

# Mapping Document

## Online Forklift Licence training course

TLILIC0003

Licence to operate a forklift truck



Industry Training Resources

This document maps the requirements of the Elements, Performance Criteria and Assessment Requirements for the unit of competency TLILIC0003 Licence to operate a forklift truck.

### Elements and performance criteria

Element 1	Performance Criteria	Online Forklift Licence Training Course
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"> <li>• Communication. Slide 24</li> <li>• Communicate with people to make sure they are safe. Slide 80</li> <li>• Question 37</li> </ul>
	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"> <li>• Work area operating surface. Slide 28</li> <li>• Question 12, 13</li> </ul>
	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"> <li>• Data plate. Slide 93</li> <li>• Do not use a forklift with a damaged data plate</li> <li>• Question 42</li> <li>• A data plate tells you the rated capacity of the forklift</li> <li>• A data plate helps you to know what you can lift with a forklift truck. Slide 97</li> <li>• Load centre distance. Slides 98, 99, 100</li> <li>• Question 43</li> <li>• Things that affect load centre distance. Slide 102</li> <li>• Question 44, 45</li> </ul>
	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"> <li>• Check the path where you will be using the forklift. Slide 31</li> <li>• Question 19</li> </ul>
	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"> <li>• Talk to others about hazards before starting work. Slide 39, 40</li> <li>• Question 14</li> </ul>

Element 1	Performance Criteria	Online Forklift Licence Training Course
Plan work/task	1.6 Traffic management plan implementation is confirmed in accordance with workplace procedures	<ul style="list-style-type: none"> <li>• Traffic Management. Slide 33</li> <li>• Traffic Management Plan. Slide 34</li> <li>• Question 15</li> <li>• Traffic control. Slide 64</li> <li>• Question 29</li> </ul>
	1.7 Appropriate communication procedures are identified with relevant people in accordance with workplace procedures	<ul style="list-style-type: none"> <li>• Communication. Slide 24</li> <li>• Communicate with people to make sure they are safe. Slide 80</li> <li>• Question 37</li> </ul>
	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"> <li>• Communication. Slide 24</li> <li>• Communicate with people to make sure they are safe. Slide 80</li> <li>• Question 37</li> </ul>

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Element 2	Performance Criteria	Online Forklift Licence Training Course
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"> <li>• Communication. Slide 24</li> <li>• Communicate with people to make sure they are safe. Slide 80</li> <li>• Question 37</li> <li>• Check if you don't understand a signal. Slide 82</li> <li>• Question 38</li> </ul>
	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"> <li>• Weather can be a hazard when operating a forklift. Slide 66</li> <li>• Question 30, 31</li> <li>• A weather forecast can help you plan for the the day's work. Slide 68</li> <li>• Question 31, 32, 33</li> </ul>
	2.3 Risk control measures for hazards identified are checked for implementation in accordance with safe work procedures	<ul style="list-style-type: none"> <li>• Hazard versus risk – what's the difference? Slide 36</li> <li>• Questions 16, 17</li> <li>• Find out as much as you can about hazards before you start work. Slide 39</li> <li>• Find out as much as you can about hazards before you start work. Slie 40</li> <li>• Question 18</li> <li>• Make sure you have put risk control measures in place for any hazards. Slide 42</li> <li>• Question 19</li> <li>• Hazards – Controls and planning. Slide 44</li> <li>• Hazards - Indoors. Slide 45</li> <li>• Hazards – Outdoors. Slide 46</li> <li>• Question 20</li> </ul>

		<ul style="list-style-type: none"> <li>• The Hierarchy of Hazard Control. Slide 48</li> <li>• Question 21</li> <li>• Overhead electric power lines on poles. Slide 50</li> <li>• Overhead power lines on towers. Slide 51</li> <li>• Question 22, 23</li> <li>• Visual indicators that show you overhead electric powerlines. Slide 54</li> <li>• Question 24</li> <li>• Accidentally hitting powerlines. Slides 56 to 58</li> <li>• Question 25, 26</li> <li>• Using a forklift in a confined space. Slide 61</li> <li>• Question 27, 28</li> </ul>
	2.4 Forklift truck is accessed in a safe manner in accordance with manufacturer requirements and workplace procedures	<ul style="list-style-type: none"> <li>• Getting on and off a forklift safely. Slide 129</li> <li>• Question 60</li> </ul>
	2.5 Forklift truck logbook is checked in accordance with manufacturer, regulatory requirements and safe work procedures	<ul style="list-style-type: none"> <li>• Pre-start inspection. Slide 85</li> <li>• Check the wheels and tyres of your forklift. Slide 91</li> <li>• Question 41</li> </ul>
	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"> <li>• Pre-start inspection. Slide 85</li> </ul>
	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"> <li>• Forklift attachments. Slide 117</li> <li>• Question 55</li> <li>• Jib attachment. Slide 119</li> <li>• Question 56</li> </ul>
	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"> <li>• Start-up operational checks. Slide 86, 87</li> <li>• Question 39</li> <li>• Check the wheels and tyres of your forklift. Slide 91</li> <li>• Question 41</li> </ul>

