

<b>Industrial Counterbalanced Lift Trucks</b>	
Land-based	LAA1601,02,03,04,05
Intermediate Certificate	CPA1601,02,03,04,05
<b>Course objectives</b>	<ul style="list-style-type: none"> <li>• Identify the basic construction and components, and the purpose and use of all controls and gauges.</li> <li>• Identify and comply with manufacturers instructions in accordance with the operator's handbook, other information sources i.e. rating plates, and applicable regulations.</li> <li>• Carry out all pre-use and running checks.</li> <li>• Configure the forklift for travel.</li> <li>• Manoeuvre the forklift both with and without a load.</li> <li>• Manoeuvre in confined areas using forward and reverse direction, both with and without a load.</li> <li>• Set up the forklift in order to lift various loads.</li> <li>• Lift various loads within the full working range of the forklift.</li> <li>• Ensure load integrity and security.</li> <li>• Transport Loads</li> <li>• Place and retrieve loads accurately at various places.</li> <li>• Place and retrieve loads from a vehicle bed or trailer.</li> <li>• Keep within safe working parameters.</li> <li>• Place the forklift in an out-of-service condition.</li> <li>• Explain the loading and unloading procedure on and off a transporter.</li> </ul>
<b>Who the are courses for</b>	Anyone who uses or will be using an industrial counterbalanced forklift truck in the land-based industries or construction industry.
<b>Duration/format</b>	Novice operators – 5 days Experienced operators – varying depending on experience
<b>Instructor/candidate ratio</b>	1 instructor : 3 candidates
<b>Equipment required for IC course and test</b>  <b>Course organiser</b>	<ul style="list-style-type: none"> <li>• Serviceable industrial forklift which meets current legislation (PUWER, LOLER), having a 1 tonne rated lift capacity or above, fitted with: <ul style="list-style-type: none"> <li>i) standard forks</li> <li>ii) R.O.P.S, F.O.P.S and a seatbelt.</li> <li>iii) the Operators Manual.</li> </ul> </li> <li><b>NB:</b> Substitute machines are not acceptable. For example, 180° Backhoe Loaders, Telescopic handlers with bucket fitted cannot be substituted for a Loading Shovel.</li> <li>• Loads of known weights able to fit into a racking and consisting of:- <ul style="list-style-type: none"> <li><b>Load A</b> <ul style="list-style-type: none"> <li>i) 1 x load not less than 50% of the forklift's rated capacity,</li> </ul> </li> <li><b>Load B</b> <ul style="list-style-type: none"> <li>ii) 3 x similar size palletised loads suitable for stacking safely.</li> </ul> </li> </ul> </li> <li>• Racking or block stacks that allows stacking to take place at ground level, eye level and high level. The high level must not be less than 75 % of the forklift's maximum operating height.</li> </ul>

<p><b>Equipment required for IC course and test</b></p> <p><b>Course organiser (continued)</b></p>	<ul style="list-style-type: none"> <li>• An area which must have: <ul style="list-style-type: none"> <li>i) level ground</li> <li>ii) a straight run of at least 10 metres.</li> </ul> </li> <li>• <b>NB:</b> Area must be minimum 50x50m, free from overhead obstructions and at least 20m from overhead power lines.</li> <li>• Lorry bed equipped with a headboard. (This may be simulated but <b>must</b> have the same dimensions including the ground/bed height).</li> <li>• Cones/materials etc. to create restrictions for travelling and manoeuvring.</li> <li>• Operator instruction book for all machinery and attachments</li> <li>• First Aid equipment complying with the Health and Safety (First Aid) Regulation 1981</li> <li>• Fire extinguisher</li> <li>• Flipchart board and pens</li> <li>• Lapel badges</li> <li>• VCR and TV</li> </ul>
<p><b>Equipment for land-based course and test</b></p> <p><b>Course organiser</b></p>	<ul style="list-style-type: none"> <li>• Lift truck complying with safety regulations and legislation (PUWER, LOLER) in a well-maintained state.</li> <li>• <b>NB:</b> Substitute machines are not acceptable. For example, 180° Backhoe Loaders, Telescopic handlers with bucket fitted cannot be substituted for a Loading Shovel.</li> <li>• Suitable loads to include at least 20 pallets in good condition, 3 different sized empty pallets (or similar), 4 potato boxes (or similar) and 4 full palletised loads (within the capacity of the truck).</li> <li>• Suitable safe area of hard flat surface, minimum area 50x50m, enough for candidates to operate the machine over a number of days, free from overhead obstructions, at least 20 metres from overhead power lines.</li> <li>• 1 load of not less than 50% of forklift's maximum rated capacity</li> <li>• 3 similar size palletised loads suitable for stacking</li> <li>• Racking or block stacks that allows stacking to take place at ground level, eye level and high level. The high level must be not less than 75% of the forklift's maximum operating height</li> <li>• An area which must have level ground, a straight run of at least 10 metres, slopes and inclines</li> <li>• Cones/materials</li> <li>• Method of cordoning off the work area</li> <li>• Operator instruction book for all machinery and attachments</li> <li>• First Aid equipment complying with the Health and Safety (First Aid) Regulation 1981</li> <li>• Fire extinguisher</li> <li>• Flipchart board and pens</li> <li>• Lapel badges</li> <li>• VCR and TV</li> </ul>

<b>Instructor</b>	<ul style="list-style-type: none"> <li>• Current Instructor qualification and operator certificate (not more than 5 years old)</li> <li>• Check the venue and facilities comply with all HSE requirements and current legislation (PUWER, LOLER)</li> <li>• Operator instruction book for all machinery and attachments</li> <li>• Tyre pressure gauge and pump</li> <li>• Overalls and wet weather clothing</li> <li>• High visibility jacket</li> <li>• PPE (eye, head, foot and hand protection)</li> <li>• Prepared flipcharts</li> <li>• First Aid equipment complying with the Health and Safety (First Aid) Regulation 1981</li> <li>• Examples/photographs of worn or damaged parts</li> <li>• HSE GN6</li> <li>• VCR and TV</li> <li>• HSE 'Dangerous Manoeuvres' and 'The Correct Approach' videos</li> </ul>
<b>Candidate</b>	<ul style="list-style-type: none"> <li>• Operator instruction book for all machinery and attachments</li> <li>• Overalls and wet weather clothing</li> <li>• High visibility jacket</li> <li>• PPE (eye, head, foot and hand protection)</li> <li>• Notebook and pencil</li> </ul>
<b>Venue</b>	<ul style="list-style-type: none"> <li>• Dry clean building with room for all machinery to be worked on</li> <li>• Light and heating if necessary</li> <li>• Seating and tables for candidates</li> <li>• Suitable area of land to operate (see above)</li> </ul>
<b>Course materials</b>	<ul style="list-style-type: none"> <li>• Skills guide</li> <li>• Land-based/IC theory test question paper</li> <li>• Land-based/IC operator assessment form</li> </ul>