



Safe Forklift Driving Skills

April 26, 2017 | 9.00am - 5.00pm | Shah Alam Convention Centre

FACILITATOR

Mr Konasaigran Alagan holds a master's degree from New Zealand. He has since worked in the local university, embarked on research projects funded by the International Tin Council. He left in 1985 to join a leading multi-national glass manufacturer and over the past twenty-five years he has worked in the production encompassing productivity/process improvements, safety, TPM, waste elimination activities, quality, warehousing, procurement and in the last six years in human resource. His experience in human resource covers the acquisition and merger of an eastern culture-based company into western management practices. He has vast hands-on experiences conducting internal training programmes. He has attended extensive TPM, Quality, Productivity and Human Resource programmes and workshops both locally and overseas. He is also a certified Safety Officer registered with DOSH, Malaysia. Among the achievements during his employment including saving of RM2 million on cost-down activities annually, reduced inventories by 50% and OTD was above 95% with detention charges 5%. He resolved major process line defects and expanded the supplier base creating competitive bargaining.

WHO SHOULD ATTEND

Supervisors, Line Leaders, Forklift Operators who have just started to handle a forklift and others who have no experience in handling forklifts.

ADMINISTRATIVE DETAILS

Dates : **April 26, 2017**
 Time : 9.00 am – 5.00 pm
 Venue : **Shah Alam Convention Centre**
 No. 4 Jalan Perbadanan 14/9
 40000 Shah Alam, Selangor Darul Ehsan
 Fees : FMM Members – RM 742 per participant
 (Inclusive of 6% GST)
 Non Members – RM 1,060 per participant
 (Inclusive of 6% GST)
 (Fees include course materials, Certificate of Attendance, lunch and refreshments)

*** Enjoy 10% for registration of two (2) and 20% discount for registration of three (3) or more participants from the same organisation and of the same billing source.**

OBJECTIVES

- ◆ learn about various components of a forklift and their functions
- ◆ perform daily forklift safety performance inspection and preventive maintenance
- ◆ learn about loads, safe operating procedures and operational rules of a forklift
- ◆ acquire proper skills required to drive a forklift and practice safe driving skills at the workplace

CONTENTS

Personal Safety

- ◆ Attitudes of competent driver

Accident Statistics/Causes

- ◆ Causes of accidents
- ◆ Effect of accidents

Components of a Forklift

- ◆ Different parts of a forklift

Forklift Checks and Inspections

- ◆ Vehicle identification and upkeep
- ◆ Maintenance procedures

Loads Handling

- ◆ Definition of 'load centre'
- ◆ Safe working load of a forklift
- ◆ Lateral and longitudinal instability
- ◆ What can and cannot be lifted

Safe Operating Procedures

- ◆ Stacking and unstacking
- ◆ Loading and unloading
- ◆ Parking procedures
- ◆ Emergency procedures

Operational Rules

- ◆ 9 operational rules

Video Show

- ◆ "safe forklift driving"

Forklift Familiarisation

- ◆ Components of a forklift
- ◆ Type : Petrol, diesel, electrical
- ◆ Liquid petroleum gas
- ◆ Tyres

Safety Performance Inspection and

Preventive Maintenance

- ◆ Cooling system
- ◆ Air intake system
- ◆ Fuel system
- ◆ Lubricating and hydraulic system
- ◆ Starting system
- ◆ What to check during take over and hand over shift
- ◆ Identifying problems

Registration is on a first-come first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

IN-HOUSE TRAINING AVAILABLE

For further enquiries, please contact:

Siti Nazihah / Azrini

FMM Institute

Tel: 03-62867200 Fax: 03-62776712

Email: training@fmm.org.my

Visit us at: www.fmm.edu.my

REGISTRATION FORM

Safe Forklift Driving Skills

April 26, 2017 (Wednesday)

Shah Alam Convention Centre

The Assistant Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

GST Registration No.001764515840

Please tick (✓) accordingly:

PSMB Scheme: SBL Non Contributor

Required vegetarian meal: Yes No

Dear Madam,

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

(To be completed in **BLOCK LETTERS**)

1. **Name** **Designation** **E-mail**

Nationality **IC No.**

2. **Name** **Designation** **E-mail**

Nationality **IC No.**

3. **Name** **Designation** **E-mail**

Nationality **IC No.**

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____

being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: _____

Designation: _____ E-mail: _____

Company: _____ FMM Membership No.: _____

Address: _____

Tel No.: _____ Fax No.: _____ Date: _____

My Corporate Identity No.: _____ GST Registration No.: _____