

FORKLIFT TRUCK

Mapping Document

TLILIC0003

Licence to operate a forklift truck



Industry Training Resources

The information and questions contained in the Safety and licence guide/PowerPoint presentation, Learner workbook/Assessment and Logbook have been mapped to the elements, performance criteria, and knowledge and performance evidence for the unit of competency TLILIC0003 Licence to operate a forklift truck.

Elements and performance criteria

Element 1	Performance Criteria	Safety and licence guide and PowerPoint	Learner workbook and Trainer’s marking guide	Formative Assessment
Plan work/task	1.1 Task requirements are identified from work orders or equivalent and confirmed with relevant people and site inspection is conducted in accordance with workplace procedures	<ul style="list-style-type: none"> • Task requirements • Site inspection • Hazards - Indoors • Hazards - outdoors <p>Question 11, 12, 13</p>	Theory Training Task 24	Question 1 Questions 9 - 36
	1.2 Work area operating surface is assessed to determine suitability for operational use of forklift truck in accordance with workplace procedures	<ul style="list-style-type: none"> • Inspect the operating surface 	Theory Training Task 8, 20	Question 1, 10, 25
	1.3 Suitability of forklift truck and attachment working load limit (WLL) is determined for the load/s and work/task requirements in accordance with manufacturer requirements and workplace procedures	<ul style="list-style-type: none"> • Counterbalance forklift • Suitability of forklift and attachment • Rated capacity • Checking the rated capacity • Load centre distance • Calculating the load centre distance • Things that affect load centre distance <p>Question 3, 14, 15, 16, 17, 18, 19</p>	Theory Training Task 18, 20, 21, 36, 57, 58,60, 61	Question 9, 12, 13, 14, 16, 17

Element 1	Performance Criteria	Safety and licence guide PowerPoint	Learner workbook and Marking guide	Formative Assessment
Plan work/task	1.4 Working area is inspected and appropriate paths for operating the forklift truck and moving and placing load/s in work area are assessed and managed in accordance with workplace procedures	<ul style="list-style-type: none"> • Path of travel 	Theory Training Task 4, 22, 24 Practical Training Task 1	Question 10, 27, 28, 73, 85 Practical Assessment Part 1: The work area.
	1.5 Hazard and risk control measures are identified and reported to relevant person/s in accordance with workplace procedures	<ul style="list-style-type: none"> • Hazard control • The operator • Refuelling and recharging • Overhead powerlines • Overhead powerlines on poles • Overhead powerlines on poles • Working closer to powerlines • Tiger tails • Lighting • Confined spaces • Personal protective equipment (PPE) • PPE examples Question 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31	Theory Training Task 1, 2, 4, 5, 6, 7, 8, 9, 23, 62 Practical Training Task 1	Question 9, 10, 19, 28, 32, 33, 56 Practical Assessment Part 1 Practical Assessment Part 2 – Forklift suitability Practical Assessment Part 3 – Applicant checks risk control measures for hazards.

Element 1	Performance Criteria	Safety and licence guide PowerPoint	Learner workbook and Marking guide	Formative Assessment
Plan work/task	1.6 Traffic management plan implementation is confirmed in accordance with workplace procedures	<ul style="list-style-type: none"> • Traffic management • Rear end swing <p>Question 32, 33, 34, 35</p>	Theory Training Task 62, 73	Question 1, 10, 32, 90 Practical Assessment Part 1 Practical Assessment Part 3
	1.7 Appropriate communication procedures are identified with relevant people in accordance with workplace procedures	<ul style="list-style-type: none"> • Communication <p>Question 36, 37, 38</p>	Theory Training Task 17, 25, 26, 27, 28, 29, 30	Question 9, 39 Practical Assessment Part 1 – Applicant identifies communication methods
	1.8 All work is confirmed to ensure coverage of work/task requirements for the relevant work area is in accordance with workplace procedures	<ul style="list-style-type: none"> • Confirm work task requirements 	Theory Training Task 25	Question 10, 27, 28, 73, 85 Practical Assessment Part 1: The work area.

