

# Forklift side loader - A15

## Learning for CPCS



### Outcomes

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Through a combination of targeted training and experience, an individual with the forklift side loader will be able to:

<b>Roles and responsibilities</b>	<ul style="list-style-type: none"> <li>Describe the nature of the sector of industry and their role and responsibilities as a plant operator</li> </ul>
<b>Preparing for work</b>	<ul style="list-style-type: none"> <li>Name and explain the purpose of principal components, the basic construction, controls and terminology</li> <li>Conform with manufacturer's requirements as per the operator's handbook, other types of information source and relevant regulations and legislation</li> <li>Undertake all pre-use checks</li> <li>Explain need and function of appropriate documentation</li> </ul>
<b>Travelling and manoeuvring</b>	<ul style="list-style-type: none"> <li>Configure and ready for travel</li> <li>Travel to and manoeuvre in confined spaces (with and without loads)</li> </ul>
<b>Setting up for work</b>	<ul style="list-style-type: none"> <li>Configure and set for lifting and transferring duties</li> <li>Explain actions required for hazards, underground and overhead services</li> </ul>
<b>Working tasks</b>	<ul style="list-style-type: none"> <li>Lift and remove various loads up to the full working height of the forklift</li> <li>Transfer and place loads accurately at given locations</li> <li>Place and remove loads from a vehicle</li> <li>Maintain safe working situations</li> </ul>
<b>Completing work</b>	<ul style="list-style-type: none"> <li>Maintain safe and tidy working areas</li> </ul>
<b>Shutting down</b>	<ul style="list-style-type: none"> <li>Carry out shut down and securing procedures</li> <li>Explain the loading and unloading procedures for machine transporting</li> </ul>

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### Syllabus

Learning outcome	Training content	
<ul style="list-style-type: none"> <li>Describe the nature of the sector of industry and their role and responsibilities as a plant operator</li> </ul>	<ul style="list-style-type: none"> <li>Industry type</li> <li>Customer / client needs</li> <li>Sector contribution</li> <li>Role</li> <li>Reporting structures</li> <li>Social responsibilities</li> <li>Lifelong skills</li> </ul>	<ul style="list-style-type: none"> <li>Communication with colleagues / management / other trades</li> <li>Health and Safety at Work Act</li> <li>Environmental issues</li> <li>Other trades</li> <li>Working practices</li> </ul>
<ul style="list-style-type: none"> <li>Name and explain the purpose of principal components, the basic construction, controls and terminology</li> </ul>	<ul style="list-style-type: none"> <li>Differing Types</li> <li>Functions and applications</li> <li>Power units</li> <li>Hydraulic systems</li> <li>Chassis / steering / tyres</li> </ul>	<ul style="list-style-type: none"> <li>Stability</li> <li>Mast functions</li> <li>ROPS / FOPS</li> <li>Counterweights</li> <li>Load bed</li> <li>Forks</li> <li>Attachments</li> </ul>
<ul style="list-style-type: none"> <li>Conform with manufacturer's requirements as per the operator's handbook, other types of information source and relevant regulations and legislation</li> </ul>	<ul style="list-style-type: none"> <li>Operator's Manual</li> <li>Machine decals</li> <li>Health and Safety at Work Act</li> <li>PPE</li> <li>Rating plates</li> <li>Codes of Practice</li> <li>Site plans / drawings</li> </ul>	<ul style="list-style-type: none"> <li>Method statements</li> <li>Lifting requirements and limitations</li> <li>Risk assessments / COSHH</li> <li>Inspection and reporting forms / procedures</li> </ul>
<ul style="list-style-type: none"> <li>Undertake all pre-use checks</li> </ul>	<ul style="list-style-type: none"> <li>Regular and non-scheduled maintenance procedures</li> </ul>	<ul style="list-style-type: none"> <li>Sequence of pre-use checks</li> <li>Defect reporting</li> </ul>
<ul style="list-style-type: none"> <li>Explain need and function of appropriate documentation</li> </ul>	<ul style="list-style-type: none"> <li>Certification</li> </ul>	
<ul style="list-style-type: none"> <li>Configure and ready for travel</li> </ul>	<ul style="list-style-type: none"> <li>Driving controls</li> <li>Attachments</li> <li>Driving position</li> </ul>	<ul style="list-style-type: none"> <li>Visibility</li> <li>Road Traffic Act</li> <li>Security</li> </ul>
<ul style="list-style-type: none"> <li>Travel to and manoeuvre in confined spaces (with and without loads)</li> </ul>	<ul style="list-style-type: none"> <li>Driving controls</li> <li>Ground conditions</li> <li>Traction / aids</li> <li>Inclines and techniques</li> <li>Hazards</li> </ul>	<ul style="list-style-type: none"> <li>Working area / routes</li> <li>Site travel</li> <li>Environment protection / minimise damage</li> <li>Load protection</li> </ul>

