

Forklift Maintenance

Trouble Calls: We coordinate the movement of all MHE equipment and maintenance. When there are any problems or complications with any equipment contact the MHE Office.

Steps in requesting service:

1. Provide USN; 13-XXXXX
2. Provide the location and a point of contact
3. Brief description of what is wrong with the equipment
4. If equipment is required to be brought in, please notify us if a loaner forklift will be required

Flat or Damaged Tire:

DO NOT operate the forklift with a flat or damaged tire, if equipment is obstructing traffic or operations, move equipment to the side. All calls regarding tires are to go to the MHE Office.

Steps in requesting service:

1. Provide USN; 13-XXXXX
2. Provide the location of the equipment and a point of contact.
3. Explain what tire is flat or damaged and size.
 - a. Examples: front right inside, front left outside, or right rear

Contact Information:

MHE Office:

**690 North Hampton Ave
Building 449, MHE Shop
Pearl harbor, HI 96860-4549**

Office Phone: 473-3124

Office Fax: 473-3789

Email: mhe.navsupflcph.fct@navy.mil

MHE Supervisor:

Office Phone: 473-2646

Updated 28 September 2017



Fleet Logistics Center Pearl Harbor
1942 Gaffney St
JBPHH, HI 96860-4549
www.navsup.navy.mil/navsupflcph



Material Handling Equipment



“Service with Aloha”

Introduction

Aloha! NAVSUP Fleet Logistics Center Pearl Harbor (FLCPH) is committed to being a world class provider of Logistic Services. Additionally, we endeavor to deliver our products and services at the right time, at the right place and in the most cost effective manner possible.

We developed this Material Handling Services Quick Reference Guide with you, the customer, in mind. We have listed in detail of the steps that are required to insure quick responses to our services. To better serve you with no delay.

Finally, this brochure includes a few key reminders to ensure we quickly process your request for services and MHE Licensing. We look forward to providing you “Service with Aloha.”



MHE License Documents

- Application and documents can be found on our webpage.
 - <https://www.navsup.navy.mil/public/navsup/flcph/mhe/>
- Your supervisor and MHE coordinator are the only authorized personal able submit applications, with supervisor approval.
- Online training will follow upon complete application.

Process for New/Renewal

1. Complete and fill out application form
2. Ensure all required documents are completed with correct information

How to Complete Application:

- Application form:
 - Fill and complete all blocks
 - State if it is new/renew
 - Worksite Information
 - Job location
 - Current funding doc number
 - Supervisor at job site,
 - Correct MHE equipment description (class and lift code)
 - Must have supervisors’ signature and date
- Medical Stressor
 - Department Of The Navy Medical Examiner’s Certificate: OPNAV 8020/6 (REV FEB 2015)

