



WELCOME

Forklift Truck Theory Training

English master presentation for novice and refresher training support.

- RTITB accredited training from FLT Academy Ltd
- Kempston/Bedford and suitable customer workplaces
- Training backed by 24 years of hands-on FLT driving experience

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Learning objectives

What learners should understand before practical training and assessment.

- The operator's responsibilities and safe working behaviour
- Common workplace hazards and pedestrian risks
- Pre-use checks and defect reporting
- Truck stability, load centres, capacity and data plates
- Safe travelling, load handling, stacking, parking and shutdown



LEARNING OBJECTIVES



Operator responsibilities

Safe operation starts with the operator.

- Only operate equipment you are trained and authorised to use.
- Follow site rules, traffic routes, speed limits and safe systems of work.
- Stay alert to pedestrians, vehicles, racking, doors, blind corners and overhead hazards.
- Never take shortcuts that compromise control, visibility or stability.
- Report defects, incidents, damage and unsafe conditions promptly.



Pre-use checks

A defect identified before use can prevent an incident later.

- Carry out the appropriate pre-use inspection before operating the truck.
- Check tyres/wheels, forks, mast, chains, hydraulics, controls, steering, brakes, warning devices and safety equipment as applicable.
- Look for leaks, damage, unusual wear and anything that could affect safe operation.
- If a safety-critical defect is found, follow site procedure and do not continue using an unsafe truck.





Understanding stability

Forklift trucks can overturn if stability limits are exceeded.

- Truck stability changes with the load, mast position, speed, turning, gradients and ground conditions.
- Keep loads stable and correctly positioned.
- Avoid sudden steering, braking or acceleration.
- Travel at a speed appropriate to the environment and conditions.
- Never assume a truck is stable simply because the load feels light.



Load centres & capacity

Capacity depends on more than the weight written on the load.

- The position of the load's centre of gravity affects the truck's safe capacity.
- Long, irregular or poorly positioned loads can change the effective load centre.
- Attachments can affect capacity and handling.
- Always use the truck's applicable capacity/data information rather than guessing.
- If the load or capacity is uncertain, stop and seek guidance.



Data / capacity plates

Know what the truck is rated to handle.

- Understand the information provided on the truck's capacity/data plate.
- Check that load, lift height, load centre and fitted equipment are compatible with rated capacity.
- Never exceed stated limits.
- Capacity can reduce as lift height or load centre increases.





Safe travelling

Control, observation and visibility are essential.

- Look in the direction of travel and maintain clear observation.
- Keep a safe distance from people, other vehicles and fixed objects.
- Take corners slowly and smoothly.
- Keep forks/load in the appropriate travel position for the truck and conditions.
- Use extra care at blind corners, doorways, crossings and congested areas.



SAFE TRAVELLING

Pedestrians & workplace traffic

Forklifts and pedestrians must be kept safely separated wherever possible.

- Respect pedestrian routes, crossings, barriers and exclusion zones.
- Never assume a pedestrian has seen or heard the truck.
- Reduce speed where visibility is restricted.
- Use warning devices appropriately, but do not rely on them instead of observation.
- Stop if you cannot proceed safely.



PEDESTRIANS & WORKPLACE TRAFFIC

Ramps, slopes & uneven surfaces

Gradients can significantly affect stability and control.

- Assess the route before travelling.
- Follow the correct site and truck-specific method for travelling on gradients.
- Avoid turning across slopes where this could compromise stability.
- Watch for potholes, debris, dock edges, wet surfaces and changes in floor level.
- Never park where the truck could roll or create an obstruction.



RAMPS, SLOPES & UNEVEN SURFACES



Load handling

Secure, stable and controlled movements protect people and goods.

- Approach loads squarely and at a controlled speed.
- Ensure forks are correctly positioned and the load is stable before moving.
- Avoid lifting or travelling with an unstable or damaged load.
- Maintain observation throughout the manoeuvre.
- Never allow people to stand under or close to an elevated load.



LOAD HANDLING



Stacking & de-stacking

Accuracy matters most when loads are elevated.

- Check the stacking location and surrounding area before raising a load.
- Position the truck correctly before lifting or lowering.
- Use smooth, controlled hydraulic movements.
- Do not travel with a load unnecessarily elevated.
- Confirm the load is secure and stable before withdrawing the forks.



Parking & shutdown

Leave the truck safe for the next person and everyone nearby.

- Park only in an authorised, suitable location.
- Lower forks/load-engaging equipment to the safe parked position.
- Apply the parking brake and place controls in the appropriate neutral/safe state.
- Isolate or switch off the truck as required.
- Remove the key/access device where site procedure requires it.



Battery, charging & fuel awareness

Energy sources introduce additional hazards.

- Follow manufacturer instructions and workplace procedures for charging, refuelling or cylinder changes.
- Use designated areas and required PPE.
- Keep ignition sources away from areas where flammable gases or fuels may be present.
- Report damaged batteries, connectors, cables, cylinders or fuel systems.
- Only carry out tasks you are trained and authorised to perform.



Truck-specific differences

Different truck types require different operating techniques.

- Counterbalance — rear-end swing, stability and load handling.
- Reach Truck — reach mechanisms, racking work and confined warehouse spaces.
- Bendi / articulated — articulated steering and narrow-aisle manoeuvring.
- PPT — pedestrian interaction, load movement and control position.
- VNA — very narrow aisle operation and the specific system/equipment in use.



On-site warehouse training

Theory should connect directly to the learner's real working environment.

- FLT Academy Ltd can provide training at suitable customer warehouses and workplaces.
- Site-specific hazards, traffic routes and operating conditions should be discussed.
- Operators may train on relevant workplace equipment where the arrangement is suitable.
- Employer rules and safe systems of work remain important alongside operator training.



ON-SITE WAREHOUSE TRAINING



Knowledge check

Discuss these questions before moving on.

- Why must a pre-use check be completed?
- What factors can reduce forklift stability?
- Why is a load's centre of gravity important?
- What should you do if your view is obstructed?
- What should happen if you find a safety-critical defect?
- Why must pedestrians never be assumed to have seen the truck?



Scenario discussion

What would you do?

- You are asked to move a load but cannot confirm its weight.
- A pedestrian walks into your operating area while you are manoeuvring.
- You notice a hydraulic leak during the pre-use check.
- The route to the stacking location is partially blocked.
- You are asked to use a truck type you have not been trained to operate.





Key messages

Safe operators make controlled, informed decisions.

- Use only equipment you are trained and authorised to operate.
- Check the truck before use and report defects.
- Understand stability, capacity and the load before lifting.
- Maintain observation and protect pedestrians.
- Operate smoothly, follow site rules and stop whenever conditions are unsafe.





Next step: practical training

Theory supports practical instruction — it does not replace it.

- Your instructor will connect these principles to the specific truck being used.
- Practical training develops safe control, manoeuvring and load-handling skills.
- Assessment and certification requirements are completed as applicable to the course.
- Ask questions whenever anything is unclear.



NEXT STEP: PRACTICAL TRAINING