



# FORKLIFT DRIVING SKILLS FOR BEGINNERS

**October 27 & 28, 2021 (Wednesday & Thursday)**

**8.45am – 5.00pm** **FMM Institute, Perak**



**U**nder the Occupational Safety and Health Act 1994 all personnel involved in the use of material handling equipment should be trained. The forklift is a marvelous high-powered machine built robust and designed with all the safety features to lift and shift various kinds of goods and materials. Some of these are very heavy, expensive and hazardous. In competent driving, and handling of the forklift, ignorance of the safety regulation, has been the cause of many accidents resulting in injuries and fatalities. Competent driving, handling and the practice of safety rules can ensure accident prevention and save lives.

## .. 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

### VIDEO SHOW

- 'Safe Forklift Driving'

### 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

## .. OBJECTIVES..

After attending the course, participants should be able to:

- 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

**.. WHO SHOULD ATTEND..** Supervisors, Line Leaders, Forklift Operators **who have just started to handle a Forklift and others who have no experience in handling Forklift**

## .. TRAINING

### METHODOLOGY..

Delivery of the training will involve Lectures with Power Point, Case Studies (forklift accidents), discussions, video clip on Safe Forklift Driving and demonstrations of forklift driving by trainer. Each participant will be guided by the trainer to drive the forklift in and around the forklift circuit.

.. **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, Silverstone, 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 **October 27 & 28, 2021 (Wednesday & Thursday)**  
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 RM795.00/pax**  
**NON-MEMBERS RM954.00/pax**  
*(Fees inclusive of Service Tax at 6%, Course Materials, Refreshment, Lunch and Certificate of Attendance)*

.. **ADMINISTRATIVE DETAILS** ..

**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/PB 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 **SBL-KHAS Scheme**, 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

**Closing Date:**  
**OCTOBER 20,**  
**2021**

~ **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.

	<b>Name</b>	<b>Designation</b>	<b>NRIC</b>
1.			
2.			
3.			

*(Please attach a separate list if space is insufficient)*

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

- We **will be claiming under SBL-Khas Scheme** and full payment would made to FMM Institute in the event that no disbursement from HRDF under any circumstances
- We will **NOT BE CLAIMING under SBL-Khas Scheme**. 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	