



## **Forklift Operations:** **Course Outline**

This five day course aims to provide basic knowledge in the components and operation of forklifts so that warehouse operations run smooth and safe. By equipping you with key information in forklifts we can prepare them for a license in forklifts. The course is based on unit standard 00171.01.01, "Operate a forklift in a wholesale and retail outlet".

### **Course Overview:**

The course is based upon participant learning the following;

- Demonstrate knowledge of the safe operation of a forklift
- Complete pre-operational check on a forklift
- Operate forklift equipped to move stock around the warehouse, as well as loading and unloading truck trailers
- Park and shut down a forklift

The programme is given as a five day course. Learning is focused around practical demonstration around the forklift. Practical training and seminars will be conducted to create learning opportunities.

### **Learning Objectives**

The main learning objectives of the course are deepening the participant's knowledge and skills within the area. These learning outcomes are reflected under the following topics.

#### **Basic mechanics**

- Identify the different components and systems of the forklift and their functions
- Identify faults, damage and wear to these components and systems
- Explain how to prevent such damage and minimise wear

#### **Refuelling**

- Refuel the forklift
- Replace the gas cylinder or battery to the given standards and safety regulations

#### **Pre-drive inspection**

- Demonstrate knowledge in pre-drive inspection
- Carry out pre-drive inspection to all given standards





### **Start-up checks and inspection**

- Demonstrate knowledge of start up checks and inspection
- Carry out start-up checks and inspection to all given standards

### **Shut down checks and inspection**

- Demonstrate knowledge in shut down checks and inspection
- Carry out shut down checks and inspection to all given standards

### **Operator controls**

- Demonstrate knowledge of operator controls
- Use all the operating controls on the forklift to the given standards

### **Safety**

- Operate a forklift in a working environment to all the given safety standards
- Operate forklift without damage to the equipment and goods being moved
- Operate forklift without injuring fellow workers

*Note that achievement of this course does not entitle you to operate a forklift on a public road. To operate a forklift on a public road, you must hold a driver's licence for the appropriate class of vehicle with Type F (forklift) endorsement.*

### **Certification**

On the successful completion of the course, the participant will be issued a certificate of completion.

It is a requirement that retraining be undertaken every three years and that the certificate issued should reflect this.

### **Progression pathways/continuing education**

After completion of the course the participants will be able to enrol in 'Operating Forklifts' Level 2.

