



Course Objectives for N001 Industrial Counterbalanced Lift Truck

It is envisaged that by the end of this course of training the trainee operator will be able to answer questions on and perform the following:

- Have a basic understanding of the industry, the dangers of working in the industry and their responsibilities as a plant operator
- Have a working knowledge of the manufacturer's handbook for the particular machine to be used
- Be able to locate and identify the major components of the machine and explain their functions
- Be able to locate and identify steering, driving and braking controls and explain their functions
- Conduct all pre-operational checks in accordance with manufacturers and legislative requirements
- Safely mount and dismount the machine
- Start and stop the engine and safely move the machine off and stop it safely
- Configure the machine for travel and manoeuvre it safely laden and unladen, in open and confined areas
- Conduct all necessary safety checks at the work area
- Manoeuvre the machine to the work area and correctly configure in readiness to carry out lifting and load handling tasks
- Carry out lifting and load handling tasks
- Lift and transfer loads accurately and safely at different locations
- Load and unload external transport safely
- Fit, adjust and or remove attachments
- Demonstrate knowledge and understanding of loading and unloading procedures for machine transportation
- Carry out all end of shift and shut down procedures

Max Ratio Novice Course	Novice Course Duration	Max number of novice tests	Max number of refresher tests	Max number of experienced worker tests
3:1:1	5 Days	3	3	4



Training Provider enter NPORS ON/ here

OFFICIAL USE ONLY

Category Code **N001**

Registration No:

Industrial Counterbalanced Lift Truck

Forename(s):	Surname:	Dates:
Home Address:	Company Name: (This is shown on the certificate)	From: / /
Postcode:	Tel:	To: / /
Tel:	Training Location:	No. of days _____
Email Address:	Date of Birth:	Required:
	NI No:	Card <input type="checkbox"/>
		Certificate <input type="checkbox"/>

Date	TRAINING RECORD	Performance	Learner signature	Instructor signature
	Underpinning knowledge taught: HASAWA 1974, PUWER Regulations, LOLER Regulations, ACOP (L117), HSE Guidance Notes, Operators Safety Code, Stability, Rating the Capacity, Hydraulics, Manufacturers Handbook			
	Introduction to truck and pre-operational checks: forks, carriage, backrest, mast, chains, wheels and tyres, battery, guards, engine oil, coolant, fuel, hydraulic oil, rams & pipes, controls, brakes, steering, instruments, horn, attachments, etc			
	Basic steering / manoeuvring: Conducted basic steering exercises in open and restricted areas, drove lift truck through test chicane / obstacle course, forward and reverse laden and unladen			
	Alignment: Executed 90° turns, left and right, forward and reverse accurately in a working aisle to suit the truck being used			
	Transportation: Drove lift truck around working area forward and reverse, laden and unladen, including (where applicable) ramps–uneven ground–low headroom–uneven loads–wide loads, etc. other hazards			
	Stacking: Bulk stacked and de-stacked loads at varying heights including: - ground level-eye level-high level-in front of a vertical face			
	Stacking: Stacked and de-stacked loads in pallet racking at varying heights including: - ground level - eye level - high level			
	Attachments: Used attachments to stack or transport loads (state attachments used) Attachments used:.....			
	External transport: Loaded and unloaded lorry / van / trailer / rail wagon / other by: driving on / off (and / or) from ground level (delete as appropriate)			
	End of shift: Re-fuelled, parked lift truck in safe area, placed forks on ground, applied parking brake, removed ignition key, placed on charge, check for defects, left lift truck safe and secure			

Instructor please note any comments overleaf

Attachments / Restrictions (to be shown on card/certificate):	Reason for Restriction (Delete as Appropriate)
Includes.....attachment	Commercial / Training
Restricted to.....only	Reasons / Limitations



NPORS Operator Test Marking Sheet

N001 Industrial Counterbalance Lift Truck

Standard max penalty points allowed
 Instructor level 25 points Operator level 40 points
 All faults to be recorded with an "X" in the appropriate fault box as they occur