	<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</p>	<ul style="list-style-type: none"> <li>• Hazard versus risk – what’s the difference? Slide 36</li> <li>• Questions 16, 17</li> <li>• Find out as much as you can about hazards before you start work. Slide 39</li> <li>• Find out as much as you can about hazards before you start work. Slie 40</li> <li>• Question 18</li> <li>• Make sure you have put risk control measures in place for any hazards. Slide 42</li> <li>• Question 19</li> <li>• Hazards – Controls and planning. Slide 44</li> <li>• Hazards - Indoors. Slide 45</li> <li>• Hazards – Outdoors. Slide 46</li> <li>• Question 20</li> <li>• The Hierarchy of Hazard Control. Slide 48</li> <li>• Question 21</li> <li>• Overhead electric power lines on poles. Slide 50</li> <li>• Overhead power lines on towers. Slide 51</li> <li>• Question 22, 23</li> <li>• Visual indicators that show you overhead electric powerlines. Slide 54</li> <li>• Question 24</li> <li>• Accidentally hitting powerlines. Slides 56 to 58</li> <li>• Question 25, 26</li> <li>• Using a forklift in a confined space. Slide 61</li> <li>• Question 27, 28</li> </ul>
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Element 3	Performance Criteria	Online Forklift Licence Training Course
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"> <li>• Data plate. Slide 93</li> <li>• Do not use a forklift with a damaged data plate</li> <li>• Question 42</li> <li>• A data plate tells you the rated capacity of the forklift</li> <li>• A data plate helps you to know what you can lift with a forklift truck. Slide 97</li> <li>• Load centre distance. Slides 98, 99, 100</li> <li>• Question 43</li> <li>• Things that affect load centre distance. Slide 102</li> <li>• Question 44, 45</li> <li>• Calculating using a data plate. Slide 105</li> <li>• Question 46, 47, 48, 49, 50</li> <li>• Forklift attachments. Slide 117</li> <li>• Question 55</li> <li>• Jib attachment. Slide 119</li> <li>• Question 56, 57</li> </ul>
	3.2 Forklift truck is operated safely in accordance with manufacturer requirements and safe work procedures	<ul style="list-style-type: none"> <li>• Make sure you have put risk control methods in place for any hazards</li> </ul>
	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"> <li>• Forklift truck movements. Slide 123</li> <li>• Question 58, 61</li> </ul>
	3.4 Unplanned and unsafe situations are responded to in accordance with safe work procedures	<ul style="list-style-type: none"> <li>• Forklift failure. Slide 169</li> <li>• Question 78</li> <li>• Unplanned and unsafe situations. Slide 171</li> <li>• Question 79</li> </ul>
	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"> <li>• Forklift truck movements. Slide 123</li> <li>• Question 58</li> </ul>

	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"> <li>• Don't use a forklift unless you are qualified and have permission. Slide 179</li> <li>• Question 81</li> </ul>
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<b>Element 4</b>	<b>Performance Criteria</b>	<b>Online Forklift Licence Training Course</b>
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"> <li>• Shutting down. Slide 173, 174</li> <li>• Places not to park a forklift. Slide 117</li> </ul>
	4.2 Forklift truck is secured to prevent unauthorised access/use in accordance with safe work procedures	<ul style="list-style-type: none"> <li>• Don't use a forklift unless you are qualified and have permission. Slide 179</li> <li>• Question 81</li> </ul>

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### 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	Online Forklift Licence Training Course
Australian and industry standards, codes of practice and guidelines to safely operate a forklift truck	<ul style="list-style-type: none"> <li>• Australian Standards Slide 20</li> <li>• Laws to keep your workplace safe. Slide 22</li> <li>• Questions 6 to 10.</li> </ul>
Communication procedures including: <ul style="list-style-type: none"> <li>• Audible and visual warning devices</li> <li>• Hand signals</li> <li>• Questioning techniques</li> <li>• Signage</li> <li>• Traffic warning systems</li> <li>• Two-way radio</li> <li>• Written instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Communication. Slide 24</li> <li>• Communicate with people to make sure they are safe. Slide 80</li> <li>• Question 37</li> <li>• Check if you don't understand a signal. Slide 82</li> <li>• Question 38</li> </ul>
Forklift truck characteristics and capabilities, manufacturer requirements and instructions for any attachments	<ul style="list-style-type: none"> <li>• Data plate. Slide 93</li> <li>• Do not use a forklift with a damaged data plate</li> <li>• Question 42</li> <li>• A data plate tells you the rated capacity of the forklift</li> <li>• A data plate helps you to know what you can lift with a forklift truck. Slide 97</li> <li>• Load centre distance. Slides 98, 99, 100</li> <li>• Question 43</li> <li>• Things that affect load centre distance. Slide 102</li> <li>• Question 44, 45</li> <li>• Calculating using a data plate. Slide 105</li> <li>• Question 46, 47, 48, 49, 50</li> <li>• Forklift attachments. Slide 117</li> <li>• Question 55</li> <li>• Jib attachment. Slide 119</li> <li>• Question 56, 57</li> </ul>

