



# Check List for Training

## When Training Customers

- 1) Pass around the sign in sheet.
- 2) Watch DVD.
- 3) Write out the training cards and laminate.
- 4) Have customers take the test then review them.
- 5) Do the walk-around and hands-on for the equipment.
- 6) Hand out the Cards.

### When you get back to the office, scan them into the copy machine

- 1) Press “Auto Store”.
- 2) Press “Risk Management”.
- 3) Press “Safety Training Log”.
- 4) Enter the Date, Customer and your Location.
- 5) Recycle the Tests.

## When Training Employees

- 1) Pass around the sign in sheet.
- 2) Watch DVD (you can watch the DVDs through the company Intranet by clicking on Safety, then Equipment Safety, and they will be listed.)
- 3) Write out the training cards and laminate. Then make a Copy of the Cards.
- 4) Have employees take the tests then review them.
- 5) Do the walk-around and hands-on. NOTE: Must do the Forklift checklists.
- 6) Send all copies to Rob Mortimer at: [robdm@ahern.com](mailto:robdm@ahern.com).  
(Send: Sign in sheet, copy of the cards, copy of the tests and copy of the hands on checklist.)

If you have any questions or need any supplies, e-mail [davidgt@ahern.com](mailto:davidgt@ahern.com) or call 702-303-5842.

Thank you for your cooperation.