

THOROUGH EXAMINATION A GUIDE FROM CFTS



NEW COMPETENT PERSONS FUNCTION

Note:

All members must have at least one competent person assigned to every depot & each competent person registered, must have at least one course/experience.

Go to www.thoroughexamination.org/login enter your Username & Password & click LOGIN

The screenshot shows the homepage of the Thorough Examination website. At the top, there are social media icons for Twitter and LinkedIn, a 'NEWSLETTER' button, a search bar, and a 'LOGIN' button. The main header features the 'THOROUGH EXAMINATION' logo and the text 'A GUIDE FROM CFTS'. Below the header is a navigation menu with links: 'ABOUT THOROUGH EXAMINATION', 'CFTS: THE INDUSTRY STANDARD', 'WHEN'S YOUR EXAMINATION DUE?', 'FIND AN ACCREDITED EXAMINER', and 'FAQ WHY JOIN CFTS?'. The central area contains a login form with fields for 'Username *' and 'Password *', a 'LOGIN' button, and a link for 'Forgotten your password?'. On the left, there is a 'CONTACT US' section with phone numbers and an email address. In the middle, there are 'QUICK LINKS' (Home, Sitemap, FAQ) and 'USEFUL LINKS' (BITA, FLTA, HSE). On the right, there is a section for 'Consolidated Fork Truck Services' featuring logos for the 'Fork Lift Truck Association' and 'BITA Lifting Industry Standards'.

After logging in click on 'MEMBERS AREA' in the top right corner.

This screenshot shows the same homepage as above, but with a red arrow pointing from the text above to the 'MEMBERS AREA' button in the top right corner of the navigation bar. The main content area below the navigation menu is a large image of a checklist or inspection form. The form has columns for 'Cables and...', 'Pedals and levers', 'Performance, parking & service brake', 'Mechanical components', 'Hydraulic components', 'Operation - mechanical systems', 'Prime mover & transmission', 'Controls, cables & linkages', 'Exhaust system & emissions', and 'Battery & cables'. The checklist items are numbered 5.3.1 through 5.4.5. Some items have checkmarks, and item 5.4.3 has 'N/A' written next to it. A blue pen is visible on the right side of the form, appearing to be in the process of writing or checking off items.

Thorough Examination explained
What is a CFTS Thorough Examination inspection?

THOROUGH EXAMINATION

A GUIDE FROM CFTS



NEW COMPETENT PERSONS FUNCTION

Click on 'Update your details'.

THOROUGH EXAMINATION A GUIDE FROM CFTS

ABOUT THOROUGH EXAMINATION CFTS: THE INDUSTRY STANDARD WHEN'S YOUR EXAMINATION DUE? FIND AN ACCREDITED EXAMINER FAQ WHY JOIN CFTS?

MEMBERS' AREA

- Update your details**
Update your contact information, add a new depot, and more.
- Order Thorough Examination packs**
You can order Thorough Examination packs online, here.
- Promotional Assets**
A range of CFTS assets, including emails, images, and logos.

Click on the depot you would like the competent person to be assigned to.

UPDATE DETAILS

Update Company, Depots and Competent People

Company Details -

Depot 1 - Your Depot - HEAD OFFICE

Competent Person 1 - YourName -

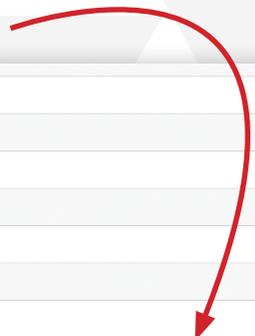
Contacts -

THOROUGH EXAMINATION A GUIDE FROM CFTS



NEW COMPETENT PERSONS FUNCTION

At the bottom of the page, click on 'Add COMPETENT PERSON.'



Years in Position	
Experienced as Competent Person	No
Attended CFTS Course	No
Reports to (Appointment)	
Address	
Postcode	
Telephone	

[AMEND DEPOT](#) [+ ADD COMPETENT PERSON](#)

Competent Person I - ▾

Contacts - ▾

CONTACT US
01344 623 800
07739 638 866
Email the office

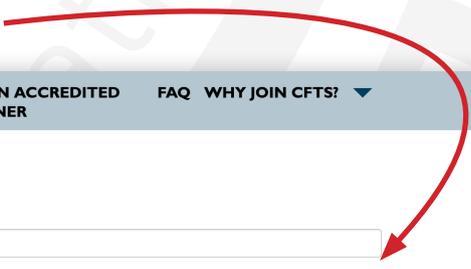
QUICK LINKS
[Home](#)
[Sitemap](#)
[FAQ](#)

USEFUL LINKS
[BITA](#)
[FLTA](#)
[HSE](#)

Consolidated Fork Truck Services is a collaboration between:

 
Lifting Industry Standards

Enter the name of a competent person & click 'ADD COURSE.'



