

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](#)

[Linde: Very narrow aisle warehouse planning guide](#)

[Linde: K and A VNA trucks](#)

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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.

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Free downloadable study guide. v1.0.



FREE STUDY GUIDE

v1.0 | 22 September 2026

For use alongside supervised training

VNA Man-Down

Accurate high-level handling from chassis level.



Little Cody artwork: illustrative, not a model-specific control guide.

Theory knowledge. Practical preparation.

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

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STUDY & PRACTICE

How to use this guide

Scope. VNA trucks whose operator remains at chassis level. Learn the actual guidance, turret/traverse arrangement and viewing aids. This booklet does not qualify you to operate a rising man-up compartment.

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

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LITTLE CODY'S REMINDER

These are study notes, not permission to operate independently.



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

Suggested answers

7. The load and carriage have their own swept paths and may strike neighbouring stock or racking.
8. The forks are engaged correctly and the load has cleared its supports safely.
9. Stop and secure the truck; obtain a safe method rather than forcing movement.
10. No. Any required banksman needs a protected position and an agreed safe communication system.
11. The required travel configuration, guidance conditions and cross-aisle traffic risks must all be addressed.
12. No. A rising-compartment truck needs the appropriate additional training, familiarisation and rescue arrangements.

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

Yellow = operator compartment (schematic)



Identify these on your training machine:

- | | |
|--|---|
| 1. Chassis-level operator position | 2. Operator guard and required restraint |
| 3. Lift mast, chains and carriage | 4. Turret and traverse mechanism |
| 5. Fork arms and locking devices | 6. Guidance rollers/sensors |
| 7. Cameras or viewing aids, where fitted | 8. Drive/load wheels and battery restraint |
| 9. Travel and automatic braking controls | 10. Capacity plate, alarms and limit indicators |

REVISION / ANSWERS 1-6

Suggested answers

1. At chassis level while the lifting assembly rises.
2. No. Fork alignment and engagement still need a reliable view/check.
3. Stop safely and obtain a safe plan; do not guess the engagement.
4. Clear authorised access, correct alignment and required guidance engagement.
5. No. It is specific to the model, mode and controlled working conditions.
6. Traverse is lateral movement; rotation changes the direction of the fork assembly.

Check your understanding

7. Why check the load as well as fork-tip clearance?

8. When is a pallet ready to withdraw?

9. What if the pallet snags?

10. Can a banksman stand under the load for a better view?

11. What changes at aisle exit?

12. Does man-down training cover man-up rescue?

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 the operator position, guard, required restraint, access steps, wheels and battery restraint. Inspect mast, chains, carriage, forks and turret/traverse components from ground-level safe positions. Check guidance parts and viewing-aid housings for damage or obstruction. Never climb racking or the mast for a better inspection.

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.



Pre-use: test safely

In a clear test area, follow the checklist for presence controls, steering, travel, automatic braking, horn, lift and turret/traverse. Check guidance and limit indications using the prescribed procedure. Verify cameras give a usable view. Stop if an image, control or warning system needed for safe handling is defective.

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.



Check your understanding

1. Where does a man-down operator remain?

2. Does a height display prove correct fork entry?

3. What if a required camera fails?

4. What must be confirmed on aisle entry?

5. Is elevated travel permission universal?

6. What is the difference between traverse and rotation?

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.



Know the operating limits

Use the rating for the actual lift height, load centre and attachment. Determine load weight and distribution before handling. Check pallet condition and the intended rack supports. A viewing screen or height display does not calculate that a particular load is safe unless the model specifically provides that function.

WEIGHT

Know the load

POSITION

Load centre /
distribution

LIMITS

Height / attachment /
rating

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.



Stability and surfaces

Use the approved floor and operating envelope. Raise, rotate, traverse and travel only in combinations allowed for the model and task. Some VNA systems permit elevated load travel within controlled aisles; do not apply that permission outside the stated conditions or to cross-aisle travel.

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.



Practical preparation

Demonstrate checks, authorised aisle entry, guidance, suitable viewing-aid use, turret/traverse, safe load placement/retrieval at agreed heights, permitted travel, aisle exit and parking. Explain the safe response to a simulated visibility or guidance failure.

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

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

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.



Travel under control

Establish clear and authorised aisle access, align and confirm guidance engagement. Use smooth travel inputs and allow stopping distance. Observe the travel direction and nearby hazards. At transitions and aisle ends, follow the specified configuration, speed and observation procedure.

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.



Parking and charging

Park in the designated location, lower equipment and restore turret/fork position as specified. Secure against movement, switch off and prevent unauthorised use. Keep routes and access clear; 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

Leave the aisle safely

Reconfigure. Restore the required load height, turret position and fork arrangement before exit. Do not assume the guided-aisle travel mode is suitable outside it.

Observe the junction. Check cross-aisle traffic and the entire swept path. Follow any stop line, warning or reduced-speed zone.

Report concerns. Rack contact, a snagged pallet, a failed viewing aid or guidance warning needs reporting even if operation appears to recover. Keep damaged areas isolated under site arrangements.

LITTLE CODY'S REMINDER

The end of the rail is not the end of your observation.



STUDY & PRACTICE

Enter the guided aisle

Prepare. Check the aisle-control arrangements, floor, racking projections and guidance route. Confirm no person is in the working aisle.

Engage correctly. Approach in the specified alignment and confirm the required indication before normal guided operation.

If guidance fails. Stop safely, report the problem and follow the permitted recovery process. Never force the truck against rails or defeat an alarm.

RACK
No pedestrian
access

TRUCK

RACK
Check
projections



Confirm clear aisle + guidance engagement

LITTLE CODY'S REMINDER

Guidance controls direction; it is not a substitute for people control.



STUDY & PRACTICE

See the fork engagement

Use the right aid. Check cameras, screens, mirrors or other aids required for this task. Understand their blind spots, delay and perspective.

Confirm, do not guess. At height, verify fork level, entry alignment and full engagement before lifting. A height indicator alone does not prove the forks are inside the pallet.

Stop for an inadequate view. Obtain a safe plan. A trained banksman is used only where the risk assessment requires one, with agreed communication and a protected position. Stop if sight or communication is lost.

LITTLE CODY'S REMINDER

A fuzzy or missing view is a reason to stop, not to estimate.



STUDY & PRACTICE

Rotate, traverse and lift

Know the functions. Turret rotation changes fork direction; traverse shifts the assembly laterally. Identify the moving assembly on your truck.

Clear the sweep. Check fork tips, carriage, load and neighbouring stock throughout the movement. Apply controls smoothly.

Release and retrieve safely. For retrieval, engage adequately and lift clear of supports before withdrawal. For placement, lower onto the correct supports and confirm stable support before freeing the forks. Stop if anything catches.

TRUCK
Main mast

CARRIAGE
Fork assembly



TRAVERSE: sideways | ROTATE: change direction

LITTLE CODY'S REMINDER

Never use racking as a guide or a stop for the load.

