

Routine Driver's Permit

1. Purpose

Driver's Permit is required when driving forklifts, lifting devices, vehicles and machinery on Ragn-Sells sites. The purpose is to ensure that every driver has the theoretical and practical knowledge, competence and permissions that are required to use the equipment in a safe and correct manner.

2. Scope

This routine is for all of Ragn-Sells organisation where a driver renders a forklift, lifting device, or works on behalf of Ragn-Sells with a vehicle or machine.

For be eligible for a driver's permit below is required:

- The driver must be 18 years or older
- The permit is for the specific forklift, lifting device, machine or vehicle that the work is for
- The driver's permit must be signed and approved before work starts

3. Responsibilities

The buyer (for external personnel: contractors and hired personnel) is responsible for:

- Creating a complete driver's permit before work starts
- That the routine is followed and that permits and regulations are followed
- Follow-ups occur at least once a year or when needed. Unapproved permits are scrapped

If flaws are detected or regulations not followed, the buyer must immediately take action to correct the deviations.

Other regulations:

- The driver's permit is only for the forklift, lifting device, machine or vehicle mentioned in the permit
- When the forklift, lifting device, machine or vehicle is changed compared to what's mentioned in the permit, a new permit must be issued
- When employment is completed or a longer interruption occurs (longer than 12 months) must the driver's permit be scrapped

4. Issuing and handling driver permits

- The document "Driver's Permit" consists of three blocks: forklift, lifting devices, machines/vehicles. Only the block for equipment is filled out, the rest is left empty
- In the blocks "lifting devices" and "machines/vehicles" must at least one box be marked
- Signatures must always contain the name, place and date

5. Requirements before issuing a driver's permit

Before the driver's permit is issued, below must be fulfilled:

- The buyer is responsible for ensuring that the contractors have read and signed Ragn-Sells Order- and Safety regulations
- Relevant forklift, lifting device, vehicle or machine is inspected and approved

6. Contractors, subcontractors and hired personnel

Contractors and subcontractors that work within Ragn-Sells sites must always be able to provide:

- Valid inspection report or certification for all machines and vehicles
- Joint inspection of machines or vehicles connected with towbar or other device
- Valid driver's license
- Issued and signed driver's permit

If approved inspection report or certification cannot be provided must the equipment immediately be removed from the site and the driver's permit declined.

Copy of inspection reports and joint inspections must be saved in the site folder until the work is completed.