

Online Order Picking Forklift Truck MAPPING DOCUMENT

TLILIC0004 Licence to operate an order picking forklift truck



Industry Training Resources

This document maps the requirements of the Elements, Performance Criteria and Assessment Requirements for the unit of competency TLILIC0004 Licence to operate an order picking 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"> • Planning the job and checking the site. Slide 12 and 13. • Question
Plan work/task	1.2 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"> • Planning the job and checking the site. Slide 12 and 13. • Question 4
	1.3 Order picking forklift truck is selected using relevant methodology in accordance with type and weight characteristics of load, workplace conditions, manufacturer specifications and workplace procedures	<ul style="list-style-type: none"> • Data plate. Slide 67 • Finding the weight of a load. Slide 68
	1.4 Working area is inspected and appropriate paths for operating the order picking forklift truck and moving in work area are assessed and determined in accordance with workplace procedures	<ul style="list-style-type: none"> • Check your path for hazards. Slide 24 • Hazards – Indoors. Slide 27 • Hazards – Outdoors. Slide 28
	1.5 Traffic management plan implementation is confirmed and understood in accordance with workplace procedures	<ul style="list-style-type: none"> • Traffic management plan. Slide 44 • Question 15
	1.6 Appropriate communication procedures are identified and tested with relevant people in accordance with workplace procedures	<ul style="list-style-type: none"> • Talk to others about hazards before starting work. Slide 20 • Find out as much as you can about hazards before you start work. Slide 21. • Question 8
	1.7 Work area operating surface is assessed to determine quality and suitability for operational use in accordance with workplace procedures	<ul style="list-style-type: none"> • Ground surface. Slide 46 • Question 16

Element 2	Performance Criteria	Online Forklift Licence Training Course
Prepare for work/task	2.1 Consultation with workplace person/s is maintained to ensure workplan is clear and consistent with site requirements in accordance with workplace procedures	<ul style="list-style-type: none"> • Make sure the operating surface is suitable. Slide 93 • Question 38 and 39
	2.2 Environmental work area conditions are assessed to determine any impact on order picking forklift truck positioning in accordance safe work procedures	<ul style="list-style-type: none"> • Ground surface. Slide 46 • Question 16
	2.3 Risk control measures for hazards identified are checked for implementation in accordance with safe work procedures	<ul style="list-style-type: none"> • Slide 17 Hazard versus risk – What is the difference • Question 6 and 7
	2.4 Order picking forklift truck is accessed in a safe manner in accordance with manufacturer specifications and safe work procedures	<ul style="list-style-type: none"> • When should you wear a harness and lanyard on an order picking forklift truck? • Question 35
	2.5 Order picking forklift truck logbook is inspected and is correct for the order picking forklift truck, is completed, signed and required rectifications have been signed off in accordance with manufacturer requirements and safe work procedures	<ul style="list-style-type: none"> • What should you do if find damage? Slide 65 • Question 23 • Shutting down. Slide 115
	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 specifications	<ul style="list-style-type: none"> • Pre-start inspection. Slide 58 • Pre-start operational checks. Slides 59 – 72. • Question 21
	2.7 Prior to operation, order picking forklift truck and safety equipment for working at height is visually checked for any damage, defects are reported, recorded and appropriate action is taken in accordance with safe work procedures	<ul style="list-style-type: none"> • Checking wheels and tyres for defects. Slide 63 • Question 22
	2.8 Prior to operation, order picking forklift truck and safety equipment for working at height is visually checked for any damage, defects are reported, recorded and appropriate action is taken in accordance with safe work procedures	<ul style="list-style-type: none"> • Test all movements to be able to transport loads. Slide 89

	<p>2.9 Operational checks including all safety device/s are carried out and any damage and defects are reported, recorded and appropriate action is taken in accordance with manufacturer specifications and safe work procedures</p>	<ul style="list-style-type: none"> • Pre-start operational checks. Slides 59 – 72. • Question 21
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<p>Element 3</p>	<p>Performance Criteria</p>	<p>Online Forklift Licence Training Course</p>
<p>Perform work/task</p>	<p>3.1 Hazard prevention/control measures are implemented and communicated to people in the work area in accordance with safe work procedures</p>	<ul style="list-style-type: none"> • The Hierarchy of Hazard Control. Slide 30 • Question 11 • Important items of safety equipment. Slide 33 • Question 12 • Personal protective equipment (PPE). Slide 35 • Question 13
	<p>3.2 Weight and positioning of load on platform is assessed to ensure compliance with order picking forklift truck data plate specifications in accordance with manufacturer specifications and safe work procedures</p>	<ul style="list-style-type: none"> • Finding out the weight of a load. Slide 68 • Calculations. Slide 69 • Question 25, 26, 27, 28, 29 • Check the rated capacity using a data plate. Slide 76 • The load centre distance. Slide 77 • Capacity of load centre distance gets longer. Slide 77 • Question 30, 31, 32
	<p>3.3 Order picking forklift truck is operated safely in accordance with manufacturer specifications and safe work procedures</p>	<ul style="list-style-type: none"> • When should you wear a harness and lanyard on an order picking forklift truck? Slide 87 • Question 35 • Do not travel with the load in the air. Slide 90. • Question 36, 37 • Make sure the operating area is suitable. Slide 93 • Question 38, 39, 40, 41, 42

