
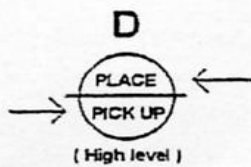
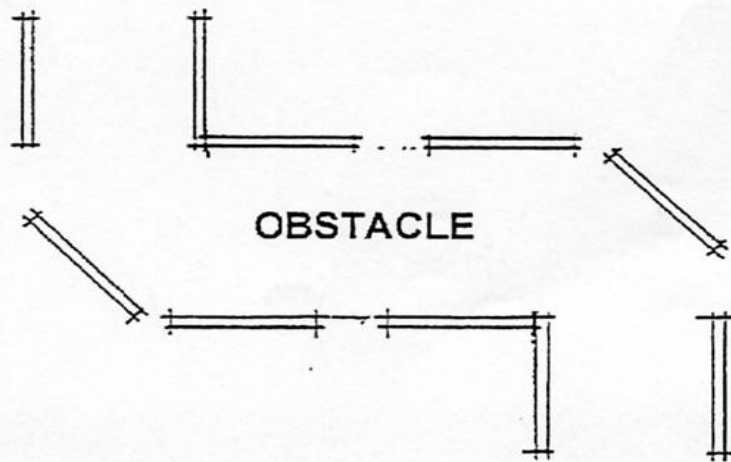
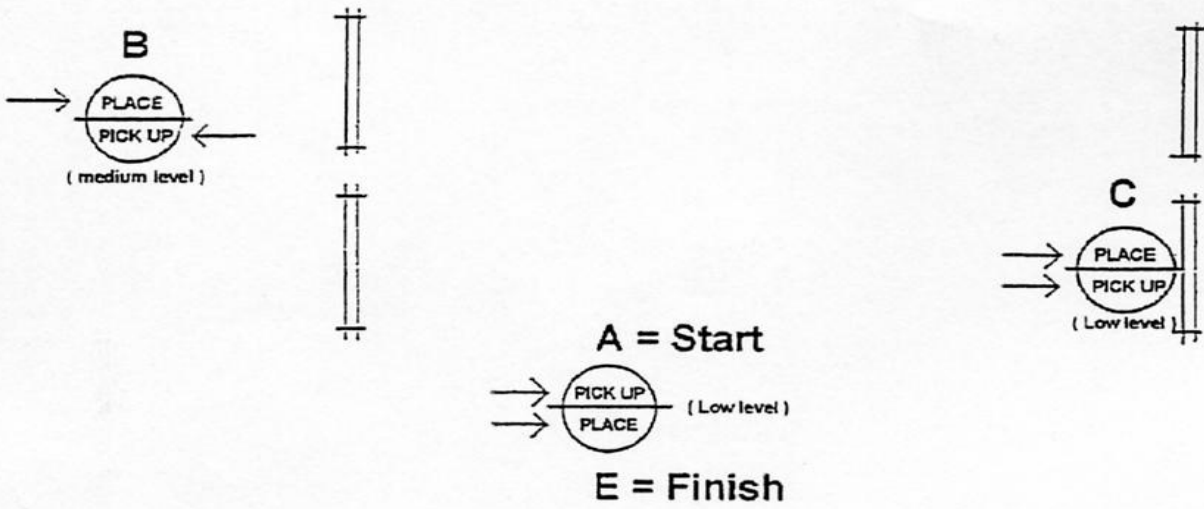


# FORK LIFT PRACTICAL ASSESSMENT

The logo for TERT training is centered behind the main text. It features the word 'TERT' in a large, bold, grey font. Below it, the word 'training' is written in a smaller, grey, lowercase font. A green, stylized brushstroke graphic sweeps across the logo from the bottom left to the top right.

## EXAMPLE OF PRACTICAL ASSESSMENT COURSE LAYOUT



### NOTES

- 1 ARROW INDICATES DIRECTION OF APPROACH.
- 2 OBSTACLE SHALL BE NEGOTIATED C TO D TRAVELLING FORWARD.
- 3 OBSTACLE SHALL BE NEGOTIATED D TO E TRAVELLING IN REVERSE.

## UNIT - 1 CONDUCT ROUTINE CHECKS

### Performance Criteria 1.1.1 and 1.1.2

#### 1. Conduct routine checks on forklift (at least 12 elements checked)



- Lift and tilt systems
- Mast assembly
- tyre condition, wheel nuts and pressure
- engine oil
- hydraulic oil level
- transmission oil
- battery security, water level and cleanliness
- brake fluid
- Coolant
- power steering
- air filter indicator (if diesel)
- Seat adjusted and secured
- Seat belt (condition and security)
- Mirrors adjusted, and clean
- Windscreen condition and clean
- Overhead guard (condition and security)

- Load backrest (condition and security)
- Security of LPG gas cylinder, tank in date and condition of system
- Compliance plate for gas installation
- Condition and security of batteries
- Condition of fork arms or attachments
- Pins or other locking devices checked for security

