

ITSSAR Accredited Training Provider

C.A.B TRAINING

BASIC NOVICE OPERATOR TRAINING COURSE DESCRIPTION

For

MECHANICAL HANDLING EQUIPMENT (*In-House or National Certification*)

Course Member Specification: This operator training course is designed for potential operator's who have no previous experience of operating rider operated lift trucks. They should be over the minimum school-leaving age (except in docks where they must be at least 18 years of age), they should have a reasonable degree of physical fitness and be able to satisfy the requirements set out in the guidelines prepared by the EMPLOYMENT MEDICAL ADVISORY SERVICE and in HSG6 "SAFETY IN WORKING WITH LIFT TRUCKS" produced by HSE

Those selected should also possess the necessary level of mental fitness and learning ability required.

Training Course Aim: To provide effective basic operator training for those operator's who will be required to operate rider operated lift trucks as part of their normal work duties. This operator training course is designed to meet the requirements placed upon employers with regard to their duties under the HEALTH and SAFETY AT WORK ACT 1974; the PROVISION and USE of WORK EQUIPMENT REGULATIONS 1998 (PUWER); the LIFTING OPERATIONS and LIFTING EQUIPMENT REGULATIONS 1998 (LOLER), as applicable and other relevant regulations and codes of practice.

Training Course Objective: On successful completion of this basic novice operator-training course, the course members will be able to:

- Operate the truck model used during the training course, safely and correctly in accordance with the manufacturer's operator procedures manual and in accepted good operating practices.
- Show their understanding, by clearly stating the causes of instability of trucks and loads.
- Carry out correctly the routine pre-use inspection of the lift truck in accordance with the manufacturer's operator procedures manual.

Location: On-Customer Premises

Novice Operator Training Course Durations:

Duration	Course Members	Number of Instructors	Number of Trucks
5 Days (37.5 hours)	3	1	1
4 Days (30 hours)	2	1	1
3 Days (22 hours)	1	1	1

Certification: Those course members who achieve a pass in both the practical and the theoretical associated knowledge elements of the examination will be awarded with the lift truck operator's "Basic Operating Skills Test" Certificate.

BASIC NOVICE OPERATOR TRAINING COURSE BLOCK SYLLABUS

For

MECHANICAL HANDLING EQUIPMENT

Practical Training

Introduction to the lift truck to be used for training, controls and instruments
Correct procedures for mounting/dismounting
Start, moving, stopping and steering the lift truck
Operation of the hydraulic controls
Weight assessment and lift truck stability
Handling unladen pallets and laden loads
Stacking/de-stacking procedures
Driving on/off ramps and inclines
Road vehicle loading/unloading procedures
Lift truck pre-use checks
Refueling procedures

Theoretical Training

Operator's Safety Code with appropriate Safety film
Lift truck stability

“Basic Operating Skills Test”

Practical test of basic operating skills
Practical test of ability to carry out a lift truck pre-use check
Associated knowledge.

Pre and Post Course Administration:

Training Course Opening

- Welcome/Introductions.
- Statement of training objective.
- Outline of training course programme.
- Issue training course safety booklets

Training Course Closure

- Completion of training course critique.
- Complete course members individual 'Record of Training'
- Announcement of results testing.
- Outline of certification procedures
- Obtaining course member's views on training course

BASIC NOVICE OPERATOR TRAINING COURSE DETAILED SYLLABUS

For

MECHANICAL HANDLING EQUIPMENT

Training Course Opening

- Welcome/Introductions.
- Statement of training objective.
- Outline of training course programme.
- Issue training course safety booklets

Practical Training:

Introduction To The Truck

Description of truck type: Identification of component parts to include:

Battery compartment, battery, fork arms, carriage plate, securing pins and stop bolts, backrest, mast, chains, lift cylinders, lift and tilt mechanism, counterbalance weight, hydraulic tank, filler caps, rear steered wheels, front load wheels, rated capacity plate, overhead guard, load guard.

Controls and Instruments

Location of all decals (Lift truck identification and capacity plates)

Overall dimensions of the lift truck (length, width, height and weight)

Location and function of all hand and foot-operated controls to include:

Seat adjustment and where fitted, power safety cut-off micro switch, steering wheel and where fitted, steering assistor, parking brake, foot brake, accelerator, horn, key switch, lift, tilt levers, hour meters, direction control lever, load indicator (if fitted), battery/fuel condition meters.

Start, moving, stopping and steering the lift truck

Correct procedures for mounting/dismounting the lift truck

Procedure for starting/stopping the machine

Selection of direction levers and drive

Hold steering wheel, moving off and speed control on both directions

Stopping, including safe stopping distances, emergency braking and use of the parking brake

Steering

Steering/maneuvering the un-laden and laden truck in *unrestricted* and *restricted* areas.

Hydraulic system

Identification of main components of the hydraulic system and their functions

Use of hydraulic controls: Identification and safe operation of all hydraulic control levers / switches.

The travel and parked positions: the correct position of fork arms for travel and when parked, including all relevant safety factors and procedures associated with both position

DETAILED SYLLABUS (continued):

Weight assessment and Lift truck stability

Assessing weights of common loads and unfamiliar loads, including offset center of gravity
Explanation of the trucks rated capacities and how weight, distance and forces affect the stability of the machine.

Handling unladen and laden pallets

Stacking/de-stacking procedures for e.g. palletized loads, metal corner post pallets, containers, etc
Stacking/de-stacking procedures for industrial racking free standing and bulk stacking

Driving on/off ramps and inclines

Correct directions and procedures for driving up/down ramps both unladen and laden
Dangers of turning on ramps/inclines

Road vehicle loading/unloading procedures

The correct procedures and practices for loading various types of road haulage vehicles both from ground level and loading docks

Lift truck pre-use checks

Demonstration, explanation and guided practice 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

Refueling procedures

Explanation of the need for safe systems of work when charging traction batteries or refueling gas and diesel machines and the different hazards which may be present

Theoretical Training:

Operator's Safety Code, Regulations and Procedures

Responsibilities with regard to the appropriate sections of the HEALTH and SAFETY at WORK etc ACT 1974; the LIFTING OPERATIONS and LIFTING EQUIPMENT REGULATIONS 1998 (LOLER), as applicable to the operator, and other relevant acts and codes of practice i.e. HSG 6 "SAFETY in WORKING WITH LIFT TRUCKS".

The appropriate truck manufacturer's operating procedures manual (operator responsibilities) and all safety rules covering inspection and take-over of the truck, driving the truck, stacking/de-stacking, load handling, driving on ramps/inclines, vehicle loading and unloading, parking the truck, care of keys and safety aspects (both general and specific to employer's premises).

Testing

Lift truck operator's "Basic Operating Skills Test"
Lift Truck Pre-Use Inspection
Associated Knowledge Theoretical Examination

Training Course Closure

- Completion of training course critique.
- Complete course members individual 'Record of Training'
- Announcement of results testing.
- Outline of certification procedures
- Obtaining course member's views on training course