

Validation Change Request

Background: The National Lift Truck Operator Registry (LIFTOR) has the same purpose and objective since its inception in 1985:

Continuous improvement of operator productivity and safety.

Companies that subscribe to the National LIFTOR Management & Training System benefit from “best practices” for systematically aligning their resources for productivity with safety.

Although LIFTOR can be used as a regulatory compliance strategy, the standardized practices go well beyond simple compliance to benefit operators, instructors, front-line supervisors and their managers in many ways. In addition to the “effective and efficient” training and testing procedures (See NIOSH Post-Hearing Comments from DOL-OSHA Docket #S-008), supervisors learn formal and simple methods of supervising operators; managers can learn a model for effective change-management; engineers can learn how to better design safety maintenance programs and facilities to promote precision forklift operation; personnel departments can enjoy the pre-emptive EEOC regulatory strategy offered by LIFTOR; Management and Operators can benefit from professional development opportunities, etc.

Wherever LIFTOR has been installed and used on a continuing basis, operators have enjoyed improvements in both productivity and safety with an on-going serious-injury-free experience. When you consider the length of time LIFTOR has endured, this claim cannot be said of any alternate lift truck safety and management system anywhere in the world! This extraordinary and continuing accomplishment is for three reasons:

1. Front-Line Supervisor/Managers are able, because of their own management commitment, to focus their day-to-day resources on the objective of **productivity with safety**,
2. Company personnel use LIFTOR’s **valid and reliable set of documented process standards** that direct both management and operators in their respective roles, and
3. LIFTOR, acting as a 3rd party, performs various “process checks” (quality audits) to ensure continuous “whole system” quality and effectiveness.

Validation Change Request

Change Requests are invited! Because the LIFTOR System standards need to be aligned and/or re-aligned with your operator's environment, and we have to maintain LIFTOR System Integrity, changes to LIFTOR procedures, practices, and standards are inevitable.

LIFTOR provides an "orderly forum" for recommending and making changes to **any** current LIFTOR System requirements. By "Orderly Forum", we mean a formal meeting process that "hears" the various stakeholder interests in improving some aspect of the operator's experience with LIFTOR. At no extra cost, Forums are presided over by a LIFTOR Registrar whose purpose is to satisfy any reasonable requests for change to LIFTOR's documented practices, while ensuring that no person, regulatory, tort, or other interests are abused by any changes made. The below "**Validation Change Request Form**" or a similar form is to be used to initiate a change. Simply fill it out, send it to the address listed and your LIFTOR Registrar will notify you of what has to be done to get the promised "orderly forum" to act. If the Validation Change Request is related to any LIFTOR Skills Check or Certification Test Document, a Validation Team will have to be formed made up of 5-7 participants from National LIFTOR, Certified Examiners, at least three (3) LIFTOR Certified Operators, and a senior front-line manager. Other requirements may be necessary.

Please **DO NOT** submit a "Validation Change Request Form" to initiate action on any of the following for which an **alternative, faster, and/or much simpler procedure already exists:**

- A. **Exceptions/Notes** that the Test Examiner believes should be excused for non-conformity with the LIFTOR documentation because this one case does NOT apply under normal rules for which it was intended. See the Exceptions/Notes section of the LIFTOR "registration form" attached to any test being submitted for credentials.
- B. Any changes that are **solely for local administrative convenience and do NOT directly benefit operators** under the LIFTOR System in some way.
- C. Any change to the LIFTOR System by any person who is **NOT** Certified under National LIFTOR Authority.
- D. Any change to the LIFTOR System by a person who is **NOT** the senior manager who authorized LIFTOR System practices and standards as signatory of a LIFTOR Licensing Agreement.

Validation Change Request Form:

Complete and send to:
 Monaco Group, Inc.
 P.O. Box 223
 Martinsville, NJ 08836

OR

Complete, scan, and email to:
 Validity@LIFTOR.com

Reference	Current Text or Practice	Proposed Change	Evidence that this will Improve LIFTOR
12.3.3	Regarding, Intel FAB #28 Mitsubishi Model ELCB 50, Cert Test... "Use the Flow Charted Procedure without error"	Move "Chock Rear-Most Wheel" step to AFTER the "Green Light" did NOT go on"	<ul style="list-style-type: none"> As of 3 months ago, proposed change is the most current policy in use at our facility (we have ALL auto-dock-locks). LIFTOR Test development standard says to "match actual behavior on job to the Test and Learning Objective Criteria."

Name (Print) :		LIFTOR ID #:		Today's Date:	
Name (Sign):		Additional Information:			
LIFTOR Licensed Industrial Site Address:					
Phone #:		Editorial Change <input type="checkbox"/> (Does NOT Need Forum)		LIFTOR Review	
Email:		Substantive Change <input type="checkbox"/> (Schedule Forum)			