



RTITB INSTRUCTOR ACADEMY
FACILITIES CRITERIA
LIFTTRUCK INSTRUCTOR

FACILITIES CHECK

For our instructors to deliver effective and quality training on your premises we have put together a helpful checklist.

Classroom Facilities:

Classroom area designated for the duration of the instructor course.

- ◆ Tables and chairs for all course candidates and the instructor
- ◆ White board/flip chart
- ◆ Printing facilities
- ◆ Pens, and paper
- ◆ Projector/Screen/Smart screen/TV
- ◆ A clock.

Practical Training Area:

A specific area needs to be set aside and segregated from normal working activities, this needs to be available for the full duration of the course. The temperature of the training area should not adversely affect candidate learning. Noise levels in the learning environment must be controlled to prevent distractions.

All learning environments (classroom or practical) must be reserved for exclusive use of the instructor and candidates for the duration of the course.

The practical area will need to be an indoor facility. If you don't have an indoor facility available please speak to us before booking.

Please make available:

- ◆ Racking system. This needs to be in a safe condition, bolted to the floor and have Safe Working Load (SWL) and Uniformly Distributed Load (UDL) clearly displayed. The racking system should be able to accept pallets at three levels and have a height of at least 3 metres.
- ◆ Approximately 30 empty wooden or plastic pallets
- ◆ 12 pallets with loads on them (ideally boxes that are about 1 meter in height)
- ◆ 12 pallets that are available to stack and interlock onto each other
- ◆ A pallet with a heavy load on it
- ◆ Barrels or cones to drive around
- ◆ Signage and barriers to separate and clearly identify practical training area
- ◆ Suitable lift truck available for the duration of the course
- ◆ A battery charging area OR diesel refuelling area safely marked and set up
- ◆ Suitable personal protective equipment (PPE)
- ◆ Clock.

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Other items:

The facility must meet all health and safety requirements, including:

- ◆ Insurance certificate
- ◆ Risk assessments for the premises (including specific site rules)
- ◆ Health and safety at work posters - mounted
- ◆ Walkways and traffic routes segregated
- ◆ Doors to training area are signposted e.g. Lift Trucks in Use
- ◆ First aid resources are available and the instructor has details of your nominated first aider and procedure
- ◆ Instructor has a copy of the fire and evacuation procedure
- ◆ Instructor will be given all domestic information including washroom location, breaks and refreshment areas and shift patterns (if applicable).

If you have any questions about the information provided please call us on +44(0)1952520214 or email academy@rtitb.com.

Agreement for delivery of a Lift Truck Instructor course on customer's premises.

Please read carefully and sign in the spaces provided as agreement to the terms for delivery of a Lift Truck Instructor course on your premises.

PRINT ADDRESS

Please note that all the criteria must be met as detailed in this document.

On arrival should The RTITB Academy Instructor not be satisfied that the conditions or resources meet the minimum requirements for delivering the Lift Truck Instructor course; the instructor reserves the right to abandon the course immediately.

All charges will still apply for the full duration of the course including any travel and subsistence incurred for any aborted course and no discussion will be entered into.

NAME (PRINTED)

POSITION

SIGNATURE

FOR ON AND BEHALF OF

DATE

