

# Health & Safety Certification & Services Ltd

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HSE/ITSSAR National Training Provider No 3:10005

Registered in England No 06991213

Certification, Training & Consultancy Services - Industrial - Construction - Warehousing - Timber - Staff - Supervisory - Management - Policy Formulation

## Lift Truck Attachment TRAINING, CERTIFICATION & SERVICES



**A NATIONAL SERVICE with LOCAL TRAINERS  
and INDIVIDUAL CARE**

Central Administration Office

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The enclosed is not an exhaustive account of our Lift truck Attachment services, nor does it cover the entire range of Operator or Instructor courses. This document is offered as an example of the way in which we operate as a professional and fully accredited provider ensuring you receive the correct levels of accredited training and services for your operating environments, products and safety.



# Lift Truck Attachment Training and Certification

HSCS has over 25 years experience of offering Lift Truck Attachment, operator and instructor training with associated services. Our staff have been instrumental in developing recognised, and adopted, training programmes, safe systems of work, Risk Assessments, manuals for managers, supervisors, operators and trainers. HSCS Staff, instructors and trainers are at the forefront of creating and developing National training courses with accrediting bodies and HSE.



We are a fully Accredited Training Provider (no 3:10005) for both operators and instructors, all HSCS staff delivering Lift Truck Based training and associated services are fully qualified Tutors, Trainers and Instructors to the recognised standards. In addition to delivering cost effective quality training and services, HSCS specialists staff work closely with the HSE, and accrediting bodies, to design and develop Health & Safety standards and courses, by being part of standards committees, lead bodies and advising HSE inspectors and EHO's.

Our **National Coverage**, is exactly that, from the South of England to the North of Scotland and from the East Coast to the West of Wales. With instructors, tutors and trainers based around the UK we offer a **Local Service** based on fully qualified professional staff, we can therefore ensure clients receive the best possible quality service with quick response times. The approach of a consistent quality service also gives us the flexibility needed to react to our clients differing requirements.



Our clients range from Multinationals to single users and each client is viewed and treated as a unique entity. We believe that each client should receive individual attention and that the services we offer should be aimed at both the legal requirements expected of the client, and the clients need for services that are pertinent and advantageous to their operating environment. Furthermore that these services should be flexible and available at a time to suit the clients operations and requirements, and above all be cost effective.

Clients have individual needs, for example requiring services out of 'normal' hours, HSCS offer a level of **Individual Care** that means if our clients require services to encompass shift work, nights or weekends, we provide it! We also offer bespoke training to a clients particular operating environment, this not only ensures compliance with statutory requirements but also capable operators and contributes to an overall cost effective service.



Whether you have a single site or a nation wide company our service fees are clear and precise, there are **no hidden extra's**, quotations are fully inclusive of all course materials, travel, expenses, certification, licensing, registrations with no charges for travel within the UK Mainland - in fact everything except vat. **Why not put us to the test**, just call our head office and experience the difference.

The content of this document is not exhaustive and we would welcome the opportunity of discussing your individual requirements with you.

Finally I would thank you for this opportunity of introducing ourselves to you, and assure you of our best attention at all times.




**John Steel**

## Lift Truck Attachment Training

Forklift attachments allow alternative uses for lift trucks enhancing their versatility. There are many attachments available across the range of lift truck. This introductory brochure highlights the most common attachments, If yours is not listed here, simply contact us for further information on 01536 414966.

**The HSE Approved Code of Practice (L117) states " training should be given on all the types of lift truck and attachments that operators will or could be required to use in their work".** HSCS accredited training courses meet this requirement and more importantly, will equip operators in the safe and efficient use of the attachment, increasing productivity, reducing damage, reducing maintenance and reducing litigation situations.

With the exception of the working platform user course, Lift truck operators must already have received basic training and certification to Accreditation levels on the lift truck being used to undertake attachment training.

Whatever the attachment you have, either off the shelf or specifically built, we have, or can design, a training course to meet the regulatory requirements, as well as training operators in the correct practices for using the attachment. Whether a direct attachment, or an entire safe system of working and risk assessing is required we have the expertise and HSE recognition to deliver accredited cost effective training, certification and services.

All courses will be specific to the individual attachment and its operating environment, the following generic course information will apply to all courses to differing levels and applications.

