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 28-February 01, 2024	Cheops Meeting Room, Radisson Blu Hotel, Istanbul Sisli, Turkey
2	April 28-May 02, 2024	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
3	July 15-19, 2024	Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
4	October 06-10, 2024	Jubail Hall, Signature Al Khobar Hotel, 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

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Workshops & Work Presentations
30% Case Studies & Practical Exercises
20% Software, Simulators & 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® (Haward 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® (Haward 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® (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 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.

* Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology *

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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

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

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.

- 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 & Slinging**, **Construction** Safety, **Mobile Crane** Operations, **Lifting & Equipment**, **Tools & Tackles**, **Rigging**, **Slinging**, **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

Kamel Ghanem, Tel: +971 2 30 91 714, Email: kamel@haward.org