Name:	Date:	ON/
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Machine make & model: Rated capacity..... Height..... Load centre..... Motive power: Attachment used:	Set time: <i>Max. penalty free time allowed = 2 x rehearsed time</i> Start time: Finish time: Duration: Excess Time: 1 penalty will be incurred for each full or part minute in excess of the set time
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Variations: (Tick one only) A3 B1 B2 B3

MANDATORY DISQUALIFICATION (A - F are mandatory disqualification if YES is selected)		Yes	No
A	Exceeds 3 occurrences of any one 5 point fault		
B	Exceeds maximum time i.e. 3 x rehearsed time		
C	Dismounts unnecessarily		
D	Unsafe stacking		
E	Violent collision		
F	Operating dangerously		

* Allow 1 adjustment per operation

** The phrase "fork arms" could include attachments if applicable

No.	Criteria observed	Faults	Penalty	Award
Operator safety and observation				
1	Mounts / dismounts incorrectly		3	
2	Limbs / body outside confines of truck		5	
3	Fails to check all around		5	
4	Fails to look in the direction of travel		5	
5	Fails to use appropriate safety device		5	
Steering and operating controls				
6	Travels in wrong direction		5	
7	Brakes harshly / erratically		3	
8	Fails to release parking brake		1	
9	Rides foot brake		1	
10	Operates hydraulic controls when moving		5	
11	Selects wrong hydraulic control		3	
12	Excessive use of hydraulic controls		1*	
13	Rough use of hydraulic controls		3	
14	Fails to hold steering wheel when moving		5	
Manoeuvring and transporting				
15	Forks / load too high when travelling		5**	
16	Forks / load too low when travelling		5**	
17	Incorrect tilt when travelling		3	
18	Touches course / racking / load		5	
19	Shunts in chicane		3*	

No.	Criteria observed	Faults	Penalty	Award
Stacking / De-stacking				
20	Incorrect set down at vertical face		1	
21	Shunts when stacking / destacking		3*	
22	Fails to apply parking brake / engage neutral		5	
23	Fork arms not central under load		3**	
24	Fork arms rubbing (entry / withdrawal)		3**	
25	Fork arms not fully inserted		5**	
26	Mast base touches stack / load		3	
27	Fork tips touch stack / load		3**	
28	Load / fork arms not level		3**	
29	Load incorrectly stacked		3	
30	Wheels not straight		3	
Parking				
31	Fails to apply parking brake / engage neutral		5	
32	Fails to apply forward tilt		3	
33	Fails to lower fork arms		3**	
34	Fails to switch off / remove key		3	
35	Wheels not straight		3	
Practical		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Add time penalties
Pre-use check		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	
Theory result		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	
Overall result				Pass <input type="checkbox"/> Fail <input type="checkbox"/>

DECLARATION This is to certify that the above test has been carried out in accordance with NPORS test requirements

