



RR/RD 5000-5700 Series

RR/RD 5000-5700 S Class Series

RM/RMD 6000 Series

RM/RMD 6000 S Class Series

Trainer's Manual



**Demonstrated
Performance®**

Operator Training

DP MoveSafe®



**RR/RD 5000-5700 Series
RR/RD 5000-5700 S Class Series
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Introduction

This program has been produced by Crown Equipment Corporation to help employers fulfill their requirement to train their operators in the safe use of powered industrial trucks. The responsibility to provide this training lies solely on the employer. While the employer does not have to perform the training personally, the employer must make sure that each operator has received training; has demonstrated an understanding of the information; and can safely perform the requirements of the job in their workplace.

Crown Equipment Corporation believes that effective operator training results when:

1. Training is conducted by a person who has the knowledge, training and experience to train powered industrial truck operators and to formally judge their competency.

Trainers should incorporate all current and proposed safety and training guidelines suggested in this document, the Occupational Safety And Health Administration (OSHA) 29 CFR 1910.178., and the ANSI/ITSDF Safety Standards for Powered Industrial Trucks, B56.1.

2. Operators attend a well-designed training program that includes classroom instruction, group discussion, testing and hands-on instruction and operation of the specific type of equipment that will be used on the job.

3. Operators receive instruction on the rules and work procedures established for their facility and their specific job.

4. Operators practice and demonstrate their ability to competently perform the duties of the specific position.

5. Experienced operators are evaluated and recertified at least, tri-annually.

The employer must provide the student operator with all relevant safety information, operating rules, facilities information, etc. regarding their specific application.

Training must include all operating instructions, warnings and other relevant safety information for the specific equipment that will be operated.

Finally, the employer must determine and certify that the operator can safely operate the equipment and can safely perform their duties in the employer's workplace.



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Meeting Preparation

Instructor: All training should be conducted by a designated person who has the knowledge, training and experience to train industrial truck operators and to judge their competency. The Instructor should review all video and printed training materials prior to holding a training session. Additionally, the Instructor should review and be familiar with 1910.178 of the OSHA Safety Standards for Powered Industrial Trucks.

Time Required: All training programs should be given adequate time for completion. Skipping an aspect of the program could jeopardize the effectiveness of training.

Adequate time should be given to show the video and additional time is required for classroom discussion and written testing. Beyond the classroom there is the need for supervised hands-on instruction, practice and operating tests. The size of the class will influence training time as will the number of trucks involved. There is no hard rule as to how long a complete training program should take to complete. Training should not be measured in hours, or even days, but rather the ability each operator demonstrates in understanding and applying the principles covered, in safely operating the truck and in performing their duties in the workplace.

Room: Provisions should be made to reserve a room dedicated to this class. The room needs to be large enough to comfortably seat all trainees with an unobstructed view of the audio-visual training aids. The room should be relatively quiet to allow for discussions.

A/V Equipment: The presentation of this class requires a DVD player and a color television set, or a video projection system. The screen(s) should be large enough for all to see. An overhead projector and screen are very helpful.

Training Materials: The trainer should have all training materials collected and organized for each session.

- Operator's Manuals for truck models being trained on
- Operator's Daily Checklists
- Instructor notes for presentation
- Copies of student tests and an Instructor's answer sheet-(make two sided copies from the originals in the back of this manual)
- Product literature and spec sheets for equipment to be trained on.
- Company guidelines on safety, operation of equipment, battery charging, fueling, traffic control, equipment maintenance, etc.
- Maps/diagrams of facilities
- Attendance sheets
- Pencils, flip-chart pads, etc.

Meeting Preparation *(continued)*

Overhead transparencies can be made on a copy machine. Consider overheads for:

- “Operator’s Daily Checklist”
- Capacity plate
- Company guidelines, maps, etc.
- Tests and answers

Demonstration/Practice/ Charging Area

Locate and secure a demonstration and practice area that is free of other activity and hazards. Ideal area will have an open area for initial driving instruction and practice. Set up a driving course and load handling area.

Locate and secure an isolated area within the actual work environment for practicing load handling and for proficiency testing.

Locate and secure one or more of the appropriate trucks for the training session. Make sure each truck is properly equipped and fully operational. Check that the battery is charged and that all warnings, capacity plates and data plates are in place.

Locate and secure appropriate safety equipment.

