COURSE TITLE: Basic Safe Handling of Forklift Truck (Combined e-Learning with face-to-face)
COURSE DURATION: 3 day(s) / 14.50 hour(s)  
COURSE CATEGORY: Competency  
COURSE CODE: SHFT1-CE  
COURSE LEVEL: Basic  
COURSE FEE: RM 901.00 (Inclusive of SST)  
IDF SCHEME: SBL

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)/ or experience more than 3 months in forklift operation.
   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):

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 ton).
   vi. 22 units of empty drums.
   vii. 10 units of pallet.
   viii. Minimum 60 x 30 feet.
TITLE: Compliance to Factories and Machinery Act 1967 and Its Regulations (Remote Learning)

COURSE DURATION: 2 day(s) / 13.00 hour(s) COURSE CODE: CFMA-RL
COURSE CATEGORY: Non-Competency COURSE LEVEL: Basic
HRDF SCHEME: SBL COURSE FEE: RM 424.00 (inclusive of 6% SST)

1. OBJECTIVE(S):

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

i. Describe the history of FMA and OSHA “Machinery”, their registration and other legal requirements.


2. TARGET GROUP(S):

i. Factory/ Production/ Human Resource/ Safety and Health Manager.

ii. Safety and Health Officers.

iii. Safety and Health Committee Members.

iv. Safety Supervisors or Union Representatives.

3. ENTRY REQUIREMENT(S):

i. None.

4. TOPIC(S):

i. FMA Certificate Machinery.

ii. FMA (Regulation).

5. LIST OF REFERENCE BOOK(S):


6. **LIST OF TEACHING AID(S):**
   
   i. LCD projector.
   
   ii. Computer.
   
   iii. White board with accessories.
   
   iv. Flip chart with accessories.

7. **LIST OF CLASSROOM ACTIVITIES:**
   
   i. Lecture.
   
   ii. Discussion and Q&A Session.
COURSE TITLE: COMPLIANCE TO FACTORIES AND MACHINERY ACT 1967 AND ITS REGULATIONS (REMOTE LEARNING)

### DAY ONE

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### DAY TWO

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