

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 and other relevant sources of information
- 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, over varying terrain, rough ground, inclines, 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 **N010**

Registration No:

Telescopic Handler

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:	Test only (tick) <input type="checkbox"/>
	NI No:	Required:
		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, CDM Regulations, ACOP (L117), HSE guidance notes e.g GS6, CPA guidance, operators safety code, stability, rating the capacity, hydraulics, manufacturers handbook			
	Introduction to truck & pre-operational checks: Forks, carriage, backrest, mast, chains, wheels & 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 N010 Telescopic Handler

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

No.	Criteria observed	Faults	Penalty	Award
Parking				
39	Fails to apply parking brake / engage neutral		5	
40	Fails to apply forward tilt		3	
41	Fails to lower fork arms		3**	
42	Fails to switch off / remove key		3	
43	Wheels not straight		1	
Practical	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Add time penalties		
Pre use check	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Total penalties		
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:

<p>Test sequence</p>	<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 • All additional test requirements can be completed in any order
<p>Operator safety and observations</p>	<p>Seat belt must be worn if stated in the employer's risk assessment / method statement. The telescopic handler must be serviceable and accessories i.e. (hoses, fittings, attachments) must be compatible, meets the current legislation</p>
<p>Test</p>	<p>The learner must:</p> <ul style="list-style-type: none"> • Prepare truck for travel and travel to location of load A • Travel up and down a gradient • Travel over rough, uneven terrain • Pass through a chicane/restriction forward and reverse direction • Pick up load A and travel route again • Whilst travelling up the incline, stop and start truck • Place load A onto loading out tower. Then move away • Retrieve load A and lower to ground level • Travel with load A in reverse in a straight line for minimum 20 metres • Place load A at a given point • Place 3 x load B onto vehicle bed • Retrieve 3 x load B from vehicle bed • Stack 3 x load B on top of one another • De-stack 3 x load B and place alongside each other • Pick up load C and place at ground level by means of full horizontal reach • Demonstrate undercutting both lifting and placing • Travel to park position, shut down and secure
<p>Specifications</p>	<p>Loads: Load A – 1 x load not less than 50% of trucks rated capacity Load B - 3 x equal dimensions suitable for stacking Load C - 1 x load of a weight less than trucks lift capacity at full horizontal reach</p> <p>Lorry bed: Equipped with headboard. (may be simulated must be of same dimensions including bed / ground height)</p> <p>Loading out tower: 75% or more of trucks maximum lift height and able to safely support load A</p> <p>Area / Terrain: Level ground Rough, uneven terrain Slope(s) not less than 18% (1:5.5) incline with enough manoeuvring area at both bottom and top A straight run of at least 20metres</p>

Dimensions & Notes	<p>ACTIVITY GUIDELINES CONT'D</p> <p>Chicane clearance must not be more than 300mm or 10% of the machines width (whichever is the greater) between the truck and chicane sides, when carrying out each turn. Chicane may be adjusted to compensate for load width</p> <p>When travelling incline with load A, stop and restart truck without any unintentional movement backwards</p> <p>Stacking 3 x Load B on top of one another must be at least 15 metres away from vehicle bed</p> <p>De – stacking 3 x Load B, place alongside each other with no more than 75mm clearance</p> <p>Undercutting may be carried out with any of the lifting manoeuvres</p> <p>When using a 360° Telescopic Handler, the slewing mechanism may be used to perform duties in The Learner must section providing they are within manufacturers guidelines for the particular machine in use</p>
Test timings:	The test must be completed within 2hrs.
Shutdown procedures	Park the truck in appropriate area and carry out shut down and securing procedures