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### Syllabus (continued)

Learning outcome	Training content	
<ul style="list-style-type: none"> <li>• Configure and set for lifting and transferring duties</li> </ul>	<ul style="list-style-type: none"> <li>• Positioning / planning</li> <li>• Required configuration</li> <li>• Lifting controls</li> <li>• Machine capacity</li> <li>• De-rating</li> <li>• Load indicators</li> <li>• Load charts</li> </ul>	<ul style="list-style-type: none"> <li>• Load centres / C of G</li> <li>• Environmental conditions</li> <li>• Levelling</li> <li>• Site markings</li> <li>• Fork spacing</li> <li>• Hazards</li> </ul>
<ul style="list-style-type: none"> <li>• Explain actions required for hazards, underground and overhead services</li> </ul>	<ul style="list-style-type: none"> <li>• Types of typical services</li> <li>• Reporting procedures for damage to services</li> </ul>	<ul style="list-style-type: none"> <li>• Warning / identification systems</li> <li>• Minimum distances and clearances</li> </ul>
<ul style="list-style-type: none"> <li>• Lift and remove various loads up to the full working height of the forklift</li> </ul>	<ul style="list-style-type: none"> <li>• Signalling procedures</li> <li>• Techniques</li> <li>• Hazards</li> <li>• Types of loads</li> <li>• Machine stability</li> </ul>	<ul style="list-style-type: none"> <li>• Load stability / security</li> <li>• Visibility</li> <li>• Environmental conditions</li> </ul>
<ul style="list-style-type: none"> <li>• Transfer and place loads accurately at given locations</li> </ul>	<ul style="list-style-type: none"> <li>• Configuration</li> <li>• Ground conditions / hazards</li> <li>• Visibility</li> <li>• Load and bed capabilities</li> <li>• Load security / travel position</li> </ul>	<ul style="list-style-type: none"> <li>• Stability</li> <li>• Signalling / following instructions</li> <li>• Loading towers / platforms / racking/ stacking</li> <li>• Protection of structures / loads</li> </ul>
<ul style="list-style-type: none"> <li>• Place and remove loads from a vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation</li> <li>• Types of trailer / transporter</li> <li>• Transporter capacities</li> <li>• Hazards</li> </ul>	<ul style="list-style-type: none"> <li>• Procedures / weight distribution</li> <li>• Undercutting</li> <li>• Materials / vehicle protection</li> <li>• Travel routes</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain safe working situations</li> </ul>	<ul style="list-style-type: none"> <li>• Stability</li> <li>• Load security</li> </ul>	<ul style="list-style-type: none"> <li>• Hazards</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain safe and tidy working areas</li> </ul>	<ul style="list-style-type: none"> <li>• Specification</li> <li>• Stacking</li> </ul>	<ul style="list-style-type: none"> <li>• Load positioning / storage</li> </ul>
<ul style="list-style-type: none"> <li>• Carry out shut down and securing procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Shut down procedures</li> <li>• Security</li> </ul>	<ul style="list-style-type: none"> <li>• Parking and positioning</li> </ul>

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## Learning for CPCS



### Syllabus (continued)

Learning outcome	Training content	
<ul style="list-style-type: none"><li>• Explain the loading and unloading procedures for machine transporting</li></ul>	<ul style="list-style-type: none"><li>• Compatibility</li><li>• Positioning</li></ul>	<ul style="list-style-type: none"><li>• Types of transporter</li><li>• Security</li></ul>

**Note:** The listed training content should not be considered exhaustive and subjects may be added to reflect the individuals' working environment.

