

# Forklift

## 3-Day Course

### Module 1: mechanical appreciation

- ▲ Operator maintenance areas
- ▲ Cooling system
- ▲ Lubrication system
- ▲ Fuel systems – petrol, diesel, lp gas
- ▲ Electrical system
- ▲ Starter system (petrol, diesel and lp gas)
- ▲ Ignition system – (petrol and lp gas)
- ▲ Gauges
- ▲ The tyres
- ▲ Differential
- ▲ Inching equipment
- ▲ Braking system
- ▲ Mast and forks – forks and mast
- ▲ Hydraulic system
- ▲ Steering
- ▲ Transmission
- ▲ Diagnosing engine faults
- ▲ Engine faults
- ▲ Driving the fork truck correctly
- ▲ Operator maintenance areas
- ▲ Traction battery
- ▲ Electric fork truck power train
- ▲ Gauges
- ▲ Braking system

### Module 2: refuelling

- ▲ Gas cylinders
- ▲ Battery pack
- ▲ Petrol and diesel
- ▲ Positioning the fork truck
- ▲ Filling the fork truck
- ▲ Logging the petrol/diesel usage
- ▲ Positioning the fork truck
- ▲ Replacing the gas cylinder securing the cylinder in position
- ▲ Checking for gas leaks
- ▲ Positioning the fork truck
- ▲ Donning safety apparel
- ▲ Preparation for removing the battery.
- ▲ Lifting the battery from the fork truck
- ▲ Selecting and testing a recharged battery
- ▲ Placing a recharged battery in the fork truck
- ▲ Installing the battery in the fork truck
- ▲ Final test of the recharged battery
- ▲ Fuel usage log

### Module 3: pre-operating inspections

- ▲ Lift cylinder
- ▲ Piston head
- ▲ Rail chains
- ▲ Tilt and lift cylinder mounts
- ▲ Trunnion upright mounts
- ▲ Checking the tyres
- ▲ Tread
- ▲ Sidewall
- ▲ Wheels
- ▲ Engine oil
- ▲ Fan belts
- ▲ Fan blades

- ⤴ Radiator coolant
- ⤴ Radiator cap
- ⤴ Radiator hoses
- ⤴ Water pump
- ⤴ Radiator
- ⤴ Battery
- ⤴ Air filter
- ⤴ Powershift transmission/torque converter

- ⤴ Brake master cylinder
- ⤴ Hydraulic fluid
- ⤴ Fluid leaks
- ⤴ Gas cylinder and connections
- ⤴ Hydraulic lift cylinders
- ⤴ Load back rest
- ⤴ Lifting chains
- ⤴ Fork

### Module 4 start-up checks and inspections

- ⤴ Side shift
- ⤴ Rotating and roll clamp
- ⤴ load grab or hinged forks
- ⤴ checking of other ancillary equipment