Introductions and Housekeeping

- Welcome the class
- Introduce yourself and share your qualifications
- If practical, have members of the group introduce themselves and tell where they work, how long they've worked there and what equipment they will operate.
- Tell class that the goal of this training is to provide information about safely operating powered industrial trucks. Both general and specific information will be presented. In addition, they will have hands-on training that will help make them safe and efficient operators.
- The Course will present some suggestions, some guidelines, and some absolute rules, but mainly is based on common sense.
- The Course will utilize a video program, group discussion, testing and hands-on practice.
- All information needed to pass the course will be provided during the training session.
- Each operator must learn fundamental principles and pass basic tests on each segment of the training to pass the course.
- Each operator must demonstrate their ability to safely operate a specific model of truck to pass the course.
- Questions are encouraged!
- Breaks, lunch, and time clock issues should be covered.

Classroom Training

The RR 5700 video has a total running time of 78 minutes. The program is broken up into seven sections (15 chapters). This program is designed to be a stand alone program that progressively introduces the RR 5700.

Section 1 covers use and operation of the RR 5700; travel, and use of the mast and forks.

Section 2 covers lift truck stability factors and how to read capacity and data plates to determine important information on capacities, load centers and other information critical to truck stability as well as other important information. It also covers what to do in the case of tipovers or off dock incidents and the differences in operator actions between center controlled sit-down and stand-up rider equipment.

Section 3 covers general safety rules for specific job tasks including transporting loads or travelling in a workplace, load handling and stacking and rules for safe docking.

Section 4 covers battery maintenance and battery changing and charging. These were separated to allow training on just the specific responsibilities the operator will have in their workplace.

Section 5 covers general visual and operational tests required for thorough pre-use equipment inspection.

Section 6 contains and reviews important safety information.

Section 7 covers Rack Height Select, Tilt Position Assist and the Capacity Data Monitor.

The following is a basic lesson plan for executing RR 5700 operator training. Follow the instructions, discussion and topics for each chapter to help you complete the training.

Material List for Student(s)

- Crown Operator's Daily Checklists
- RR 5700 operator manuals
- Tests
- Lockout/Tagout materials (and procedures) used by the student's employer

Section 1 (Operation of RR 5700)

- Chapter 1 – Introduction, Use and Operational Overview
- Chapter 2a – Travel controls for standing compartment

2b – Travel controls for the sit-down compartment

- Chapter 3 – Hydraulic Controls, Mast and Forks

Section 2 (Understanding Stability and Capacity)

- Chapter 4 – Stability
- Chapter 5 – Tip-over and Off Dock Incidents, What to Do.
- Chapter 6 – Capacity and Data Plates

Section 3 (Using Your Truck for Your Job)

- Chapter 7 – Transporting
- Chapter 8 – Load Handling and Stacking
- Chapter 9 – Docking

Section 4 (Battery Fundamentals)

- Chapter 10 – Battery Maintenance
- Chapter 11 - Battery Changing and Charging

Section 5 (Pre-Use Inspection)

- Chapter 12 – Daily Pre-Use Inspection

Section 6 (Safety Summary)

- Chapter 13 - Safety Summary

Section 7 (Other Features)

- Chapter 14 - One touch Rack
Height select/ Tilt Position Assist
- Chapter 15 - Capacity Data Monitor

Section 1 - Operation of RR 5700

Section 1 covers operation of the RR 5700; use and operation, travel, use of the mast and forks.

Chapter 1 – Introduction, Use and Operation Overview

Introduction

Discussion items:

- Discuss what type of trucks the students use and what each is used for (type of loads it handles, does it have any attachments)
- Discuss the importance of reviewing the operator manual and knowing how to find information in the future
- It's important to know your limits. If you have not been specifically trained and authorized to do a task, don't do it.
- Discuss the importance of knowing your truck, job and workplace.

Make the student aware of:

- The components of complete RR5700 training.
- The basic description of a straddle reach truck and how it handles loads.
- The importance of viewing the operator manual and knowing where to find it in the future

Chapter 2 – Travel

Discussion items:

- Discuss the importance of looking in the direction of travel before moving.
- Review the difference between braking vs. plugging and when they should be used.

If you are training on a RR 5700 S Series make you review foot pedal options and the requirements for braking.

