



## SIVATECH LTD FORK TRUCK TRAINING

### OPERATOR TRAINING

<b>Truck Type:</b>	Counterbalance Truck
<b>Truck Group:</b>	B1 B2 B3 G2
<b>Course Title:</b>	5 Day Basic Operator Course (Novice)
<b>Delegates:</b>	Maximum of 3 trainees per course

**Course Objective:** On successful completion of this theoretical and practical training course trainees should be able to operate the machine safely and competently. Trainees will have practised manoeuvring the machine both unladen and laden in the confined areas, stacked and de-stacked at various levels and will have been instructed in daily and pre-shift inspection and refuelling procedures. They will also have undergone the appropriate theoretical and practical tests of 'basic operating skills' which are recognised by the Independent Training Standards Scheme & Register (ITSSAR) and comply with the recommendations and standards of the Health and Safety Commission (HSC) ACoP and Supplementary Guidance, Rider Operated Lift Trucks – Operator Training (L117). Successful candidates will be certificated and their employers will receive a written assessment, certificate and fork lift permit.

**Trainee Specification:** The ideal course for the **person with no operating experience** with this type of machine, or does not hold a driving licence. Applicants must be physically fit and mentally capable of operating a powerful machine safely.

#### Course Administration:

1. **Introduction to the course:** Welcome to the course, registration of course candidates, an explanation of the course objective and issue the training programme, along with a copy of the operating safety code.
2. **Course Closure:** Test results and recommendations will be explained to each course candidate individually. The instructor will issue certificates, permits and training literature where appropriate. All course candidates will be requested to complete a 'Training Evaluation Questionnaire'.

#### Course Syllabus – Theoretical:

1. **Introduction to lift trucks:** Explanation of the need to train people to operate these machines correctly and the operator's responsibilities under the Health & Safety at Work legislation and regulations.
2. **Truck design, types of trucks and various attachments:** Explanation of the basic designs of forklift trucks, how they have developed over the years and how the different types of truck have emerged. Explanation of the various attachments which can be fitted to the various trucks.

3. **Daily inspection procedure:** Explanation of the reasons why operators must inspect the truck at the start of the day or shift and the procedure for reporting faults or defects. A practical session is also completed on this subject.
4. **Lift truck stability:** Explanation of the trucks rated capacities and how weight, distance and forces affect the stability of the machine.
5. **Materials handling and packaging:** Explanation of the ways in which various loads are packaged and palletised for handling by a fork lift truck.
6. **Battery Care / Refuelling:** Explanation of the need for safe systems of work, when recharging batteries or refuelling gas and diesel trucks and the different hazards, which may be present. A practical session is also completed on this subject.
7. **Handling and storing goods:** Explanation of the various symbols, which the operator may encounter and the correct systems for handling pallets and loads. Stacking and de-stacking procedures and the techniques for handling abnormal loads.
8. **Safe truck operations and Industrial safety:** Explanation of the operator's safety rules and policies, the need for a safe working environment including personal responsibilities.
9. **Handling dangerous goods:** Explanation of the various signs, labels and symbols, which the operator may encounter and the correct methods of handling hazardous or dangerous goods, including procedures to adopt in the event of spillage.

#### Course Syllabus – Practical:

1. **Elementary driving:** Introduction to and explanation of the instruments, hydraulic and motive controls. Demonstration, explanation and guided practise in the correct techniques and procedures for travelling with an unladen and laden truck, both in the forwards and reverse directions, manoeuvring in unrestricted areas, progressing to confined areas.
2. **Safe operating procedures:** Demonstration and explanation together with guided practise in the correct procedures to use when handling, carrying, stacking and de-stacking loads in free standing stacks and racking.
3. **Battery Care / Refuelling:** Demonstration, explanation and guided practise in either the correct procedures to adopt when carrying out day to day recharging of batteries or refuelling gas and diesel trucks. Also covered in section 4 of the theoretical syllabus.
4. **Daily inspection procedures:** Demonstration, explanation and guided practise in examining the machine at the start of the day or shift and when taking over from another operator during the shift. In addition, course candidates will have been instructed in the procedures for reporting faults or defects and the need for maintaining a record of the examination.

**5. Test:**

**Theoretical Test:** A multiple choice question paper covering the theory content of the course.

**Pre-use Check:** Inspection of the machine.

**Practical Skills Test:** A practical 'basic operating skills' test.

*Contact:*

*Sivatech Ltd, Gatehouse Close, Aylesbury, Bucks, HP19 8DJ*

*Telephone No: 01296 717800*

*Email: chyrryl.laird@sivatech.co.uk*



**SIVATECH LTD FORK TRUCK TRAINING  
COUNTERBALANCE TRUCK TIMETABLE**

<b>D A Y 1</b>	Course Registration Outline	Need to Train Statutory Requirements	Introduction to the Equipment	Introduction to Motive & Steering Controls Demonstrations & Practice	<b>L U N C H T I M E</b>	Basic Steering Exercise Course/Obstacles	Steering Techniques Various Courses 90°	Battery Charging Procedures
	8.15~8.45am Classroom	8.45~9.30am Classroom	9.30~10.30am Practical	10.45am~12.45pm Practical		1.30~3.00pm Practical	3.00~4.00pm Practical	4.00~4.30pm Practical
	<b>D A Y 2</b>	Operators Safety Code	Daily Pre-Shift Checks	Revision Steering Practice		Engineering Principle Rated Capacity Stability	Simple Hydraulics	Basic Load Handling Introduction to Hydraulic Controls Handling Empty Pallets at low levels
8.30~9.30am Classroom	9.30~10.30am Practical	10.30~11.15am Practical	11.15am~12.45pm Classroom	1.30~2.00pm Classroom	2.00~3.45pm Practical	3.45~4.30pm Classroom		
<b>D A Y 3</b>	Revision and Pre-Shift Checks	Revision Basic Load Handling	Load Handling Stacking & Destacking Open Area at Various Heights Bulk Stacking Empty Wooden Pallets		Bulk Stacking & Destacking Laden Pallets	Manoeuvring With Loads Courses & Ramps	Safety Film	
8.30~9.15am Practical	9.15~9.45am Practical	9.45am~12.45pm Practical			1.30~3.00pm Practical	3.00~4.00pm Classroom & Practical	4.00~4.30pm Classroom	



**SIVATECH LTD FORK TRUCK TRAINING  
COUNTERBALANCE TRUCK TIMETABLE**

<b>D A Y 4</b>	Revision Pre-Shift Checks	Battery Maintenance	Stacking & Destecking Cup Post Pallets And Racking Systems		<b>L U N C H</b>	Further Practice Stacking & Destecking Various Loads Etc	Vehicle Loading & Unloading	
	8.30~9.15am Practical	9.15~10.00am Practical	10.00am~12.45pm Practical			1.30~3.00pm Practical	3.00~4.30pm Practical	
<b>D A Y 5</b>	Practical Revisions General		Handling Awkward Loads And General Practice	Briefing for Theory & Skills Test	<b>T I M E</b>	Multi Choice Theory Test	Pre-Use Check Test & Practical Skills Test	Course Feedback & Closure
8.30am~9.30am Practical	9.30am~12.30pm Practical	12.30~12.45pm Classroom	1.30~2.00pm Classroom	2.00~4.15pm Practical		4.15~4.30pm Classroom		