



**COURSE OVERVIEW HE1134(DN1)**  
**Industrial Heavy Equipment Machine**  
**Forklift Wheel Loader Operator**  
*(British ITSSAR Accredited Trading & Certification)*

**Course Title**

Industrial Heavy Equipment Machine - Forklift Wheel Loader Operator (British ITSSAR Accredited Trading & Certification)

**Course Date/Venue**

Session 1: August 11-15, 2024/Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA

Session 2: November 03-07, 2024/Club B Meeting Room, Ramada Plaza by Wyndham Istanbul City Center, Istanbul, Turkey



**Course Reference**

HE1134(DN1)

**Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs



**Course Description**



***This practical and highly-interactive course includes practical sessions where participants carryout fork lift operations. Theory learnt in the class will be applied using fork lifts.***



This course is designed to provide employees with sufficient skills and knowledge to carryout their duties safely and efficiently whilst operating forklift - wheel loader machine in the workplace. All participants are certificated and deemed competent with prior experience of operating Warehouse/Counterbalance Forklift with the Capacity of 3,5T Lifter.



The course shall consist of a mix of theoretical and practical sessions, during which delegates will be required to demonstrate their level of knowledge and understanding of the training program content.

On successful completion of the course, participants will be expected to have attained a level of operating skill which will comply with the standard laid down in accordance with HSE Code of Practice L117.

Further, the course will provide the basic knowledge and practical skills involved in operating industrial forklift - wheel loader Machine and be able to operate the machine safely and correctly in accordance with manufacturer's instructions and accepted good practice.





### Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a “*Certified Fork Lift - Wheel Loader Operator*” from ITSSAR (UK)
- Discuss the controls, instruments and data plates and operate a forklift wheel loader in the workplace safety and efficiently
- Carryout relevant regulations and guidance pertaining to the use of forklift trucks
- Identify the responsibilities of employer and operator as well as the hazards involved in forklift truck operation and how to avoid them
- Recognize the issues related to forklift stability, load suspension and accident prevention
- Apply truck stability including the correct procedures and identify the possible consequences if those procedures are not being followed
- Carryout pre-use inspection of a forklift truck and the working area
- Operate a forklift wheel loader truck in open and narrow areas
- Lift a variety of loads, transport and deposit loads in a safe and efficient manner
- Check the working area including industrial racking systems and assess loads as to their weight, security and compatibility with the truck
- Perform walk around pre-start up inspection, pre-start up instruction, daily safety rules and best operating practices
- Employ proper ways to install and remove attachments including proper start up and shut down procedures
- Explain the seat belt safety and its importance

### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

### Who Should Attend

This course provides an overview of all significant aspects and considerations of forklift wheel loader operation of industrial heavy equipment machine for all personnel.

### Exam Eligibility & Structure

The delegates shall meet the requirements of the ITSSAR standard in order to take the certification.

### Course Fee

**US\$ 7,250** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.



**Course Certificate(s)**

(1) Internationally recognized Wall Competency Certificates and Plastic Wallet Card Certificates will be issued to participants who have successfully completed the course and passed the exam at the end of the course. Successful candidate will be certified as a “*Certified Fork Lift - Wheel Loader Operator*”. Certificates are valid for 5 years.

**Recertification is FOC for a Lifetime.**

**Sample of Certificates**

The following are samples of the certificates that will be awarded to course participants:-





- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

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**Haward Technology Middle East**  
Continuing Professional Development (HTME-CPD)

**CEU Official Transcript of Records**

**TOR Issuance Date:** 22-Aug-19  
**HTME No.** PAR182288  
**Participant Name:** Ismail Al Hammadi

| Program Ref.    | Program Title   | Program Date       | No. of Contact Hours | CEU's |
|-----------------|---|--------------------|----------------------|-------|
| HE1134(DN 1)-IH | Industrial Heavy Equipment Machine - Forklift Wheel Loader Operator | August 18-22, 2019 | 32.5                 | 3.25  |

Total No. of CEU's Earned as of TOR Issuance Date **3.25**

**TRUE COPY**

Maricel De Guzman  
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | Fax: +971 2 3091 716 | E-mail: info@haward.org | Website: www.haward.org





- (3) ITSSR Certificate will be issued to participants who have successfully passed the assessment.



