

Model Curriculum

Airline Forklift Operator

SECTOR: AEROSPACE AND AVIATION
SUB-SECTOR: AIRLINE
OCCUPATION: LOADING & UNLOADING
REF ID: AAS/Q0704
NSQF LEVEL: 4



Certificate

**CURRICULUM COMPLIANCE TO
QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS**
is hereby issued by the

AEROSPACE & AVIATION SECTOR SKILL COUNCIL (AASCC)
for the

MODEL CURRICULUM

Complying to the National Occupational Standards of
Job Role/Qualification Pack : **“Airline Fork Lift Operator”** QP No. AAS/Q0704 NSQF level 4

Date of issuance : 11 July 2017
Valid up to : 10 July 2018
** Valid up to the next review date of the Qualification Pack*



(Authorised signatory)
Aerospace & Aviation Sector Skill Council (AASCC)

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Airline Forklift Operator

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Airline Forklift Operator”, in the “Aerospace & Aviation” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Airline Forklift Operator		
Qualification Pack Name & Reference ID.	AS/Q0704		
Version No.	1.0	Version Update Date	15 – 03 - 2017
Pre-requisites to Training	Class X		
Training Outcomes	<p>After completing this programme, participants will be able to;</p> <ul style="list-style-type: none"> • Prepare the vehicle for use • Maneuver the vehicle in the designated area • Maintain procedures and practices which contribute to the safety of operations • Prepare and conduct the loading and unloading of the load within the warehouse. • Identify and use basic tools, equipment & materials; Understand of tool box, machinery equipment for its operation. • Use basic communication skills and good inter-personal skills. • Stand and walk for long periods of time consistent kneeling, squatting and reaching above the head with caution to avoid accidents. • Work under pressure to meet the deadlines • Work well in a team • Make/take decisions 		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Airline Forklift Operator” Qualification Pack issued by “Aerospace & Aviation Sector Skill Council (AASCC)”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Follow safety and security procedures Theory Duration (hh:mm) 25:00 Practical Duration (hh:mm) 23:00 Corresponding NOS Code AAS/N0502</p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> • comprehend the organisation’s safety and security policies and procedures • comprehend the regulatory guidelines on safe conduct of operations and maintenance of conditions to thwart any acts of unlawful interference • report any identified breaches of safety, and security policies and procedures to the designated person • coordinate with other resources at the workplace (within and outside the organisation) to achieve safe and secure environment • identify and mitigate any safety and security hazards like illness, accidents, fires or acts of unlawful interference if it falls within the limits of individual’s authority • report any hazards outside the individual’s authority to the relevant person in line with organisational procedures and regulatory guidelines • follow organisation’s emergency procedures for incidents or accidents, fires or acts of unlawful interference • identify and recommend opportunities for improving health, safety, and security to the designated person • ensure completion of all health and safety records are updates and procedures well defined 	<p>White/Black board, Markers, computer and projector, trainer’s guide, student handbook, Charts regarding health & hygiene, fire-fighting, first aid, chart of prohibited items</p>
2	<p>Ensure forklift is fit for use Theory Duration (hh:mm) 12:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code ASC/N9712</p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> • check the following components of forklift for operational ease: • foot Brake – that pedal holds and unit stops smoothly • parking Brake –that brake holds against slight acceleration • seat Brake – that brake holds when operator rises from seat • clutch and Gearshift – shifts smoothly with no jumping or jerking • dash Control Panel – that all lights and gauges are operational 	<p>White/Black board/ Chart paper, Markers/Computer and projector, trainer’s guide, student handbook, Chart on traffic signals and symbols,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • steering – moves smoothly • lift Mechanism – operates smoothly (check by raising forks to maximum height then lowering forks completely) • tilt Mechanism – moves smoothly and holds (check by tilting mast all the way forward and backward) • cylinders and Hoses – not leaking after above checks • listen for any unusual sounds or noises • start the forklift and check for the following once again: • check that all warning devices operate (horn, indicator lights, rear and brake lights and the reverse alarm) • check that the mast tilts forward and back correctly and that the mast extends • ensure following preventive maintenance schedules as per laid down guidelines • report actual or possible defects to the supervisor in enough detail so they can diagnose the problem in consultation with superiors conclude 	