- Discuss with students when they should use their horn.
- Review how traveling slower and being alert reduces the stopping distance of your truck.
- Review and discuss any warning devices your truck may have.

Discuss the importance of keeping hands and feet inside the operators compartment.

Chapter 3 – Mast and Forks

Discussion items:

- Discuss the importance of checking clearance before raising or lowering
- Discuss any attachments your truck may have.

Section 2 - Understanding Stability and Capacity

Section 2 covers lift truck stability factors and how to read capacity and data plates to determine important information on capacities, load centers and other information critical to truck stability as well as other important information. It also covers what to do in the case of tipovers or off dock incidents and the differences in operator actions between center controlled sit-down and stand-up rider equipment.

Chapter 4 – Stability

Discussion items:

- Review and discuss the importance of knowing how a truck can tip
- Discuss how a lift truck is different than a car
- Ask the students to explain the following items and how they can affect lift truck operation:
 - Center of gravity
 - Load weights
 - Load centers
 - Fork reach
 - Tire condition
 - Slope of the floor or operation on ramps
 - Overhead obstructions
 - Speed or inertia
- Discuss and review any workplace conditions that may lead to a tip-over (ramps, inclines, rack tunnels, low overhead, slick floors, etc.)

Chapter 5 – Tip-over and Off Dock Incidents, What to Do.

Discussion items:

- Review and discuss the importance of knowing what to do in the event of a tip-over or off dock incident.
- Why is it important to wear your seatbelt on a sit-down rider?
- Why is it important to jump from a stand-up rider?
- Review any site conditions that could lead to a tip-over.

Chapter 6 – Capacity and Data Plates

Discussion items:

- Review and discuss the importance of knowing the capacities of each truck.
- Discuss why it is important to know the weight and load centers of items they are handling.
- Verify that students understand that as the lift height increases, the weight of the load you can safely lift decreases.

Section 3 - Using Your Truck For Your Job

Section 3 covers general safety rules for specific job tasks including transporting loads or travelling in a workplace, load handling and stacking and rules for safe docking.

Chapter 7 – Transporting

Discussion items:

- Review company policies and how they address intersections and traffic situations.
- Discuss the importance of looking in the direction of travel before moving.
- Review how traveling slower and being alert reduces the stopping distance of your truck.
- Review steering and the importance of watching out for rear-end swing while turning.

Chapter 8 – Load Handling and Stacking

Discussion items:

- Review and discuss the importance of knowing the capacities of each truck.
- Review the importance of traveling with your load lowered and not extending your forks forward unless you are over a rack or another load.

Chapter 9 – Docking

Discussion items:

- Communicate your company's guidelines for securing trailers to the loading dock.
- Ask the students to identify the hazards associated with operating lift trucks around docks.
- Discuss the company's procedures for loading and unloading trailers. Do they use dock locks or chocks, or both?
- Ask the students why it is important to check the condition of the trailer floor and place jack stands under the trailer if no tractor is attached to the trailer.
- Ask the students why it is important to slow down and look around before exiting trailers.

Section 4 - Battery Fundamentals

Section 4 covers battery maintenance and battery changing and charging. These were separated to allow training on just the specific responsibilities the operator will have in their workplace.

Chapter 10 – Battery Maintenance

Discussion items:

- Ask the students to explain the hazards associated with handling and maintaining batteries.
- Discuss the importance wearing the proper personal protective equipment (PPE).
- Review who to contact if an emergency occurs.
- Discuss the company's procedures for battery maintenance.

Chapter 11 - Battery Changing and Charging

Discussion items:

- Discuss your company's procedures for the following items:
 - Where is the eyewash station located and know how to use it.
 - Know who to contact if an incident takes place.
 - Know the location of the Material Safety Data Sheets (MSDS).
- Discuss why it is important to replace the used battery with one that is the correct weight and size.
- Review why it is important that the battery and battery charger match and follow the instructions on the charger.
- Discuss the weight of the battery and the importance of keeping feet, hands and fingers from getting crushed or injured.
- Discuss your company's procedures for changing and charging batteries. Make sure you have been trained to charge or change your trucks battery.

Section 5 - Pre-Use Inspection

Section 5 covers general visual and operational tests required for thorough pre-use equipment inspection.

View chapter 12 pausing after the chapter to review and allow students to ask questions. Listed below are discussion items.

