

ESSENTIAL CHECKLIST FOR YOUR LIFTTRUCK TRAINING RECORDS

In the event of an audit or workplace incident, you need to be sure your training records are accurate and up to scratch.

Keeping on top of paperwork can be difficult for busy training providers and in-house instructors and when it matters most, lack of records and simple mistakes can prove time consuming to rectify.

Below are two checklists you can use when delivering and recording training - something **MyRTITB TrainingFriend**, an App for RTITB accredited organisations, does for you.



Operator Records Checklist

Training records should usually show **six completed items** for each lift truck operator as follows:

- ☐ Practical test marking sheet
- ☐ Theory test marking sheet
- ☐ Candidate and instructor pre-use check sheet
- ☐ Record of training for the course - detailing the elements of the course conducted, on what date, and signed off by the candidate and instructor
- ☐ Any eligibility documentation confirming the candidate's right to attend the course conducted
- ☐ Course feedback sheet

Users of MyRTITB TrainingFriend will benefit from the app intuitively checking each document, ensuring documents correlate with the database and confirming the entry is true and correct.



My RTITB TrainingFriend
ensures accuracy of the data collected
and the tests administered



IS THE DATA TRUE AND CORRECT?

Often details are missing or recorded incorrectly which can cause problems in the event of an incident in the workplace.

Make sure you check the following:

Practical test marking sheet

- ☐ Test date is recorded accurately
- ☐ Machine details are right (rated capacity, attachments etc)
- ☐ The correct marking sheet is used for the truck (the testing criteria changes and will not be relevant if incorrect)
- ☐ Start and end time of the test, the total duration and any time penalties are recorded
- ☐ The correct value penalty awarded and the total for each criteria observed
- ☐ Total penalties are added up correctly

Theory test marking sheet

- ☐ Test date is captured
- ☐ Open questions and the associated score is present
- ☐ Mandatory multiple-choice questions have been answered correctly
- ☐ Multiple choice questions have been scored correctly (4 points each)
- ☐ Total score adds up and has been calculated in the correct way

Candidate and instructor pre-use check sheet

- ☐ Test date is recorded
- ☐ Check sheet is the correct one for truck used
- ☐ Mandatory elements identified correctly
- ☐ Result recorded

Practical test marking sheet

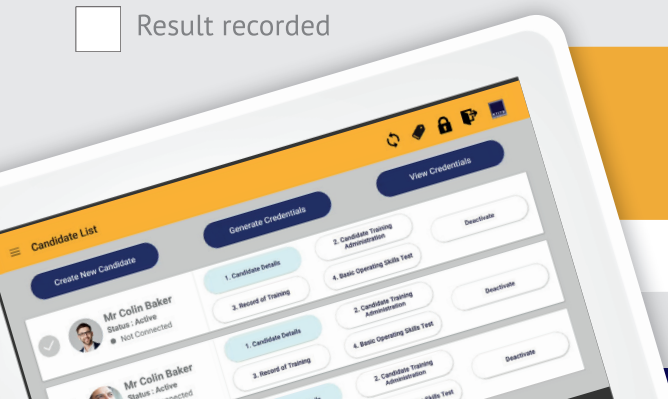
- ☐ Course timings for each day are recorded (start and end time)
- ☐ Course type is selected
- ☐ Course duration and ratio present
- ☐ That each subject area has been recorded and dated for the day it was delivered
- ☐ That the trainee and instructor sign each subject area off to confirm it has been covered and completed (not just one vertical signature across most of the boxes, for example)
- ☐ Look for comments on performance and any overall course notes

Eligibility documentation

- ☐ Check that the evidence provided is valid for the course attended (copy of certificate, signed declaration etc)
- ☐ If there is a declaration, check to ensure it is completed in full with previous dates of training/operation and where this took place
- ☐ Check for physical signature of delegate and that statement makes sense
- ☐ Check the date signed matches other paperwork

Course feedback sheet

- ☐ Check its scored correctly and total score is correct
- ☐ Cross reference the dates with the rest of the paperwork



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WHY NOT DITCH THE PAPERWORK COMPLETELY?

My RTITBTrainingFriend PRO is an Android app which makes the training administration and testing process completely paperless for the very first time.



Both candidates and the instructor use tablets which communicate with one another, so there is no need to print test papers, records of training, registration forms or any other paperwork.



The app covers training for more than 120 types of machine and everything is captured, saving an average of 5 hours administration time per training course!



The App ensures that businesses and Instructors meet their training paperwork and compliance needs, as well as ensuring the accuracy of the data collected and tests administered.



Sign up at:

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