### Performance Criteria 1.2.1, 1.2.2, 1.2.3 and 1.2.5

#### 2. Inspects site and plans work

All hazards are identified where applicable (at least 12 hazards identified)



- power lines
- doorways
- overhead service lines (inside and/or outside)
- bridges
- surrounding buildings
- obstructions
- other equipment in area
- personnel in area
- dangerous materials
- railway lines

- Other hazards unique to the workplace
- Applicant immediately removes hazards, or ensures hazards are eliminated by instigating appropriate action
- Applicant immediately removes hazards, or ensures hazards are eliminated by instigating appropriate safeguarding measures
- Before operating, applicant ensures that site personnel are made aware of forklift operation and any access restrictions for pedestrians
- Applicant is wearing suitable protective clothing and equipment and explains why it is important he/she is wearing this equipment
- Forklift truck type is suitable for load and height limitations. Applicant explains his/her reasons why the forklift truck would be suitable
- Attachments and fittings are appropriate for load type
- Checks lights,
- Checks warning devices
- Checks gauges
- Braking system whilst moving
- Steering system whilst mobile
- Operation of controls results in smooth and correct operation of selected function. All functions must be tested to the full extent of their movement.
- Checks underneath machine for any water or oil leaks
- Checks clear for travel before moving
- Applicant clearly explains what action he/she would take if any damage or defects were detected during the pre operational and start up checks

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## UNIT 2 – SHIFT LOAD

### Performance Criteria 1.3.1, 1.3.2

3. **Conducts pre-operational start-up checks in accordance with manufacturer's specifications/ operating manual - (at least 9 actions/checks made)** ★

- Mounts correctly
- Adjusts seat
- Fastens seat belt (if fitted)
- Demonstrates correct start up procedure

### Performance Criteria 2.1.1, 2.1.2, 2.1.4, 2.1.5 and 2.1.6

4. **Applicant operates forklift truck (at least 24 elements performed correctly)** ★

- Assesses the weight of a load before lifting
- Follows and maintains agreed travel plan/path
- Ensures travel direction clear
- Operator keeps to the left in aisles or roadways for two way traffic

- Gives way to other traffic before moving off
- Maintains a safe distance from other vehicles
- Travels at safe speed
- No mishaps or near misses when operating
- Where forklift goes undetected by others, operator takes appropriate action by, either, stopping or slowing vehicle, sounding horn or flashing lights.
- Looks in direction of travel, if reversing, looks over both shoulders before the forklift truck moves.
- Does not travel with load until load is lowered to safe height.
- Travels in reverse if load obscures forward vision, and must constantly look in the direction of travel.
- No object in the path of forklift is hit or knocked over.
- Operator keeps all parts of the body within the forklift when travelling. However, when manoeuvring or positioning loads operator may lean out for a clearer view.
- Correct hydraulic controls are selected.
- Operation of controls is smooth.
- Whilst manoeuvring in a confined area the applicant shunts or repositions forklift truck to access the load.
- Attachment is correctly positioned relative to rack or stack before raising the load.
- Inserts attachments without touching or scraping the rack, stack or pallet.
- Load is correctly positioned relative to attachment before raising.
- Mast is vertical or on slight back tilt to stabilise the load when raising from racks or stacks.
- Forklift is moved clear of the racks or stacks, and the load lowered to correct travel height with operator checking for sufficient clearance before travelling.
- While travelling, the attachment or load is high enough to just clear any bumps or rises in the floor.
- Where fitted, fork arms must be below front axle height. With other fittings, bottom of load is at axle height and/or high enough to clear obstacles.
- During travel, the mast is tilted back slightly to ensure the load is laying towards the load backrest or carriage. The load must remain correctly positioned on the attachment.
- Travels at a safe speed and maintains safe control of forklift.
- The load is correctly positioned relative to the rack or stack before placing the load.
- The load is positioned squarely in racks or stacks when placing the load.
- Operator ensures the load being placed settles evenly on the rack or stack before the attachments are withdrawn.
- Attachment is withdrawn cleanly.

- Applicant explains correct use of the park brake when raising or lowering a load on an incline, as per manufacturer's recommendations.

Refueling sites

Blind corners

No less than two metres from nearest rail track

Removes keys

Dismounts correctly

## UNIT – 3

### SHUT DOWN EQUIPMENT

Performance Criteria 3.1.1, 3.1.2 and 3.1.3

5. Shuts down equipment and secures site: (demonstrated at least 4 elements) ★

Parks equipment in a suitable location away from danger areas

Lowers fork arms/attachments to ground

Appropriate gear, relevant to the forklift transmission type, is selected when parking vehicle.

Applies parking brake

Engine/power is turned off

LPG gas cylinder valve shut off

Batteries are connected to recharger unit

### SECURE SITE:

Performance criteria 3.2.1

6. Secures site: (completes at least 6 elements) ★

Parked clear of:

Access ways

Walkways

Fire/emergency exits

First-aid facilities



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