Element 2	Performance Criteria	Safety and licence guide PowerPoint	Learner workbook and Marking guide	Formative Assessment
Prepare for work/task	2.1 Consultation with workplace person/s is maintained to ensure work plan is clear and consistent with site requirements in accordance with safe work procedures	<ul style="list-style-type: none"> • Maintain consultation • Safe work procedures 	Theory Training Task	Question 33, 37
	2.2 Weather and work environmental conditions are assessed to determine any impact on forklift truck operations in accordance with manufacturer requirements and safe work procedures	<ul style="list-style-type: none"> • Weather conditions 	Theory Training Task 67	Question 10, 38 Practical Assessment Part 1: Assess the weather and work environment conditions
	2.3 Risk control measures for hazards identified are checked for implementation in accordance with safe work procedures	<ul style="list-style-type: none"> • Check risk control measures 	Theory Training Task 7, 8, 9, 10, 11, 12, 13, 14, 15, 19, 47, 62, 64, 65 Practical Training Task 1, 2	Question 9, 10, 19, 28, 32, 33, 56 Practical Assessment Part 1 Practical Assessment Part 2 – Forklift suitability Practical Assessment Part 3 – Applicant checks risk control measures for hazards.
	2.4 Forklift truck is accessed in a safe manner in accordance with manufacturer requirements and workplace procedures	<ul style="list-style-type: none"> • Getting on and off the forklift Question 39	Theory Training Task 46, 51	Practical Assessment Part 3: Forklift is accessed in a safe way.
	2.5 Forklift truck logbook is checked in accordance with manufacturer, regulatory requirements and safe work procedures	<ul style="list-style-type: none"> • Logbook 	Theory Training Task 16, 40	Question 49, 55, 93 Practical Assessment Part 3: Check the forklift logbook

Element 2	Performance Criteria	Safety and licence guide PowerPoint	Learner workbook and Marking guide	Formative Assessment
Prepare for work/task	2.6 Pre-start checks are carried out and any damage and defects are reported, recorded and appropriate action is taken in accordance with safe work procedures and manufacturer requirements	<ul style="list-style-type: none"> • Pre-start checks • Wheels and tyres • Checking the data plate • Missing or unreadable data plate • Reporting and recording faults (pre-start) <p>Question 40, 41, 42, 43, 44, 45, 46, 47, 51</p>	<p>Theory Training Task 31, 32, 33, 34, 35, 38, 39, 41, 42, 44, 45, 48, 49, 50, 52</p> <p>Practical Training Task 3</p>	<p>Question 43, 44, 47</p> <p>Practical Assessment Part 1: Carry out pre-start checks</p>
	2.7 Forklift truck is set up correctly with any relevant attachments as per work plan in accordance with relevant manufacturer requirements including data plate and safe work procedures	<ul style="list-style-type: none"> • Set-up 	<p>Theory Training Task 16, 43, 68</p>	<p>Question 1, 9, 44, 52, 79, 82</p> <p>Practical Assessment Part 2: Determine suitability of forklift attachment</p>
	2.8 Operational checks are carried out and any damage and defects are reported, recorded and appropriate action is taken in accordance with manufacturer requirements and safe work procedures	<ul style="list-style-type: none"> • Operational checks • Reporting and recording faults (operational) <p>Question 48, 49, 50, 51</p>	<p>Theory Training Task 37, 53, 55, 56</p> <p>Practical Training Task 3</p>	<p>Question 47, 53, 54, 55, 93</p> <p>Practical Assessment Part 2: Forklift suitability</p>
	2.9 Hazard and risk control measures are checked for implementation and communicated to people in the work area in accordance with safe work procedures	<ul style="list-style-type: none"> • Communicate hazard controls 	<p>Theory Training Task 12, 63</p>	<p>Question 9, 10, 19, 28, 32, 33, 56</p> <p>Practical Assessment Part 2 – Forklift suitability</p> <p>Practical Assessment Part 3 – Applicant checks risk control measures for hazards.</p>

