



MAKERERE UNIVERSITY

Infectious Diseases Institute  
College of Health Sciences  
Makerere University



# Terms of Reference (ToRs) for the Forklift Usage and Maintenance Training at the Infectious Diseases Institute (IDI)

Infectious Diseases Institute  
School of Medicine, College of Health Sciences  
PO Box 22418, Kampala, Uganda  
Website: [www.idi-makerere.com](http://www.idi-makerere.com)  
Email: [office@idi.co.ug](mailto:office@idi.co.ug)

**Main locations:**

IDI McKinnell Knowledge Centre  
(ED, Training, Outreach, Grants Management, Finance & Admin)  
Makerere University Main Campus  
Tel: +256 (0)312 211 422

IDI Mulago  
(Clinic, Research, Lab Services, Information Services)  
Mulago Hospital Complex  
Tel: +256 (0)312 307 000; +256 (0) 414 307 000



## Background

The Infectious Diseases Institute (IDI) is an independently governed institute within the College of Health Sciences at Makerere University whose *mission is “To strengthen health systems in Africa, with a strong emphasis on infectious diseases, through research and capacity development.”* IDI has six operational areas through which it works to achieve its mission: Prevention, Care and Treatment, Training, Research, Laboratory services, Health System Strengthening, and Global Health Security.

IDI is desirous to carry out the above assignment and needs the support of a consultant in the area, Successful Person firm(s) may be called for a meeting with the IDI management before the contract award to provide more information.

The purpose of this training is to ensure that all IDI personnel who operate forklifts or are responsible for their maintenance are adequately trained in safe operation, routine maintenance, and troubleshooting. Proper training will help to minimize accidents, reduce equipment downtime, and extend the lifespan of the forklifts.

## 2. Objectives

- a) **Operational Safety:** To provide participants with the knowledge and skills needed to operate forklifts safely and efficiently.
- b) **Maintenance Knowledge:** To equip participants with the necessary skills to perform routine maintenance and basic troubleshooting on forklifts.
- c) **Compliance:** To ensure that all forklift operators and maintenance personnel comply with industry standards and regulatory requirements.
- d) **Efficiency:** To improve operational efficiency by reducing forklift-related incidents and maintenance-related downtime.

## 3. Scope of Work

The training will cover the following areas:

### a) Forklift Operation

- i. Overview of different types of forklifts and their uses.
- ii. Pre-operation inspection and safety checks.
- iii. Safe operating procedures, including load handling, manoeuvring, and parking.
- iv. Understanding forklift controls and dashboard indicators.
- v. Emergency procedures and accident response.

### b) Forklift Maintenance

- i. Routine maintenance tasks: checking fluids, tire pressure, battery maintenance, etc.
- ii. Understanding maintenance schedules and service intervals.
- iii. Basic troubleshooting techniques.
- iv. Reporting and documentation of maintenance activities.

#### Main locations:



- v. Safety protocols during maintenance operations.
- c) **Regulatory Compliance**
  - i. Overview of local and international regulations governing forklift operation and maintenance.
  - ii. Understanding and adhering to company policies related to forklift usage.
- d) **Hands-On Training**
  - i. Practical sessions on forklift operation under supervision.
  - ii. Hands-on maintenance exercises, including inspections and basic repairs.

#### 4. Deliverables

- a) **Training Materials:** Comprehensive training materials, including manuals, checklists, and guides for both operation and maintenance.
- b) **Certification:** Certificates of completion for participants who successfully complete the training.
- c) **Training Report:** A detailed report summarizing the training conducted participant attendance, assessment results, and recommendations for further training if needed.

#### 5. Duration

The training is expected to last at least 3 days, with a combination of theoretical instruction and practical sessions. The schedule will be as follows:

- a) **Day 1:** Introduction to Forklift Operation and Safety
- b) **Day 2:** Routine Maintenance and Troubleshooting
- c) **Day 3:** Regulatory Compliance and Hands-On Practice

#### 6. Target Audience

- a) Forklift operators
- b) Maintenance personnel responsible for forklifts
- c) Supervisors overseeing forklift operations and maintenance

#### 7. Trainer Qualifications

The selected trainer or training organization must have:

- a) Extensive experience in forklift operation and maintenance.
- b) Certification as a forklift trainer.
- c) Knowledge of relevant safety regulations and industry standards.
- d) Proven track record of conducting similar training sessions.

#### 8. Evaluation

The effectiveness of the training will be evaluated through:

- a) Pre- and post-training assessments to measure knowledge acquisition.

#### Main locations:



- b) Practical assessments during hands-on sessions.
- c) Participant feedback through surveys or interviews.

## **9. Logistics and Resources**

- a) Training venue equipped with necessary facilities.
- b) Access to forklifts for practical sessions.
- c) Training materials, including projectors, whiteboards, and handouts.

## **10. Budget**

The budget for this training will include costs for:

- a) Trainer fees
- b) Training materials and resources
- c) Venue and equipment rental (if applicable)
- d) Refreshments for participants
- e) Certification costs

## **11. Timeline**

- Proposal submission deadline: 16<sup>th</sup> September 2024

**Main locations:**