PGB/96/2026

9/10/2026

COMPETENT FORKLIFT SAFETY DRIVING TRAINING COURSE

FMM Penang Branch



19 NOVEMBER 2026
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 equipment's 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

HRDF
MALAYSIA
CLAIMABLE



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

Date : 19 November 2026 (Thursday)
Time : 8.30 am - 5.30 pm
Venue : FMM Penang Branch, 2767, Mukim 1, Lebuh Tenggiri 2, 13700 Bandar Seberang Jaya, Penang

Participation Fees

FMM Member	**RM 650.00*/ participant**
Non- FMM Member	**RM 780.00*/ participant**

**Participation fees above are inclusive of 8% SST, Certificate of Attendance, ID Badge (*upon completion and passed test), Training Materials & Refreshment.*

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 15-25 participants and basis upon receipt of completed form. Return completed registration form to FMM Penang Branch by **12 November 2026**. All participants should make payment upon registration.

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

FMM SST No. W10-1901-32000108

HRDF CLAIMABLE

Cancellation & Refund

Cancellation must be in writing to FMM and if received:

- No refund for cancellation within 2 days prior to the programme
- 50% refund for cancellation between 3-6 days
- Full refund for cancellation 7 days prior to the programme

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** I Ms Farah Ardilla Putri : **farah_ardilla@fmm.org.my**
Tel: 04 399 2057

REGISTRATION FORM

COMPETENT FORKLIFT SAFETY DRIVING TRAINING COURSE | 19 NOVEMBER 2026 @ 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 Manufacturing'.***

Submitted by:
Name: _____ Designation : _____
Company:_____ SST No: _____
New ROC Number: _____ Tin Number: _____
Address: _____
_____
Tel: _____ Fax: _____ Email: _____
FMM Membership No. (If your company is a member) : _____