Element 3	Performance Criteria	Safety and licence guide PowerPoint	Learner workbook and Marking guide	Formative Assessment
Perform work/task	3.1 Weight and positioning of load is assessed to ensure compliance with forklift truck data plate requirements and in accordance with safe work procedures	<ul style="list-style-type: none"> • Counterbalance forklift • Load weight • Table of common weights • Calculating load weight - Example 1-4 • Reading data plate (load chart) <p>Question 1, 2, 52, 53, 54, 55, 56, 57, 58, 59, 60</p>	<p>Theory Training Task 57, 58, 60, 61</p>	<p>Question 10, 12, 13, 14, 16, 58, 59, 60, 62, 81</p> <p>Practical Assessment Part 1 – Assess the weight and position of loads</p> <p>Practical Assessment Part 2 – Forklift suitability</p>
	3.2 Forklift truck is operated safely in accordance with manufacturer requirements and safe work procedures	<ul style="list-style-type: none"> • Operating safely • Causes of tipping - forwards • Causes of tipping - sideways <p>Question 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76</p>	<p>Theory Training Task 66, 70, 74, 75</p> <p>Practical Training Task 4</p>	<p>Practical Assessment Part 3 – Operate and shut down the forklift</p>
	3.3 Loads are monitored constantly when lifting, moving, lowering and placing to ensure stability of load and avoidance of hazards in accordance with safe work procedures	<ul style="list-style-type: none"> • Monitor the load <p>Question 61, 77</p>	<p>Theory Training Task 67, 77, 78</p>	<p>Practical Assessment Part 3 – Operate and shut down the forklift</p>

Element 3	Performance Criteria	Safety and licence guide PowerPoint	Learner workbook and Marking guide	Formative Assessment
	3.4 Unplanned and unsafe situations are responded to in accordance with safe work procedures	<ul style="list-style-type: none"> • Unplanned and unsafe situations • What to do if your forklift hits powerlines • Tipping over - What do you do? • Emergency situations <p>Question 78, 79, 80, 81</p>	<p>Theory Training Task 28, 53, 71, 72, 73, 76, 79, 80, 81, 82, 83</p>	Practical Assessment Part 3 – Operate and shut down the forklift
	3.5 Loads are picked up, transported and placed using all forklift truck movements in accordance with safe work procedures	<ul style="list-style-type: none"> • Forklift truck movements 	<p>Theory Training Task 24, 68, 70</p> <p>Practical Training Task 4</p>	Practical Assessment Part 3 – Operate and shut down the forklift
	3.6 Forklift truck is parked, switched off and isolated appropriately in accordance with manufacturer requirements and safe work procedures	<ul style="list-style-type: none"> • Park the forklift <p>Question 82, 83</p>	<p>Theory Training Task 84, 85, 88</p>	Practical Assessment Part 3 – Operate and shut down the forklift

Element 4	Performance Criteria	Safety and licence guide PowerPoint	Learner workbook and Marking guide	Formative Assessment
Pack up	4.1 Forklift truck shutdown procedures are carried out in accordance with manufacturer requirements and safe work procedures	<ul style="list-style-type: none"> • Shutting down <p>Question 84, 85, 86</p>	<p>Theory Training Task 54, 87, 89, 90, 91, 94, 95</p>	<p>Practical Assessment Part 3 – Operate and shut down the forklift</p>
	4.2 Forklift truck is secured to prevent unauthorised access/use in accordance with safe work procedures	<ul style="list-style-type: none"> • Secure forklift <p>Question 86</p>	<p>Theory Training Task 86, 92, 93</p>	<p>Practical Assessment Part 3 – Operate and shut down the forklift</p>

Knowledge Evidence

Evidence which is required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

Requirement	Safety and licence guide PowerPoint	Learner workbook / Formative assessment	National Assessment Instrument (NAI)
Australian and industry standards, codes of practice and guidelines to safely operate a forklift truck	<p>Introduction to forklift trucks</p> <ul style="list-style-type: none"> • Guidelines and instructions <p>Element 1 - Plan work/task</p> <ul style="list-style-type: none"> • Overhead powerlines • Overhead powerlines on poles • Overhead powerlines on towers <p>Element 2 - Prepare for work/task</p> <ul style="list-style-type: none"> • Safe work procedures • Getting on and off the forklift <p>Question 25, 26, 39</p>	<p>Theory Training Task</p> <ul style="list-style-type: none"> • Introduction to High Risk Licensing • The national high risk licensing system (a) to (g) 	<p>Part 1: Knowledge assessment – Legislative requirements. Question 3 – 7.</p>
<p>Communication procedures including:</p> <ul style="list-style-type: none"> • Audible and visual warning devices • Hand signals • Questioning techniques • Signage • Traffic warning systems • Two-way radio • Written instructions 	<p>Element 1 - Plan work/task</p> <ul style="list-style-type: none"> • Communication • Confirm work task requirements <p>Element 2 - Prepare for work/task</p> <ul style="list-style-type: none"> • Maintain consultation • Communicate hazard control measures <p>Question 24, 36, 37, 38</p>	<p>Theory Training Task 25, 26, 27, 29, 30</p>	<p>Communications – Question 22, 23</p>

