

**Jay Industries, Inc.**  
**Forklift Operator Certification Instructions**  
**Operators must be recertified every 3 years.**

- 1. Read the Powered Industrial Trucks Policy.**
- 2. Watch the video.**
- 3. Complete the Written Exam.**
- 4. Complete the Practical Evaluation while being observed by a Powered Industrial Trucks Supervisor or Trainer.**
- 5. Send the completed training materials to HR for grading. HR will notify your supervisor of your grade and attach to your employee file.**
- 6. You will be certified to operate when all materials obtain a passing grade and are signed by the Trainer.**

I \_\_\_\_\_ hereby certify that on this date I read the Jay Industries Forklift Written Policy and Procedures and completed the Forklift Written Exam. In addition, I have been observed and evaluated by a Powered Industrial Trucks Supervisor or Trainer, and have successfully demonstrated the safe use and operation of powered industrial trucks.

I fully understand the material provided and will follow the instructions for the safe use and operation of powered industrial trucks (forklifts) at the Plastics and Metals Divisions of Jay Industries, Inc. If at any time I have questions or problems concerning the operation of a forklift, I will contact my supervisor or the Jay Industries EHS Dept.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Any Questions? \_\_\_\_\_

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