



FREE STUDY GUIDE

v1.0 | 22 September 2026

For use alongside supervised training

Powered Pallet Truck

Pedestrian, ride-on and approved dual-mode operation.



Theory knowledge. Practical preparation.

Pre-use checks, safe operation and revision with Little Cody.

STUDY & PRACTICE

How to use this guide

Scope. Low-lift powered pallet transport. Your training scope must state pedestrian, ride-on or both. This is not high-level stacking, order-picker or scissor-lift training.

Read alongside training. This original learner booklet supports supervised instruction. It does not replace the operator manual, workplace risk assessment, familiarisation or employer authorisation. Stop and ask if instructions conflict or anything is unclear.

Find your topic.

3 Training and responsibilities

4 Know your machine

5-6 Pre-use and functional checks

7-10 Limits, stability, people and travel

11-14 Category-specific techniques

15-18 Parking, emergencies and assessment preparation

19-22 Revision and suggested answers

23 Workplace notes | 24 Sources and picture credits

LITTLE CODY'S REMINDER

These are study notes, not permission to operate independently.



STUDY & PRACTICE

Training comes first

Learn the right category. Training on one machine type is not automatic competence on another. Learn the controls, protection and limits of the exact model before work.

Apply it at your workplace. Supervised practice, task-specific instruction and familiarisation must cover the routes, loads or work, and local hazards. Your employer decides when you are competent and authorised for the work.

Be ready to operate. Report anything affecting safe performance, including fatigue, illness or impairing medication. Use required PPE. Never carry an unauthorised passenger or defeat a safety device.

Keep competence current. Ask for further instruction when equipment, work or risks change, or if you feel uncertain. Report incidents and near misses.

LITTLE CODY'S REMINDER

A certificate is evidence of training, not a shortcut around familiarisation.



STUDY & PRACTICE

Know your machine



Example machine only; not a condition or operating standard. Picture credit: page 24.

Identify these on your training machine:

- | | |
|--|---|
| 1. Forks and fork tips | 2. Load rollers and linkage |
| 3. Drive/steer wheel | 4. Tiller or steering controls |
| 5. Travel and lift/lower controls | 6. Emergency reversing device, where fitted |
| 7. Brake operating positions/functions | 8. Battery, connector and securing arrangements |
| 9. Ride-on platform and guards, where fitted | 10. Capacity plate and mode controls |

STUDY & PRACTICE

Pre-use: look first

Before each shift/use. Follow the model and site checklist. Check the machine identity, instruction book, plate/labels and any required inspection status. A daily check does not replace maintenance or thorough examination.

Check forks, tips, rollers, drive wheel, guards and visible linkage. Inspect the tiller/control head, emergency reversing device where fitted, battery connector, and check that the battery is securely fitted. On ride-on/dual-mode equipment, inspect the platform and required side protection. Check for debris, leaks and damaged cables without putting fingers in pinch points.

Record and report. Do not assume the previous operator reported damage. If a defect could affect safety, do not operate. Follow isolation and reporting arrangements.

LITTLE CODY'S REMINDER

Tag unsafe equipment: V.O.R. - Vehicle Off Road / Do Not Use. Follow the site isolation procedure.



STUDY & PRACTICE

Pre-use: test safely

Use the manufacturer's safe test method for travel, steering, braking, lift/lower, horn and protective devices. Learn the tiller's braking and operating positions where applicable. Test an emergency reversing device without using a person as an obstacle. Check required platform/guard interlocks and mode indications.

Keep the test controlled. Use an authorised clear area, low-risk conditions and competent supervision during training. Never bypass a protection device to see what happens.

Before moving off. Select the intended function/direction and make fresh observations. Use the enable/travel controls and any brake release only through the model-specific sequence taught by your instructor.

LITTLE CODY'S REMINDER

Select the correct function, observe, then use the taught enable/travel sequence. Automatic protection does not replace observation.



STUDY & PRACTICE

Know the operating limits

Check rated capacity, load distribution and pallet condition. Confirm the fork length/width and entry direction suit the pallet; load rollers must not crush a bottom board. Obtain adequate fork engagement and support. A low-lift pallet truck transports suitable loads near floor level; it is not a high-level stacker.

WEIGHT

Know the load

SUPPORT

Pallet / forks / rollers

RATING

Capacity / distribution

Read the actual machine plate. No universal capacity.

LITTLE CODY'S REMINDER

If a rating, weight or limit is unknown, stop and check before proceeding.



STUDY & PRACTICE

Stability and surfaces

Keep the load stable and lift only to the specified transport clearance. Avoid jolts, sharp turns and poor floors that can shift or topple it. Check small load wheels against thresholds and holes. A permitted route for a larger forklift is not automatically suitable for a pallet truck.

Look at the route. Damaged floors, wet surfaces, debris, thresholds and unsuitable slopes can change control and support. Report problems and use an approved alternative.

Respect changes. A new attachment, load, platform configuration or route may need a different assessment and additional instruction. Never improvise counterweights or override limits.

LITTLE CODY'S REMINDER

Smooth controls cannot make unsuitable ground or an unsafe configuration safe.



STUDY & PRACTICE

People and observation

Keep people separate. Follow barriers, marked routes and site access rules. A horn, warning light or sensor does not give right of way.

Look before every movement. Check the direction of travel, side/rear swing and the movement path. Stop if the view or clearance is inadequate. Use a trained banksman only under the agreed safe system.

LOOK

All around

PLAN

Clear route

MOVE

Observe continuously

Stop whenever the view or clearance is inadequate.

LITTLE CODY'S REMINDER

If agreed communication or sight of a required banksman is lost, stop immediately.



STUDY & PRACTICE

Travel under control

In pedestrian mode, use the walking position taught for that model and keep a clear escape route; never walk into a trapping gap. On ride-on equipment, remain within the protected operating position. Watch the direction of travel, control speed and keep feet away from wheels and fork tips.

Adjust to conditions. Follow site speed rules and slow enough for visibility, load, surface and stopping distance. Approach doors, junctions and blind corners cautiously.

New direction, new observation. Do not rely on an earlier check. Stop before a change that the machine instructions require to be made stationary. Never operate controls while distracted.

LITTLE CODY'S REMINDER

Look in the direction you are moving; stop if you cannot see a safe route.



STUDY & PRACTICE

Pedestrian operation

Position yourself safely. Maintain the model's safe walking/tiller position. Avoid being caught between the control head, truck or load and a wall, pallet or rack.

Control the movement. Use smooth inputs at a pace that allows safe control and stopping. Stop before changing your position if a clearance becomes doubtful.

No riding. Never ride on forks, the load or a pedestrian-only truck. An emergency reversing device is backup protection, not a method for moving through a narrow gap.

WALL / FIXED OBSTRUCTION



TRUCK / LOAD

Keep a clear escape route; do not enter a trapping gap.

LITTLE CODY'S REMINDER

Keep your feet clear and always preserve an escape route.



STUDY & PRACTICE

Ride-on and dual-mode

Check your scope. Pedestrian competence does not automatically cover ride-on operation. Both modes need observation and assessment for a combined result.

Enter when stationary. Use the designed access and configure platform/guards as instructed. Keep your whole body in the protected position while moving.

Change mode safely. Stop and follow the model's required sequence. Confirm the new mode and protection before moving. Do not jump on or off a moving truck or carry passengers.

LITTLE CODY'S REMINDER

A folding platform is not permission to ride in any configuration.



STUDY & PRACTICE

Pick up and set down

Check compatibility. Inspect the pallet and load. Align the forks with the correct openings and enter far enough for proper support without striking goods beyond.

Lift and travel. Confirm roller clearance and load security; raise only to the specified transport position. Re-observe before moving.

Set down fully. Use the intended level support area. Lower smoothly until the pallet is stable and fully supported, then withdraw without catching boards or rollers. Keep feet out of the load area.

LITTLE CODY'S REMINDER

The pallet must be supported before the forks withdraw.



STUDY & PRACTICE

Docks and gradients

Use only approved routes. Check gradient limits, direction of the load and your own position against this model's instructions. Do not use a generic slope rule from a different truck.

Control trailer movement. Confirm dock/bridge capacity and security, trailer floor and support, wheel chocks or approved restraint, and the agreed driver safe-place/key-control system. Keys alone do not restrain a trailer.

Stop if uncertain. Keep away from edges and trapping points. Trailer and gradient work require specific planning and training; they are not automatically included in basic pallet transport.

LITTLE CODY'S REMINDER

A secured trailer, suitable bridge and safe operator position are all needed.



STUDY & PRACTICE

Parking and charging

Park clear of access routes. Lower forks as prescribed, secure against movement and leave the tiller, platform and guards in their specified parked positions. Switch off and prevent unauthorised use. Do not leave fork tips projecting into a walkway.

Charge safely. Use only the approved battery/charger combination and charging area. Follow the correct isolation and connection sequence. Keep ignition sources away and provide the ventilation required for the battery type.

Do not improvise. Only authorised trained people should service or change batteries. Report damaged connectors, leaking or unusually hot batteries. Follow the site emergency plan for smoke, fire or leakage.

LITTLE CODY'S REMINDER

Park safely before leaving the operating position, even for a short interruption, and remove the key. On keyless machines, log out or secure access as instructed.



STUDY & PRACTICE

If something goes wrong

Stop safely. Use the taught emergency response for the actual model. Keep people away from an unstable load, damaged machine or other danger. Do not attempt a movement that could worsen the situation.

Report and prevent reuse. Tell the responsible person what happened. Apply the site isolation/tagging procedure: V.O.R. means Vehicle Off Road. A tag does not replace necessary isolation.

Leave repair to authorised people. Do not search for hydraulic leaks with your hands, enter a mechanism or work beneath unsupported equipment. Return to service only after the authorised competent person confirms it is safe.

Know the emergency plan. Identify the alarm, first-aid and rescue contacts before starting. Follow the model-specific overturn/entrapment instructions taught during familiarisation.

LITTLE CODY'S REMINDER

A near miss or small contact still needs reporting.



STUDY & PRACTICE

Practical preparation

Demonstrate pre-use checks, capacity/pallet compatibility, pickup, travel, controlled turns, restricted-view approaches, set-down and parking. Show safe pedestrian positioning and/or ride-on use according to scope. Dual-mode assessment must cover both. The examiner states any shunting allowance; docks/gradients need separate planned inclusion.

Explain your decisions. Be ready to show why the load/work, route, machine and protection are suitable. If a task cannot be completed safely, stop and explain why.

Practise under supervision. Use agreed equipment, loads, heights and areas. Do not practise emergency situations by creating a real hazard.

LITTLE CODY'S REMINDER

The aim is safe, controlled work - not rushing to finish.



STUDY & PRACTICE

Ready for assessment

Confirm your scope. Ask which machine, configuration and practical exercises are included. Tell the instructor if a control or task is unfamiliar.

Theory at FLT Academy. The formal online test is supervised and unlocked by the trainer. Timing starts when you open it. Wait for the instruction to begin, and ask about the test rules beforehand.

Practical assessment. Listen to the briefing, make your checks and observations, and stop whenever safety requires it. The examiner explains the assessment rules; this guide is not a marking sheet.

Use the next pages to revise. Answer in your own words before checking the suggested answers. These are fresh study prompts, not copies of the live examination.

LITTLE CODY'S REMINDER

Ask now if you are unsure. Understanding matters more than memorising a phrase.



Check your understanding

1. Does training on a pedestrian-operated powered pallet truck automatically qualify an operator to use a ride-on model?

2. Where must your feet be while moving?

3. Can you ride on a pedestrian-only truck?

4. Why check pallet entry and roller positions?

5. How high should a low-lift load be carried?

6. How should an emergency reversing device be tested?

Check your understanding

7. What must happen before changing operating mode?

8. What if your walking route ends in a trapping gap?

9. Can any slope rule be used on every pallet truck?

10. Are handed-over vehicle keys enough to secure a trailer?

11. When can you withdraw after set-down?

12. Does this booklet cover high-level stacking?

Suggested answers

1. No. The assessed scope must include the mode operated; both modes must be observed for a combined result.
2. Clear of wheels, forks and trapping points, in the protected or instructed position for the mode.
3. No.
4. Incorrect entry can break boards, damage rollers or leave the load unsupported.
5. At the model's prescribed transport clearance, not higher than needed.
6. By the manufacturer's safe test method, never by trapping a person against it.

Suggested answers

- 7.** Stop and follow the prescribed platform/guard/control sequence.
- 8.** Stop and choose a safe plan that maintains clearance and escape.
- 9.** No. Follow the actual model's limits, load orientation and operator-position procedure.
- 10.** No. Confirm the required restraint/chocks, support and dock checks as well as driver controls.
- 11.** When the pallet is fully and stably supported and forks/rollers can withdraw freely.
- 12.** No. It covers low-lift pallet transport; a stacker requires the appropriate additional training.

COMPLETE WITH YOUR INSTRUCTOR

Your workplace notes

Machine make/model and training scope

Plate limits / load or occupancy / height

Approved routes, ground and environment

Required protection and daily checklist

Emergency, rescue and defect-reporting contacts

Instructor notes / points to practise

Sources and credits

Use the exact operator manual first. The sources below support general guidance, not approval of a particular task. Links were checked on 22 September 2026. Manufacturer examples describe only their own designs.

[HSE: Rider-operated lift trucks, L117](#)

[HSE: Workplace transport safety, HSG136](#)

HSE information: Crown copyright, reused under the [Open Government Licence v3.0](#). No HSE logo or HSE illustration is reproduced. This FLT Academy guide is not endorsed by HSE, IPAF or a manufacturer.

Photograph (cover and page 4). EAmeise.jpg

Kira Nerys (German Wikipedia). [Wikimedia Commons source](#); [CC BY-SA 3.0](#).

Reproduced in full, scaled to fit; no content edits. The image retains its stated licence. No endorsement implied.

Artwork and diagrams. Little Cody and FLT Academy branding: supplied project assets. Diagrams: original FLT Academy study schematics, not to scale. VNA cover artwork, where shown, is stylised and not a control or geometry reference.

Using this guide. Original learner text and revision prompts for supervised learning. Check against the actual machine and training scope before student use. Formal exam questions and marking criteria are not reproduced.

FLT Academy Ltd

fltacademy.co.uk | info@fltacademy.co.uk

07379 260161 | Company No. 17332251

Free downloadable study guide. v1.0.