Chapter 12 – Daily Pre-Use Inspection

Discussion items:

- Discuss the importance of completing the pre-use inspection.
- Review your company's procedures for pre-use inspections.
- Discuss who to contact if they find something wrong with their truck and what the lockout / tagout policy is.

Section 6 - Safety Summary

Chapter 13 - Safety Summary

Objective: Review safety items, and successfully complete written test and hands-on operation.

Discussion and Demonstration topics:

- Discuss key points and answer any questions.
- Hand out tests and allow student(s) to complete.
- Grade tests and review with student(s).
- Return to the truck and designated area.
- Have student perform stacking, transporting and picking operations.
- Provide feedback and allow additional practice in any areas needed.
- Observe, confirm and verify with employer the student's competence in all areas.

Section 7 - Optional Accessories

Chapter 13 and 14 - Rack Height Select and Tilt Position Assist and Capacity Data Monitor

Discussion and Demonstration topics:

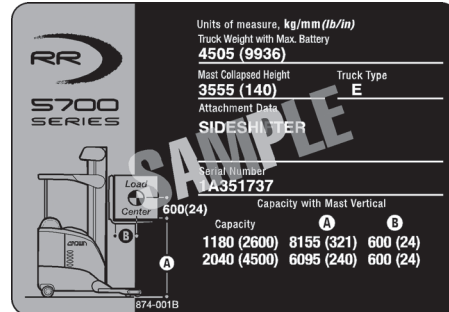
- Discuss how Rack Height Select and Tilt Position Assist works. Point out that they should be just as careful raising the forks with rack height select option as when using manual raise. Make certain the path of the forks are clear and free obstacles. Check that the forks are at the proper position to enter the pallet, or that the pallet will clear the rack beam.

Point out to the operators that when using programmed functions as when operating the truck manually.

- Discuss how the Data Capacity works and make sure they understand that the displayed information is for reference only. Operators must always be alert to load center, load distribution, load height and load weight. Operators must also be aware when load backrest extends above the top of the mast, and how much overhead clearance is needed.

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1. The truck using this capacity plate has what capacity at a load height of 321 inches or 8155 millimeters and a load center of 24 inches or 600 millimeters? (see image below)



- A. 1180 kg or 2600 lbs
 B. 2040 kg or 4500 lbs

2. Which of the following affects truck stability?

- A. Slopes and Ramps
 B. Elevated mast and loads
 C. Fork reach
 D. Length of load being carried
 E. Weight of load
 F. Accelerating, braking and turning
 G. All the above

3. The length of a load being lifted has no effect on the stability of the lift truck.

- A. True
 B. False

4. In the event of a tip-over or off-dock fall on center controlled sit-down trucks like the one showed here, you should:



- A. Have already fastened your seat belt
 B. Grab the steering wheel with both hands
 C. Brace your feet firmly on the floor board
 D. Lean away from the direction of the tip-over
 E. All the above

5. In the event of a tip-over or off-dock on stand-up end controlled trucks like the one shown here, you should get off and away from the truck.



- A. True
 B. False

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6. When operating around pedestrians
 - A. Never drive up to or anywhere near a pedestrian especially if they are in front of a fixed object.
 - B. Never allow the pedestrian under or near a raised load.
 - C. Know that pedestrians have the right of way
 - D. Make sure the pedestrian is clear of your truck, including the rear of your truck due to your trucks wide rear end swing in a turn.
 - E. Communicate with the pedestrian so you both know each others intentions.
 - F. All the above

7. Two identical trucks are traveling in the same area. One truck is traveling at 8mph, the other at 4 mph. The truck traveling at 4 mph will be capable of braking in roughly:
 - A. $\frac{1}{4}$ the distance of the 8 mph truck
 - B. $\frac{1}{2}$ the distance of the 8 mph truck
 - C. $\frac{3}{4}$ the distance of the 8 mph truck
 - D. It will take both trucks the same distance to stop

8. When traveling around the dock area you should:
 - A. Stay well away from the dock boards
 - B. Watch for forklifts backing out of trailers
 - C. Park your truck on dockboards
 - D. Drive close to the dockboards to stay out of traffic lanes
 - E. A and B

9. The farther you push or pull the multi-task handle from neutral the faster you will go.
 - A. True
 - B. False

10. The weight and size of a battery is little or no concern to the safe operation of the lift truck.
 - A. True
 - B. False

