



TRAINING AND PROJECTS

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**Course Title:** Operate Counter-balanced Lift Truck

**SAQA ID:** 242974

**NQF Level:** 3

**Credits:** 7

**Duration:** 5 Days (Novice Training)

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### **Course Description:**

This course equips learners with the necessary skills and knowledge to safely and effectively operate a counter-balanced lift truck (commonly known as a forklift). Participants will learn how to handle and move loads using the lift truck in various workplace environments while adhering to health and safety regulations. The course covers theoretical and practical components, ensuring learners can operate the machinery safely and efficiently.

### **Course Objectives:**

By the end of the course, learners will be able to:

- Understand the principles of operating a counter-balanced lift truck.
- Perform pre-start checks and inspections on lift trucks.
- Safely load, transport, and offload goods.
- Operate the lift truck in compliance with relevant legislation and safety standards.
- Handle lift truck malfunctions and emergencies effectively.

### **Benefits of Completing this Course:**

- Gain an accredited qualification to operate a counter-balanced lift truck.
- Improve workplace safety and operational efficiency.
- Increase employability in logistics, warehousing, and industrial sectors.
- Comply with South African Occupational Health and Safety (OHS) regulations.

### **Who Should Attend:**

This course is designed for individuals who:

- Are required to operate counter-balanced lift trucks in the workplace.
- Are looking to gain certification for operating a forklift.
- Work in sectors such as manufacturing, warehousing, logistics, or construction.



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### **Assessment:**

Assessment will be based on the learner's ability to demonstrate understanding and practical application of the knowledge gained in the course. This may include:

- Written tests to evaluate theoretical knowledge.
  - Practical demonstrations to assess lift truck operation skills.
  - Scenario-based problem-solving exercises.
  - Participation in discussions and activities to ensure comprehensive understanding.
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### **Specific Outcomes and Assessment Criteria:**

#### **Specific Outcome 1: Perform pre-operation checks and inspections.**

- Assessment Criteria:
  - Inspect the lift truck according to the manufacturer's checklist.
  - Identify any defects or potential malfunctions.
  - Ensure the truck is safe for operation before starting.

#### **Specific Outcome 2: Operate the lift truck safely under various conditions.**

- Assessment Criteria:
  - Load, transport, and offload materials following operational procedures.
  - Adhere to speed limits, balance requirements, and turning procedures.
  - Respond effectively to hazardous conditions or emergencies.

#### **Specific Outcome 3: Handle loads in compliance with safety requirements.**

- Assessment Criteria:
  - Calculate the load capacity for different types of cargo.
  - Maintain balance and avoid overloading the lift truck.
  - Safely stack and unstack loads.

#### **Specific Outcome 4: Shut down and secure the lift truck after operation.**

- Assessment Criteria:
    - Park and switch off the lift truck correctly.
    - Conduct post-operation checks and inspections.
    - Secure the lift truck in compliance with safety standards.
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The applied competence expressed in this standard may be demonstrated across a range of lift trucks (capacity, functionality) involved in familiar operational functions in any industry context, and in any environmental conditions.

**Lift Truck shall include:**

- F1: Counterbalanced lift truck up to rated capacity of 3000kg.
- F2: Counterbalanced lift truck up to rated capacity of 7000kg.
- F3: Counterbalanced lift truck up to rated capacity of 15000kg.
- F4: Counterbalanced lift truck above a rated capacity of 15000kg.

The Codes and Attachments correspond with the National Code of Practice.

**Attachments and special equipment shall include:**

- A: Side Shift.
- B: Single pole.
- C: Carton or paper roll clamp.
- D: Crane Hook.
- E: Push Pull/Slip sheet equipment.
- F: Load Rotator.
- H: Load Extender Pantograph.
- J: Tilting Bucket.
- K: Tandem Forks.
- L: Container Vanning and Devanning.
- M: Container Handling.
- N: Forks.
- O: Cradle (Safety Cage).

**By successfully completing this SAQA Unit Standard:**

Learners will be able to operate a counter-balanced lift truck efficiently, promoting workplace safety and productivity. They will gain the skills to inspect, operate, and maintain the machinery according to legal and operational standards.