

TRAINING SOLUTIONS FOR INDUSTRY

Link Industrial was formed in May 1995 and is a highly respected national training provider for industry. With our instructors strategically located throughout the U.K, we can offer nationwide coverage at no additional cost. Training your employees is a great incentive and is mutually beneficial to both employer and employee. Our training courses are extensive and cover most industrial disciplines. We can also arrange bespoke training courses to suit your company's needs. Link Industrial maintains a first class reputation with our clients, accreditation bodies and instructors and delivers to the highest standard.



We are pleased to introduce ourselves with this brochure and trust it will be both informative and of interest. If you require any further information please don't hesitate to contact one of our knowledgeable and helpful training consultants.



MATERIALS HANDLING TRAINING OBLIGATION AND ACCREDITATION

EMPLOYERS RESPONSIBILITY

The employer must provide adequate information, instruction and training for employees, see The Health and Safety at Work Act 1974. The Rider Operated Forklift Truck Approved Code of Practice 1989 requires training to be provided. This should encompass basic training, specific job training and familiarisation training

ACCREDITING BODY

All training is Independent Training Standards Scheme and Register (ITSSAR) accredited.

COURSE DETAILS

The duration of the course varies from one day to five days, depending on the individual's experience. A maximum of three candidates can be trained per instructor. A days training is eight hours in duration. The course involves theory, practical instruction and testing. Theoretical instruction requires a suitable, quiet room. Practical instruction requires a warehouse/yard area. A safe and fully operational truck is required. Different trucks require separate training (e.g. Counter balance – Diesel, LPG and electric).
Reach Trucks; Side-Loaders; Rough terrain Narrow aisle; Hiab etc.

OUR PROMISE TO YOU

Is to provide comprehensive, quality training courses delivered by fully qualified ITSSAR approved instructors with a professional and friendly approach.

CERTIFICATION

Successful candidates will each be awarded a certificate of basic training and a pocket licence. Your company will also be issued with individual confidential training reports detailing the candidate's results.

MATERIALS HANDLING COURSE STRUCTURES

COURSE	DURATION	NUMBER OF TRAINEES
Basic Operator Course (existing operators) Counter Balance/Reach Truck	3 days	3 maximum
Basic Operator Course (novice operators) Counter Balance/Reach Truck	5 days	3 maximum
Basic Operator Course (existing operators) Side loader	3 days	3 maximum
Conversion Course (experienced operators) One Type To Another	2 days	3 maximum
Power Pallet Truck (novice operators) Pedestrian	1 day	3 maximum
Pallet Hoist/Stacker (novice operators) Pedestrian	1 day	3 maximum
Refresher and Re- test Course	1 day	3 maximum
HIAB (vehicle mounted crane)	1 day	3 maximum

DEFINITIONS AND RECORD KEEPING

Novice: Little or no prior experience of operating materials handling equipment

Experienced: Has at least 3 months experience of operating materials handling equipment with no formal training.

Conversion: Already certified on another lift truck etc and needs training and certification on a different type of truck.

Record Keeping: An employer must maintain records for each and every operator to prove that training has been provided and that it is adequate for the requirements of the job. Lin k Industrial maintains full and complete records of all delegates trained for a minimum of seven years. This information can be made available to our clients on request





Lift Truck Operator

CERTIFICATE

**of basic training
Is awarded to**

Kevin French

Who has passed basic operating skills tests endorsed by the
Independent Training Standards Scheme & Register (I.T.S.S.A.R)
Provided by Link Industrial Ltd, an I.T.S.S.A.R accredited training organisation

TYPE: COUNTERBALANCE

MAKE/MODEL: CATERPILLAR GAS POWERED

RATED CAPACITY: 1650 KGS

ATTACHMENTS: FORKS

COURSE DURATION: 2 DAYS 22/01/2007 – 23/01/2007

DATE OF TEST: 23/01/2007

NAME OF INSTRUCTOR: ALAN TAYLOR

INSTRUCTORS (I.T.S.S.A.R) REG No: 1.11111

SIGNATURE: *Alan Taylor*

NAME OF EXAMINER: ALAN TAYLOR

EXAMINERS (I.T.S.S.A.R) REG No: 1.11111

SIGNATURE: *Alan Taylor*

CERTIFICATE NUMBER: 0000100

VENUE: LINK MEDIAPAC

This training conforms to the requirements of Health & Safety Commission Approved Code of Practice
and Supplementary Guidance Rider Operated Lift Trucks-Operator Training