<p>Impact of the following on the operation of the forklift truck including:</p> <ul style="list-style-type: none"> <li>• Failure/loss of control including brakes and steering</li> <li>• Failure of equipment during forklift truck operations</li> </ul>	<ul style="list-style-type: none"> <li>• If the forklift tips over sideways!!!</li> <li>• Question 76</li> <li>• Forklift failure. Slide 169</li> <li>• Question 78</li> </ul>
<p>Forklift truck instability causes including:</p> <ul style="list-style-type: none"> <li>• Deterioration of ground condition</li> <li>• Overloading</li> <li>• Pick up and placement of load</li> <li>• Irregular loads</li> </ul>	<ul style="list-style-type: none"> <li>• Finding out the weight of a load. Slide 111</li> <li>• An example of calculating the weight of a load. Slide 112</li> <li>• Question 51, 52, 53, 54</li> </ul>
<p>Operating on ramps and uneven surfaces and in restricted spaces</p>	<ul style="list-style-type: none"> <li>• Work area operating surface. Slide 28</li> <li>• Question 12, 13</li> <li>• Using a forklift in a confined space. Slide 61</li> <li>• Question 27</li> <li>• Travelling up a ramp. Slide 132</li> <li>• Question 61</li> <li>• Why is it dangerous to turn a forklift on a slope&gt; Slide 136</li> <li>• Question 63</li> </ul>
<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"> <li>• Labels on the actual load</li> <li>• Markings on the actual load</li> <li>• Paperwork such as consignment notes, running sheets and weighbridge dockets</li> <li>• Weighing a carton and calculating load</li> </ul>	<ul style="list-style-type: none"> <li>• Finding out the weight of a load. Slide 111</li> <li>• Question 51, 52, 53, 54</li> </ul>
<p>Manufacturer requirements, instructions and operator's manual</p>	<ul style="list-style-type: none"> <li>• Logbooks. Slide 11</li> <li>• Question 5</li> <li>• Data plate. Slide 93</li> <li>• A data plate helps you to work out what you can lift with a forklift truck. Slide 97</li> </ul>

Requirement	Online Forklift Licence Training Course
<p>Problems, and appropriate response procedures to unplanned and/or unsafe environmental conditions including:</p> <ul style="list-style-type: none"> <li>• Wind</li> <li>• Lightning</li> <li>• Water/ice impacted surface/ground</li> <li>• Rain</li> <li>• Extreme heat</li> <li>• Ultra violet (UV) exposure</li> </ul>	<ul style="list-style-type: none"> <li>• Weather can be a hazard when operating a forklift. Slide 66</li> <li>• Question 30, 31</li> <li>• A weather forecast can help you plan for the the day’s work. Slide 68</li> <li>• Question 31, 32, 33</li> </ul>
<p>Problems and equipment faults, and implementing appropriate response procedures to unplanned and/or unsafe situations including:</p> <ul style="list-style-type: none"> <li>• Lock out and tag out procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Forklift failure. Slide 169</li> <li>• Question 78</li> <li>• Unplanned and unsafe situations. Slide 171</li> <li>• Question 79</li> </ul>
<p>Relevant procedures for refuelling and recharging forklift truck using appropriate PPE including:</p> <ul style="list-style-type: none"> <li>• Gas bottle</li> <li>• Connecting battery to charger and disconnecting battery from charger and reconnecting to forklift truck</li> <li>• Refuelling</li> </ul>	<ul style="list-style-type: none"> <li>• Refuelling or recharging different types of forklifts. Slide 74</li> <li>• Question 34</li> <li>• Question 28</li> </ul>
<p>Procedures for recording, reporting and maintaining workplace records and information</p>	<ul style="list-style-type: none"> <li>• Logbooks. Slide 11</li> <li>• Question 5</li> </ul>
<p>Risk assessment process including hierarchy of control:</p> <ul style="list-style-type: none"> <li>• Elimination</li> <li>• Substitution</li> <li>• Isolation</li> <li>• Engineering controls</li> <li>• Administrative controls</li> <li>• Personal protective equipment (PPE)</li> </ul>	<ul style="list-style-type: none"> <li>• Hazard versus risk – what’s the difference? Slide 36</li> <li>• Questions 16, 17</li> <li>• Find out as much as you can about hazards before you start work. Slide 39</li> <li>• Find out as much as you can about hazards before you start work. Slie 40</li> <li>• Question 18</li> <li>• Make sure you have put risk control measures in place</li> </ul>

