



COURSE TITLE	: Basic Safe Handling of Forklift Truck	COURSE CODE	: SHFT1
COURSE DURATION	: 2-day(s) / 14.50-hour(s)	COURSE LEVEL	: Basic
COURSE CATEGORY	: Competency	VALIDITY	: 3 years
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM901.00 (inclusive of 6% SST)		

1. OBJECTIVE(S):

At the end of the course, the participant will be able to:

- i. Explain legal requirements related to forklift.
- ii. Describe types, components and daily inspection of forklift.
- iii. Demonstrate safe handling of forklift truck.

2. TARGET GROUP(S):

- i. Forklift Truck Operators.

3. ENTRY REQUIREMENT(S):

- i. Possess driving license (Local, Overseas and International) / experience more than 3 months in forklift operation; **AND**
- ii. Able to communicate verbally in Malay / English.

4. TOPIC(S):

- i. Forklift Truck & Legal Requirements.
- ii. Understanding of Forklift.
- iii. Safe Handling of Forklift Truck.
- iv. Practical Handling of Forklift Truck.

5. LIST OF REFERENCE BOOK(S):

- i. Occupational Safety and Health Act 1994.
- ii. Factories and Machinery Act 1967.
- iii. Road Transport Act 1987.



6. LIST OF TEACHING AID(S):

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.
- v. Forklift (below than 3 tonnes).
- vi. 22 units of empty drums.
- vii. 10 units of pallet.
- viii. Minimum 60 x 30 feet.

7. LIST OF CLASSROOM ACTIVITIES:

- i. Lecture.
- ii. Practical session.

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DAY ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Registration and Course Introduction	NIOSH
0900 - 0930	0.50	Forklift Truck & Legal Requirements <ul style="list-style-type: none"> • Occupational Safety and Health Act 1994 • Factories and Machinery Act 1967 • Road Transport Act 1987 	
0930 - 1030	1.00	Understanding of Forklift <ul style="list-style-type: none"> • Types of Forklifts • Forklift Truck Components • Forklift Truck Daily Inspection • Refuelling and Charging 	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Safe Handling of Forklift Truck <ul style="list-style-type: none"> • Forklift Truck Stability • Load Handling • Forklift Safety (Do's and Don'ts) • Ramp • Parking • Lesson Learnt 	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Practical Training <ul style="list-style-type: none"> • Forklift Daily Inspection (Demo) • Forklift Steering Control (Slalom Driving) • Loading and Unloading Operation 	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1800	2.25	Practical Training (Continuation)	
	7.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0930	1.00	Load Chart Assessment	
0930 - 1030	1.00	Practical	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Practical (Continuation)	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Practical Assessment	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Practical Assessment (Continuation)	
	7.00	END OF THE COURSE	