

COURSE OVERVIEW HE0435 Certified Forklift Operation & Inspection

Course Title

Certified Forklift Operation & Inspection

Course Reference

HE0435

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Date/Venue



Session(s)	Date	Venue
1	January 19-23, 2025	TBA Meeting Room, Taksim Square Hotel, Istanbul, Turkey
2	April 27- May 01, 2025	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
3	June 14-18, 2025	Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
4	October 05-09, 2025	Al Khobar Meeting Room, Hilton Garden Inn, Al Khobar, KSA

Course Description



This practical and highly-interactive course includes practical sessions and demonstration for operations and inspection of forklift. Theory learnt in the class will be applied using forklift through practical sessions.

Forklifts are a critical element of warehouses and distribution centers. It's imperative that these structures be designed to accommodate their efficient and safe movement. In the case of Drive-In/Drive-Thru Racking, a forklift needs to travel inside a storage bay that is multiple pallet positions deep to place or retrieve a pallet. Often, forklift drivers are guided into the bay through guide rails on the floor and the pallet is placed on cantilevered arms or rails.



This course is designed to provide delegates with detailed and up-to-date overview and proper techniques of forklift operations. It teaches participants how to identify specific health and safety hazards in the workplace associated with operating a powered industrialized lift truck. The course covers the legal aspects of forklift operations including the types of forklift trunk.



At the completion of the course, participants will be able to employ the forklift daily inspection procedures; recognize the stability of the forklift; observe the safety rules; operate and drive forklift safely and efficiently; follow the guidelines in working safely while operating forklifts; and identify the workplace design.

Course Objectives

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

- Get certified as a “*Certified Forklift Inspector/Operator*”
- Apply systematic techniques in forklift operations and inspection
- Discuss the legal aspects of forklift operations
- Identify the types, design and application of forklifts
- Employ the forklift daily inspection procedures
- Recognize the stability of the forklift and observe the safety rules
- Operate and drive forklift safely and efficiently
- Follow the guidelines in working safely while operating forklifts and identify the workplace design

Who Should Attend

This course provides an overview of all significant aspects and considerations of forklift operations and inspection for forklift operators, technicians, foremen, engineers and HSE staff.

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 Fee

Istanbul	US\$ 6,000 per Delegate + VAT . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	US\$ 5,500 per Delegate + VAT . This rate includes H-STK® (Howard Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Abu Dhabi	US\$ 5,500 per Delegate + VAT . This rate includes H-STK® (Howard Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Al Khobar	US\$ 5,500 per Delegate + VAT . This rate includes H-STK® (Howard 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 completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a “Certified Forklift Inspector/Operator”. Certificates are valid for 5 years.

Sample of Certificates

The following are sample of the certificates that will be awarded to courses 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: 19-Oct-17
HTME No. PAR11317
Participant Name: Eissa Al Dossari

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE0435	Certified Forklift Operation & Inspection	October 15-19, 2017	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date **3.0**

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), 1760 Old Meadow Road, Suite 500, McLean, VA 22102, 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

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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 Accreditors 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.

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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:



Professor Sayed Shaaban, PhD, MSc, BSc, is an Expert in Forklift Operations and a Senior Mechanical Maintenance Engineer with over 30 years of industrial experience as a consultant and academic career as a University Professor. His wide expertise includes Digger, Excavation, Mobile Crane Operation, Heavy Lifting Equipment, Scaffolding, Rigging & Slings, Construction Safety, Mobile Crane Operations, Lifting & Equipment, Tools & Tackles, Rigging, Slings, Lifting Operations, Pre-Lift Planning, Lifting Planning, Lifting Equipment Inspection, Sling Loads & Angles, Mobile Cranes, Aerial Work Platforms, Forklift, Site Excavations, Tower Erecting, Forklift and other heavy equipment operations, Construction Operations, Crane Inspection & Operations, Heavy Equipment & Trucks Maintenance, Forklift Operations, Fire Truck Pump Operation & Maintenance, Diesel Engine Maintenance & Troubleshooting, Diesel Engine & Crane Maintenance, Automotive Technology Maintenance, Tyres Technology, Mechanical & Electrical Equipment Maintenance and Lifting Equipment Technology & Maintenance. Further, he is also well-versed in Pump Vibration, Piping Vibration Analysis, Rotating & Static Equipment (Valve, Pump, Boiler, Heat Exchanger, Blower & Fan, Compressor, Tank, Pipeline & Piping), Heavy Equipment Hydraulics, Maintenance Management & Scheduling, Industrial Hydraulics, Computerized Maintenance Management Systems (CMMS), Crane Maintenance, Applied Mechanics, Fuel Lubricants & Greases, Diesel Engine Technology & Maintenance, Process Plant Shutdown & Troubleshooting, Environmental Management Systems (EMS), Advanced CMMS, Industrial Equipment & Turbomachinery, Compressors, Steam Turbines & Pumps Troubleshooting & Maintenance, Pumps & Valves Technology, Storage Tank Inspection & Maintenance, Hot Tapping & Plugging System, Mechanical Seal & Packing Selection, Piping Vibration Analysis & Practical Engineering Solutions, Bearings & Lubrication, Mechanical & Dry-Gas Seal, Rotating Equipment for Process Industry, Technical Report Writing, Advance Rotating Equipment for Process Industry, Internal Combustion Engine Theory & Troubleshooting, Valve Selection, Maintenance & Repair, Combustion Techniques, Reciprocating Compressor Overhauling and Condition Monitoring.

During his career life, Professor Shaaban has gained his practical and field experience through his various significant positions and dedication as the **Head of Automotive & Tractors Engineering Department, Automotive & Tractors Engineering Professor, Technical & Vocational Education Curricular Specialist, Mechanical Engineering Professor, Senior Technical Consultant, Head of Technical Committees, Excavator Inspector & Operator and Digger Inspector & Operator.**

Professor Shaaban has **PhD** degree in **Mechanical Engineering** from the **Ecole Centrale (France)** and has **Master & Bachelor** degrees in **Mechanical Engineering**. Furthermore, he is an **author** of more than **40 technical books** along ten years of his work as a **Technical Curricula Specialist** in the Middle East and he has published **26 research papers** in local and international scientific journals and conferences.



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, course objectives will always be met:

Day 1

0730 – 0800	Registration & Coffee
0800 – 0815	Introduction & Welcome
0815 – 0830	PRE-TEST
0830 – 0930	Legal Aspects of Forklift Operations
0930 – 0945	Break
0945 – 1100	Legal Aspects of Forklift Operations (cont'd)
1100 – 1230	Types of Forklift Truck
1230 – 1245	Break
1245 – 1420	Design of Forklift Trucks
1420 – 1430	Recap
1430	Lunch & End of Day One

Day 2

0730 – 0900	Daily Inspection Procedures
0900 – 0915	Break
0915 – 1000	Daily Inspection Procedures (cont'd)
1000 – 1230	Stability of the Forklift
1230 – 1245	Break
1245 – 1420	General Safety Rules
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 3

0730 – 0900	Driving the Forklift
0900 – 0915	Break
0915 – 1100	Driving the Forklift (cont'd)
1100 – 1230	Loading & Stacking
1230 – 1245	Break
1245 – 1420	Destacking & Unloading
1420 – 1430	Recap
1430	Lunch & End of Day Three

Day 4

0730 – 0900	Working Safely
0900 – 0915	Break
0915 – 1100	Working Safely (cont'd)
1100 – 1230	Workplace Design
1230 – 1245	Break
1245 – 1420	Maintenance
1420 – 1430	Recap
1430	Lunch & End of Day Four

Day 5

0730 – 0930	Practical Sessions
0930 - 0945	Break
0945 – 1130	Practical Sessions (cont'd)
1130 – 1215	Practical Sessions (cont'd)
1215 – 1230	Break
1230 - 1300	Practical Sessions (cont'd)
1300 – 1315	Course Conclusion
1315 – 1415	COMPETENCY EXAM (Theory & Practice)
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Practical Sessions/Site Visits

This practical and highly-interactive course includes practical sessions and demonstration for operations and inspection of forklift:



Course Coordinator

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