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Confidential Training Assessment Report

Company: Link Mediapac
 Delegate: **Kevin French**
 Course Type: Counterbalance Refresher
 Course Duration: 2 Days
 Date Started: 22/01/2007
 Date Completed: 23/01/2007
 Test Date: 23/01/2007

MACHINE TYPE			
TYPE	COUNTERBALANCE		
MAKE / MODEL	CATERPILLAR		
CAPACITY	1650kgs		
COURSE AND TEST GRADING			
THEORY TEST RESULT	100%		
PRACTICAL TEST RESULT	3		
OVERALL RESULT	PASS		
A = Above Average		B = Average	C = Below Average
			D = Unsuitable
Job Safety/Knowledge	A	Instructors Comments <i>Kevin gave an excellent all round performance regarding control, judgement & safety awareness. He was all confident and composed</i>	
Skill and Dexterity	A		
Learning Capacity	A		
Motivation	A		
Safety Attitude	A		
Final Grading	A		
INSTRUCTOR	Allan Taylor	I.T.S.S.A.R Reg No.	1.11111
SIGNATURE	<i>Allan Taylor</i>	DATE	23/01/2007

Notes for Employer: Please remember to:

1. Supervise the candidate with consideration for their strengths and weaknesses reported above.
2. Give appropriate familiarisation and specific job training
3. Authorise the candidate to drive/operate the appropriate classification of truck/s or machinery in your premises/workplace.
4. Consider the need for refresher training taking account of: -
 - a. Frequency of driving
 - b. Accident record
 - c. Plant and product damage





Candidate Training Record

Materials Handling Equipment

Candidates Name: Kevin French

Company and Branch: Mediapac Greenford

Link Industrial Instructor: Alan Taylor

Register Number (I.T.T.S.A.R): 1:11111

Subject Taught	Candidate Signature	Instructors Signature	Date
Course induction/ Registration	<i>Kevin French</i>	<i>Alan Taylor</i>	23/02/07
Need to train & Statutory Requirement	<i>Kevin French</i>	<i>Alan Taylor</i>	23/02/07
Introduction to Controls and Machine	<i>Kevin French</i>	<i>Alan Taylor</i>	23/02/07
Operating Practice	<i>Kevin French</i>	<i>Alan Taylor</i>	23/02/07
Basic Steering	<i>Kevin French</i>	<i>Alan Taylor</i>	23/02/07
Advanced Steering/Open & restricted areas	<i>Kevin French</i>	<i>Alan Taylor</i>	23/02/07
Engineering Principles and Stability	<i>Kevin French</i>	<i>Alan Taylor</i>	23/02/07
Operators Safety Code	<i>Kevin French</i>	<i>Alan Taylor</i>	23/02/07
Use of Hydraulic Controls	<i>Kevin French</i>	<i>Alan Taylor</i>	23/02/07
Pre-Shift Checks and Re-Fuelling	<i>Kevin French</i>	<i>Alan Taylor</i>	23/02/07
Basic Stacking and De-Stacking	<i>Kevin French</i>	<i>Alan Taylor</i>	23/02/07
Bulk	<i>Kevin French</i>	<i>Alan Taylor</i>	23/02/07
Vehicle Loading and Unloading	<i>Kevin French</i>	<i>Alan Taylor</i>	23/02/07
Load and Weight Assessment	<i>Kevin French</i>	<i>Alan Taylor</i>	23/02/07
Theory and Practical Examination	<i>Kevin French</i>	<i>Alan Taylor</i>	23/02/07

COURSE CRITIQUE

Delegate: **Kevin French**

Was the classroom Period	Too long		Too short		About right	X
Was the classroom Theory	Easy to understand	X	Difficult to understand		Very complex	
Do you feel the time spent on practical was	Too long		Too short		About Right	X
Were the instructors demonstrations	Well done and well explained	X	Well done but poorly explained		Poorly done and explained	
Was the instructor	Knowledgeable And Pleasant	X	Average		Unpleasant	
Do You feel you have benefited from the course?	YES	X	NO			
Did you enjoy the course?	YES	X	NO			
Did the course make you more safety conscious?	YES	X	NO			
Do you feel you learnt something today?	YES	X	NO			

ANY ADDITIONAL COMMENTS?