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## Learning for CPCS



### Safety critical

Emphasis to be placed on the following topics:

Topic	Emphasis
<ul style="list-style-type: none"> <li>• Travel speeds</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate speed in proportion to the conditions, particularly when carrying a load. Travel speeds around corners and on uneven ground. Appreciation of centres of gravity. Mandatory wearing of seat belts</li> </ul>
<ul style="list-style-type: none"> <li>• Travelling on inclines</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of travelling and steering up, down and across inclines</li> </ul>
<ul style="list-style-type: none"> <li>• Weight transfer</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced carrying capacity with extending masts</li> </ul>

### Duration / Ratios

To allow effective learning, these training times are recommended for this category. Candidates must be profiled to establish learning needs. Durations should be of a length to ensure the learning outcomes are met.

Experience	Accumulated hours
<ul style="list-style-type: none"> <li>• Novice operators with no industry or machine experience</li> </ul>	35
<ul style="list-style-type: none"> <li>• Novice operators with industry experience but no machine experience</li> </ul>	28
<ul style="list-style-type: none"> <li>• Operators with unrelated (forklift) machine experience</li> </ul>	14
<ul style="list-style-type: none"> <li>• Operators with similar (forklift) machine experience</li> </ul>	7
All candidates must have received the equivalent to 7 hours of site safety and induction training	

***To allow effective learning, the listed candidate / machine / instructor ratio is the maximum recommended for this category***

3 candidates : 1 machine: 1 instructor

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### Resources

Practical equipment	Theory equipment
<ul style="list-style-type: none"> <li>• Suitable side-loader forklift that meets current legislation</li> <li>• Operator’s manual for the machine(s)</li> <li>• Various sized loads, with and without a pallet base</li> <li>• Loading out towers / platforms or racking that conforms to current legislation</li> <li>• Sufficient area of ground for driving</li> <li>• Vehicle / trailer with bed able to accommodate adjacent loads</li> </ul> <p><b>PLUS</b></p> <ul style="list-style-type: none"> <li>• Suitable PPE</li> <li>• Risk assessment for all areas where training is occurring</li> </ul>	<ul style="list-style-type: none"> <li>• PUWER 1998 Regulations</li> <li>• LOLER 1998 Regulations</li> <li>• HSE GS6</li> <li>• ACOP</li> <li>• Operator’s Manual</li> <li>• Specifications for types of side-loader type forklifts</li> <li>• Copies of various types of load rating charts</li> </ul> <p><b>PLUS</b></p> <ul style="list-style-type: none"> <li>• Suitable room for theory training purposes</li> <li>• Welfare and rest facilities during training</li> </ul>

### Category

#### Category description and types

CPCS defines a category as an item of plant or equipment used within the construction or allied industries and worked in accordance with the manufacturer’s basic design. Although this category can have varying uses within industry and used with many attachments, for CPCS training and assessment standards, the descriptions reflect basic core use.

To identify a machine within this category, a typical side-loader forklift would normally have the listed features and be used within the described characteristics.

Category features	Category characteristics
<ul style="list-style-type: none"> <li>• Wheel mounted multi-axled chassis containing an offset operating position; power, hydraulic and electrical units and counterweight components</li> <li>• Side-mounted multi-sectioned tilt able mast with raisable fork carriage, all hydraulically operated</li> <li>• Load bed with mast centrally located</li> </ul>	<ul style="list-style-type: none"> <li>• Able to travel in forward and reverse and change direction during travel with most types having all-wheel or rear steering</li> <li>• Limited to travelling on smooth surfaces and some incline-driving capability</li> <li>• Can carry out lifting, transfer and placing duties with loads mounted on forks or bed, from ground level to maximum operating height by raising the carriage</li> </ul>