

## ***GEPEA (Global Educational & Professional Excellence Academy)***

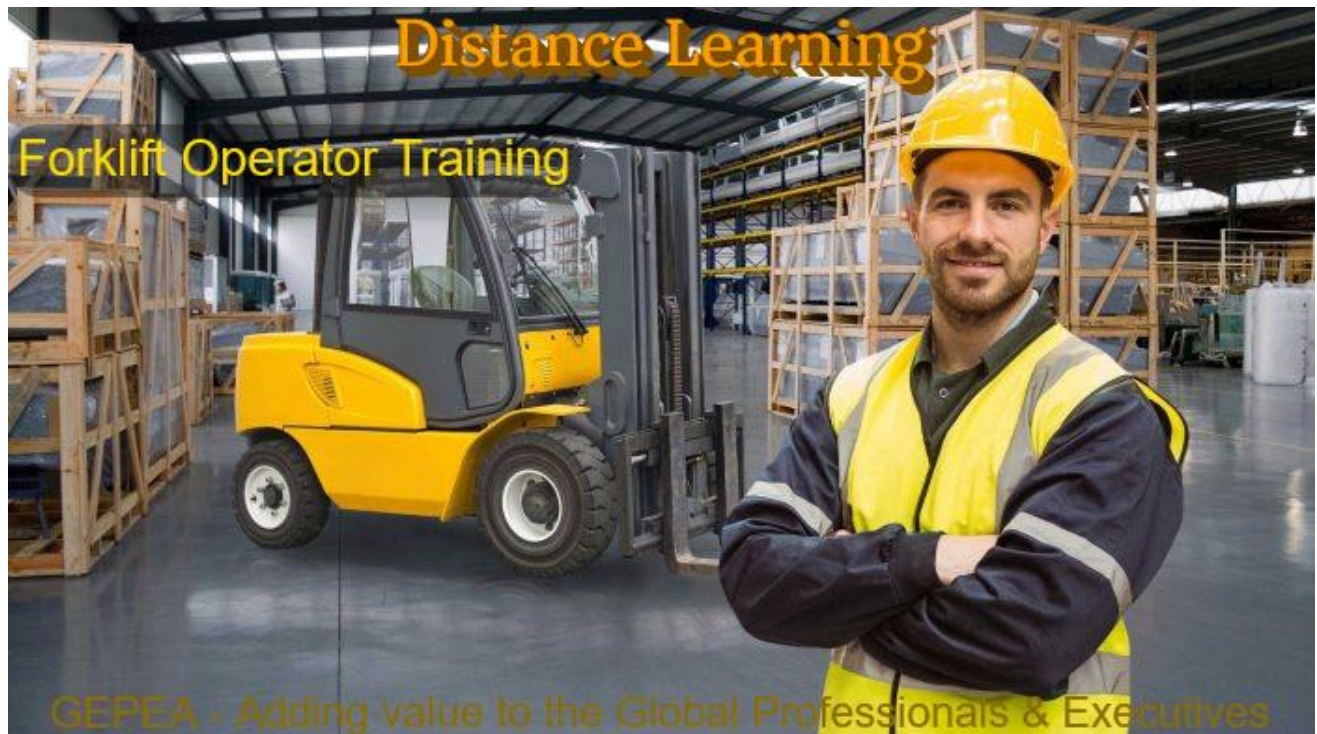


### **Name of the Program(s): - Short course- Professional Training in Forklift, Forklift Operator Skills Training.**

Are you interested in earning your Short Training Certificate in Forklift or How to operate Forklift - Professional Trainings certification, but you're unsure how to start the process? While this is a great step for your individual career, it doesn't have to be a complex one really if you study from GEPEA. This is the ultimate guide on Forklift operator certification and it can be your easy roadmap for navigating this process. You may explore some common questions you might have about Professional Training in Forklift operator certification holder.

#### **Forklift Operator Training in GEPEA?**

The GEPEA Training course teaches the student how operate Forklift and concerned student will able to acquire knowledge base skills about Forklift from this training.



## **PROFESSIONAL TRAININGS IN FORKLIFT OPERATOR**

**Training Hours: 20 GEPEA Credit hours.**

**Program Duration: 1 Month -2 Months (Fast Track) or 3 Months (For Part Time Home Study-Distance Learning) (Certifications).**

**Admission Requirements:** A high school diploma or an associate degree in general science or science (or global equivalent), Secondary degree (high school diploma, associate degree, or the global equivalent).