3	<p>Load and unload the material safely</p> <p>Theory Duration (hh:mm) 33:00</p> <p>Practical Duration (hh:mm) 95:00</p> <p>Corresponding NOS Code ASC/N9713</p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> • check that transmission control lever is in neutral position and safety locks are on(if fitted) and all attachment controls are in the neutral position • check that the throttle control or accelerator pedal is pushed past any constriction that may be fitted and is in the low idle position • turn the ignition switch to start the engine. If it fails to start within approximately 10 seconds, allow the starter to cool down and try again; in cold conditions pre-heating may be required • check all gauges for correct operation • allow the engine and components to warm up to operating temperature for approximately 5 minutes before operating. during this period operate all attachment controls checking for correct operation, unusual noises and any vibrations • re-check all gauges, horn and 	<p>White/Black board, Markers, computer and projector, trainer's guide, student handbook,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>warning lights for correct operation</p> <ul style="list-style-type: none"> • ensure that the area is clear of all personnel and equipment before moving • drive the forklift to the desired location • drive the forklift near to the storage location where the material is kept; be it at the shop floor or the stores/warehouse • lower the forks while keeping the mast in upright condition 4. level the fork before inserting it into the pallet. • insert the fork all the way under the material. • adjust the fork as wide as possible to fit the load and to provide a more even distribution of weight. <p>ensure that the material on pallets is stable, neat, cross-tied if possible and evenly distributed</p> <ul style="list-style-type: none"> • tilt loads backwards • travel with forks as low as possible from the floor and tilted back 10. match speed to driving, load and workplace conditions • reach the designated location steering clear of any obstacles, • material etc. and being on the designated isles. • lower the forks as slowly as possible until the pallet touches the ground • rest the pallet on ground and slowly start removing forks out of the pallet ensuring that the material is not being damaged • afterwards, again lift the forks slightly above the ground and drive it back to the next destination. Take care not to meet with any obstacles as in the un-laden condition the FLT balance is rear heavy. • repeat 1. to 14. till all the materials have been moved and stored at the respective location • once the job is over , reach the parking area and park the forklift with the forks and attachments (if any)touching the ground • place all attachment control levers in the neutral or hold position. • do not allow lift chains to go slack, as they may jump clear of the top carrier 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>rollers.</p> <ul style="list-style-type: none"> place the transmission and forward reverse levers into the neutral position and apply any safety locks. apply park brake. if it is an LPG powered forklift, turn off the fuel isolating valve as this prevents a build up of explosive gases prior to starting up again switch off the ignition inform about anything that affects the normal operation of the forklift and tell the supervisor immediately 	
4	<p>Take actions to deal with incidents, accidents and emergencies in the aviation security environment</p> <p>Theory Duration (hh:mm) 16:00</p> <p>Practical Duration (hh:mm) 16:00</p> <p>Corresponding NOS Code AAS/N0501</p>	<p>Candidates will be able to;</p> <ul style="list-style-type: none"> comprehend the probability and severity of emergency situations take action to deal with emergencies, incidents or accidents in line with the organisation's procedures and regulatory guidelines make sure the action planned does not increase the risk or threat to self and others consider the needs of others when taking action keep all the relevant and appropriate person(s) informed on action taken in line with organisation's procedures get help from the appropriate sources in situation(s) that are outside your own authority or ability document all actions taken to mitigate risks/emergencies in line with organisation procedures and regulatory guidelines 	<p>White/Black board/ Chart paper, Markers/Computer and projector, trainer's guide, student handbook, video film demonstrating typical questioning techniques</p>
	<p>Total Duration</p> <p>Theory Duration (hh:mm) 86:00</p> <p>Practical Duration (hh:mm) 154:00</p>	<p>Unique equipment used;</p> <ul style="list-style-type: none"> Fork lift equipment Container, Pallets & dummy packages Mechanical & electrical tractors/tugs personal protective equipment (PPE) (consisting of safety jacket & safety shoes) 	

