
Forklift Operator Certification Renewal Reminder

1.0 Objective & Intent

The objective of this Standard Operating Procedure (SOP) is to establish a systematic process for tracking and renewing forklift operator certifications in compliance with WorkSafeBC regulations (OHS Regulation Part 16: Mobile Equipment). This SOP mitigates the risk of unqualified operators operating powered industrial trucks, which can lead to serious injuries, fatalities, and regulatory penalties.

2.0 Operational Scope

This procedure applies to all forklift operators, supervisors, and the safety department at the cabinet and millwork manufacturing facility. It covers all powered industrial trucks used on site, including counterbalance, reach, and order picker forklifts. The process includes initial certification, renewal reminders, and documentation of training records.

3.0 Hazard Identification & Mandatory PPE

- Uncertified operators: Risk of collision, tip-over, or struck-by incidents due to lack of training.
- Expired certifications: Legal non-compliance and potential fines from WorkSafeBC.
- Incomplete records: Difficulty proving operator competency during audits.
- CSA-Approved Steel Toed Boots
- High-Visibility Safety Vest
- Safety Glasses
- Hard Hat (if operating in areas with overhead hazards)

4.0 Required Safety Equipment & Tools

- Forklift operator certification database or spreadsheet
- Certification renewal forms (WorkSafeBC compliant)
- Training materials and operator manuals
- Personal lock and LOTO kit for practical evaluation
- Communication device (radio or phone) for contacting operators

5.0 Step-by-Step Safety Procedure

1. Verify the current certification status of all forklift operators by reviewing the certification database or spreadsheet at the beginning of each month.
2. Identify operators whose certifications will expire within the next 60 days and generate a renewal reminder list.
3. Notify each affected operator and their supervisor in writing (email or memo) at least 45 days before the certification expiry date, including the renewal deadline and required steps.
4. Schedule a renewal training session with a certified instructor at least 30 days before the expiry date, ensuring the session covers both theoretical and practical components.

5. Confirm that the operator completes the renewal training and passes the written test with a minimum score of 80% before the expiry date.
6. Conduct a practical evaluation of the operator's skills on the specific type of forklift they will operate, including pre-operational checks, maneuvering, and load handling.
7. Issue a new certification card or update the existing record in the database upon successful completion of both theoretical and practical evaluations.
8. Update the certification database with the new expiry date and ensure the operator's file includes copies of the training certificate and evaluation forms.
9. If an operator fails to renew before the expiry date, immediately revoke their authorization to operate any forklift and place a notice on the equipment and in the operator's file.
10. Document all steps taken, including notifications, training dates, and outcomes, in the safety management system for audit trail purposes.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.