Introduction
There are thousands of accidents involving forklifts in our country. Pedestrians working in the vicinity of the warehouse have been found to be contributory in the cause of accidents. Training the forklift drivers and those in the vicinity is extremely vital as the Factories & Machinery Act 1967 and the Occupational Safety and Health Act 1994 delegates the responsibility of caring for the employees and others in the workplace in the hands of the employers.

Objectives
☑ Learn about various components of a forklift and their functions
☑ Perform daily forklift safety performance inspection and preventive maintenance
☑ Learn about loads, safe operating procedures and operational rules of a forklift
☑ Acquire proper skills required to drive a forklift and practice safe driving skills at the workplace

Course Contents
- Personal Safety
- Accident Statistics/Causes
- Components of a Forklift
- Forklift Checks and Inspections
- Loads Handling
- Safe Operating Procedures
- Operational Rules
- Forklift Familiarisation
- Safety Performance Inspection and Preventive Maintenance

Who Should Attend
Supervisors, Line Leaders, Forklift Operators who have just started to handle a forklift and others who have no experience in handling forklifts
**Administrative Details**

**Registration:**
- Completed Registration Form that is Faxed or Mailed to FMM Institute would be deemed as confirmed.

**Payment:**
- Cheque made in favour of FMM Institute should be forwarded to the FMM Sabah Representative Office.

**Closing Date:** 15 Oct 2018

**Cancellation and Refunds:**
- Must be in writing with reasons
- 7 days before the course - 100% refund
- 3-6 days before the course - 50% refund
- < 3 days before the course - No refund
- Replacement can be accepted at no additional cost.

Those who register but fail to turn up for the programme will be billed accordingly. FMM Institute reserves the right to cancel, change the facilitator or reschedule the above course and all efforts will be taken to inform participants of the changes.

**Safe Forklift Driving Skills**
**October 30, 2018**

- **Registration Form** -

Dear Madam,

Please register the following participant(s) for the above programme

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**Submitted by:**

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For further enquiries, please contact: Florisa/Nelly

Tel: 088-447 580 Fax: 088-447 570
E-mail: fmmsabah@fmm.org.my / nelly@fmm.org.my / florisa@fmm.org.my

**Date:** October 30, 2018 (Tue)
**Time:** 9.00am – 5.00pm
**Venue:** FMM Institute
Sabah Representative Office. Lot 143 1st Floor, Block Q, Lrg Plaza Permai 1 Alamesra Plaza Permai 88400 Kota Kinabalu

**Course Fee:**
- RM 700 per pax (FMM Member)
- RM 900 per pax (Non-member)
(Fees include course materials, meals and certificate of attendance)