### Module 5 shut-down checks and inspections.

### Module 6 maintaining a logbook 53.

- ⤴ Fuel usage log

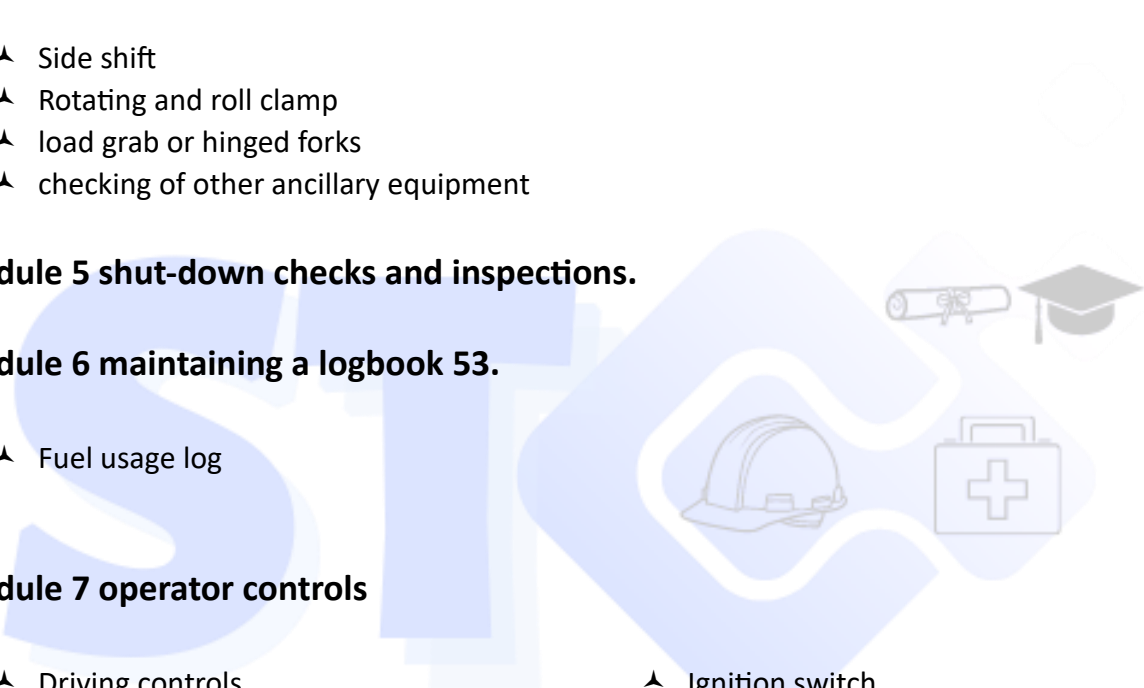
### Module 7 operator controls

- ⤴ Driving controls
- ⤴ Lifting controls
- ⤴ Steering wheel
- ⤴ Gear shift
- ⤴ Foot brake
- ⤴ Lifting and lowering level
- ⤴ Park brake
- ⤴ Accelerator
- ⤴ Directional indicators

- ⤴ Ignition switch
- ⤴ Heat glow element
- ⤴ Cut out switch.
- ⤴ Gas feeder valve
- ⤴ Lights
- ⤴ Hour meter
- ⤴ Horn
- ⤴ Backward and forward tilting lever
- ⤴ Lateral side shift

### Module 8 safety

- ⤴ Start-up safety precautions
- ⤴ Shut-down safety precautions.
- ⤴ Driving safety precautions
- ⤴ Relationship between load and stability of a fork truck
- ⤴ Load chart rating
- ⤴ The seesaw principle of leverage
- ⤴ Position of the load
- ⤴ Principle of leverage



- ▲ Hazardous cargo safety precautions
- ▲ Refuelling safety procedures
- ▲ Protective clothing
- ▲ General housekeeping
- ▲ Occupational health and safety act, 1993 stacking of articles.

- ▲ Occupational health and safety act, 1993 general safety regulations
- ▲ Occupational health and safety act, 1993 general duties of employees at work
- ▲ Occupational health and safety act, 1993 lifting machines and lifting tackle.

## Module 9 manoeuvring

- ▲ Hand signals

## Module 10 loading and off-loading

- ▲ Preparing the container rig
- ▲ Planning a loading pattern
- ▲ Preparing the container rig
- ▲ Off-loading
- ▲ Preparing to load

- ▲ Preparing to off-load
- ▲ Off-loading
- ▲ Preparing to load
- ▲ Preparing to off-load

## Module 11 stacking

- ▲ Binning
- ▲ Racking
- ▲ Drive through racking
- ▲ Honeycomb racking
- ▲ Drum pallet
- ▲ Roll pallet
- ▲ Slipsheet
- ▲ Boxes and crates
- ▲ Expandable containers
- ▲ Pallet converter

- ▲ Post pallet
- ▲ Sheet metal boxes or corner post pallets
- ▲ Wire netting container
- ▲ Two way and four-way pallets
- ▲ Pallet collars
- ▲ Pallet supports.
- ▲ Stacking sheet steel
- ▲ Stacking bar steel, pipes, channel/angle iron

## Module 12 handling cargo

- ▲ Fragile
- ▲ Use no hooks.
- ▲ This side up
- ▲ Keep away from heat.
- ▲ Temperature limits
- ▲ Keep dry.
- ▲ Centre of gravity

- ▲ Do not roll.
- ▲ No forks
- ▲ Stacking limit
- ▲ Clamp here
- ▲ Sling here
- ▲ Explosive
- ▲ Flammable gas

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▲ Compressed gas</li> <li>▲ Poison gas</li> <li>▲ Flammable liquid</li> <li>▲ Flammable solids</li> <li>▲ oxidising agent</li> <li>▲ Organic peroxide</li> </ul> | <ul style="list-style-type: none"> <li>▲ Poison</li> <li>▲ Harmful store away from foodstuffs</li> <li>▲ Radioactive</li> <li>▲ Clamping a paper roll in the horizontal position</li> </ul> |
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## Purpose of unit standard

The person credited with this unit standard is able to operate a counter-balanced lift truck in a safe manner. They will also be able to conduct pre and post inspections to ensure the performance of the lift truck. The person will be able to handle the loading and storage of freight by using the equipment and its accessories in the required manner. They will also be able to access emergency system and services in the event of an incident or accident. The qualifying learner is capable of:

- ✓ Applying the recognized methods for inspecting and recording the operational fitness of all components of the lift truck with reference to safety procedures in the workplace.
- ✓ Identifying and classifying freight/loads taking into account documentation, packaging and labelling associated with the specific freight.
- ✓ Handling, loading and storing freight in accordance with industry standards environmental requirements, and with due consideration to inter alia the commodities and their properties, storage area and placement of load.
- ✓ Achieving maximum work performance of lifting equipment and attachments, by applying knowledge of equipment dimensions, controls, principles of operation and capacities, manufacturing specifications and circumstances in the working environment.
- ✓ Operating equipment in accordance with laid down organizational and legislative standards and procedures as well as manufacturer's guidelines.
- ✓ Accessing available emergency support systems and services in case of incidents and accidents.