Requirement	Safety and licence guide PowerPoint	Learner workbook / Formative assessment	National Assessment Instrument (NAI)
Forklift truck characteristics and capabilities, manufacturer requirements and instructions for any attachments	<p>Introduction to forklift trucks</p> <ul style="list-style-type: none"> • What is a forklift truck? • Counter balance forklift • Parts of a forklift truck • Forklift controls • Guidelines and instructions <p>Element 1 - Plan work/task</p> <ul style="list-style-type: none"> • Suitability of forklift and attachment • Rated capacity • Checking the rated capacity • Load centre distance • Calculating the load centre distance • Things that affect load centre <p>Element 2 - Prepare for work/task</p> <ul style="list-style-type: none"> • Checking the data plate • Set-up <p>Element 3 - Perform work/task</p> <ul style="list-style-type: none"> • Forklift truck movements • Reading data plate (load chart) <p>Question</p> <p>1, 2, 3, 14, 15, 16, 17, 18, 19, 42, 43, 48, 56, 57, 58, 59, 60</p>	<p>Theory Training Task</p> <p>18, 54, 56, 76</p>	<p>Question 26, 45, 53</p> <p>Calculations assessment Question 4</p>

Requirement	Safety and licence guide PowerPoint	Learner workbook / Formative assessment	National Assessment Instrument (NAI)
Impact of the following on the operation of the forklift truck including: <ul style="list-style-type: none"> • Failure/loss of control including brakes and steering • Failure of equipment during forklift truck operations 	Element 3 - Perform work/task <ul style="list-style-type: none"> • Unplanned and unsafe situations 	Theory Training Task 54, 83	Question 55
Forklift truck instability causes including: <ul style="list-style-type: none"> • Deterioration of ground condition • Overloading • Pick up and placement of load • Irregular loads 	Element 3 - Perform work/task <ul style="list-style-type: none"> • Operating safely • Causes of tipping - forwards • Causes of tipping - sideways Question 72, 74, 75, 76	Theory Training Task 69, 83	Question 24, 31, 36, 38, 46
Operating on ramps and uneven surfaces and in restricted spaces	Element 1 - Plan work/task <ul style="list-style-type: none"> • Path of travel • Confined spaces • Traffic management • Rear-end swing Element 3 - Perform work/task <ul style="list-style-type: none"> • Operating safely • Causes of tipping - forwards • Causes of tipping - sideways Question 29, 30, 32, 33, 62, 63, 64, 65, 67	Theory Training Task 73, 76	Question 37, 38

Requirement	Safety and licence guide PowerPoint	Learner workbook / Formative assessment	National Assessment Instrument (NAI)
<p>Use of forklift truck data plate and attachment data plate and appropriate methodology to determine weight of a load is appropriate for forklift truck and any attachment if fitted including the estimation or determination from:</p> <ul style="list-style-type: none"> • Labels on the actual load • Markings on the actual load • Paperwork such as consignment notes, running sheets and weighbridge dockets • Weighing a carton and calculating load 	<p>Element 1 - Plan work/task</p> <ul style="list-style-type: none"> • Suitability of forklift and attachment • Rated capacity • Checking the rated capacity • Load centre distance • Calculating the load centre distance • Things that affect load centre <p>Element 2 - Prepare for work/task</p> <ul style="list-style-type: none"> • Checking the data plate <p>Element 3 - Perform work/task</p> <ul style="list-style-type: none"> • Load weight • Table of common weights • Calculating load weight - Example 1 - 4 • Reading data plate (load chart) <p>Question</p> <p>14, 15, 16, 17, 18, 19, 52, 53, 54, 55, 56, 57, 58, 59, 60</p>	<p>Theory Training Task</p> <p>18, 35, 57, 58, 60, 61, 73</p>	<p>Question 34, 53</p> <p>Calculations assessment Question 1, 4</p>
<p>Manufacturer requirements, instructions and operator's manual</p>	<p>Introduction to forklift trucks</p> <ul style="list-style-type: none"> • Guidelines and instructions 	<p>Theory Training Task</p> <p>16, 30, 37</p>	<p>Question 5, 55</p>