**Other Requirements:** Any Science related degree are needed to take this course, but have some extra skills using laptop/computer and internet, E-mail for communications will help.

**Training Delivery:** The course duration will comprise 20 hours of self-study home based or lecture based delivery. The 20 hours will be delivered in 3 sessions online distance learning based on given course materials. This 1 to 2 months or 3 months' course aims to provide a Knowledge base and introduction to the Forklift Operator. The course will provide a basic understanding of the forklift operating systems etc.



## Syllabus Outline

Serial No.	Syllabus component	Assignment <b>TMA</b> (Tutor Mark Assignment) or <b>Case Study</b>	Board Questions ( <b>OBS</b> = Open Book System) Exam.	<b>MCQ</b> (Multiple Choice Questions) 10 Questions (each @ 2 marks)
	<b>2 sessions or parts will count 7 hours each</b> (2 parts/courses x 7 hours study each = 14 hours total) + Suggested Video Exercises Minimum 6 hours = <b>Grand Total 20 Hours</b>	<b>45</b>	<b>35</b>	<b>20</b>
<b>1</b>	<b>Short Course- Professional Training in Forklift, Forklift Operating Skills Training.</b>	<i>20 Hours (Time)</i>		
	<p style="text-align: center;"><b><u>1. Forklift Operator Training (Part-1):</u></b></p> <p>General Operating Procedures for Forklifts . . . . . 10</p> <p>• Maintenance . . . . .</p> <p>.12 • Refueling. . . . .</p> <p>.. 12 •</p> <p>Changing and Charging Storage Batteries. . . . .</p> <p>12 •</p> <p>Starting a Forklift . . . . .</p> <p>13 • Traveling . . . . .</p> <p>.. 13 •</p> <p>Loading . . . . .</p> <p>13 • Transporting Loads and Maneuvering . . . . .</p> <p>.. 14 • Unloading . . . . .</p> <p>.... 14 •</p> <p>Forklift Classifications and Where Forklifts May Be Operated 14 • Lighting . . . . .</p> <p>..... 15 •</p> <p>Noxious Gases and Fumes . . . . . 15</p> <p>• Hazardous Materials and Areas for Hazardous Material . . .15 •</p> <p>Safety Tips . . . . .</p> <p>15 •</p> <p>Stability of Powered Industrial Trucks . . . . .</p> <p>.16</p>	<b>7 hours Part-1</b>		



