



**MHA Training Limited.**  
**An RTITB / IOSH Accredited Training Company**  
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## **BASIC OPERATOR REFRESHER TRAINING COURSE**

**For**

### **INDUSTRIAL COUNTERBALANCED & REACH LIFT TRUCKS, RIDER – OPERATED**

#### **TRAINING COURSE DESCRIPTION**

TRAINED AND CERTIFICATED OPERATOR'S (BASIC OPERATOR REFRESHER TRAINING COURSE)

**Course Member Specification:** This operator training course is designed for those operators who have earlier been given adequate formal basic operator training and are appropriately certificated to operate industrial counterbalanced or reach lift trucks rider-operated (documentary evidence of eligibility must be provided to support this claim). 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 refresher training for those operators who have earlier been given adequate formal basic operator training and who are appropriately certificated to operate industrial counterbalanced or reach lift trucks, rider-operated. 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 operator refresher-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 and take-over maintenance of the truck in accordance with the manufacturer's operator procedures manual.

**Location:** On-Customer Premises

**Course Member: Instructor: Truck Ratio: - 3: 1: 1 Training Course Duration:** 1 Day (7.5 hours)

**Note:** The duration of this training course will depend on the required timings for completing identified and/or, self declared areas of driving/operating weakness. It will therefore, be incumbent on the training provider/instructor to determine the training duration requirements accordingly. Where remedial training period durations are likely to exceed that of one (1) day the training course member and Sponsor Company representative should be informed and agreement obtained for the necessary remedial training requirements to be given.

**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.



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#### **BLOCK SYLLABUS:**

##### **Practical Training**

Introduction to the truck to be used for training, manoeuvring, stacking, de-stacking, previously declared and identified weaknesses remedial tuition and practice.

##### **Theoretical Training**

Operator's Safety Code, update in regulations and procedures.

##### **Testing**

Practical test of basic operating skills and to carry out a lift truck pre-use inspection as recommended by the manufacturer. Associated knowledge theory test.

**Administration: Total: 1 Day (7.5 hours)**

#### **DETAILED SYLLABUS:**

##### **Training Course Opening**

- Welcome/Introductions.
- Statement of training objective.
- Outline of training course programme.
- Training course administration.

##### **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 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.

##### **Operator Assessment**

Assessment of driving skills and truck operating ability to include:  
Manoeuvring/steering the un-laden truck in *unrestricted* and *restricted* areas.  
Picking up and setting down laden pallets into designated restricted locations at various height levels.

## **DETAILED SYLLABUS (continued):**

### **Remedial/Refresher Training**

Remedial/refresher training as required to meet individual needs.

### **Operator's Safety Code Update in 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" approved by RTITB Limited.

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.