

Forklift Truck Novice Operator Training (Basic Skills all Truck Groupings)

This course is designed for personnel with no previous experience of operating any type of forklift truck. Our novice operator forklift training course ensures that delegates build basic operating skills to a standard recommended by the HSE Approved Code of Practice L117. (This ACOP L117 is available in pdf printable format from this website free)

Because of the serious risks posed in places of work by forklift trucks every day, it is essential for safety reasons and compliance to current regulations and legislations, that forklift operators are given the best possible instruction and training to do the job safely and efficiently, You may also find that it could affect your employers liability insurance policy in the event of an accident if you fail to provide this training. These vital operating skills are achieved by incorporating both theoretical and practical exercises, with the emphasis being more on practical training.

Thousands of accidents happen every year in the UK involving people, tragically some are fatal, even accidents involving buildings, property and stock comes straight off your bottom line profit. So why would you want to cut corners? It is a proven fact that carefully and properly selected potential forklift operators properly trained to a recognised HSE standard is one of the ways to minimise the risk of serious accidents and legal court case consequences and claims.

Course ratio & duration Max 1 to 3 delegates. (Please discuss at booking so there is no confusion)

Course Trainee's: 1 = 22.5 hours = 3 Days

Course Trainee's: 2 = 30 hours = 4 Days

Course Trainee's: 3 = 37.5 hours = 5 Days



Theoretical Subjects covered

- Why we need to train.
- Health & Safety at Work Act 1974. (HASAWA)
- Provision & Use of Work Equipment Regulation 1998. (PUWER)
- Lifting Operations & Lifting Equipment Regulations 1998. (LOLER)
- Approved Code of Practice (ACOP) L117
- Accidents and risks associated with fork lift trucks.
- Personal risk assessment.
- Personal protective equipment. (PPE)
- Basic engineering principles.
- Rated capacity and load centres.
- Stability factors.
- Attachments.
- Pallet & load assessments.
- Pallets including corner post pallets, stillage's and individual bulk containers (IBC)
- Racking systems (UDL).
- Vehicle loading & un-loading the safe way.
- The use of a forklift truck on public highway.
- Battery care & maintenance. Battery charging procedures.
- Re-fuelling procedures diesel. Re-fuelling procedures LPG.
- Pre-Shift Pre- use checks & reporting defects
- Seat belts.

Forklift Safety DVDs are shown in addition to above. Trainees are given operators safety code.

Practical Skills covered (logical sequence of basic practical training where possible)

- Introduction to the forklift type
- Identification of forklift parts
- Explanation of controls and instrument
- Safe mounting and dismounting the machine
- The use of the hydraulic controls
- Correct observational skills
- Moving off, stopping forwards and reverse, emergency stop.
- Basic steering exercises forwards and in reverse
- Pre-operational inspection
- General operator maintenance
- Care and maintenance of traction batteries or internal combustion engine
- Driving through a simple course forwards and in reverse un-laden
- Driving through a figure eight course un-laden
- Adjustment of the forks
- Approach pick up, transport and deposit one wooden pallet
- Approach pick up, transport and deposit six wooden pallets
- Stack six un-laden wooden pallets onto six un-laden wooden pallets
- Approach pick up, transport and deposit one laden wooden pallet
- Negotiate a figure eight course in a restricted area un-laden forwards then reverse
- Negotiate a figure eight course in a restricted area laden forwards then reverse
- Negotiate a chicane course un-laden forwards then reverse
- Negotiate a chicane course laden forwards then reverse
- Place and retrieve a laden wooden pallet close to a vertical face
- Stack and de-stack a laden pallet at eye and high level in a block stack
- Stack and de-stack a laden pallet at low ,eye and high level in a racking system
- Approach pick up, transport and deposit a laden metal corner post pallet
- Stack and de-stack a laden metal corner post pallet at eye and high level onto each other
- The loading and unloading of a goods vehicle
- The written and practical tests

We should now on completion have reached the minimum requirement of basic operating skills It is recommended that novice operator training is conducted by a training provider accredited with one of the bodies recognised by the HSE, (ITSSAR-AITT-RTITB-NPORS all are founder members of the accrediting bodies association) This is your only Guarantee to quality training, and peace of mind with regards to full compliance with the law, in matters concerning Health Safety and Welfare.

All Delegates are issued a certificate of training to operate the new group of forklift truck.

Photo ID cards in addition to a certificate of training can be issued on completion.
(Please discuss at time of booking, a small additional charge applies for these)

All delegates new qualifications will be added to the ITSSAR Trained Operators Passport Scheme known as TOPs. For further information about TOPs please visit www.itssar.org.uk/tops.aspx

FOOD FOR THOUGHT the initial cost of training is nothing compared to the penalties imposed for failure to comply with the law. www.hse.gov other sites to visit www.itssar.org.uk or www.abawt.co.uk



For further information on ABA workplace transport groupings please download pdf file named ABA Groupings free available from this website www.barrymeakin-training.co.uk