

## Powered Industrial Truck (PIT) Training Record

1. Instructors and supervisors use this form to record the training received by powered industrial truck (PIT) operators.
2. After the operator completes the classroom instruction and hands-on training, both the instructor and the operator sign this form.
3. The form is kept in the operator's personnel file or in a training records file until the form expires. (Training is repeated and a new form completed every three years.)

Operator's name	Date training was completed
Type of PIT	Expiration date (three years from date training was completed)

Check each box below to show that the operator has completed the training.

☐ 1. Classroom instruction. The following topics were discussed:

- Driver responsibility and attitude
- Types of PITs
- PIT capacity and location of capacity plate
- Safe operating practices
- Conducting daily inspections, based on equipment type and manufacturer's recommendations
- Refueling and recharging requirements
- PIT parking location
- Pedestrian safety
- Mechanical problems
- Reporting incidents (injuries and property damage)

*Note:* Video training aids may be used to accomplish training objectives.

☐ 2. Hands-on training with unloaded PIT. Practice maneuvers: stopping, turning, lifting, and placing empty pallets or boxes.

☐ 3. Follow-up. The instructor has explained to the operator that this training record will be kept on file and that the training will be held again in three years or as needed based on performance.

### Signatures

I certify that I have successfully completed all required training.

Operator's signature	Date
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I have evaluated this operator's performance and certify that he or she has successfully completed the training.

Instructor's or supervisor's signature	Date
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