



# Learning Outcomes for N003 Reach Lift Truck

Learning Outcome	Instructor Notes
<p><b>Have a basic understanding of the industry, the dangers of working in the industry and their responsibilities as a plant operator</b></p>	<p>Explain the structure of the course and the need to comply with your instructions at all times • Explain that the industry is very dangerous and that only safe working practices will be adopted throughout the course • Personal safety is not just the absence of physical injury, can be affected by noise, vibration and can lead to lost time, lost income, expense for the employer etc • Explain Health &amp; Safety at Work Act 1974, Restraining systems in accordance with risk assessment, PUWER Regulations, LOLER Regulations and other relevant legislation • Remind learners that operators have moral obligations, legal obligations and environmental obligations • Explain reporting structures, the importance of good communication on site (colleagues, management, and other workers on site)</p>
<p><b>Have a working knowledge of the manufacturer's handbook for the particular machine to be used</b></p>	<p>Explain the importance of the manufacturer's handbook and that it will be used throughout the course. Stress that it has to be used in alliance with all relevant legislation</p>
<p><b>Be able to locate and identify the major components of the machine and explain their functions</b></p>	<p>Explain the different types of components • Explain the function of the components and how they all contribute to the safety and operational integrity of the machine • Explain power units, hydraulic systems, counterweight, stability, wheels / tyres, mast, carriage, fork arms / attachments, safety systems etc</p>
<p><b>Be able to locate and identify steering, driving and braking controls and explain their functions</b></p>	<p>Explain the different controls and their functions • Explain how correct and sympathetic use of the controls can ensure safety and stability of the machine and help prolong machine life by reducing wear and tear. Refer to the manufacturer's handbook, codes of practice, capacity plate, decals</p>
<p><b>Conduct all pre-operational checks in accordance with manufacturer's and legislative requirements</b></p>	<p>Explain the importance of pre-operational checks and legal implications of using a machine without having checked it. Go through the sequence of checking. Use manufacturer's handbook, check sheet, defect reporting procedure etc</p>
<p><b>Safely mount and dismount the machine</b></p>	<p>Explain the following fully: Correct mounting procedure, observations, use of safe hand holds • Correct dismounting procedure, observations, use of safe hand holds</p>
<p><b>Start and stop the machine and safely move the machine off and stop it safely</b></p>	<p>Explain and demonstrate the following: Correct starting and stopping procedure in accordance with manufacturer's recommendations • Correct procedure for moving off and stopping</p>
<p><b>Configure the machine for travel and manoeuvre it safely laden and unladen, in open and confined areas</b></p>	<p>Explain and demonstrate the following fully: Safe use of steering, driving and braking controls, travel / park position • Seating position • Good visibility and observations • Execute 90° turns left and right / pivoting • Lateral stability issues when cornering / pivoting • Longitudinal stability issues when laden</p>



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<b>Conduct all necessary safety checks at the work area</b>	Explain and demonstrate the following fully: Ground conditions – stability issues • Hazards – overhead hazards, power lines etc • Condition of loads – load centres • Centre of gravity • Bulk stacking etc • Weight of loads – capacity plate, see saw effect etc • Condition of racking – SEMA code
<b>Manoeuvre the machine to the work area and correctly configure in readiness to carry out lifting and load handling tasks</b>	Explain and demonstrate all safety procedures to be adopted including: Observations to be made prior to and during manoeuvring machine • Correct machine configuration • Check ground condition • Work specification – loads to be lifted or transferred • Correct fork spacing to equally support loads
<b>Carry out lifting and load handling tasks</b>	Explain and demonstrate procedures to be adopted including: Correct use of hydraulic controls • Correct use of tilt • Correct stacking procedures • Legislation, ACOP (L117), HSE Guidance, Manufacturer's handbook • Smooth use of hydraulics at height – stability
<b>Lift and transfer loads accurately and safely at different locations</b>	Explain and demonstrate procedures to be adopted including: Clear visibility • Communication system – signals etc • Accurate positioning of machine • Maintaining safety and stability of machine during operations • Safe positioning of loads
<b>Load and unload external transport safely</b>	Explain and demonstrate the following: Different types of vehicle / trailer • Vehicle capacities • Weight distribution • Communication with vehicle driver • Undercutting • Hazards – ground hazards, overhead hazards
<b>Fit, adjust and or remove attachments</b>	Explain the following: Fork arm adjustment to take equal weight • Extension forks • Load centres • Various other attachments if applicable • De-rating – capacity plate • Manufacturer's handbook
<b>Demonstrate knowledge and understanding of loading and unloading procedures for machine transportation</b>	Explain procedures to be adopted including: Different types of transport vehicle • Positioning of load on vehicle • Load security • Use of Banksman • Environmental conditions
<b>Carry out all end of shift and shut down procedures</b>	Explain and demonstrate procedures to be adopted including: Safe parking • Shut down procedures and machine security

***The learning outcomes listed should not be considered in isolation and may be added to in order to accurately reflect the learner's duties and working environment***