Grand Total Course Duration: 240 Hours, 0 Minutes

*(This syllabus/ curriculum has been approved by **SSC: Aerospace & Aviation**)*

Trainer Prerequisites for Job role: “Airline Forklift Operator” mapped to Qualification Pack: “AAS/Q0704”

Sl. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “AAS/Q0704”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well- organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Class X
4a	Domain Certification	Statutory Certificate from Aerospace & Aviation Sector Skill Council (AASSC) for Job Role: “Airline Forklift Operator” mapped to QP: “AAS/Q0704”. Minimum accepted score for domain certification will be 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the job role “Trainer” mapped to the Qualification Pack : “MEP/Q 0102”. Minimum accepted percentage as per respective SSC guidelines is 80%.
5	Experience	2-3 years of experience

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Airline Forklift Operator
Qualification Pack	AAS/Q0704
Sector Skill Council	Aerospace & Aviation

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate
6. The marks are allocated PC wise, however, every NOS will carry a weightage in the total marks allocated to the specific QP

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
1. AAS/N0502 Follow safety and security procedures	PC1. comprehend the organisation's safety and security policies and procedures	100	10	5	5
	PC2. comprehend the regulatory guidelines on safe conduct of operations and maintenance of conditions to thwart any acts of unlawful interference		10	5	5
	PC3. report any identified breaches of safety, and security policies and procedures to the designated person		10	5	5
	PC4. coordinate with other resources at the workplace (within and outside the organisation) to achieve safe and secure environment		20	10	10
	PC5. identify and mitigate any safety and security hazards like illness, accidents, fires or acts of unlawful interference if it falls within the limits of individual's authority		10	5	5
	PC6. report any hazards outside the individual's authority to the relevant		20	10	10

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
	person in line with organisational procedures and regulatory guidelines				
	PC7. follow organisation's emergency procedures for accidents, fires or acts of unlawful interference		5	2	3
	PC8. identify and recommend opportunities for improving health, safety, and security to the designated person		10	8	2
	PC9. ensure completion of all health and safety records are updates and procedures well defined		5	2	3
		Total	100	52	48
2. ASC/N9712 (Ensure Forklift Truck is fit for use)	PC1. visually check the forklift before starting for: <ul style="list-style-type: none"> • engine oil level, fuel level, radiator water level (LPG, gas and diesel forklifts). • battery is fully charged; check cables for exposed wires; battery plug connections not loose, worn or dirty; vent caps not clogged; (battery operated fit's) • electrolyte levels in cells; hold-downs or brackets to keep battery securely in place • bolts, nuts, guards, chains, or hydraulic hose reels are not damaged, missing or loose • wheels and tyres for wear, damage and air pressure, if pneumatic tyres • forks are not bent; no cracks present; positioning latches are in good working condition; carriage teeth not broken, chipped or worn • chain anchor pins are not worn, loose or bent • fluid leaks - no damp spots or drips 	100	55	15	40

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
	<ul style="list-style-type: none"> hoses are held securely; not loose, crimped, worn or rubbing horn is working and loud enough to be heard in working environment; other warning devices operational lights - head lights and warning lights operational 				
	<p>PC2. check the following components of forklift for operational ease:</p> <ul style="list-style-type: none"> foot brake – that pedal holds and unit stops smoothly parking brake –that brake holds against slight acceleration seat brake – that brake holds when operator rises from seat clutch and gearshift – shifts smoothly with no jumping or jerking dash control panel – that all lights and gauges are operational steering – moves smoothly lift mechanism – operates smoothly (check by raising forks to maximum height then lowering forks completely) tilt mechanism – moves smoothly and holds (check by tilting mast all the way forward and backward) cylinders and hoses – not leaking after above checks listen for any unusual sounds or noises 		65	15	50

