

# Method Statement



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LiftSkill Academy utilises a method statement for forklift truck training that is structured and thorough, adhering to ACOP 117 guidelines to ensure the safety and proficiency of participants. This approach involves theoretical and practical training, simulated scenarios, detailed assessments, and ongoing support. The aim is to equip participants with the necessary knowledge and skills for safe and efficient forklift truck operations, adhering to regulatory standards. Certification is provided upon successful completion, with a commitment to post-training support and periodic refresher courses to maintain competence. Rigorous record-keeping ensures accountability and compliance with industry standards.

Should you have any inquiries or feedback concerning this method statement, please contact us at [liftskill@outlook.com](mailto:liftskill@outlook.com).

## **LiftSkill Academy's Forklift Truck Training Method Statement**

### **1. Objective**

- The primary goal is to provide comprehensive training on the safe operation of forklift trucks to ensure the well-being of operators and create a secure working environment.

### **2. Training Personnel**

- Qualified and certified trainers will conduct the forklift truck training sessions. Trainers will possess extensive knowledge of forklift operations and safety protocols.

### **3. Pre-training Assessment**

- Before the training, each participant will undergo a pre-training assessment to evaluate their knowledge and skill level related to forklift truck operations, such as previous training or experiences.

### **4. Theoretical Training**

- Participants will receive classroom instruction covering the following topics:
  - Forklift truck components and functions



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- Safety regulations and compliance
- Load handling techniques
- Hazard identification and risk assessment
- Emergency procedures
- Operator Safety Code

## 5. Practical Training

- Hands-on training will be conducted in a designated and controlled area.
- Participants will practice basic manoeuvres, load handling, and safe operating procedures under the supervision of trainers.
- Training will include:
  - Starting and stopping procedures
  - Steering and manoeuvring
  - Load picking and stacking
  - Vehicle inspections

## 6. Simulated Scenarios

- Simulated scenarios will be introduced to assess participants' ability to handle tight spaces, uneven surfaces, unusual loads, and emergencies.

## 7. Assessment and Feedback

- Participants will undergo a final assessment to evaluate their safety awareness and skills in forklift truck operations.
- Trainers will provide constructive feedback and address any areas requiring improvement.

## 8. Certification

- Upon completing the training, participants will receive a certification indicating their competence in forklift truck operations.

## 9. Post-training Support

- Continuous support will be provided to address any questions or concerns arising after the training sessions.
- Refresher courses will be offered periodically to reinforce safety practices and update participants on regulatory changes.

## 10. Record Keeping

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- Comprehensive records of participants, training materials, assessments, and certifications will be maintained for auditing purposes.

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The method statement outlines the structured approach to forklift truck training, ensuring a thorough understanding of safety protocols and operational procedures.