

Example Programme : Basic 5 Day Operator Course - Counterbalance or Reach Truck

D A Y 1	Course Registration Outline	Need to Train Statutory Requirements	Introduction to the Equipment	Introduction To Motive & Steering Controls Demonstrations & Practice	L U N C H	Basic Steering Exercise Course/Obstacles	Steering techniques Various Courses 90° Approaches	Battery Charging Procedures
	8.30-8.45am Class	8.45-9.30am Class	9.30-10.30 Area	10.45am-12.45pm Area		1.30-3.00pm Area	3.15-4.00pm Area	4.00-4.45pm Area
D A Y 2	Operators Safety Code	Daily Pre-Shift Checks	Revision Steering Practice	Engineering Principles Rated Capacities Stability		Simple Hydraulics	Basic Load Handling Introduction to Hydraulic Controls Handling Empty Pallets at low level	Basic load Handling Stacking/Destacking Empty Wooden Pallets At various levels
	8.30-9.30 Class	9.30-10.30am Area	10.45-11.15am Area	11.15am-12.45pm Class		1.30-2.00pm	2.00-3.45pm Area	3.45-4.45pm Area
D A Y 3	Revision Pre-Shift Checks	Revision Basic Load Handling	Load Handling Stacking and Destacking Open Area at Various Heights Bulk Stacking Empty Wooden Pallets			Bulk Stacking And Destacking Laden Pallets	Manoeuvring With Loads Courses & Ramps	Safety Film
	8.30-9.30am Area	9.15-9.45am Area	9.45am-12.45pm Area		1.30-3.00pm Area	3.15-4.15pm Area	4.15-4.45pm Class	
D A Y 4	Revision* Pre-Shift Checks	Battery* Maintenance	Stacking & Destacking Cup Post Pallets And Racking Systems		Further Practice Stacking & Destacking Various Loads Etc.		Vehicle Loading & Unloading	
	8.30-9.15am Area	9.15-10.00am Area	10.00am-12.45pm Area		1.30-3.00pm Area		3.00-4.45pm Area	
D A Y 5	Practical Revisions General NB. Each Trainee in turn should put The batteries on charge or carry Out refueling procedures		Handling Awkward Loads and General Practice	Briefing for Theory & Skills Tests	Multi Choice Theory Tests	Pre-Use & Practical Skills Test	Course Feedback & Closure	
	9.15-10.00am Area		10.00am-12.30pm Area	12.30-12.45pm Class	1.30-2.00 Class	2.00-4.15pm Area	4.15-4.45pm Class	

Note: Even where company rules prohibit operators from doing this in practice, they should be instructed in the techniques to make them complete operators.