### Generic Course Overview

Safe Use Of Lift Truck Attachments			
Description	<p>These courses are designed under the HASAWA, PUWER, LOLER and MHASAWA as appropriate to instruct operators in the recognised, correct and safe practical applications of the Lift truck Attachments, Including safety knowledge of its capabilities and limitations.</p> <p><b>The Approved Code of Practice (L117) recommends that " training should be given on all the types of lift truck <u>and attachments</u> that operators will or could be required to use in their work".</b></p> <p>Whatever the attachment you have, either off the shelf or specifically built, we can also design a training course to meet the regulatory requirements. Whether a direct attachment, or an entire safe system of working and risk assessing is required we have the expertise and recognition to deliver HSE accredited courses</p>		
	Generic Course Content	<p>Acts and Regulations as applicable. Operator responsibilities. Accidents, causes and prevention. Safe working loads. Pre Use Safety Inspection Effects on Stability &amp; Rated Capacity Fitting &amp; Removing the attachment</p> <p>Operational Safety Code Correct use of the attachment Correct practices with the attachment Safe operating practices. Correct techniques for the working environment. Practical Examinations Knowledge Examination</p>	
Examinations			Knowledge & Skills
Certification			HSE ACOP Standard
Course Style			Knowledge & Skills
Notes	<p>In Company courses tailored to the working environment A Training room and operating area suitable for the number of delegates will be required. Reduced rates are available for multi-site or multi-course bookings. Access to Lift Truck and Attachment and representative loads will be required.</p>		<p>Duration Variable by Attachment and truck type usually ½ to 2 days</p>

## COURSE DOCUMENTATION

All Attachment training courses will carry with them the following documentation as a **minimum**. Copies of the candidate & course report and pre op check sheet are sent to our clients as a matter of course. These will carry all the information required by HSE, EHO's insurance companies etc, however, If clients wish we can send copies of all course documentation.



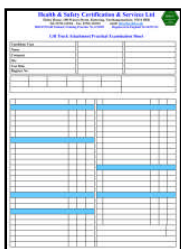
**Operators Manual**, this will give the operator an insight into the safe operating practices for the type of equipment candidates are being trained on. Typically this will include chapters on Aims of The course, Operators Responsibilities, PPE, Accident causation, Basic Components, Capacities, Stability, SWL, WLL, Basic Maintenance, Daily Operational Checks, Signals, Safe Operating Practices, etc etc

For larger users this operators manual can incorporate the client companies own logos, policies, safe systems of work, risk assessments, example company documentation etc.

**Candidate And Course Assessment Sheet**, this key document records the training undertaken, the machine and attachment used, the candidates details, the companies details, the skills and knowledge examinations outcome, the level of certification, the instructors registration number, specialist applications and the candidates register number.



The details on this document meet (and exceed) the requirements for clients to correctly record the training as per the MHASAWA, PUWER, LOLER etc. This documentation will form an integral part of your authorisation process for successful candidates.

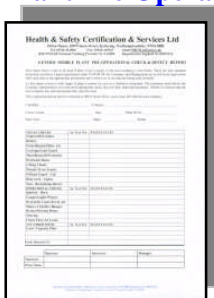


**Practical Skills Test Sheet**, this records the candidate's performance of the practical examination. This examination is as set out by the accrediting bodies recognised by the Health & Safety Commission as competent to accredit and monitor organisations which train instructors and/or train, test and certificate operators. Any poor operating practices are recorded on a scale of 1 to 5 points for each infringement. An operator must be able to complete the practical examination with 40 'penalty points' or less to achieve certification.

**Theoretical Examination Test Sheet**, this records the candidates answers to the knowledge questions associated with the safe operating practices and working knowledge required to safely operate the attachment for which training has been administered. Again this knowledge test is as laid down by accrediting bodies. This document and the practical skills test sheet can be used to confirm an operator's knowledge and ability, and can be instrumental in any litigation or accident investigation situations throughout the operators working life.



### Plant Pre Operational Check Sheet,



This is the record of the third examination element relating to attachments. If a client company have their own check sheet and system in place then we will use that rather than our own.

Whilst accredited training has always included the pre operational safety checks, it is only recently that this element of training has been a required examination.

Where a client company do not have a set system in place, our trainers will be happy to advise as to the most appropriate check sheet and the applied system of recording.



## EXAMINATION STANDARDS



These standards have been developed over a number of years to meet and exceed the training requirements as laid down by HSE regulatory requirements, and have been adopted by HSCS as a means of ensuring national, uniform standards for the examination of an overhead crane operators skills and safety knowledge. Continuous assessment of an operators' progression will naturally be undertaken during training by instructors.

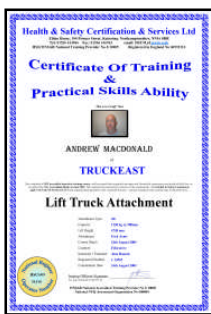
The test will only be administered by approved HSCS trainers, instructor/examiner and in accordance with the Health & Safety Commission/Executive Approved guidance MHASAWA, PUWER, LOLER and BS7121 etc.