Requirement	Safety and licence guide PowerPoint	Learner workbook / Formative assessment	National Assessment Instrument (NAI)
<p>Problems, and appropriate response procedures to unplanned and/or unsafe environmental conditions including:</p> <ul style="list-style-type: none"> • Wind • Lightning • Water/ice impacted surface/ground • Rain • Extreme heat • Ultra violet (UV) exposure 	<p>Element 2 - Prepare for work/task</p> <ul style="list-style-type: none"> • Weather conditions <p>Question 66</p>	<p>Theory Training Task 53, 54</p>	<p>Question 9, 27</p>
<p>Problems and equipment faults, and implementing appropriate response procedures to unplanned and/or unsafe situations including:</p> <ul style="list-style-type: none"> • Lock out and tag out procedures 	<p>Element 2 - Prepare for work/task</p> <ul style="list-style-type: none"> • Logbook • Pre-start checks • Reporting and recording faults (pre-start) • Operational checks • Reporting and recording faults (operational) <p>Element 3 - Perform work/task</p> <ul style="list-style-type: none"> • Unplanned and unsafe situations • What to do if your forklift hits powerlines • Tipping over - What do you do? • Emergency situations <p>Question 28, 40, 41, 44, 45, 46, 47, 49, 51, 68, 69, 78, 79, 80, 81</p>	<p>Theory Training Task 42, 48, 50, 52, 53, 54, 56, 83, 94</p>	<p>Question 25, 26, 55</p>

Requirement	Safety and licence guide PowerPoint	Learner workbook / Formative assessment	National Assessment Instrument (NAI)
Relevant procedures for refuelling and recharging forklift truck using appropriate PPE including: <ul style="list-style-type: none"> • Gas bottle • Connecting battery to charger and disconnecting battery from charger and reconnecting to forklift truck • Refuelling 	Element 1 - Plan work/task <ul style="list-style-type: none"> • Refuelling and recharging Question 22, 23	Theory Training Task 43, 45, 46	Question 21, 18
Procedures for recording, reporting and maintaining workplace records and information	Element 1 - Plan work/task <ul style="list-style-type: none"> • Communication Element 2 - Prepare for work/task <ul style="list-style-type: none"> • Logbook • Reporting and recording faults (pre-start) • Reporting and recording faults (operational) Question 46, 51	Theory Training Task 16, 25, 27, 28, 30, 80, 83, 87, 95	Question 12, 26, 55

Requirement	Safety and licence guide PowerPoint	Learner workbook / Formative assessment	National Assessment Instrument (NAI)
Risk assessment process including hierarchy of control: <ul style="list-style-type: none"> • Elimination • Substitution • Isolation • Engineering controls • Administrative controls • Personal protective equipment (PPE) 	Element 1 - Plan work/task <ul style="list-style-type: none"> • Site inspection • Hazard control • Personal protective equipment (PPE) • PPE examples Element 2 - Prepare for work/task <ul style="list-style-type: none"> • Check risk control measures Question 20, 21, 31	Theory Training Task 13 Practical Training Task 2	(Not covered)
Safe use and compliance of different types of attachments including: <ul style="list-style-type: none"> • Bale clamps • Carpet spike for carpet rolls • Drum carrier • Jib attachment • Paper roll clamps • Personnel work platforms • Rotators • Slippers/fork extensions on tynes 	Element 1 - Plan work/task <ul style="list-style-type: none"> • Suitability of forklift and attachment • Rated capacity • Checking the rated capacity • Load centre distance • Calculating the load centre distance • Things that affect load centre Element 2 - Prepare for work/task <ul style="list-style-type: none"> • Checking the data plate • Set-up Question 14, 15, 16, 17, 18, 19	Theory Training Task 18, 56, 76	Question 45

Requirement	Safety and licence guide PowerPoint	Learner workbook / Formative assessment	National Assessment Instrument (NAI)
Suitability and lifting capability of the attachment to be used	<p>Element 1 - Plan work/task</p> <ul style="list-style-type: none"> • Suitability of forklift and attachment • Rated capacity • Checking the rated capacity • Load centre distance • Calculating the load centre distance • Things that affect load centre <p>Element 2 - Prepare for work/task</p> <ul style="list-style-type: none"> • Checking the data plate <p>Element 3 - Perform work/task</p> <ul style="list-style-type: none"> • Reading data plate (load chart) <p>Question</p> <p>14, 15, 16, 17, 18, 19, 56, 57, 58, 59, 60</p>	<p>Theory Training Task</p> <p>18</p>	<p>Question 24, 25, 31, 54</p>
Shut down procedures for a forklift truck in accordance with manufacturer requirements	<p>Element 3 - Perform work/task</p> <ul style="list-style-type: none"> • Park the forklift <p>Element 4 - Pack up</p> <ul style="list-style-type: none"> • Shutting down • Secure forklift <p>Question</p> <p>82, 83, 84, 85, 86</p>	<p>Theory Training Task</p> <p>84, 85, 86, 87, 88,89, 90,91, 92, 93, 94</p>	<p>Question 59, 60, 61</p>