Examiner Name & NPORS Reg No:	Examiner Signature:
Learner Signature:	Date

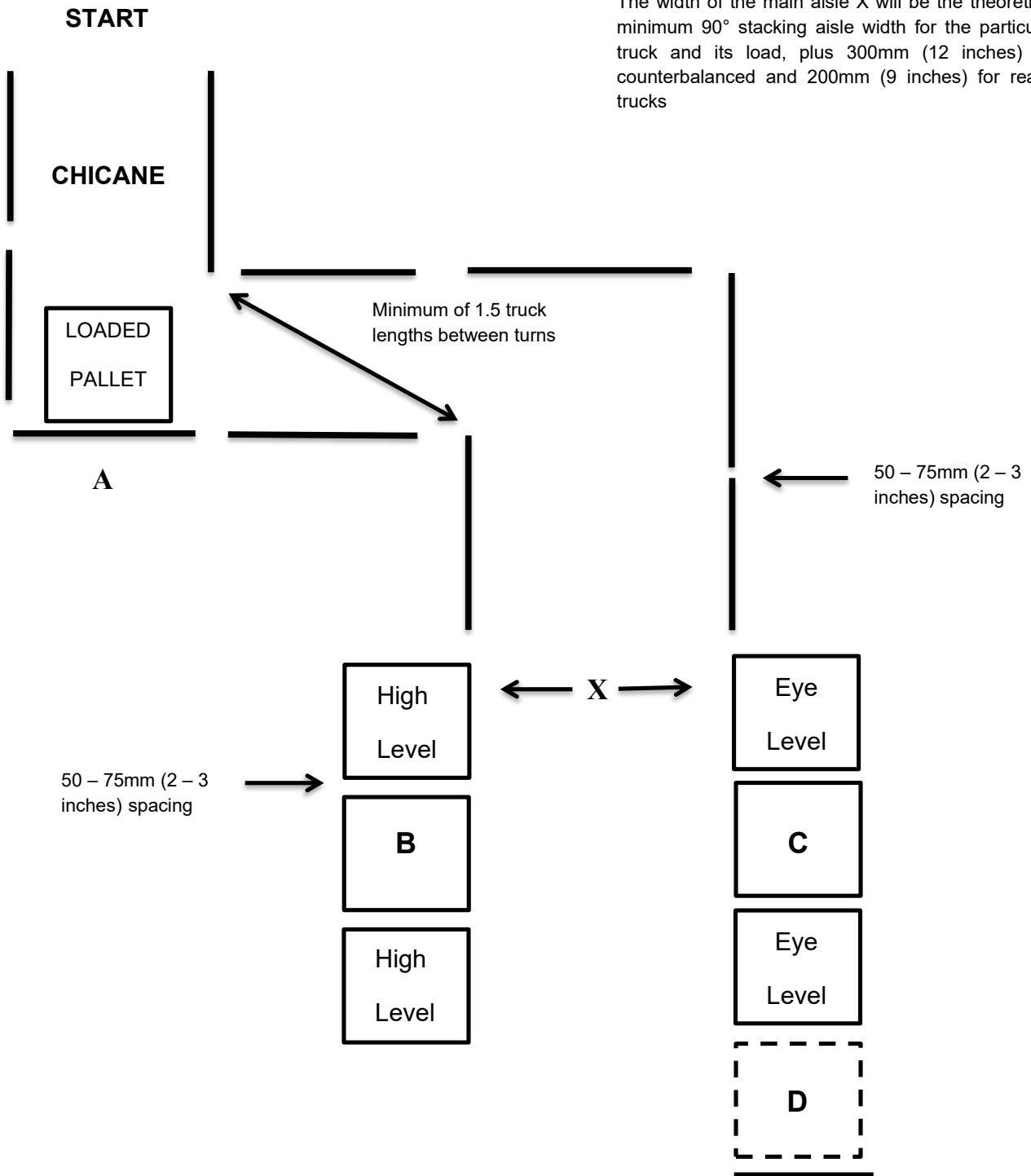
Test sequence	<p>ACTIVITY GUIDELINES</p> <p>The learner must:</p> <ul style="list-style-type: none"> • Complete all pre-start and running checks before any activity takes place • The shutdown procedures must only be completed by the candidate at the end of the test
Operator safety and observations	<p>Seat belt must be worn if stated in the employer's risk assessment / method statement. The lift truck must be serviceable and accessories i.e. (hoses, fittings, attachments) must be compatible, meets the current legislation</p>
Test	<p>The learner must:</p> <ul style="list-style-type: none"> • Mount the truck at the start position • Drive forward and pick up load at A • Reverse to the start position • Drive forward through chicane and stack at high level B • Destack load at eye level C • Stack load at low level D squarely and in line with adjacent loads or stacks • Destack load from high level B • Reverse with load trailing from the main aisle through the chicane to the start position • Drive forward through the chicane and stack load at eye level C • Pick up load from low level at D and carry in reverse through chicane • Place the load squarely and within 150 mm (6 inches) of the vertical face at A • Withdraw the forks and reverse the truck to the start / finish position • Park the truck correctly • Dismount from the truck
Specifications	<p>Loads: The height of the loads should be sufficient to obscure the view of the trainee. This will require them to make blind judgements when negotiating the chicane, stacking and destacking in the main aisle, and when depositing the load at the vertical face</p> <p>High level: Refers to the maximum stacking height normally to be found in the company's operations for that particular truck and loads to be used during the test. The minimum stacking height to constitute High level is 3m (9ft 9 inches). In situations where the minimum stacking height cannot be met the test sheet must be clearly endorsed to show the restriction and a restricted certificate will be issued</p> <p>Eye level: Refers to the stacking position that requires the forks to be inserted at height roughly corresponding to the level of the trainee's eyes when the trainee is in the driving position</p> <p>Low level: Refers to pallets when stacked at ground level or thereabouts</p> <p>Should racking be involved, the levels referred to will correspond as closely as possible to the above requirements, depending on the levels of cross beams available</p>