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UPDATE DETAILS

Competent Person Details

Name *

[ADD COURSE](#)

[Cancel](#) [SAVE](#)

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THOROUGH EXAMINATION A GUIDE FROM CFTS



NEW COMPETENT PERSONS FUNCTION

Click on the dropdown box to select one of three options for 'Course Attended.'
Note: Default Course Attended is CFTS Approved Thorough Examination Course

Option 1

Course Attended: CFTS Thorough Examination Course

Enter the date in 'Start Course Date' if multiple days, enter the first day of course

Click on 'Supporting Documentation' to upload a copy of training certificate.

Competent Person Course

Course Attended *
CFTS Approved Thorough Examination Course

Training Centre Start Course Date

Details

Supporting Documentation
Choose file No file chosen

SAVE Cancel

Option 2

Course Attended: Other Course

Enter name & location of the training provider in 'Training Centre.'

Enter the date in 'Start Course Date' if multiple days enter the first day of course

Click on 'Supporting Documentation' to upload a copy of training certificate.

Competent Person Course

Course Attended *
Other Course

Training Centre Start Course Date

Details

Supporting Documentation
Choose file No file chosen

SAVE Cancel

THOROUGH EXAMINATION

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NEW COMPETENT PERSONS FUNCTION

Option 3

Course Attended: Experience

Enter information of working experience within a relevant engineering sector in details
If available upload supporting documentation.

Competent Person Course

Course Attended *
Experience

Training Centre Start Course Date

Details

Supporting Documentation
Choose file No file chosen

SAVE Cancel

Adding, amending or removing additional Courses/Experience

Click on the competent person you need to make the changes to.

UPDATE DETAILS

Update Company, Depots and Competent People

Company Details -

Depot 1 - Your Depot (#904) - [HEAD OFFICE](#)

Competent Person 1 - Your Name - [REMOVE](#)

Competent Person 2 - Your Name - [REMOVE](#)

Contacts -

THOROUGH EXAMINATION A GUIDE FROM CFTS



NEW COMPETENT PERSONS FUNCTION

Click 'AMEND COMPETENT PERSON'.

THOROUGH EXAMINATION A GUIDE FROM CFTS

ABOUT THOROUGH EXAMINATION CFTS: THE INDUSTRY STANDARD WHEN'S YOUR EXAMINATION DUE? FIND AN ACCREDITED EXAMINER FAQ WHY JOIN CFTS?

UPDATE DETAILS

Update Company, Depots and Competent People

Company Details -

Depot 1 - Your Depot (#904) - HEAD OFFICE

Competent Person 1 - Your Name - REMOVE

CFTS Approved Thorough Examination Course (03 Jun 2019) -

Other Course (18 Jun 2019) -

Experience -

AMEND COMPETENT PERSON

To add a course click 'ADD COURSE' and follow the same process as options 1-2 or 3.

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UPDATE DETAILS

Competent Person Details

Name * ADD COURSE

CFTS Approved Thorough Examination Course (03 Jun 2019) -

Cancel SAVE

THOROUGH EXAMINATION

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NEW COMPETENT PERSONS FUNCTION

Click 'AMEND COMPETENT PERSON', then click on the course you want to amend.

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UPDATE DETAILS

Competent Person Details

Name *

CFTS Approved Thorough Examination Course (03 Jun 2019) ▾

Other Course (18 Jun 2019) ▾

Experience ▾

Click on either 'Amend Course' or 'Remove Course' as required

Clicking on 'Amend Course' takes you into the form to carry out amendments

Clicking on 'Remove Course' will remove the course from the list (Please note: each competent person registered, must have at least one course/experience.

ABOUT THOROUGH EXAMINATION ▾ CFTS: THE INDUSTRY STANDARD ▾ WHEN'S YOUR EXAMINATION DUE? FIND AN ACCREDITED EXAMINER FAQ WHY JOIN CFTS? ▾

UPDATE DETAILS

Competent Person Details

Name *

CFTS Approved Thorough Examination Course (03 Jun 2019) ▾

Other Course (18 Jun 2019) ▾

Course Attended	Other Course
Training Centre	F-Tec
Start Course Date	18 Jun 2019
Details	Your Training
Supporting Documentation	
Date Added	09 Nov 2019

Experience ▾

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NEW COMPETENT PERSONS FUNCTION

Click on 'SAVE' to completed and return to the main member's page (below)

ABOUT THOROUGH EXAMINATION ▾ CFTS: THE INDUSTRY STANDARD ▾ WHEN'S YOUR EXAMINATION DUE? FIND AN ACCREDITED EXAMINER FAQ WHY JOIN CFTS? ▾

UPDATE DETAILS

Competent Person Details

Name *

[ADD COURSE](#)

CFTS Approved Thorough Examination Course (03 Jun 2019) ▾

Other Course (18 Jun 2019) ▾

Experience ▾

[Cancel](#) [SAVE](#)

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[HSE](#)

Consolidated Fork Truck Services is a collaboration between:

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Lifting Industry Standards

Main members page

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Company Details ▾

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Competent Person 1 - Your Name ▾ [REMOVE](#)

Competent Person 2 - Your Name ▾ [REMOVE](#)

Contacts ▾

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