---

9 Q(MQ) From the list below, select the last thing the operator should do before moving off?

A Look around

Result: Correct

---

10 Q(MQ) Lift trucks are more likely to turn over sideways when they are:

A Unladen and turning sharply

Result: Correct

---

11 Q What position should a lift truck's mast be in to comply with the manufacturer's stated lifting capacity?

A Vertical with the truck on level ground

Result: Correct

---

12 Q What is meant by the term "load centre" as it applies to lift trucks?

A It is the measurement given forward from the front face of the fork arms to the centre of gravity of the load

Result: Correct

---

13 Q Prior to operating a lift truck in the working environment, the operator must have "written authorisation" issued by:

A The employer

Result: Correct

---

14 Q An Approved Code of Practice is:

A Advice to duty holders on how to comply with legislation

Result: Correct

---

15 Q How must the forks be positioned when handling metal stillages

A As wide as possible to prevent the load slipping sideways

Result: Correct

---

16 Q What is the recommended way to approach a stack to place or retrieve a load?

A Stop not more than 150mm from the stack, apply the parking brake, select neutral, adjust tilt and raise the forks

Result: Correct

---

17 Q In normal circumstances, if the load on the forks obscures your view, you should:

A Travel in reverse, looking in the direction of travel

Result: Correct

---

18 Q When parking a lift truck, how should the forks be positioned?

A The heels not more than 100-150mm high with the tips touching the ground

Result: Incorrect

---

19 Q How much back tilt is required when transporting a palletised load?

A Sufficient back tilt to cater for the type of load and ground conditions

Result: Correct

---

20 Q When driving a laden truck up an incline the forks should be:

A Leading

Result: Correct

---

21 Q While operating a lift truck, what would you do if you saw some rubbish/dunnage lying in a gangway or warehouse location?

A Park the truck in a safe place and remove the obstruction

Result: Correct

---

22 Q When following another lift truck, how many truck lengths clearance is it recommended to leave?

A Three lengths

Result: Correct

---

23 Q The safe use of the hydraulic controls requires the following:

A Parking brake applied and transmission in neutral

Result: Correct

---

24 Q When the load centre is increased:

A The load carrying capacity is reduced

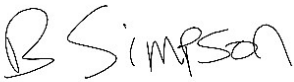

Result: Correct

---

25 Q What is the meaning of "free lift" in connection with lift trucks?

A The distance the forks can be raised before the mast begins to extend

Result: Correct

MINIMUM PASS MARK	80%	PERCENTAGE SCORE:	92%
PASS/REFERRED	PASS	MQ ANSWERED?	YES
CANDIDATE SIGNATURE			
EXAMINER NAME	HELEN LOVEJOY		
EXAMINER SIGNATURE			

ASSOCIATED

# IMAGES TAKEN

## RECORD OF TRAINING

No Images Uploaded!

## PRE USE INSPECTION TEST

No Images Uploaded!

## PRACTICAL TEST

No Images Uploaded!

## ASSOCIATED KNOWLEDGE TEST

No Images Uploaded!

## FEEDBACK

No Images Uploaded!

## END OF COURSE

No Images Uploaded!



**SETTING THE STANDARD**

Please securely store this record for a minimum of 4 years.