

July 24, 2003

N R B Inc.
Modular Building Systems
115 South Service Rd., W.
Box 129, Grimsby, ON.
L3M 4G3

Attention: **Duncan Alexander**
Operations Manager

On behalf of S M W Training Consultants, let me take this opportunity to say "Congratulations" on obtaining a Rolls Royce of Forklifts. As a Training Consultant, I get to see a lot of different makes and models of Lift Trucks for the industry, and in my opinion your company has chosen the best.

Please find enclosed attendance record documentation for your records and copies of same for your employee files for Rough Terrain Forklift (Omega Lift - Straight Mast) Familiarization session. This session was to make the participants familiar with this machine, only; it was not a full training course on how to operate Rough Terrain Forklifts, as each has been operator certified by another training company.

The participants each performed fairly well in the practical portion, with some poor driving / operating habits being displayed and corrected. The theory portion was not as good. The copies of your employees record of training (R.O. T.) that you faxed to our office indicates they have received Lift Truck Training in the year 2001 from another Training Company, therefore some of the standard questions that was asked in the class should have been old knowledge to them, as it was they could not answer questions like pivot point, formula to calculate safe lifting weights, how, when and who by, should circle checks for each machine be done, record keeping of same, etc.

A point of interest that I also noticed on the faxed documentation was that your company had two different training sessions done by the other training company in the year of 2001, but the expiry dates on the participant's wallet R.O.T.'s had different years on them. One classes expiry dates were for year 2003 and the other classes will expire in 2004.

Copies of our Circle Checklist were left with the participants, (also one enclosed.) As explained to Larry Millar, a book system should be established and records of same kept for a minimum period of one year for each machine. A copy of our training manual was left with yourself and one with Larry Millar, should they be required as reference, and as I stated to him each participant should read through it, as well as the operators manual for the machine must be read by each person. Cont.

Instructors Certified by The Ontario Federation of Labour

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