**CAB Training Limited**  
Unit 5 & 6 Capital Business Park  
Sandall Road  
Wisbech  
Cambridgeshire  
PE13 2RS  
t 01945860849  
m 07825252168  
e carol@cabtraining.co.uk  
w www.cabtraining.co.uk

**ITSSAR**



**An ITSSAR Accredited Training Organisation - ITSSAR Reg. No: 12345**

## CERTIFICATE OF TRAINING

This is to certify that

### Joe Bloggs

HAS COMPLETED A BASIC FORK LIFT TRUCK OPERATORS COURSE AND HAS PASSED THE PRACTICAL TEST OF BASIC OPERATING SKILLS AS RECOGNISED BY THE ACCREDITING BODIES FORUM 2000

Has Attended a 5 Day Course of Basic Training

|                 |                |                |                 |
|-----------------|----------------|----------------|-----------------|
| Truck Type:     | Counterbalance | Make/Model:    | Toyota/FBESF-15 |
| Control:        | Rider Operated | Energy Source: | Electric        |
| Rated Capacity: | 1500kg @ 500mm | Lift Height:   | 3000mm          |
| Attachments:    | Forks          | Test Date:     | 13/12/2013      |

On ITSSAR Group Reference Number  
B1 Rider Electric & i.c.e. Lift truck up to and including 5000kg

|                                    |                           |   |
|------------------------------------|---------------------------|---|
| Name of Instructor<br>Joe Instruct | ITSSAR Reg. No.<br>1:2345 | Signature<br> |
| Name of Examiner<br>Joe Instruct   | ITSSAR Reg. No.<br>1:2345 | Signature<br> |

And whose name has been entered onto the  
CAB Training Limited Operator Registration Database (ORD)

|                                      |               |  |
|--------------------------------------|---------------|--|
| Certificate No. 3052                 | ORD No. 11803 |  |
| Recommended Refresh and retest date: | 12/12/2016    |  |



To verify this certificate or for further information please telephone 12345678

This certificate conforms to the requirements of the Health & Safety Commission Approved Code of Practice and Supplementary Guidance for Rider Operated Lift Trucks - Operator Training (L117)

### INDEPENDENT TRAINING STANDARDS SCHEME & REGISTER

**Jason Hueston**  
H L Training Services  
1 : 20835 1/2  
Expires: 25.01.2021

The above named is registered to instruct on the machines listed overleaf.






| Machine Type               |                               |
|----------------------------|-------------------------------|
| C1 Sideloader              | T Transportable               |
| B1 B2 B3 B4 Counterbalance | Tandem Vibratory Roller       |
| D1 D2 Reach                | Abrasive Wheels               |
| Lorry Mounted Loader       | 180° / 360° Excavator         |
| Vehicle Banksman           | 1a 3a-1b 3b MEWP              |
| Manual Handling            | A1 A5 Pedestrian              |
| F1 V.N.A Man Up            | A2 Rider                      |
| M1 M2 M3 Multi Directional | H1 H3 Tow Tractors & Trailers |
| P1 Pivot Steer             | J2 Rough Terrain <9m          |
| Vehicle Tail Lift          | J3 Rough Terrain above 9m     |
| Loading Shovel             | J1 Masted                     |
| Loading & Lashing of Loads | J4 Industrial                 |

**ITSSAR, 4 Milbanke Court, Milbanke Way, Bracknell RG12 1RP**



### Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

- 
The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- 
British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

### Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.



### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Luis Manuel, PE, BSc, is a Senior Consultant with over 25 years of extensive and practical experience in the Petroleum, Petrochemical and Power industries. His expertise includes HAZMAT, HAZCOM, HAZOP, HAZIN, HSE, Confined Space Entry, Fall Protection, Work Permit & First Aid, Permit to Work System, Working at Heights, Lockout & Tagout, Oil Spill, Mobile & Overhead Crane, Rigging, Slings, Lifting and Deck**

**Operations, Construction Operations, Scaffolding, Forklift, Safety Audits, OHSAS 18001, OSHA Safety Requirements. He was the Engineering Manager of a leading international engineering firm where he leads all Projects for Total-ELF, Shell and Mobil.**

During his career life, Mr. Manuel had gained his thorough practical experience in multiple engineering disciplines that includes HSE Engineering, pipeline/piping engineering, mechanical maintenance, naval engineering and offshore structural engineering through several challenging positions such as a **Construction Manager, Maintenance Manager, Engineering Manager, Maintenance Engineer, Reliability Engineer, Senior Pipelines Engineer, Senior Piping Engineer, Senior Structural Engineer, Staff Engineer, Naval Architect and Applications Engineer** for various international companies including **Chevron, ExxonMobil, Addax Petroleum, DWC, Point Engineering, US ARMY, W.S. & Atkins, Atlas Engineering, Heerema Offshore, Barnett & Casbarian, Textron Marine, Ingalls Shipbuilding and Peck & Hale**. Further, was heavily involved in the development of instruction materials as authorized by EDI (Engineering Dynamic Incorporated) for the training of engineers on the Structural Analysis Computer System (SACS) software.

