



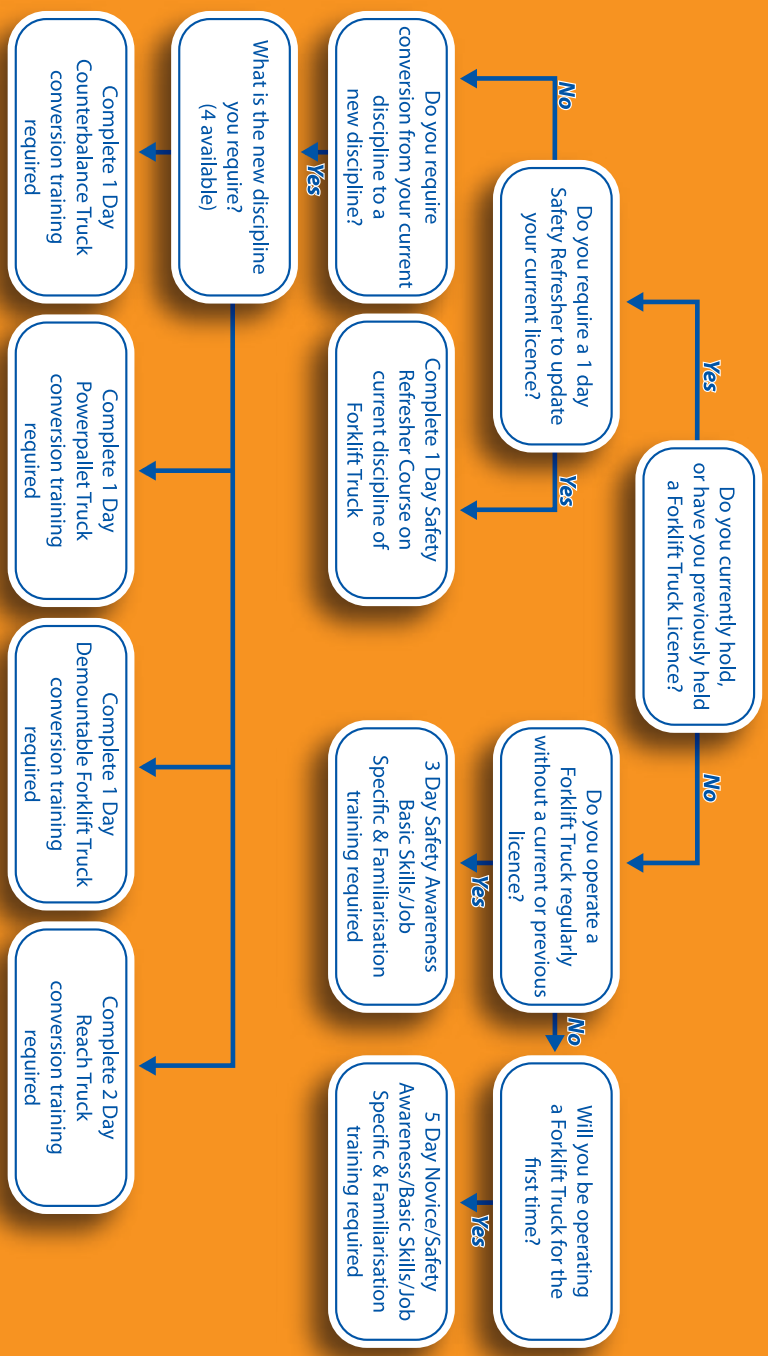
ITSSAR Approved Lift Truck Driver Trainer

AIM Commercial Services Ltd is able to offer Lift Truck Driver training across a number of disciplines. Offering 1 day Safety Refreshers for current lift trucks, fully covering the skills and knowledge needed to safely operate. Discipline conversions enabling trained and experienced operators to extend the range of lift trucks they are qualified to operate.

The Law states:

The Provision and Use of Work Equipment Regulations 1998 (PUWER) place certain requirements on employers. You must make sure that all people who use, supervise or manage the use of work equipment have received adequate training, which includes:

- The correct use of the equipment;
- Any risks from its use;
- The precautions to take.



Who should you train?

Potential lift-truck operators should be:

Reasonably fit, both physically and mentally, to safely control and operate lift trucks, with the learning ability and potential to become competent operators, Reliable, with a responsible attitude to their work.

Physically capable – you should assess this on an individual basis. You may need to get medical advice and make reasonable adjustments to enable some disabled people to work as lift-truck operators. The Equality Act 2010 is likely to apply;

Over the minimum school-leaving age (16), except in ports, where they must be at least 18 years old, unless they are undergoing a suitable course of training, properly supervised by a competent person. *Children under 16 should never operate lift trucks.*

What should initial training include?

Operator training should always include three stages:

Basic training

Specific job training

Familiarisation training

Basic Training

Basic training should cover fully all the skills and knowledge needed to safely operate the type of lift truck and handling attachments (if any) the trainee will use, including awareness of the risks from lift-truck operation. It should take place 'off the job', without the pressures of production. It is difficult to specify how long a course should last as many things affect the rate of learning, eg the ratio of trainees to instructors, but a course for a novice operator would typically last 3-5 days.

Specific Job Training

Specific job training will normally follow the completion of basic training, but may be combined or integrated with it. It will be tailored to your particular needs.

Familiarisation Training

Familiarisation training is the third stage of training, which should be carried out on the job, under close supervision, by someone with appropriate knowledge.

What else do we offer?

Refresher Training

Regular refresher training will ensure operators:

Maintain good driving habits
Learn new skills where appropriate
Reassess their abilities

Refresher training or retesting might also be appropriate where operators:

Have not used trucks for some time
Are occasional users
Appear to have developed unsafe working practices
Have had an accident or near miss
Have changed their working practices, or environment.

In addition to the above, It is advised that refresher training should be carried out after a period of 3-5 years depending on the operator and his operating frequency .

Conversion Training

Conversion training enables trained and experienced operators to extend the range of lift trucks they are qualified to drive. It involves learning to operate a truck of a different category, such as a counterbalanced operator converting to operate, eg a reach truck, articulated lift truck, or very narrow aisle man-up stacking truck. Conversion training should follow a similar pattern to initial lift-truck training, including basic, specific job, and familiarisation training and testing.

Duration

Safety Refresher Training – 1 day (7 hours contact time towards Driver CPC)
Conversion Training to Counterbalance or Demountable Lift Truck - 1 day (7 hours contact time toward Driver CPC)
Conversion Training for Reach Truck – 2 days
Basic Training for Operators without previous certification – 3 days (7 hours contact time towards Driver CPC)
Basic Training for Novices with no previous operating experience – 5 days (7 hours contact time towards Driver CPC)

Certification

Assessment is ongoing by the instructor along with a question paper each day. An ITSSAR approved certificate will be issued after successful completion of the written and practical assessments. No external assessors are required.

Numbers

A maximum of 3 operators can be accommodated on this course,

all learners must be a minimum of 16 years of age.