<div>Sample Daily Checklists for Powered Industrial Trucks . . 20 •</div> <div>Sample Generic Checklists for PITs ..... 20 •</div> <div>Sample Daily Inspection Checklists ..... 21 •</div> <div>Electric Forklift Truck ..... 21 •</div> <div>Propane Forklift Truck ..... 22 •</div> <div>Yard Forklift Truck ..... 23 •</div> <div>Electric Transtacker ..... 23 •</div> <div>Riding Grip Tow ..... 24 •</div> <div>Stand-up Riding Tow Tractor ..... 24 •</div> <div>Walking Pallet Truck ..... 24 •</div> <div>Walking Transtacker ..... 24 •</div> <div>Indoor Propane Tow Tractor ..... 25 •</div> <div>Industrial Tractors ..... 25 •</div> <div>Reach Truck ..... 26 •</div> <div>Order Picker ..... 26 •</div> <div>Sample Performance Test for Forklift Operators ..... 27 •</div> <div><div>2. <u>Forklift Operator Training (Part-2):</u></div><div>What is a Forklift? . . 1</div><div>Authorized Operators. . .2</div><div>Differences Between Forklifts and Autos .....4</div><div>Stability .....5</div><div>Pre-Inspection. ....8</div><div>Operation ....9</div><div>Post Operation .....12</div><div>Maintenance... ....12</div><div>Fueling/Charging . . .13</div></div>	<div>7 hours</div> <div>Part-2</div>		
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<p><b>FOLLOWING ADDITIONAL TASKS SHOULD HAVE TO DONE BY PARTICIPANTS OR STUDENTS:</b></p> <ul style="list-style-type: none"> <li>a) Training in Forklift Operator Certification Test MCQ Questions answer practicing</li> <li>b) Training in Forklift Operator Test Board Questions/TMA (Tutor Mark Assignment)</li> <li>c) Training in Forklift Operator Case Studies</li> </ul> <p><b>Exercises and projects</b></p> <p><b>Videos and recordings on Forklift Operating/Operation –A to Z:</b></p> <p><b>How to operate a forklift?</b>  <a href="https://www.youtube.com/watch?v=9Eyqnt-13AE">https://www.youtube.com/watch?v=9Eyqnt-13AE</a></p> <p><b>How to Operate/Drive a Forklift</b>  <a href="https://www.youtube.com/watch?v=pt7Ur0Ezw-Y">https://www.youtube.com/watch?v=pt7Ur0Ezw-Y</a>  <a href="https://www.youtube.com/watch?v=UqumecoiedY&amp;t=25s">https://www.youtube.com/watch?v=UqumecoiedY&amp;t=25s</a></p> <p><b>How to operate a forklift?</b>  <a href="https://www.youtube.com/watch?v=UqumecoiedY">https://www.youtube.com/watch?v=UqumecoiedY</a></p> <p><b>Forklift Certified in 5 Minutes</b>  <a href="https://www.youtube.com/watch?v=bM7Y2vkD5ow">https://www.youtube.com/watch?v=bM7Y2vkD5ow</a></p> <p><b>Forklift Safety Video - OSHA Training for Forklift Operators</b>  <a href="https://www.youtube.com/watch?v=fPhynD2yuBE">https://www.youtube.com/watch?v=fPhynD2yuBE</a></p> <p><b>Most Commonly Replaced Forklift Parts</b>  <a href="https://www.youtube.com/watch?v=l850wkjUUv4">https://www.youtube.com/watch?v=l850wkjUUv4</a></p> <p><b>Forklift Attachments</b>  <a href="https://www.youtube.com/watch?v=d1aluUkvzcE">https://www.youtube.com/watch?v=d1aluUkvzcE</a></p>	<p><b>6 hours Video Part</b></p>		
<p><b>TOTAL HOURS REQUIRED TO BE COMPLETED FOR THE FORKLIFT OPERATING PROFESSIONAL CERTIFICATIONS = 2 sessions or parts will count 7 hours each (2 parts/courses x 7 hours study each = 14 hours total) + Suggested Video Exercises Minimum 6 hours = Grand Total 20 Hours</b></p>			

### CAREER AND SCOPE OF FORKLIFT TRAINING PROFESSIONAL?

In terms of job security and pay, forklift driving is a solid career, especially for anyone that isn't interested in years of higher education beyond high school. A Forklift Driver, or Forklift Operator is responsible for operating forklifts and moving goods around warehouses and other industrial sites. Their duties include using forklifts to unload deliveries, stacking boxes for storage and moving wooden pallets around the warehouse.

## **COURSE MATERIAL**

Besides using the traditional books GEPEA has also modernized the learning process by providing students with online portal consisting of –

- **Study Materials (Soft copies)** – PDF of books are provided to students making studies nomadic & convenient. GEPEA Department of Students Affairs will assign Study Materials via Email or other methods after registration and admission.
- The focal point of **GEPEA** study materials is enhancing Practical Education. **GEPEA** Kit provided to applicants is a world full of practical scenarios, explanation in terms of facts rather than theoretical phrases. Customized to be self-explanatory & easy to understand.
- **Faculty Guidance** – GEPEA panel of intellectuals guide students personally with regards to any query through email about any concept in the notes provided, being the author of the same.

## **EXAMINATION**

**GEPEA** Professionals are given the privilege to answer exams from any examination center in the world along with the freedom to pick the exam schedule for the same, as time permits in the particular examination months of GEPEA. Students are allotted 2 modes of examinations – Home Based/Center Based.

- Question papers would be drafted by **GEPEA** panel of veteran professors which would be TMA (Tutor Mark Assignment), OBS (Open Book System) and MCQ study pattern. A single course will consist 100 marks based on these three pattern of exam types. In each program will consist a major (Thesis Research) course or theory in order to complete the respective Diploma Program.
- This unique & novel methodology teaches a student how to assess business situations and make decisions based upon those assessments, allowing students to display their potential.
- In case of home based/distance learning exams question paper would be emailed to the students, which they would have to answer & courier back to GEPEA office or GEPEA directed authority in the respectable exam slab.
- Candidate also has the option of appearing for Center Based Examination wherein they would have to visit one of the many GEPEA exam centers & complete answering the exam in the duration of 3 hours which wouldn't be an open book examination.