Mr. Manuel has a **Bachelor degree in Mechanical Engineering** from the **State University of New York**. Further, he is a **Certified Internal Verifier/Trainer/Assessor** by the **Institute of Leadership & Management (ILM)**, a **Certified Instructor/Trainer** and the **author** of the book **“Offshore Platforms Design”** and the **“SACS Software Training Module”**.

### Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours: -

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.





**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1**

|             |   |
|-------------|---|
| 0730 – 0800 | <i>Registration &amp; Coffee</i>            |
| 0800 – 0815 | <i>Welcome &amp; Introduction</i>           |
| 0815 – 0830 | <b>PRE-TEST</b>                             |
| 0830 – 0930 | <i>Safety Regulations &amp; Standards</i>   |
| 0930 – 0945 | <i>Break</i>                                |
| 0945 – 1100 | <i>Loader Fundamentals &amp; Controls</i>   |
| 1100 – 1200 | <i>Pre-Use Inspection Routines</i>          |
| 1200 – 1215 | <i>Break</i>                                |
| 1215 – 1330 | <i>Health &amp; Safety Responsibilities</i> |
| 1330 – 1420 | <i>Hazard Identifications</i>               |
| 1420 – 1430 | <b>Recap</b>                                |
| 1430        | <i>Lunch &amp; End of Day One</i>           |

**Day 2**

|              |  |
|--------------|--|
| 0730 – 0830  | <i>Preventative Maintenance &amp; Procedures</i> |
| 0830 – 0930  | <i>Site &amp; Pre-Operational Inspections</i>    |
| 0930 – 0945  | <i>Break</i>                                     |
| 0945 – 11000 | <i>Job Safety Analysis</i>                       |
| 1100 – 1200  | <i>Machine Stability</i>                         |
| 1200 – 1215  | <i>Break</i>                                     |
| 1215 – 1330  | <i>Proper Start Up &amp; Shut Down Protocol</i>  |
| 1330 – 1420  | <i>Steering &amp; Control</i>                    |
| 1420 – 1430  | <b>Recap</b>                                     |
| 1430         | <i>Lunch &amp; End of Day Two</i>                |

**Day 3**

|              |  |
|--------------|--|
| 0730 – 0830  | <i>Starting, Moving, Steering &amp; Stopping the Machine</i> |
| 0830 – 0930  | <i>Safe Load Handling</i>                                    |
| 0930 – 0945  | <i>Break</i>   |
| 0945 – 11000 | <i>Safe Working Parameters of Use</i>                        |
| 1100 – 1200  | <i>Controls &amp; Instruments</i>                            |
| 1200 – 1215  | <i>Break</i>   |
| 1215 – 1330  | <i>Basic Principles of Stability</i>                         |
| 1330 – 1420  | <i>Operators Safety Code</i>                                 |
| 1420 – 1430  | <b>Recap</b>   |
| 1430         | <i>Lunch &amp; End of Day Three</i>                          |





**Day 4**

|              |   |
|--------------|---|
| 0730 – 0830  | <i>Battery Maintenance &amp; Charging (Electrical Safety)</i> |
| 0830 – 0930  | <i>Configuring the Forklift Wheel Loader for Safe Travel</i>  |
| 0930 – 0945  | <i>Break</i>  |
| 0945 – 11000 | <i>Maneuvering in Restricted Areas</i>                        |
| 1100 – 1200  | <i>Maneuvering on Sloping Surfaces</i>                        |
| 1200 – 1215  | <i>Break</i>  |
| 1215 – 1330  | <i>Proper Way to Install &amp; Remove Attachments</i>         |
| 1330 – 1420  | <i>Laden &amp; Unladen Pallet Handling</i>                    |
| 1420 – 1430  | <i>Recap</i>  |
| 1430         | <i>Lunch &amp; End of Day Four</i>                            |

**Day 5**

|              |  |
|--------------|--|
| 0730 – 0830  | <i>Lorry Loading &amp; Unloading Techniques</i>                        |
| 0830 – 0930  | <i>Pallet Racking Systems &amp; Bulk Stacking</i>                      |
| 0930 – 0945  | <i>Break</i>   |
| 0945 – 11000 | <i>Safe Parking &amp; Shutdown Procedures</i>                          |
| 1100 – 1200  | <i>Gas &amp; Diesel Refueling Procedures (Dependent on FLT in Use)</i> |
| 1200 – 1215  | <i>Break</i>   |
| 1215 – 1300  | <i>Coolant, Fuel &amp; Lubrication Systems</i>                         |
| 1300 – 1315  | <i>Course Conclusion</i>   |
| 1315 – 1415  | <b>COMPETENCY EXAM</b>   |
| 1415 – 1430  | <i>Presentation of Course Certificates</i>                             |
| 1430         | <i>Lunch &amp; End of Course</i>                                       |

**Practical Sessions**



**Course Coordinator**

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