Candidates must attain pass levels in all three examinations (Practical, Knowledge & Pre Operational Checks) to receive Certification.

By applying these standards and utilising the course documentation and issuing compliant training records, HSCS assist you in meeting HSE, and Insurance requirements whilst minimising litigation opportunities.

## CERTIFICATION

Certification will be issued to candidates who can demonstrate the required levels of skill, safety and knowledge. The certification issued is that referred to in the HSE Acop.



**Operators Certificate**, (A4) this gives the required details of the operators training dates, the venue, the truck type, the bita group, any attachments, the client company, the operators registered number, the registered trainer / instructor / examiner name and registered number, the training provider (HSCS) their address and contact details.

As can be seen this is a positive identification document that carries the registered operators photograph. This certificate is also signed by the training providers authorised signatory and then laminated to avoid tampering and / or fraudulent use.

**Positive ID Card**, this is issued in addition to the certificate. Where certification will be held in the personnel department, or training record files, the ID card is credit card sized and is designed for the operator to carry at all times. The card details the machines the candidate has been certificated on, and again carries relevant details of training etc.



This particular ID is open for up to five years. Optional as per the clients requirements, the ID can also double as the ATO for the host company and can be limited to that company if required. Standard issue certification and ID cards do not have an expiry date.



**Temporary Pass Notification**, due to the accreditation process, quality systems and the registration process of operators, it can take up to two weeks for certification to be forwarded to clients, HSCS recognise that clients and operators often need to be able to operate the plant as soon as they have achieved certification (subject to the client issuing an authorisation), we have therefore introduced the temporary pass notification, this demonstrates achievement and also lists contact numbers for HSE or EHO's should they visit sites / premises between achievement and certification being in place. We can include a clients authority to operate within this document if required. The temporary pass notification is duration limited to 14 days from issue.



**What's Included** - Training and certification courses are carried out at your designated mainland UK site/s and include all the above as well as all travel and expenses. **Why pay a mileage fee just because your location does not coincide with your training providers?** As long as the course / service is held on the UK mainland, all travel and expenses are included in course fees, any expenses incurred for non mainland training are charged at cost.

**What Facilities Do We Require** - A suitable room/office/area to administer course documentation, knowledge sessions and safety test with a 13amp 3 pin 230v power supply, the Lift Truck and Attachment, representative loads, all in a safe condition and compliant to regulatory requirements. Finally a practical area for the training and practicing of operational techniques and practical examination. HSCS will supply all course documentation, training DVD's course manuals and even a portable DVD player or laptop/projector as appropriate.

**Post Course** -HSCS believe in offering a full and complete service that does not stop once we have issued certification. We offer full telephone, fax and email support that backs up the training courses and acts as an advisory service for clients with queries regarding any aspect of materials handling. We also offer free support in relation to our training and standards should you have any incidents with operators or queries from EHO's or HSE inspectors

**ADDITIONAL BENEFITS** Subject to usage levels we offer the following 'added value' elements

#### **All Clients**

- Certification incorporating company logos.**
- Issuing pass notifications until certification is received.**
- Single contact training request placement**
- Certificate validation / advisory service**
- Telephone / email advisory service**
- Creation of bespoke training courses**

#### **Larger Users**

- Materials Handling Equipment Specification Service**
- Dedicated client email address**
- Inclusion of clients procedures and policies in operator manuals & training**
- Issue of clients permits to operate**

#### **ASSOCIATED COURSES**

HSCS offer a wide range of Health & Safety training, certification and consultancy services, many of which compliment Lift truck operator training, these include:

- Materials Handling Awareness (Managers & Supervisors)
- Employee Health & Safety Awareness
- First Aid (Appointed Person)
- Manual Handling (Including Instructor)
- Materials Handling Risk Assessment
- Racking & Storage Systems Inspection & Care
- PUWER & LOLER Management & Supervisory Awareness
- Lift Truck Instructor / Examiner (National & In House)
- Accident Investigation

The above is a small selection of the courses and services we offer, for details regarding any aspect of Health & Safety training or consultancy services please contact our Head Office (01536 414966)

We thank you for allowing us this opportunity of introducing ourselves to you, and would very much like to prove to you that we can offer a service that not only meets legislative requirements, but also offers a genuine way forward to cost effective quality training and services that contribute to the overall benefit of your company, employees and clients.











**John Steel**  
National Manager







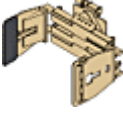




## Most Popular Attachments

(This is not a comprehensive list if your particular attachment is not listed, please contact us on 01536 414966)

The following courses are based on the HSE accredited requirements with a maximum attendance per course of 3 operators attending together per attachment. Other ratios are available, please contact us with your specific requirements and we will suggest the most cost effective approach for your specific needs.

