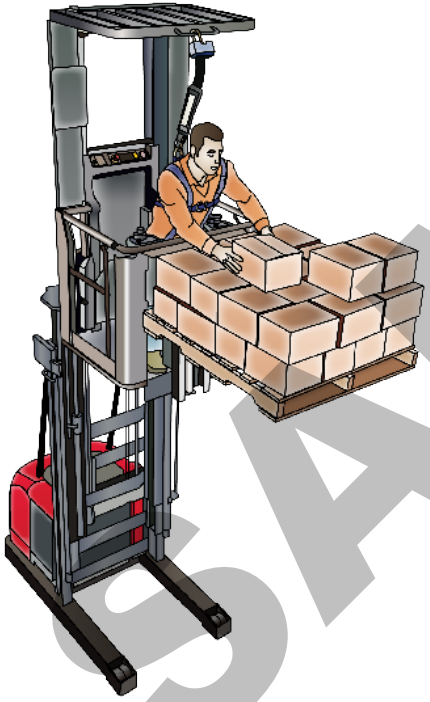
ORDER PICKING FORKLIFT
SAFETY AND LICENCE GUIDE

e-book



Training support material for:

TLILIC0004
Licence to operate an
order picking forklift truck

Produced by:

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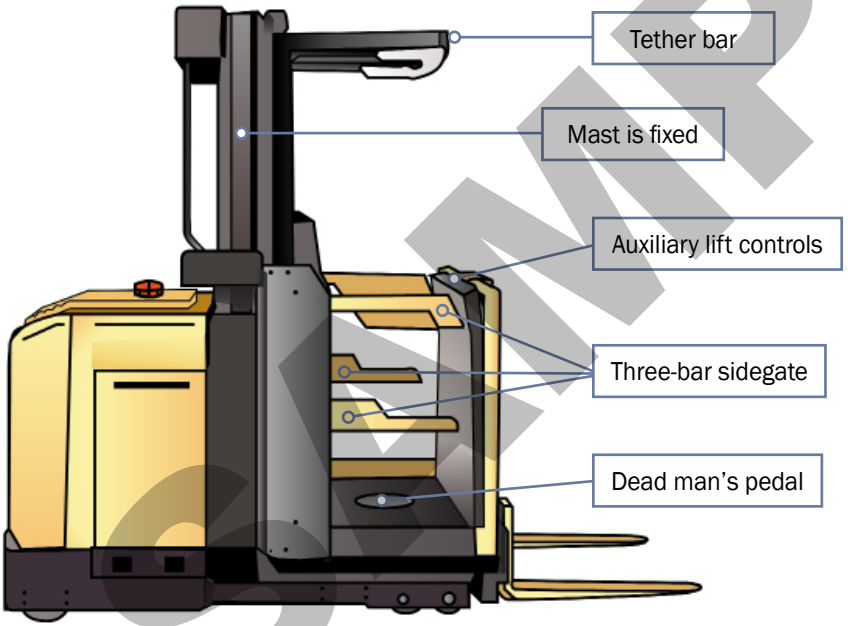
What is an order picking forklift truck?

An order picking forklift truck (also known as a stock picker) is different from other forklifts.

- On an order picking forklift the mast is fixed and cannot tilt
- An order picking forklift lifts and lowers the operator with the load
- The controls travel with the operator.

Controls travel with operator



Operator is lifted and lowered with the load

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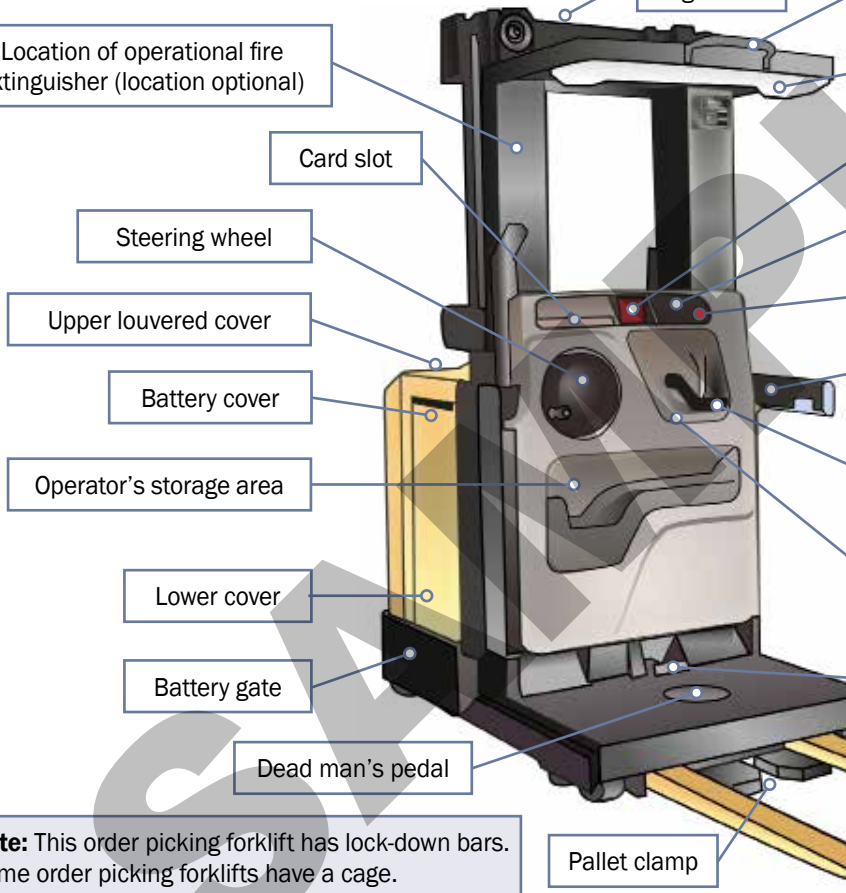
Parts of an order picking forklift truck