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11. Weight, sulphuric acid, electrical discharge, hydrogen are all common hazards of an industrial lead acid battery.
 - A. True
 - B. False

12. Since all charges are alike, any battery can be hooked up to any charger.
 - A. True
 - B. False

13. You should perform a pre-shift inspection:
 - A. At the start of each shift on the truck you are assigned to
 - B. At any time before you start operating a different truck
 - C. Once a week
 - D. On your assigned truck only. You don't need to inspect other trucks you operate during a shift
 - E. A and B

14. Which of these items can fail and the truck still be used if maintenance is notified.
 - A. Horn
 - B. Flashing lights or alarms (if on the truck)
 - C. Sideshift
 - D. Brakes (as long as plugging still works)
 - E. All of the above
 - F. None of the above

15. Always allow ____ truck lengths between vehicles when traveling.
 - A. 4
 - B. 3
 - C. 2

16. Extra riders are ok for short distances
 - A. True
 - B. False

17. A body part caught against an object outside the truck can not be seriously injured at 1 mph.
 - A. True
 - B. False

18. Braking should always be used to stop the truck in:
 - A. Emergency situations
 - B. Ramps and inclines
 - C. Busy areas
 - D. All the above

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- | | |
|--|----------------|
| 1. 1180 kg or 2600 lbs | A |
| 2. All of the above | G |
| 3. The longer the load, the further the load is from the center of gravity | B |
| 4. All of the above | E |
| 5. True | A |
| 6. All of the above | F |
| 7. $\frac{1}{4}$ the distance of the 8 mph truck | A |
| 8. Never park on a dock board whether or not a trailer is present. Drive well away from dockboards to avoid forklifts entering and exiting trailers and to prevent an off dock fall with your truck. | A and B (or E) |
| 9. The farther you push or pull the multi-task handle from the neutral position, the faster you will go. | A |
| 10. The weight of the battery is very important to the truck's stability and load handling capacity. If the battery is not sized properly it can shift during operation. Make sure the battery gate is properly secured to keep batteries from rolling out of the truck. | B |
| 11. Refer to your MSDS sheet for more information | A |
| 12. Chargers and batteries can be very different. Make sure you read all charger directions before using a charger. Make sure you are trained authorized to charge batteries in your facility. | B |
| 13. At the start of each shift on the truck you are assigned to or any time before you start operating a different truck. | A or B (or E) |
| 14. Site OSHA rule, 1910.178(p)(1) and 1910.178(q)(1) | F |
| 15. Give yourself the time and room to stop | B |
| 16. Riders are never OK on powered industrial trucks. These trucks are not designed for riders | B |
| 17. A body part caught outside the truck can be cut off, crushed or seriously injured even at very slow speeds. | B |
| 18. The foot brake is designed to stop the truck in the shortest distance. Use the foot brake in an emergency, on ramps or in busy areas. | D |



Demonstrated Performance®

Operator Training

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Hands-On Training Guidelines

1

Initial

Review with Student Operator

- Operator Manual
 - Review contents, layout and colored warning areas
- Warning Labels (read all)
 - Have students state the hazard and what to do to avoid.
- Capacity and Data plates
 - Ask student to identify each plate
 - Ask student to state all capacities at all heights/load centers
 - Ask student to identify max grade
 - Minimum Battery weight/size
 - Ask student to calculate gross truck weight from empty and battery weight.
 - Attachment data and capacities.
 - Truck fire rating and where in facility truck can be used if applicable.

2

Simulation & Practice

Have the operator demonstrate the following with all truck power off. (Make sure you have performed a pre-use inspection and the truck is safe to use)

- Proper mounting and dismounting
- Proper operating position(s) (cover forks first and fork trailing directions)
- Seat belt, harness on, etc.
- Rider Trucks— keeps body parts in running lines of truck, does not exit truck before full stop.
- Emergency disconnect operation
- Brakes
 - Have operator demonstrate emergency stop
- Horn
- Steering
 - Explain what will happen when steered (wide rear end swing)
- Travel forward/reverse
 - Proper operating position for both travel directions
 - Operator looks first to see if travel path is clear
 - Control positions for slow, medium and, top speed
 - On multi function controls, make sure they operate travel only
 - Plugging operation
 - Brake operation
- Hydraulics operation
 - Control positions for slow, med, and top speed.
 - On multi functions controls, make sure they operate hydraulics only
 - Emergency hydraulics stop (emergency disconnect)