<p><b>Working Platforms</b> <b>Lift truck Operator</b></p>	<p>Working platforms are one method of providing working at height solutions, the lift truck operator course will encompass the standard generic course contents, and also signalling / communication systems as well as safe practices for using the platform with people elevated etc, additionally working at heights will be included as will HSE PM28 guidance handouts.</p>	
<p><b>Working Platforms Users</b> <b>Max 6 per course</b></p>	<p>The user course for working platforms does not include the lift truck operator course as users cannot normally operate the truck and be on the platform at the same time, also users may not be lift truck operators. The course will include Safe Working At Heights, harness use, fall restraint, safe signalling and correct working procedures</p>	
<p><b>Lifting Beams AKA Jibs</b></p>	<p>Lifting Beam attachments come in many forms, beams allow for the lifting and positioning of suspended loads at different distances from the mast, The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER and LOLER regulations. This will not include safe slinging certification</p>	
<p><b>Carpet Boom</b></p>	<p>Carpet boom attachments are by their very name, an attachment for handling rolls of carpet or similar rolled or tube material. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.</p>	
<p><b>Bucket Attachment</b></p>	<p>Bucket attachments can be manual or hydraulic operated to handle aggregate or similar materials. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.</p>	
<p><b>Drum Clamps</b></p>	<p>Drum Clamp attachments grip the sides of drums and cylindrical loads, they use a hydraulic or mechanical gripping action, often coupled with a rotational ability to lift and manipulate a variety of cylindrical loads such as drums etc, these attachments are more sensitive than roll clamps. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.</p>	
<p><b>Fork Extensions</b></p>	<p>Fork extensions allow the lift truck to lift larger loads that need a greater load centre than standard forks, or reach loads across vehicles etc, these can reduce the trucks overall capacity considerably. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.</p>	
<p><b>Extending Forks</b></p>	<p>Similar to fork extensions but hydraulically controlled to extend and retract allow the lift truck to reach loads across vehicles, in double deep racking etc, these can reduce the trucks overall capacity considerably. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.</p>	
<p><b>Tipping Skips</b> <b>½ Day</b></p>	<p>Tipping skips have versatile applications whereby they can be positioned to collect rubbish, aggregate, waste, production materials etc, and can then be transported and emptied into larger vessels, bins etc. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.</p>	
<p><b>Carriage Rotator</b></p>	<p>The carriage rotator enables the rotation of the carriage and thereby any attachment that is fitted such as forks, bins, clamps etc. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.</p>	

<b>Multi Handler</b>	The fitting of a multiple fork attachment allows the handling of more than one load at a given time, the trucks capacity is not increased. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.	
<b>Scissor Clamps</b>	Scissor Clamp attachments use gravity coupled with a scissor action to lift a variety of squared loads such as blocks, kerbs or bricks etc. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.	
<b>Roll Clamp</b>	Roll Clamp attachments use a hydraulic gripping action, often coupled with a rotational ability, to lift and manipulate a variety of round loads such as rolls of print paper etc. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.	
<b>Pipe Grabs</b>	Pipegrab attachments are available in a range of sizes, they use gravity or hydraulic action to squeeze and then lift and manoeuvre cylindrical loads in a horizontal plane. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.	
<b>Drum Hndlers</b>	Drum Lifter attachments (AKA Pelican Lifters)use a gravity gripping action, to lift and move a variety of drum based loads. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.	
<b>Ring Lifters</b>	Ringlifter attachments use gravity or hydraulic action to lift and manoeuvre cylindrical loads in a vertical plane, where gripping the sides would risk collapse or deformation of the load. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.	
<b>Bale Clamps</b>	Bale Clamp attachments use hyadraulics to open and close large plates enabling a gripping action on straight sided loads such as waste paper rags, straw bales etc. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.	
<b>Keg Clamps</b>	Predominantly used within the brewing industry, this attachment allows the lifting, positioning and transporting multiple kegs. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.	
<b>Roll Clamps</b>	Roll Clamp attachments use a hydraulic gripping action, often coupled with a rotational ability, to lift and manipulate a variety of round loads such as rolls of print paper etc. The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, as required by the PUWER regulations.	
<b>Sweepers</b>	Sweepers are becoming more popular, these can be a simple brush fitted to a framework, or hydraulically driven, The training covers the de rating effects of this attachment, the pre use checks, it's correct fitting, correct use, removal of the attachment, manoeuvring techniques etc as required by the PUWER regulations.	