



COMPETENCY BASED FORKLIFT DRIVING SKILLS



1 February 17-18, 2025 (Monday-Tuesday)

8.45 am – 5.00 pm FMM Institute, Perak

There are an estimated 10,000 forklift drivers operating in Malaysia and an average of three are killed and several hundreds injured in accidents **each year**. In addition, most forklifts are damaged due to lack of education on how a forklift should be driven and maintained. This course is aimed to sharpen the skills of the forklift drivers and help them become better and safer drivers.

OBJECTIVES

Upon completion of the course, participants will be able to:

- acquire proper skills required to drive a forklift and practice safe driving skills at the workplace
- learn proper loading and stacking skills and plant traffic rules
- check whether they are competent in driving a forklift through the theory/practical examination
- learn the proper maintenance procedures of a forklift

COURSE CONTENTS

PERSONAL SAFETY

- Attitudes of competent driver

ACCIDENT STATISTICS / CAUSES

- Causes of accidents
- Effect of accidents

COMPONENTS OF A FORKLIFT

- Different Parts of a Forklift

FORKLIFT CHECKS AND INSPECTIONS

- Vehicle identification and upkeep
- Maintenance procedures

LOADS HANDLING

- Definition of 'Load Centre'
- Safe working load of a Forklift

- Lateral and longitudinal instability
- What can and cannot be lifted

SAFE OPERATING PROCEDURES

- Stacking and Unstacking
- Loading and Unloading
- Parking Procedures
- Emergency Procedures

OPERATIONAL RULES

- 9 Operational rules

FORKLIFT FAMILIARISATION

- Components of a Forklift
- Type : Petrol, Diesel, Electrical
- Liquid petroleum gas
- Tyres

SAFETY, PERFORMANCE

INSPECTION AND PREVENTIVE MAINTENANCE

- Cooling system
- Air intake system
- Fuel system
- Lubricating & hydraulic system
- Starting system
- What to check during take over and hand over shift
- Identifying problems

PRACTICAL FORKLIFT MANEUVERING

- Maneuvering gears
- Moving and parking the forklift
- Load lifting and handling
- Driving techniques
- Driving through narrow path

TRAINER

ENCIK ABDUL RAHIM BIN JASMIN holds a Diploma in Safety Engineering Technology from USA and is a Registered Safety and Health Officer with Jabatan Keselamatan dan Kesihatan Pekerjaan (JKKP). He has worked as a Production / Warehouse Executive with Nestlé, Carlsberg Brewery, Production Superintendent cum Industrial Engineer with Goodyear and as a Safety, Health and Environment Manager with Silverstone. In addition, he is an approved Trainer by JKKP for FMM Institute's Certificate in Safety and Health Officer course, a member of the National Safety Council (USA) and a Certified Program Leader by Kepner Tregoe from USA.

ENCIK RAHIM, a certified trainer registered with PSMB has 26 years of forklift driving experience and has conducted Forklift Driving Courses since 1996. In the past, he has conducted Forklift Driving courses for companies such as Janakuasa Segari, Logi Air Ulu Langat, Metropolitan Utilities Corp, Powertek, Eastern Chemical, PPG PI, Suzuki, Dovechem, Taiko, Harta Lega, Coveright, Petronas Gas, BKB Hevea, Silvestone, Rubberex, YTL Cement, Tasek Corp, Vacuum Schmelve, May Plastic and Sika Kimia. He has also conducted Safe Forklift Driving, Maintenance of Forklift and Powered Pallet Jack Safe Driving courses for FMM Institute since year 2000 both as Public and In-House courses.

COURSE DETAILS

Date **February 17-18, 2025**
(Monday-Tuesday)
Time **8.45am - 5.00pm**
Venue **FMM Institute Perak**
No 1, Lorong Raja DiHilir,
30350 Ipoh, Perak
Medium of Instruction **B. Malaysia**
CPD **14 hours**
Fees **Members RM1,242.00/pax**
Non-Members RM1,404.00/pax
(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)

Closing Date: FEBRUARY 10, 2025

A THEORY AND PRACTICAL TESTS WILL BE CONDUCTED AT THE END OF THE COURSE

CERTIFICATION

- *Certificate of Achievement* will be awarded to participant(s) who achieve 75 % attendance of the course and pass both the Theory & Practical Examination.
- *Participants who fail the Course Examination but achieve 75 % attendance of the course will be awarded with only a Certificate of Attendance.*

WHO SHOULD ATTEND

Any employee in an organization who handles forklift as part of his/her daily responsibility and need to be assessed on his forklift driving competency.

ADMINISTRATIVE DETAILS

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak** ■ MyCoID : **475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100%** is a **must**, in any case, **employers will be billed in full.**
- FMM Institute SST Registration No. **W10-1901-32000105**

CANCELLATION

- Must be in Writing with Reasons
- 7 days before the course – No payment charged
- 3 – 6 days before the course - 50% payment charged
- < 3 days before the course – Full payment charged
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost

~ Registration Form ~

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FMM Institute

No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name	Designation	
		HP No	
	NRIC	Email	
2.	Name	Designation	
		HP No	
	NRIC	Email	
3.	Name	Designation	
		HP No	
	NRIC	Email	

(Please attach a separate list if space is insufficient)

We hereby confirmed that (Please tick (✓) in appropriate box):-

- We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name:	Designation:	
Company:	Tel:	Fax:
Address:		
Email:	FMM Membership No	

Enquiries – please contact Ms Vaani / Pn Eda / Ms Harvindar ☎ (05) 548 8660 📠 (05) 548 8221 ✉ fmm_institute_perak@fmm.org.my