



SIVATECH LTD FORK TRUCK TRAINING

OPERATOR TRAINING

Truck Type:	Counterbalance Truck
Truck Group:	B1 B2 B3 G2
Course Title:	1 Day Refresher Safety Course
Delegates:	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 **previously trained and experienced operators** with this type of machine, who require refresher training, or for the **operator converting** from one truck group to another. 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. **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.
3. **Lift truck stability:** Explanation of the trucks rated capacities and how weight, distance and forces affect the stability of the machine.

4. **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.
5. **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.
6. **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:

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

D A Y 1	Course Registration & Outline	Corrective instruction covering correct driving and manoeuvring Correct load handling Correct Stacking & De-stacking	L U N C H T I M E	Corrective instruction covering correct driving and manoeuvring Correct load handling Correct Stacking & De-stacking	Multi Choice Theory Pre-Use Check Test & Practical Skills Test	Course Feedback & Closure
	8.30~8.45am Classroom	8.45am~12.45pm Practical		1.30pm~2.45pm Practical	2.45~4.15pm Classroom & Practical	4.15-4.30pm Classroom