Requirement	Safety and licence guide PowerPoint	Learner workbook / Formative assessment	National Assessment Instrument (NAI)
Traffic management plan procedures and requirements	<p>Element 1 - Plan work/task</p> <ul style="list-style-type: none"> • Path of travel • Traffic management • Rear-end swing <p>Question 32, 33, 34, 35</p>	<p>Theory Training Task 62, 73</p>	<p>Question 9, 14, 59</p>
Typical routine problems encountered operating a forklift truck and associated equipment, and adjustments required for correction	<p>Element 3 - Perform work/task</p> <ul style="list-style-type: none"> • Monitor the load <p>Question 28, 77</p>	<p>Theory Training Task 42, 48, 56, 83</p>	<p>Question 36 - 55</p>
Workplace procedures including work plan which may be verbal, documented/written, or electronically generated	<p>Introduction to forklift trucks</p> <ul style="list-style-type: none"> • Guidelines and instructions <p>Element 1 - Plan work/task</p> <ul style="list-style-type: none"> • Task requirements <p>Element 2 - Prepare for work/task</p> <ul style="list-style-type: none"> • Safe work procedures <p>Question 11</p>	<p>Theory Training Task 16, 25, 27, 28, 30, 80, 83, 87, 95</p>	<p>Question 5, 8, 17, 24</p>

Requirement	Safety and licence guide PowerPoint	Learner workbook / Formative assessment	National Assessment Instrument (NAI)
<p>Work area operating surface suitability including issues with:</p> <ul style="list-style-type: none"> • Backfilled ground • Bitumen (damaged, cracked) • Concrete (damaged, cracked) • Hard compacted soil • Potholes • Railway tracks • Rough uneven or difficult terrain including sloping surfaces, uneven surfaces, steel decks and grates • Soft soils • Trench covers 	<p>Element 1 - Plan work/task</p> <ul style="list-style-type: none"> • Site inspection • Hazards - outdoors • Inspect the operating surface <p>Question 13, 67</p>	<p>Theory Training Task 1, 3, 8, 20, 75</p>	<p>Question 9, 19, 38, 44, 46</p>

Requirement	Safety and licence guide PowerPoint	Learner workbook / Formative assessment	National Assessment Instrument (NAI)
<p>Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) requirements, safe work and workplace procedures</p>	<p>Introduction to forklift trucks</p> <ul style="list-style-type: none"> • Guidelines and instructions • Licensing <p>High risk licensing and the law</p> <ul style="list-style-type: none"> • Duty of care • Workers duty of care • PCBU’S/Employers duty of care • Penalties • National vocational education and training (VET) licensing pathway • National standard for licensing persons performing high risk work • Classes of high risk work covered by national standard • Doing high risk work without a licence • Evidence of competency • Applying for a high risk work licence • Maintaining competence • Renewing your high risk work licence • Your legal responsibility when doing high risk work • Penalties for working unsafely <p>Element 2 - Prepare for work/task</p> <ul style="list-style-type: none"> • Safe work procedures <p>Question 4, 5, 6, 7, 8, 9, 10, 70, 71, 73</p>	<p>Theory Training Task</p> <p>Introduction to high risk licensing</p> <ul style="list-style-type: none"> • Who has a duty of care? • Guidance notes 	<p>Legislative requirements – Question 1, 2, 3, 4, 5, 6, 7</p>

Performance Evidence

Evidence which is required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

Requirement	Safety and licence guide PowerPoint	Learner workbook / Marking guide	National Assessment Instrument (NAI)
Applying safe operating procedures for a forklift truck including: <ul style="list-style-type: none"> • Maintaining safe operating speed • Travelling with load lowered to an appropriate height for the terrain, operating surface and visibility in relation to direction of travel. 	NA	Practical Training Task 4	Task one: Locate and access safe work procedures Task four: Follow workplace procedures Follow relevant safe work procedures
Applying relevant forklift truck manufacturer requirements and data plate information and approved modifications to attachments fitted are in accordance with manufacturer requirements.	NA	Practical Training Task 3	Task 2: Locating and checking the data plate. Data plate/s are relevant to the attachment and the forklift truck.

