

Counterbalance Forklift Truck Training

Course Overview:

- **Course Duration:** 1-5 days
- **Maximum Instructor/Delegate Ratio:** 1:4
- **Delivery Method:** Classroom + yard
- **Prerequisite:** None
- **Awarding Body:** NPORS / In-House
- **Assessment:** Theoretical and Practical exam
- **Certification:** Successful delegates will receive a NPORS / In-House Certificate of Training

Durations:

- Counterbalance Forklift Truck Novice Training: 3-5 days (depending on candidate numbers)
- Counterbalance Forklift Truck Conversion Training: 1 day
- Counterbalance Forklift Truck Refresher Training: 1 day
- Counterbalance Forklift Truck Experienced Operator - no proof of training (test only): 1 day

Course Content:

- Have a basic understanding of the industry, the dangers of working in the industry and their responsibilities as a plant operator
- Have a working knowledge of the manufacturer's handbook for the particular machine to be used
- Be able to locate and identify the major components of the machine and explain their functions
- Be able to locate and identify steering, driving and braking controls and explain their functions
- Conduct all pre-operational checks in accordance with manufacturer's and legislative requirements
- Safely mount and dismount the machine
- Start and stop the engine and safely move the machine off and stop it safely
- Configure the machine for travel and manoeuvre it safely laden and un-laden, in open and confined areas
- Conduct all necessary safety checks at the work area
- Manoeuvre the machine to the work area and correctly configure in readiness to carry out lifting and load handling tasks
- Carry out lifting and load handling tasks
- Lift and transfer loads accurately and safely at different locations
- Load and unload external transport safely
- Fit, adjust and or remove attachments
- Demonstrate knowledge and understanding of loading and unloading procedures for machine transportation
- Carry out all end of shift and shut down procedures

Course Assessment:

- Theoretical assessment of 5 open and 20 multiple choice questions, which can be conducted orally where language barriers or literacy difficulties exist.
- Practical Test of basic operating skills, confirming skills taught on the Forklift training course