Overhead guard
Location of tether mounting bar
Location of operational fire extinguisher (location optional)
Work-lights, fan and control switches
Card slot
Operator's display
Steering wheel
Key switch
Upper louvered cover
Emergency power disconnect button
Battery cover
Standard sidegate
Operator's storage area
Simulaneous-function control handle
Lower cover
Optional wire or rail guidance on/off switch
Battery gate
Pallet clamp release pedal
Dead man's pedal
Pallet clamp
Forks (tynes)

Note: This order picking forklift has lock-down bars. Some order picking forklifts have a cage.

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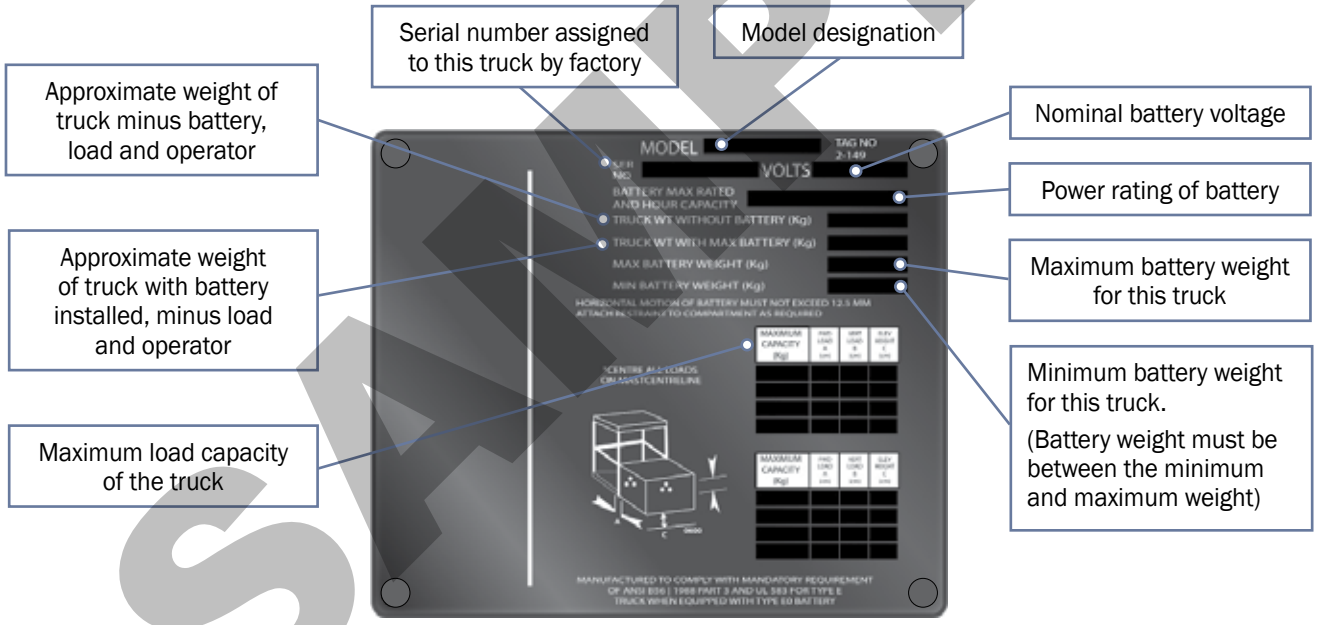
Data plate

Your order picking forklift and any attachments you use with it will have a data plate.

- This plate shows you how much weight the forklift or attachments can lift
- Trying to lift more than the data plate allows will damage the forklift or the load. It can cause the forklift to become unstable and it may even tip over
- If the data plate on the forklift is missing or unreadable, **do not** use the order picking forklift.



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PREPARE FOR WORK / TASK

Element 2

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Selecting the right order picker

It is important that the correct type of order picker is selected for the job.

Some things you need to consider include:

1. Can the order picker lift the load?

The order picker must be fitted with a data plate.

The data plate tells you the maximum weight that can be lifted by the order picker.

The load you need to lift must weigh **less** than the maximum weight that can be lifted.

2. Lift height.

The order picker must be able to reach the highest item you need to pick.

Can the mast fit under any doorways you need to travel through?

3. Ground conditions.

The order picker must be appropriate for the operating surface.

Order pickers have small solid wheels and a low ground clearance.

They are designed to operate on hard, flat, level surfaces only.

For example concrete.

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