Dimensions & Notes	<p>ACTIVITY GUIDELINES CONT'D</p> <p>Critical dimensions The width of the main aisle X will be the theoretical minimum 90° stacking aisle width* for the particular truck and its load, plus 300mm (12 inches) for counterbalanced and 200mm (9 inches) for reach trucks</p> <p>Pallets along the main aisle should be stacked at 75mm (3 inches) spacing</p> <p>The width of the chicane will be the practical minimum operating width for a laden truck plus a clearance of 50 – 75mm (2 – 3 inches) at the critical points, (pivot wheel, truck extremities, load extremities) for each turn to be negotiated</p> <p>The distance from the chicane to the test aisle is not critical but care should be taken to allow sufficient separation distance so that the trainee, when emerging from the chicane, may position the truck correctly prior to undertaking the first stacking operation</p> <p>*(This dimension may be obtained from the truck manufacturer if not already published in technical literature)</p> <p>Each time the trainee has to withdraw his truck from a stacking position in the aisle, they should be instructed to reverse so that the forks face away from the chicane. This will ensure that both left and right-hand approaches are included in the test. On completion, the truck should be correctly parked as follows:-</p> <ol style="list-style-type: none"> 1. Parked in a safe position 2. Controls at neutral 3. Parking brake set 4. Mast/forks tilted slightly forward 5. Forks in fully lowered position 6. Wheels straight 7. Power shut off 8. Ignition key withdrawn
Shutdown procedures	Park the truck in appropriate area and carry out shut down and securing procedures

PLAN NOT TO SCALE

The chicane may be constructed of hurdles, drums etc. that will not create a safety hazard if accidentally hit or dislodged

The width of the main aisle X will be the theoretical minimum 90° stacking aisle width for the particular truck and its load, plus 300mm (12 inches) for counterbalanced and 200mm (9 inches) for reach trucks



National Plant Operators Registration Scheme

TIME TABLE: 5 – DAY (37.5hrs) BASIC TRAINING COURSE
 Novice Lift Truck Operators Counterbalanced / Reach, Rider Operated
 3 Course Members: 1 Instructor: 1 Truck

	CLASSROOM		AREA			AREA		AREA					
	0830	0900	1010	1020	1110	1110	1250	1330	1510	1700			
1	Admin & outline of course	Operator's safety code & film		Intro to truck controls & instruments	Starting moving steering & stopping			Starting moving steering & stopping					
				AREA	CLASSROOM	AREA		AREA	AREA	AREA			
2	0830	1010		1020	1110	1200	1250	1330	1510	1700			
				Further driving practice	Lift truck stability	Hydraulic system & use of controls		Further practice using hydraulic controls		Pre – use inspection, takeover & maintenance of truck			
3	0830	0900	1010	1020	1250			1330	1420	1420	1510	1700	
	Routine inspection, takeover & maintenance	Load handling – operating practice		Load handling – operating practice in open area and confined areas including pallet handling				Load weight assessment	Further load handling			Further load handling practice	
4	0830	0900	1010	1020	1250			1330	1410	1445	1500	1700	
	Routine inspection, takeover & maintenance	Load handling – further operating practice in confined areas		Load handling – further operating practice in confined areas				Vehicle loading & unloading				Vehicle loading & unloading	
5	0830	0900	1010	1020	1250			CLASSROOM	AREA	AREA	AREA	1645	1700
	Routine inspection, takeover & maintenance	Load handling – further practice including working in racking		Load handling – further practice including working in racking				Associated knowledge examination	Pre – use inspection			Practical test of basic operating skills	Close



