



# COMPETENT FORKLIFT SAFETY DRIVING TRAINING COURSE



**5 October 2022**  
**FMM SEBERANG JAYA, PENANG**

We are pleased to inform you that FMM Penang Branch is organising a full-day training course on **“Competent Forklift Safety Driving”** which held quarterly (4 times/ year). Forklifts are now very widely used in the industries and one of the requirements of OSHA is that all workers who operators any kind of equipments must be trained and they shall be competent to operate the equipment. The purpose of this training is to create a Safe and Competent Forklift Drivers and certify them thus creating a safe environment around the forklift operation. The seminar will be conducted in **English & Bahasa Malaysia**.

Assessments of the training are as follows:

Written Test & Practical (Forklift Maneuvering, Loading & Unloading)

## Course Outcome

- a) Able to identify the causes and effect of accidents and increase safety awareness
- b) Able to understand what are hazard, risk and danger
- c) Understand the MHE operations Do's and Don'ts
- d) Understand on how to conduct the daily Safety Inspection, performance and maintenance to reduce the maintenance cost & break down
- e) Understand the safety precautions needed during refueling or recharging of the MHE

## Course Content

- 1. MHE handling process flow
- 2. MHE operating procedure
- 3. Competent MHE driver responsible
- 4. Blind Spot Area
- 5. Common safe practice



- 6. Daily safety checklist
- 7. Route plan
- 8. Improve work productivity and performances
- 9. Load Assessment
- 10. MHE Charging Safety
- 11. Procedure

- 12. Safe Operation Procedure
- 13. Hazard & Risk at workplace
- 14. Accident & Incident Control Measure
- 15. Legal & Customer's requirement
- 16. Activity . Case studies discussion and presentation



## Who Should Attend

Forklift driver, EHS committee, Facilities, Operation/ Warehouse Supervisor, Forklift Operators who have just started to handle a forklift and others who have no experience in handling forklifts.

## Date, Time, Venue & Speaker

Date : 5<sup>th</sup> October 2022 (Wednesday)  
Time : 8.30 am - 5.30 pm  
Venue : FMM Penang Branch, 2767, Mukim 1,  
Lebuh Tenggiri 2, 13700  
Bandar Seberang Jaya, Penang  
Speaker : En Menhuri Bin Haji Kassim

## Participation Fees

FMM Member	RM 424.00*/ participant
Non- FMM Member	RM 530.00*/ participant

\*Participation fees above are inclusive of 6% SST

## Grant Under The SBL Khas Scheme

For SBL-Khas Scheme, grant approval must be forwarded to FMM Penang at least 3 days before the event date. Kindly confirmed that you will be claiming under SBL-Khas or NOT be claiming under SBL-KHAS Scheme. Please tick:

- ( ) Claim: Full payment would be made to FMM, no disbursement from HRDF under any circumstances  
( ) NON-Claim : Enclosed cheque/bank draft No. \_\_\_\_\_ for RM being payment made for participant(s) made in favour of Federation of Malaysian Manufacturers.

## Administrative Details

Seats are limited to 25 participants for FULLY VACCINATED (after 14 days) only and basis upon receipt of completed form. Return completed registration form to FMM Penang Branch by **September 27<sup>th</sup>, 2022**. All participants should make payment upon registration.

Mode of payment:  
Cheque payable to **FEDERATION OF MALAYSIAN MANUFACTURERS**  
E-payment: Malayan Banking Berhad  
A/C No: 5074 0650 4502

**FMM SST No. W10-1901-32000108**

## Cancellation & Refund

Cancellation must be in writing to FMM and if received:

More than 10 days prior to event	Full refund
Less than 10 days prior to event	No refund

Replacement at no additional cost. FMM reserves the right to cancel or reschedule the above programme and all efforts will be taken to inform participants of any changes. Registered participants who do not turn up will be charged accordingly.

## Enquiries & Registration

Ms Suguna : [suguna@fmm.org.my](mailto:suguna@fmm.org.my) | Ms Farah Ardilla Putri : [farah\\_ardilla@fmm.org.my](mailto:farah_ardilla@fmm.org.my)  
Tel: 04 399 2057

## REGISTRATION FORM

## COMPETENT FORKLIFT SAFETY DRIVING TRAINING COURSE | 5 October 2022 @ FMM SEBERANG JAYA

To: FMM Penang Branch (Attn: Ms Suguna / Ms Farah)  
Tel: 04-399 2057

Is Vegetarian Meal required? For \_\_\_\_\_ person (s)  
Do you require invoice?  Yes  No

Dear Sir/ Madam,

Please register the following participant(s):

	FULL NAME	I.C. NO	DESIGNATION
1.			
2.			
3.			
4.			
5.			

Note: KINDLY TYPE/ PRINT NAMES IN BLOCK LETTER. (If space is insufficient, please attach a separate list)

Enclosed cheque/ bank draft No.: \_\_\_\_\_ for RM \_\_\_\_\_ being payment for participation fees for \_\_\_\_\_ participant(s) made in favour of **Federation of Malaysian Manufacturers**.

Submitted by:

Name: \_\_\_\_\_ Designation : \_\_\_\_\_

Company: \_\_\_\_\_ SST No: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

FMM Membership No. (If your company is a member) : \_\_\_\_\_