

SIVATECH LTD FORK TRUCK TRAINING

OPERATOR TRAINING

Truck Type:	Counterbalance Truck
Truck Group:	B1 B2 B3 G2
Course Title:	3 Day Operator 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 the **person with limited operating experience** with this type of machine, or has never received formal training and undergone a test of 'basic operating skills', or for the **operator converting** from one truck type 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	Need to Train and Statutory Requirements HASAWA Etc	Introduction to the Machine, Motive & Steering Controls Starting~Stopping~Emergency Stops Steering Control Familiarisation Basic Steering through various courses		L U N	Simple Practice & 90° Approaches Left/Right	Simple Hydraulic Principles & the Lift Truck	Basic Load Handling Introduction to Hydraulic Controls Staking/Destacking Unladen Pallets at various levels	Battery Charging & Simple Battery Maintenance
	8.30~8.45am Classroom	8.45~9.30am Classroom	9.30am~12.45pm Practical			1.30~2.15pm Practical	2.15~2.45pm Classroom	2.45~4.00pm Practical	4.00~4.30pm Practical
	D A Y 2	Operators Safety Code	Daily Pre-Shift Checks & Refuelling Procedures	Basic Load Handling Laden Pallets at Low Level Manoeuvring with Loads		Engineering Principle Rated Capacity Stability & Instability	C H T I M	Handling Various Loads Load Weight Assessment Stacking/Destacking at Various Heights Bulk Stacking/Destacking Travelling on Ramps	
8.30~9.30am Classroom		9.30~10.15am Practical	10.15~11.45am Practical	11.45~12.45pm Classroom	1.30~3.30pm Practical	3.30~4.15pm Practical		4.15~4.30pm Classroom	
D A Y 3	Revision and Pre-Shift Checks	Load Handling Practical Revision Stacking/ Destacking in Racking	Load Handling Vehicle Loading & Unloading	Handling Awkward Loads	E	General Supervised Practice	Multi Choice Theory Pre-Use Check Test & Practical Skills Test	Course Feedback & Closure	
8.30am~9.15am Practical	9.15~11.15am Practical	11.15~12.00 Classroom/Practical	12.00~12.45pm Practical	1.30~3.00pm Practical		3.00~4.15pm Classroom & Practical	4.15~4.30pm Classroom		