Requirement	Safety and licence guide PowerPoint	Learner workbook / Marking guide	National Assessment Instrument (NAI)
<p>Carrying out pre-start checks, including visual inspection which must include:</p> <ul style="list-style-type: none"> • Battery charge as required by manufacturer requirements • Checking and interpreting data plate/s are relevant to the attachment and the forklift truck • Checking for signs of paint separation and stressed welds indicating potential structural weakness • Document evidence of damage • Engine / mechanical fluid level checks including fuel as required by manufacturer requirements • Ensuring availability of correct forklift truck logbook and updating records as required • Ensuring forklift truck tynes or other attachment/s are securely fitted • Ensuring seat and mirrors are adjusted appropriately and seat belt is functional • Fluid leaks • Lights are working effectively • Safety equipment checks • Signage and labels to ensure they are visible and legible • Wheels and tyres for damage/correct inflation if applicable. 	<p>NA</p>	<p>Practical Training Task 3</p>	<p>Task two: Pre-start safety checks (forklift visual inspection)</p>

Requirement	Safety and licence guide PowerPoint	Learner workbook / Marking guide	National Assessment Instrument (NAI)
Conducting and applying risk and hazard assessment strategies including: <ul style="list-style-type: none"> • Insufficient lighting • Other specific hazards including dangerous goods • Overhead hazards and fixed structures, roof beams and doorways • Restricted and poorly ventilated areas • Surface suitability based on forklift truck and task requirements • The risk of collision with people, moving plant and fixed structures • Weather conditions. 	<p>NA</p>	<p>Practical Training Task 2</p>	<p>Task one: Hazard identification and risk control</p>
Complying with Commonwealth, State and Territory Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) legislation, regulations safe work and workplace procedures.	<p>NA</p>	<p>Practical Training Task 4</p>	<p>Task one: Locate and access safe work procedures</p> <p>Task four: Follow workplace procedures Follow relevant safe work procedures</p>

Requirement	Safety and licence guide PowerPoint	Learner workbook / Marking guide	National Assessment Instrument (NAI)
Conducting operational checks, which must ensure: <ul style="list-style-type: none"> • All controls are located, identified and tested for functionality • All hydraulic functions operated to maximum extension and ensuring attachment (if fitted) movements and control functions are smooth and comply with operating requirements • Hazard warning systems (e.g. reversing beepers, lights and horns) are functional • Recording and maintaining accurate information relating to forklift truck operations • Safety devices as fitted • Start-up is in accordance with manufacturer requirements • Steering, transmission and brake functions comply with operating requirements • There are no unusual noises. 	NA	Practical Training Task 3	Task three: Operational checks
<ul style="list-style-type: none"> • Confirming and following traffic management plan procedures relevant to their role in the work area. 	NA	Practical Training Task 4	Task two: Locate, sight and confirm understanding of applicable traffic management plans.
<ul style="list-style-type: none"> • Conducting relevant procedures for refuelling and isolating fuel/power source as per manufacturer requirements using appropriate PPE. 	NA	Practical Training Task 5	Task two: Engine / mechanical fluid level checks including fuel as required by manufacturer requirements
<ul style="list-style-type: none"> • Determining relevant lifting attachment to perform work/task. 	NA	Practical Training Task 4	Task two: Data plate/s are relevant to the attachment and the forklift truck.
Determining lift requirements including:	NA	Practical Training Task 4	Task four: Operate the forklift (safe moving of loads)