3

Stability

Ask the student to explain how the truck can be tipped over and how to avoid

- Sudden turn, stop, acceleration
- Travelling with mast up
- Mast tilt when mast elevated
- Ramps, sloped floors
- Overhead obstructions
- Holes in the floor
- Overloading
- Load Center

4

What to do in the case of a Tip-Over or Off Dock

Ask the operator what to do

- Walkie: Move away from the truck.
- Stand-Up Rider- Jump off and get away from the truck
- Sit-Down Rider: Your seat belt should be on, grab steer wheel and hold and brace yourself and feet. Lean away from the fall. Make sure you keep all body parts inside the truck

5

Initial Powered Operation

After the operator successfully simulates control operation, allow them to practice operating the truck. Start slowly in an area that offers ample room. Have them demonstrate the following:

- Emergency disconnect
- Brakes
- Horn
- Travel fwd/reverse (straight only until comfortable)
 - Very slow operation at first
 - Require to look in direction of travel and clear before moving.
 - Require to maintain proper operating position
 - Reinforce on rider trucks, need to keep body parts inside and no early exit.
 - Give precise instructions. "Travel forks first at about 1 mph for 3 feet, then apply brakes."
 - Repeat above using plugging. Repeat until they can come to a full stop without reversing.
- Half (1/2) speed operation.
 - Same as above.
 - Travel and steer around cones.
 - Continue with precise instructions.
 - Limit speed allowed to travel.
 - Demonstrate emergency travel stop (brakes)
- Hydraulics operation
 - Require to visually clear area before moving controls
 - Demonstrate control positions for slow, med, top speed.
 - On multi function controls, make sure only operates hydraulics
 - Demonstrate emergency hydraulics stop (emergency disconnect)

6

Intermediate (maneuvering course)

Set up a maneuvering course for the type of truck and application you are training on. The course should include the use of all the functions of the truck and simulated work conditions such as docking and stacking.

Start off by demonstrating to the operator what you would like them to do. Start off with a simple course and add simulated job related tasks as the students progress.

Observe the operator, keeping an eye on safe operating skills and habits (position, looks before travel, keeps body parts inside truck, no early exit, etc.) and give them feedback and additional practice as needed.

Refer to the sample maneuvering guides in the operator training programs if needed.

7

Pre-Use Inspection

Have the operator complete the pre-use inspection completely and correctly. Give feedback/additional practice as needed. Ask operator what the safety importance is of the individual checks.

8

Charging/Refueling

Review the procedures for safe refueling/charging/battery changing for the truck you are training on. Have the operator demonstrate they can safely and properly perform the tasks they will be responsible for per their employer.

All Trucks

- ☐ Truck properly shut down
- ☐ Mast or forks lowered to floor
- ☐ Wears proper PPE as required
- ☐ Knows how to find and use safety equipment (shower, eye wash, etc.)

Electric Trucks

- ☐ Battery in truck, charger connection and operation
- ☐ Battery Changing
- ☐ Battery Maintenance Tasks

IC Trucks

- ☐ Diesel or Gas refueling
- ☐ Propane or CNG tank changing

9

Workplace Orientation

Identify any restricted areas and workplace conditions such as:

- ☐ Abnormal surface conditions
- ☐ Compositions of loads and load stability
- ☐ Unusual loads
- ☐ Pedestrian traffic areas
- ☐ Narrow aisles and other restricted places
- ☐ Hazardous (classified) locations
- ☐ Ramps and sloped surfaces
- ☐ Closed environments with potentially insufficient ventilation
- ☐ Elevators
- ☐ Other, or as identified by employer

10

Final

Final training and evaluation should take place in the specific job area and should include normal job functions (example, load handling and stacking, order selecting, docking). This training and evaluation may be completed by the employer.

**Refer to "Operator Evaluation Guidelines"*

11

Operator Certification

After successful completion of final training, and evaluation, the employer will authorize the operator to drive lift trucks in their facility.

The Occupational Safety and Health Administration, OSHA states in 1910.178 (1)(1)(i) that "The employer shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by successful completion of training and evaluation specified in this paragraph (1)." which includes 1910.178(1)(2)(ii)"evaluation of the operator's performance in the workplace".



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