

REGISTRATION FORM

Safe Forklift Driving Skills

Wednesday - Thursday * March 11 - 12, 2026 * FMM Institute Malacca

FMM Institute Malacca (199901000527 / 475427-W)

D3-4, Plaza Jayamuda,
Jalan Pelanduk Putih, 75300 Melaka
TIN Number : C10626805080
SST Number : W10-1901-32000105

Please register the following participant(s) for the above programme:

1 Name _____ Designation _____

Nationality _____ IC No. _____

2 Name _____ Designation _____

Nationality _____ IC No. _____

(If space is insufficient please attach separate list)

Please Tick (✓) if your company

- will be claiming under SBL-Khas Scheme
- will not be claiming under SBL-Khas Scheme
- vegetarian _____ Pax

Enclosed cheque/bank draft No _____ for RM _____

being payment for _____ participant(s) made in favour of the

FMM Institute

Submitted by

Name _____

Designation _____

Company _____

Address _____

_____ FMM Membership No. _____ PSMB MyCodeID No. _____

Telephone _____ Fax _____ Date _____

E-mail Address _____



Safe Forklift Driving Skills

March 11 - 12, 2026

SBL-KHAS SCHEME



FMM Institute Malacca Branch

Centre for Professional Development

Contents

Part 1: Legal Provisions On Safety

- Occupational Safety And Health Act 1994
- The general duties of employers and employees
- The provisions under sections 15, 16, 17 18 19 and 24. (1) a, b, c, d. and (2)

Part 2: The Standard Operating Procedures And The SAFETY Aspect

- Acquire thorough knowledge on the forklift
- Proper attire for operating the forklift
- The procedures and steps to perform pre-operation checks and periodic maintenance
- Design and develop daily safety checklists
- The 9 (nine) Golden Safety Rules while operating a forklift

Part 3: The Safety Aspect of operating A Forklift

- Do not use the forklift if any of the following conditions exist:
- The 7 points
- Starting the forklift
- The correct and safe ways to start the forklift
- 5 important points when picking up the loads
- 5 important points when putting a load down
- 6 critical points to follow by forklift drivers

- 16 golden rules to follow in safe forklift handling
- Loading docks – The 6 golden rules

Part 4: The Main Components Of The Forklift

- The different functions of each of the component
- Driving controls and instrument panel
- The 15 pre-operation check

Part 5 : The Do And Don'ts In Forklift Handling

- Safety for the day begins with you
- The safety procedures to follow when checking the forklift
- The 52 ways of do and don't

Part 6 : Practical Forklift Safety Handling

- Practical forklift safety inspection, handling and driving exercises. All to be evaluated
- The practical coverage scopes :
 - a) Safety driving – hands and legs usage
 - b) Close area handling – operator to drive the forklift and man oeuvre in a close area with loads
 - c) Stacking – loading and unloading

Benefits

At the end of the programme, participants will be able to: -

- To drive and use the forklift in a proper and safe way
- To have thorough knowledge on the forklift
- To understand and learn in detail the functions and safety handling of all the main components of the forklift

Trainer

MR TEE TUAN CHUAR has 18 years of training and consultancy experiences. He is qualified as a HRDC approved trainer. Mr Tee been trained in ICOP Compliance And Road Safety – Latihan Keselamatan ICOP organized by Johor Tracking Association in collaboration with SPAD and PUSPAKOM and undertakes to train transport operations' compliances on ICOP which is subjected to audit by SPAD. He also undertake Grid and In Base certificate programmes such as LEAN Manufacturing and the module of Supply Chain Management In Production Planning Control. He soft skills training included trained in Forklift Safety handling, 6S Consultants for MNC, Warehouse, Inventory, INCOTERMS, Financial Management / Accounting / Costing And Procurement In Negotiations Skills.

Who Should Attend

Supervisors, Line Leaders, Forklift Operators and other who handle the forklift daily or occasionally.

Administrative Details

Date : March 11 - 12, 2026 (Wed-Thurs)

Time : 9.00am - 5.00pm

Venue : FMM Institute Malacca

D3-4 Plaza Jayamuda
Jalan Pelanduk Putih
75300 Melaka

Fees (Inclusive of 8% SST) :

FMM Members **RM864** per participant

Others **RM972** per participant

(Fees include course materials, lunch and refreshments)

Registration forms must be completed and returned to FMM Institute Malacca Branch by **March 4, 2026**. No refund for cancellation within 2 working days, 50% refund for cancellation between 3 - 6 working days and full refund for cancellation 7 working days prior to the programme. CANCELLATION MUST BE IN WRITING TO FMM INSTITUTE MALACCA BRANCH. Replacements will be accepted at no additional cost. FMM Institute Malacca Branch reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of any changes. **However, if the company failed to obtain grant approval or in the event there is no disbursement from HRDCORP under any circumstances to us, then the company will have to make full payment to FMM Institute Malacca Branch.**

For enquiries, please contact:

Ms Chloe Leong / Ms Yvonne Gan

FMM Institute Malacca Branch

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