

FORKLIFT TRUCK RECORD OF TRAINING LOGBOOK



TLILIC0003
LICENCE TO OPERATE A FORKLIFT TRUCK



www.easyguides.com.au

Plan work/task



Date/time	No. of hours	Machine details	Supervising person
<p>Date:</p> <p>Start time: am pm</p> <p>Task requirements are identified from work orders or equivalent and confirmed with relevant people and site inspection is conducted in accordance with workplace procedures</p>		<p>Make:</p> <p>Model:</p> <p>Serial No:</p> <p>Max Capacity: kg</p> <p>Load Centre: mm</p> <p>Lift Height: mm</p>	<p>Name:</p> <p>Signed:</p> <p>Class:</p> <p>Cert No:</p> <p>State of Issue:</p> <p>Issue Date:</p> <p>Expiry Date:</p>
<p>Date:</p> <p>Start time: am pm</p>		<p>Make:</p> <p>Model:</p> <p>Serial No:</p> <p>Max Capacity: kg</p> <p>Load Centre: mm</p> <p>Lift Height: mm</p>	<p>Name:</p> <p>Signed:</p> <p>Class:</p> <p>Cert No:</p> <p>State of Issue:</p> <p>Issue Date:</p> <p>Expiry Date:</p>
<p>Date:</p> <p>Start time: am pm</p>		<p>Make:</p> <p>Model:</p> <p>Serial No:</p> <p>Max Capacity: kg</p> <p>Load Centre: mm</p> <p>Lift Height: mm</p>	<p>Name:</p> <p>Signed:</p> <p>Class:</p> <p>Cert No:</p> <p>State of Issue:</p> <p>Issue Date:</p> <p>Expiry Date:</p>

1

Plan Work

Description of work/training performed

Prepare for work/task



Date/time	No. of hours	Machine details	Supervising person
<p>Date:</p> <p>Start time: PC 2.1 am</p> <p>Consultation with workplace person/s is maintained to ensure</p>		<p>Make:</p> <p>Model:</p> <p>Serial No:</p> <p>Max Capacity: kg</p> <p>Load Centre: mm</p> <p>Lift Height: mm</p>	<p>Name:</p> <p>Signed:</p> <p>Class:</p> <p>Cert No:</p> <p>State of Issue:</p> <p>Issue Date:</p> <p>Expiry Date:</p>
<p>Date:</p> <p>Start time: am pm</p> <p>Work plan is clear and consistent with site requirements in accordance with safe work procedures</p>		<p>Make:</p> <p>Model:</p> <p>Serial No:</p> <p>Max Capacity: kg</p> <p>Load Centre: mm</p> <p>Lift Height: mm</p>	<p>Name:</p> <p>Signed:</p> <p>Class:</p> <p>Cert No:</p> <p>State of Issue:</p> <p>Issue Date:</p> <p>Expiry Date:</p>
<p>Date:</p> <p>Start time: am pm</p>		<p>Make:</p> <p>Model:</p> <p>Serial No:</p> <p>Max Capacity: kg</p> <p>Load Centre: mm</p> <p>Lift Height: mm</p>	<p>Name:</p> <p>Signed:</p> <p>Class:</p> <p>Cert No:</p> <p>State of Issue:</p> <p>Issue Date:</p> <p>Expiry Date:</p>

2

**Prepare for
work/task**

Description of work/training performed

2

**Prepare for
work/task**

Description of work/training performed

Date/time	No. of hours	Machine details	Supervising person
<p>Date:</p> <p>Start time: PC 2.9 am Hazard and risk control measures are checked for implementation and</p>		<p>Make:</p> <p>Model:</p> <p>Serial No:</p> <p>Max Capacity: kg</p> <p>Load Centre: mm</p> <p>Lift Height: mm</p>	<p>Name:</p> <p>Signed:</p> <p>Class:</p> <p>Cert No:</p> <p>State of Issue:</p> <p>Issue Date:</p> <p>Expiry Date:</p>
<p>Date:</p> <p>Start time: am pm</p> <p>communicated to people in the work area in accordance with safe work procedures</p>		<p>Make:</p> <p>Model:</p> <p>Serial No:</p> <p>Max Capacity: kg</p> <p>Load Centre: mm</p> <p>Lift Height: mm</p>	<p>Name:</p> <p>Signed:</p> <p>Class:</p> <p>Cert No:</p> <p>State of Issue:</p> <p>Issue Date:</p> <p>Expiry Date:</p>
<p>Date:</p> <p>Start time: am pm</p>		<p>Make:</p> <p>Model:</p> <p>Serial No:</p> <p>Max Capacity: kg</p> <p>Load Centre: mm</p> <p>Lift Height: mm</p>	<p>Name:</p> <p>Signed:</p> <p>Class:</p> <p>Cert No:</p> <p>State of Issue:</p> <p>Issue Date:</p> <p>Expiry Date:</p>

Perform work/task



Date/time	No. of hours	Machine details	Supervising person
<p>Date:</p> <p>Start time: am pm</p> <p>Weight and positioning of load is assessed to ensure compliance with forklift truck data plate requirements and in accordance with safe work procedures</p>		<p>Make:</p> <p>Model:</p> <p>Serial No:</p> <p>Max Capacity: kg</p> <p>Load Centre: mm</p> <p>Lift Height: mm</p>	<p>Name:</p> <p>Signed:</p> <p>Class:</p> <p>Cert No:</p> <p>State of Issue:</p> <p>Issue Date:</p> <p>Expiry Date:</p>
<p>Date:</p> <p>Start time: am pm</p>		<p>Make:</p> <p>Model:</p> <p>Serial No:</p> <p>Max Capacity: kg</p> <p>Load Centre: mm</p> <p>Lift Height: mm</p>	<p>Name:</p> <p>Signed:</p> <p>Class:</p> <p>Cert No:</p> <p>State of Issue:</p> <p>Issue Date:</p> <p>Expiry Date:</p>
<p>Date:</p> <p>Start time: am pm</p>		<p>Make:</p> <p>Model:</p> <p>Serial No:</p> <p>Max Capacity: kg</p> <p>Load Centre: mm</p> <p>Lift Height: mm</p>	<p>Name:</p> <p>Signed:</p> <p>Class:</p> <p>Cert No:</p> <p>State of Issue:</p> <p>Issue Date:</p> <p>Expiry Date:</p>

3

**Perform work/
task**

Description of work/training performed

Pack up



Date/time	No. of hours	Machine details	Supervising person
Date: Start time: am PC 4.1 pm Forklift truck shutdown		Make: Model: Serial No: Max Capacity: kg Load Centre: mm Lift Height: mm	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
procedures are carried out in accordance with manufacturer requirements and safe work procedures Start time: am pm		Make: Model: Serial No: Max Capacity: kg Load Centre: mm Lift Height: mm	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date:
Date: Start time: am pm		Make: Model: Serial No: Max Capacity: kg Load Centre: mm Lift Height: mm	Name: Signed: Class: Cert No: State of Issue: Issue Date: Expiry Date: