



# Order Picking Trucks

## At a glance...

### Training (with Assessment) Competence with Modules

Duration Notes:	The expected duration for the course is two days, however please note this may vary according to factors such as level of experience, modules or attachments selected, or the ratio of Instructors to Learners.
Delivery Method:	Classroom and practical demonstration and assessment
Prerequisites:	There are no pre-course requisites, provided that Learners meet the minimum age requirements according to Health and Safety Executive (HSE) Approved Code of Practice L117: 'Rider-operated lift trucks: Operator training'.

## Introduction

Becoming proficient in operating this popular piece of machinery is an essential and valued operator's skill for any contract, large or small.

## Overview in brief

This course will equip you with the knowledge and confidence to operate the machine safely, protecting both you and those around you.

This course offers two certificate options depending on your needs:

- Medium level order picker (E1)
- High level order picker (E2)

## The finer details

This training course has been developed to help you understand how to operate an order picking truck safely.

The amount of instruction you will require will depend largely upon your previous experience and sessions will be adapted to meet your needs. Course duration will be one day.

The training course will consist of theory and practical sessions, followed by assessment. Course sessions include:



- Lift Truck Safety and the Law
- Common Areas of Maintenance and Pre-start Checks
- Start, Stop and Basic Manoeuvring
- Operating with Pallets and Loads
- Aisle Entry and Collection of Loads/Packages
- Practical Assessment.



If successful in meeting the required standards assessed, you will be awarded a certificate of competence and a Lantra skills ID card for your chosen certificate option.

### Who should attend?

This course is for you if you need to become proficient in safely operating an order picking truck.

As you'll appreciate, this course contains some practical activity that will require a minimum level of fitness. If you have any concerns, please speak to the Provider.

### What will be covered?

At the end of the course, you will have earned the skills and knowledge to be able to:

- Prepare the order picking trucks for driving or manoeuvring by:
  - Having site safety awareness
  - Identifying basic construction and components, and the purpose and use of all controls and gauges
  - Identifying and complying with manufacturers' instructions in accordance with the MOM and other information sources, such as rating plates and applicable regulations
  - Carrying out all pre-start and running checks
  - Configuring the lift truck for travel
  - Placing the lift truck in an out-of-service condition.
- Operate, move or manoeuvre the order picking trucks:
  - Both with and without a load
  - In confined areas using forward and reverse direction, with and without a load.
- Select, transfer and position loads using an order picking truck by:
  - Setting up the lift in order to lift various loads
  - Lifting various loads within the full working range of the VNA & OP lift truck
  - Ensuring load integrity and security
  - Transporting loads
  - Placing and retrieving loads accurately at various places
  - Keeping within safe working parameters
  - Operating with bulk loads.



- Conduct aisle entry and exit procedures
- Undertake post-operational checks on a lift truck.