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
	PC3. start the forklift and check for the following once again: <ul style="list-style-type: none"> • check that all warning devices operate (horn, indicator lights, rear and brake lights and the \reverse alarm) • check that the mast tilts forward and back correctly and that the mast extends 		20	10	10
	PC4. ensure following preventive maintenance schedules as per laid down guidelines		10	10	0
	PC5. report actual or possible defects to the supervisor in enough detail so they can diagnose the problem in consultation with superiors conclude		10	10	0
		Total	160	60	100
3. ASC/N9713 (Load & unload the materials safely)	PC1. follow the procedure for starting the forklift : <ul style="list-style-type: none"> • fasten the seatbelt • check that the park brake is engaged • check that transmission control lever is in neutral position and safety locks are on (if fitted) and all attachment controls are in the neutral position • check that the throttle control or accelerator pedal is pushed past any constriction that may be fitted and is in the low idle position • turn the ignition switch to start the engine. If it fails to start within approximately 10 seconds, allow the starter to cool down and try again; in cold conditions pre-heating may be required • check all gauges for correct operation • allow the engine and components to warm up to operating temperature 		60	10	50

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
	<p>for approximately 5 minutes before operating. During this period operate all attachment controls checking for correct operation, unusual noises and any vibrations</p> <ul style="list-style-type: none"> re-check all gauges, horn and warning lights for correct operation ensure that the area is clear of all personnel and equipment before moving drive the forklift to the desired location 				
	<p>PC2. drive the forklift near to the storage location where the material is kept; be it at the shop floor or the stores/warehouse</p> <p>PC3. lower the forks while keeping the mast in upright condition</p> <p>PC4. level the fork before inserting it into the pallet.</p> <p>PC5. insert the fork all the way under the material.</p> <p>PC6. adjust the fork as wide as possible to fit the load and to provide a more even distribution of weight.</p> <p>PC7. ensure that the material on pallets is stable, neat, cross-tied if possible and evenly distributed</p> <p>PC8. tilt loads backwards</p> <p>PC9. travel with forks as low as possible from the floor and tilted back</p> <p>PC10. match speed to driving, load and workplace conditions</p> <p>PC11. reach the designated location steering clear of any obstacles,</p>		135	35	100

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
	<p>material etc. and being on the designated isles.</p> <p>PC12. lower the forks as slowly as possible until the pallet touches the ground</p> <p>PC13. rest the pallet on ground and slowly start removing forks out of the pallet ensuring that the material is not being damaged</p> <p>PC14. afterwards, again lift the forks slightly above the ground and drive it back to the next destination. Take care not to meet with any obstacles as in the unladen condition the FLT balance is rear heavy.</p> <p>PC15. repeat PC1. to PC14. till all the materials have been moved and stored at the respective locations</p>				
	<p>PC16. once the job is over , reach the parking area and park the forklift with the forks and attachments (if any)touching the ground</p> <p>PC17. place all attachment control levers in the neutral or hold position.</p> <p>PC18. do not allow lift chains to go slack, as they may jump clear of the top carrier rollers.</p> <p>PC19. place the transmission and forward reverse levers into the neutral position and apply any safety locks.</p> <p>PC20. apply park brake.</p> <p>PC21. if it is an LPG powered forklift, turn off the fuel isolating valve as this prevents a build up of explosive gases prior to starting up again</p> <p>PC22. switch off the ignition</p>		50	10	40

Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
	PC23. inform about anything that affects the normal operation of the forklift and tell the supervisor immediately		10	10	0
		Total	270	70	200
4. AAS/N0501 (Take actions to deal with incidents, accidents and emergencies in the aviation security environment)	PC1. comprehend the probability and severity of emergency situations	100	20	10	10
	PC2. take action to deal with emergencies, incidents or accidents in line with its organisation's procedures and regulatory guidelines		20	10	10
	PC3. make sure the action planned does not increase the risk or threat to oneself and others		10	5	5
	PC4. consider the needs of others when taking action		10	5	5
	PC5. keep all the relevant and appropriate person(s) informed on action taken in line with organisation's procedures		10	6	4
	PC6. get help from the appropriate sources in situation that are outside your own authority or ability		20	10	10
	PC7. document all actions taken to mitigate risks/ emergencies in line with organisation procedures and regulatory guidelines		10	5	5
		Total	100	51	49