

REGISTRATION FORM

Competency Based Training on Safe Handling of Forklift

DATE : 13th - 14th April 2020 TIME : 9.00 AM - 5.00 PM
VENUE : No. 14, Jalan Kota Raja E 27/E, Pusat Bandar HICOM, Seksyen 27,
40400 Shah Alam, Selangor
FEE : RM 950.00 per participant



Please register the following person(s) for the above programme:

NO	Name	NRIC	Position

(Please attach separate list if necessary)

<u>ORGANISATION INFORMATION</u>		PSMB's Employer ID
Name	_____	
Address	_____	
Tel	_____	Fax: _____
Email	_____	
Name	_____	
position	_____	Date: _____
Signature	_____	

Mode of payment:

SBL SBL-Khas Cash LO EFT / CHEQUE

Payment to be made to 'Budiman Dinamik Sdn Bhd' (Public Bank A/C: 3-1438606-27)
If using EFT please notify to info@budimandinamik.com

Registration should be made before 6th April 2020

Budiman Dinamik Sdn Bhd (Co. No. 779105-D)
Academy For Human Capital (L02174)
14, Jalan Kota Raja E 27/E, Pusat Bandar HICOM, Seksyen 27, 40400 Shah Alam
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Website: www.budimandinamik.com

COMPETENCY BASED TRAINING ON SAFE HANDLING OF FORKLIFT

DATE:

13th - 14th April 2020

VENUE:

ACADEMY FOR HUMAN CAPITAL / BUDIMAN DINAMIK SDN BHD
NO. 14, JALAN KOTA RAJA E 27/E, PUSAT BANDAR HICOM
SEKSYEN 27, 40400 SHAH ALAM



*Academy For Human Capital is owned & managed by Budiman Dinamik Sdn Bhd (Co. No. 779105-D), an Accredited Training Provider registered with Human Resource Development Fund (HRDF) (Reg. No.779105-D)

INTRODUCTION

Forklifts have been part and parcel of modern of modern day operations of manufacturing/logistics outfits. The machines are very useful in lifting and moving of heavy and bulky loads around factory floor and storage area. However, this useful machines could turn to be a big threat to worker's safety if not properly handled and maintained. Statistics indicated that many serious accidents some involve fatalities, have occurred due to improper handling or poorly maintained of forklifts.

It is the responsibility of employer to ensure forklifts not only handled by trained and qualified personnel but also properly maintained. This 2-day competency based training program is designed to ensure forklift operators understand the principles of safe forklift operations as well as able to handle the forklifts safely. The program will cover extensively of theory followed by hands-on operating and conducting autonomous maintenance of forklifts. At the end of program, each participant will be tested on theory as well as practical on handling of forklifts. Certificate of Competency will be issued to those achieving the required competency level.

OBJECTIVES

At the end of training session participants should have knowledge, skill and right attitude to be competent forklift operators through:

- Understanding the functions and operations of forklifts;
- Understanding the limitation of forklift operations;
- Ability to operate the forklifts properly;
- Ability to conduct regular inspections and autonomous maintenance of forklift
- Understanding the safety rules and regulations concerning forklift operations.

WHO SHOULD ATTEND?

The program is meant for all level of employees whom required to operating forklifts but don't have proper knowledge about the machine.

LEARNING APPROACH

The program will be conducted in Bahasa Malaysia using adult learning techniques such as:

- Lectures
- Experience sharing
- Educational video
- Group / individual works
- Hands-on operations of forklift to be assisted by facilitator

CERTIFICATION

Level 2 Assessment will conducted to gauge the level of knowledge and competency acquisition during training will be conducted to all participants. 'Certificate of Competency' together with 'Competent Forklift Operator' ID will be awarded to those achieving the required competency level. Those didn't achieve the required competency level will be issued with 'Certificate of Attendance'.

FEE

The course fee is RM950.00 per participant. Course fee inclusive of refreshment, meal, training materials and certification. The fee is 100% claimable under SBL / SBL Khas for those qualified.



CONTENTS

Module 1 - Rules and regulations involving forklifts

- Requirements of FMA 1967 & OSHA 1994
- Forklift is a machine - Must be treated likewise

Module 2 - Construction of forklifts and its functions

- Type of forklift
- Important components & its functions
- Forklift capabilities and limitations

Module 3 - Physics of handling and moving bulky / heavy load

- Effect of momentum in the operations of forklift
- Effect of gravity
- Handling oversize loads

Module 4 - Safe handling of forklift

- Lifting, lowering and stacking of bulky / heavy load
- Carrying of bulky / heavy load
- Operating in enclosed areas
- Maneuverer in hazardous situations

Module 5 - Forklift accidents

- Probable causes
- Steps to be taken during accidents
- Accident reporting

Module 6 - Forklift inspection and autonomous maintenance

- The needs for autonomous maintenance
- Pre-operational, operational and post-operational inspections

Module 7 - Hands-on operations of forklifts with loads

- Lifting, lowering and stacking
- Maneuverability
- Adherence to rules and regulations

Theory & hands-on practical assessment

FACILITATOR

The program will be conducted by Zainudin Elias, Mechanical Engineer cum Certified Trainer with more than 25 years working experience including more than 10 years in manufacturing outfits. Working in manufacturing environment has made him appreciated the needs to have competent and dedicated forklift operators. This has led him to develop and conduct vibrant forklift training modules aimed enhancing the skills of forklift operators.

After setting up Budiman Dinamik, an Accredited Training Provider by PSMB, Zainudin developed and conducted *Competency Based Training On Safe Handling of Forklift*. The program has been very popular among employers with forklift operations. Among organisations benefited from the program include BERNAS, Lembaga Getah Malaysia, DRB-HICOM Group, Top Thermo, TS Lear Automotive, Beyonics, Tenaga Switchgear, Felda Transport Services, UMW Oil & Gas, Peninsular Precast, Popular Holdings Bhd, NS Uni-Gloves and MJ Reject Shop. Zainudin also conducted the training for companies in Sarawak such as PM Metal and OM Materials both based in Bintulu.

Academically Zainudin is holding MSc (UK), BE (Mechanical) (UTM), Diploma In Training and Assessment (Australia), DLKM Pengurusan Latihan Vokasional. Zainudin is also holding SKM3 Material Handling Equipment which mainly involving forklift operations.