<ul style="list-style-type: none"> • Positioning of unusually balanced/shaped loads • Centre of gravity • Dynamic nature of load • Tyne/attachment positioning • Weight. 			
Ensuring risk control measures within the work area are effective as per workplace procedures.	NA	Practical Training Task 2	Task one: Hazard identification and risk control.
Identifying, isolating and tagging out defective equipment and reporting to authorised person/s.	NA	Practical Training Task 3	Task five: Complete post operational checks
Interpreting and confirming relevant documentation, workplace instructions, safety information, emergency procedures for the work task and relevant area.	NA	Practical Training Task 1	Task four: Operate the forklift truck in line with manufacturer requirements, instructions and operator's manual
Interpreting workplace procedures in relation to various environmental conditions.	NA	Practical Training Task 2	Task four: Lift four - move a different load from high level (not less than 75% of the machines height capacity within its operational environment), drive in reverse through a chicane and place low level (ground or bottom rack).
Maintaining communication with other workplace personnel through using worksite procedures including: <ul style="list-style-type: none"> • Audible and visual warning devices • Signage • Two-way radio • Verbal instructions • Written instructions. 	NA	Practical Training Task 1	Task four: ou must maintain communications with other workers where appropriate and required, and at the same time you will need to continually monitor the load, when visible, as well as hazards in the working area. In addition, the assessor will check that you do not hit or

			knock over any objects in your path, that you keep the mast in the correct position and that you ensure the load is correctly positioned at all times. The assessor will ask you some questions about your knowledge.
Maintaining three points of contact whilst accessing and egressing forklift truck and ensuring rungs / steps are free of hazards.	NA	Practical Training Task 4	Task three: Mount correctly, maintaining three points of contact
<p>Operating and monitoring safe forklift truck operations using minimum 250kg dynamic and non-dynamic loads that include:</p> <ul style="list-style-type: none"> • Aligning tynes/attachment to load • Carrying out a lift to 75% of the maximum height • Conducting trial lift to ensure forklift truck and load are stable, and load is safe to move • Correctly using horns and mirrors in workplace • Correctly positioning and using an observer to assist when operating with a load that may restrict vision or be placed out of vision of the operator • Driving applicable to conditions and moving loads safely • Driving a forklift truck safely with load in forward and reverse, while maintaining visibility through an obstacle course including: <ul style="list-style-type: none"> • An 'S' bend with a minimum 90 degrees left and right turn • Ensuring load/s remains stable through pick up, transport and placement • Forklift truck speed is appropriate to load and surroundings • Lowering dynamic and non-dynamic loads to appropriate height for travel in forward and reverse • Picking up, driving, manoeuvring and placing dynamic and non-dynamic loads safely at various heights within a compliant 	NA	Practical Training Task 4	Task four: Operate the forklift (safe moving of loads)

<p>racking system</p> <ul style="list-style-type: none"> • Picking up, driving, manoeuvring and placing dynamic and non-dynamic loads safely into/onto an elevated, flat, stable area • Tilting mast (or forks if applicable) to ensure balance of load • Using gluts/dunnage appropriately and lowering load safely • Using tilt and side shift (where fitted) safely to manoeuvre dynamic and non-dynamic loads into allocated space. 			
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Requirement	Safety and licence guide PowerPoint	Learner workbook / Marking guide	National Assessment Instrument (NAI)
Reporting to relevant person/s on site risk control measures that are not in place or are deficient.	NA	Practical Training Task 1	Task one: Hazard identification and risk control
<ul style="list-style-type: none"> • Setting up an exclusion zone. 	NA	Practical Training Task 1	Task one: Set up or confirm an exclusion zone
<p>Securely parking forklift truck and isolating in appropriate position including:</p> <ul style="list-style-type: none"> • Minimising possible access by unauthorised person/s • Tynes/attachment lowered to required position in accordance with manufacturer requirements • Park brake applied • Switching off, isolating fuel/power source and removing key according to workplace procedures. 	NA	Practical Training Task 5	Task five: Shut down and secure the forklift
<ul style="list-style-type: none"> • Shutting down a forklift truck in accordance with manufacturer requirements and workplace procedures. 	NA	Practical Training Task 5	Task five: Shut down and secure the forklift

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Simulators must not be used in the assessment of this unit of competency.

Resources for assessment must include access to:

- a suitable forklift truck that complies with AS 2359 Powered industrial trucks and is in a safe/serviceable condition in accordance with manufacturer requirements

- associated equipment for forklift truck operations

- suitable dynamic and non-dynamic loads

- suitable compliant racking system

- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry

- applicable documentation including:

 - approved codes of practice and relevant guidance material

 - relevant Australian technical standards

 - manufacturer guidelines (instructions, requirements or checklists), relevant industry

standards and operating procedures (where applicable)

Links

Companion Volume Implementation Guide - <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>