National Plant Operators Registration Scheme

TIME TABLE: 3 – DAY (20hrs) BASIC TRAINING COURSE
 Existing, Untrained Lift Truck Operators Counterbalanced / Reach, Rider Operated
 3 Course Members: 1 Instructor: 1 Truck

	CLASSROOM		AREA		AREA		AREA			
	0830	0900	1010	1025	1250	1330	1510	1520	1630	1700
1	Admin & outline of course	Operators safety code & film		Introduction to truck Correct driving - Starting moving steering & stopping the truck		Basic manoeuvres	Manoeuvring in confined areas	Manoeuvring in confined areas	Battery care & charging	
2	Hydraulic system & use of controls, inspection, takeover & maintenance	Lift truck Stability		Load handling - Building free-standing stacks		Load handling into & out of racking	Vehicle loading & unloading	Vehicle loading & unloading	Battery charging	
3	Battery off Charge, routine inspection, takeover & maintenance	Handling variety of loads in confined areas, including ramp work		Further load handling practise	Associated knowledge examination	Pre-use check	Practical test of basic operating skills	Course close		



National Plant Operators Registration Scheme

TIME TABLE: 1 – DAY (7.5hrs) BASIC TRAINING COURSE - REFRESHER
 Trained and Certificated Lift Truck Operators Counterbalanced / Reach, Rider Operated
 3 Course Members: 1 Instructor: 1 Truck

CLASSROOM		PRACTICAL TRAINING AREA			PRACTICAL TRAINING AREA			PRACTICAL TRAINING AREA											
0830	0900	0900	1015	1030	1100	1100	1200	1230	1245	1245	1345	1345	1430	1430	1500	1515	1645	1645	1700
Admin & outline of the training course	Operator's safety code, Regulations / procedures update. Film	Introduction to the Truck controls & instruments	Operator assessment	Operator assessment (cont'd)	Remedial or refresher training	Practical test of ability to carry out pre-use inspection and take over maintenance	Associated knowledge examination	Practical test(s) of basic operating skills	Training course closure										



General Data Protection Regulation

N001 – Industrial Counterbalanced Lift Truck

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- We will process your personal data in order to assess your application to the National Plant Operators Registration Scheme and update you (by email or other communication method) on changes to policies and procedures under the scheme. Such processing is necessary both in order to evaluate your application and also to pursue our legitimate interests in operating the Scheme.
- The categories of personal data which will be subject to processing are the details set out in the NPORS test paperwork, and we obtain your personal data from the details you provide to us in this form. All such data is required in order to evaluate your application to the Scheme and failure to provide any or all such data may result in your application being rejected.
- We do not intend that your personal data will be subject to any automated decision making.
- We will not transfer your personal data to any third country or international organisation or any other third party other than the training provider who has conducted your theoretical and practical tests.
- Your personal data will be stored for as long as you wish to be registered with the National Plant Operators Registration Scheme and for a period of two years once you cease to be registered.
- You have the right to; request access to your personal data, to have any errors rectified, to have it erased, restrict us from processing it or object to such processing, and have your personal data made available to you (or a third party) in a format that enables it to be transferred to yourself (or such third party).
- If you are not satisfied with how we process your personal data, you have the right to complain to the Information Commissioner's Office.

Name of Learner (Please print)

Signature of Learner

Date