## **CASE STUDY METHOD & STUDY MATERIAL:**

Today communication systems have advanced so much that it is much easier, convenient and quicker to gain expertise via online distance learning. GEPEA offer potential students the opportunity to study through an autonomous online distance learning program. This means that people who can't get traditional further education can still achieve what they want and get their qualifications through Online Distance Learning. That gives the opportunity for a much wider range of people to get the qualifications that they want. Today, thanks to technological advances, higher education is more readily available to those who want it.

GEPEA is an institute of excellence offering widest range of autonomous programmes in the field of Business Management and different Professional Training education. In response to the rapidly changing economic environment and the process of globalization, the Academy has made sustained efforts to bring an international perspective to all its wide range of areas and activities.

## **BENEFITS AND FETURES:**

- (i) **Flexible Programs & Curriculum:** You can earn and study at the same time! From GEPEA International Curriculum, Flexibility is the biggest advantage of distance learning courses. This stands true especially if you are a working professional. Not everyone has the luxury of taking their own time to finish their studies. For those who had to take a break from studies to start working, such courses are a boon and provide the opportunity to pursue higher education.
- (ii) **Saves Time & Energy:** You save up a lot of time and energy on commuting. You can stay at any place and pursue a course that is available at GEPEA. Or you might be based out of a remote village or town which does not have enough options for higher studies. Distance learning courses eliminate these obstacles.
- (iii) **MCQ, Case Based Learning:** MCQ, A Case-based approach engages students in discussion of specific situations, typically real-world examples of African, Asian and International companies. Allowing the students to put their theoretical knowledge to practice.
- (iv) **Study at your own Pace:** Not everyone has the same pace of learning. Some students pick up things fast, others need time to grasp a concept. One of the biggest advantages of distance learning is that you can study at a pace that is comfortable for you.
- (v) **Saves Money:** These courses are almost always cheaper as compared to their on-campus counter-parts. You also cut down on the costs incurred while commuting etc.
- (vi) **Personal Fulfillment:** An MBA is the key to unlocking both a professionally and personally rewarding future. Education is the foundation upon which you can build lifelong business and personal achievements. The GEPEA MBA program is designed to enrich your personal life, as well as to keep you informed about a constantly changing industry.
- (vii) **Convenient:** You can submit your assignment with the click of a button or simply drop it off at a post-office! It's sometimes as simple as that!
- (viii) **24X7 Access to Study Material & fellow Students:** This is the best way to study if you are comfortable with internet and technology. You can access your study material online whenever you want and also clear doubts, exchange views and discuss with your virtual class-mates!
- (ix) **Study any Topic You Want:** Since you'd already have all your books/online study material with you, you can pick up any topic/chapter that interests you and tackle that first! This way your interest in the subject is sustained.
- (x) **Higher Level of Self-Confidence:** The knowledge gained through our Correspondence MBA program will enhance your effectiveness in your

current position and help define your future career path. It will sharpen your skills in critical business areas, giving you the self-confidence you need to become a leader in your profession.

- (xi) **Specialization:** We provide more than 80 specializations which allow students to gain additional knowledge and background on specific business topics.

## **ACCREDITATIONS AND RECOGNITIONS:**

### **ITQSM Accredited & International Partnered Professional Academies.**

GEPEA has proudly claimed the Excellence in Online Distance Learning Award presented by its Governing Body Really Matters as a token of appreciation for providing top notch education to professionals globally. This solely proclaims that GEPEA is one of the best Professional Academy in the field of online distance learning.

## **PROFESSIONAL FACULTIES:**

GEPEA Faculty members are highly professional, qualified & experienced. Professors provide substantial assistance through 24\*7 web support. Each & every query regarding studies, assignments, cases, projects, research are resolved on time & responded with clear, relevant answers on par with syllabus. They update themselves from time to time about the changing market scenario & syllabus. Thus working professionals have chance to get resourceful information by interacting with professors through web-support from time to time. Timely communication & assistance is key to our successful association with our students & our professors believe in same.

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*In case any query, please feel free to contact us via E-Mail:  
[gepea.official@gmail.com](mailto:gepea.official@gmail.com) , [office@gepea.eu](mailto:office@gepea.eu) or visit Website: [www.gepea.eu](http://www.gepea.eu) or  
[www.gepea.education](http://www.gepea.education)*