

4.9.1 Duration

Minimum of one day (7 hours)

4.9.2 Course entry criteria

In addition to the general course entry criteria specified in Section 4.1.2, all applicants must have satisfactorily completed a recognised Operator's course and should hold a valid PAL Card for the relevant categories of plant (e.g. MEWP, forklift, dumper) OR the employer must provide written evidence of competency of plant operation before starting the course.

Applicants should also hold a current driving licence for the type of vehicle to be loaded or the employer must provide written evidence of the candidate's familiarisation with the vehicle.

4.9.3 Instructor criteria

Instructors should hold a PAL Card for the relevant type of plant, IPAF LOAD category on their Instructor Licence and ideally (but not mandatory) hold a driving licence for the type of vehicle to be loaded.

4.9.4 Aim

To instruct the Operator in the correct safety procedures for the loading, unloading and securing of plant machinery prior to or following transportation by road.

4.9.5 Objectives

At the end of the course the candidate will:

- Be aware of the relevant health and safety legislation.
- Be aware of accident prevention and control measures.
- Be aware of the needs with regard to Personnel Protection Equipment (PPE) and requirements.
- Be able to safely load, unload and secure different types of machinery onto the body of a suitable vehicle ready for transportation legally on the public highway.

4.9.6 Theory

What the candidate should know:

- The pre-use and maintenance checks to be carried out prior to starting work.
- The correct and safe method for operating, loading, unloading, positioning and securing ready for transportation of a specific machine or machines.
- The correct capacities, limitations and safety procedures to enable safe operation.
- The correct selection of vehicle relating to the different types and combinations of machines to be transported.
- The correct selection, inspection and use of securing and ancillary equipment.

4.9.7 Course structure

- a. Introduction**
Facilities and housekeeping, objectives, health and fitness statement.
- b. Laws and standards**
Legislation; Health & Safety & Work Act (HSWA) 1974; Management of Health and Safety at Work Regulations (MHSWR) 1999; Provision & Use of Work Equipment Regulations (PUWER) 1998; Lifting Operations Lifting Equipment Regulations (LOLER) 1998; Work at Height Regulations (WAHR) 2005; Road Traffic Act 1991; Road Vehicles (Construction and Use) Regulations 1986.
- c. Risk assessment**
Risk assessments; hierarchy of risk assessment for load and unload; Personal Protective Equipment (PPE).
- d. Vehicle types**
Types of vehicles
- e. Vehicle load**
Vehicle inspection; inspection of item to be loaded; positioning the vehicle to be loaded; vehicle inspectorate plate; load calculation; load calculations and positions; forward projecting loads; rear projecting loads; large loads; checks before moving off; large loads; load distribution; and vehicle and load weights.
- f. Loading**
Loading; loading hazards; grounding hazards; crushing hazard; and winching.
- g. Securing**
Load security; securing equipment; how to secure load; how not to secure load; and making sure the load is secure.
- h. Unloading**
Unloading; HOW and WHY did this happen; and multiple loads.
- i. Summary**
- j. Theory test**
- k. Practical session and assessment**
- l. Course review**

List of forms

All forms are available from www.ipaf-training.com under the Documentation section.

Form 4.9.1

Load and Unload Theory Test

Form 4.9.2

Load and Unload Theory Answers

Form 4.9.3

Load and Unload Practical Test

Form 4.9.4

Load and Unload Practical Risk Assessment

IPAF Training Course Assessment Booklet