	<p>for any hazards. Slide 42</p> <ul style="list-style-type: none"> <li>• Question 19</li> <li>• Hazards – Controls and planning. Slide 44</li> <li>• Hazards - Indoors. Slide 45</li> <li>• Hazards – Outdoors. Slide 46</li> <li>• Question 20</li> <li>• The Hierarchy of Hazard Control. Slide 48</li> <li>• Question 21</li> <li>• Overhead electric power lines on poles. Slide 50</li> <li>• Overhead power lines on towers. Slide 51</li> <li>• Question 22, 23</li> <li>• Visual indicators that show you overhead electric powerlines. Slide 54</li> <li>• Question 24</li> <li>• Accidentally hitting powerlines. Slides 56 to 58</li> <li>• Question 25, 26</li> <li>• Using a forklift in a confined space. Slide 61</li> <li>• Question 27, 28</li> </ul>
<p>Safe use and compliance of different types of attachments including:</p> <ul style="list-style-type: none"> <li>• Bale clamps</li> <li>• Carpet spike for carpet rolls</li> <li>• Drum carrier</li> <li>• Jib attachment</li> <li>• Paper roll clamps</li> <li>• Personnel work platforms</li> <li>• Rotators</li> <li>• Slippers/fork extensions on tynes</li> </ul>	<ul style="list-style-type: none"> <li>• Forklift attachments. Slide 117</li> <li>• Question 55</li> <li>• Jib attachment. Slide 119</li> <li>• Question 56</li> </ul>
<p>Suitability and lifting capability of the attachment to be used</p>	<ul style="list-style-type: none"> <li>• A data plate tells you the rated capacity of the forklift. Slide 96</li> <li>• Forklift attachments. Slide 117</li> <li>• Parking a forklift. Slide 176, 177</li> <li>• Places not to park a forklift. Slide 177</li> <li>• Question 80</li> </ul>

<p>Shut down procedures for a forklift truck in accordance with manufacturer requirements</p>	<ul style="list-style-type: none"> <li>• Shutting down. Slide 173, 174</li> <li>• Places not to park a forklift. Slide 117</li> <li>• Don't use a forklift unless you are qualified and have permission. Slide 179</li> <li>• Question 81</li> </ul>
<p>Traffic management plan procedures and requirements</p>	<ul style="list-style-type: none"> <li>• Traffic Management. Slide 33</li> <li>• Traffic Management Plan. Slide 34</li> <li>• Question 15</li> <li>• Traffic control. Slide 64</li> <li>• Question 29</li> </ul>
<p>Typical routine problems encountered operating a forklift truck and associated equipment, and adjustments required for correction</p>	<ul style="list-style-type: none"> <li>• Pre-start inspection. Slide 85</li> <li>• Start-up operational checks. Slide 86, 87</li> <li>• Question 39</li> <li>• Check the wheels and tyres of your forklift. Slide 91</li> <li>• Question 41</li> </ul>
<p>Workplace procedures including work plan which may be verbal, documented/written, or electronically generated</p>	<ul style="list-style-type: none"> <li>• Communication. Slide 24</li> <li>• Planning the job and checking the site. Slide 25, 26.</li> <li>• Question 11</li> </ul>
<p>Work area operating surface suitability including issues with:</p> <ul style="list-style-type: none"> <li>• Backfilled ground</li> <li>• Bitumen (damaged, cracked)</li> <li>• Concrete (damaged, cracked)</li> <li>• Hard compacted soil</li> <li>• Potholes</li> <li>• Railway tracks</li> <li>• Rough uneven or difficult terrain including sloping surfaces, uneven surfaces, steel decks and grates</li> <li>• Soft soils</li> <li>• Trench covers</li> </ul>	<ul style="list-style-type: none"> <li>• Work area operating surface. Slide 28</li> <li>• Question 12, 13</li> </ul>
<p>Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) requirements, safe work and workplace procedures</p>	<ul style="list-style-type: none"> <li>• Australian Standards Slide 20</li> <li>• Laws to keep your workplace safe. Slide 22</li> <li>• Questions 6 to 10.</li> </ul>

## Links

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

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