		<ul style="list-style-type: none"> • If you are not careful an order picker may tip over when travelling. Slide 99 and 100 • Question 43
	3.4 Order picking forklift truck path and load/s are monitored constantly when moving, lowering and placing to ensure stability of material and avoidance of hazards in accordance with safe work procedures	<ul style="list-style-type: none"> • Check your path for hazards. Slide 24 • Question 9 • Always check load for movement. Slide 110
	3.5 Loads are transported using all relevant order picking forklift truck movements in accordance with safe work procedures	<ul style="list-style-type: none"> • Test all movements to be able to transport loads. Slide 89
	3.6 Unplanned and unsafe situations are responded to in accordance with safe work procedures	<ul style="list-style-type: none"> • What should you do if the order picker starts to tip over? Slide 102 • Question 44
	3.7 Work is conducted safely at heights and fall arrest/restraint equipment is used safely and efficiently in accordance with safe work procedures	<ul style="list-style-type: none"> • When should you wear a harness and lanyard on an order picking forklift truck? • Question 88 • Question 40
	3.8 Order picking forklift truck is parked and isolated appropriately in accordance with manufacturer specifications and safe work procedures	<ul style="list-style-type: none"> • Do not park. Slide 116 • Question 51 • Parking an order picking forklift truck. Slide 118 • Question 52, 53

Element 4	Performance Criteria	Online Forklift Licence Training Course
Pack up	4.1 Order picking forklift truck is shut down in accordance with manufacturer specifications and safe work procedures	<ul style="list-style-type: none"> • Shutting down. Slide 116
	4.2 Order picking forklift truck is secured to prevent unauthorised access/use in accordance with legislative obligations and safe work procedures	<ul style="list-style-type: none"> • Don't use a forklift unless you are qualified and have permission. Slide 121 • Question 54

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
<p>Evidence 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:</p> <ul style="list-style-type: none"> • Australian and industry standards, codes of practice and guidelines to safely operate an order picking forklift truck 	<ul style="list-style-type: none"> • Australian Standards Slide 15 • Questions 5 • The Duty of Care for employers / persons conducting a business or undertaking (PCBU). Slide 7 • Question 2 • The Duty of Care for employees / workers. Slide 10 • Question 3
<p>appropriate worksite communication protocols including:</p> <ul style="list-style-type: none"> • audible and visual warning devices • hand signals • questioning techniques • 2-way radio • signage • traffic warning systems • written instructions 	<ul style="list-style-type: none"> • Planning the job and checking the site. Slide 12, 13
<p>hazards including:</p> <ul style="list-style-type: none"> • all operating surface hazards 	<ul style="list-style-type: none"> • Ground surface. Slide 46 • Question 16
<ul style="list-style-type: none"> • traffic including pedestrians, vehicles, other mobile plant and fixed structures 	<ul style="list-style-type: none"> • Traffic management plan. Slide 44 • Question 45
<p>overhead hazards including:</p> <ul style="list-style-type: none"> • electric lines • service pipes 	<ul style="list-style-type: none"> • Hazards – Indoors. Slide 27 • Question 10 • Accidentally hitting powerlines. Slide 37 – 42 • Question 14

<ul style="list-style-type: none"> • doorways • roof beams • lights • fixed structures 	
<ul style="list-style-type: none"> • obstacles or obstructions 	<ul style="list-style-type: none"> • Hazards – Indoors. Slide 27 • Question 10
<ul style="list-style-type: none"> • insufficient lighting 	<ul style="list-style-type: none"> • Hazards – Indoors. Slide 27 • Question 10
<ul style="list-style-type: none"> • other specific hazards including falling from platform and dangerous goods 	<ul style="list-style-type: none"> • Wear a harness at all times when operating an order picking forklift. Slide 32 • Hazards – Indoors. Slide 27
<p>impact of the following on the operation of the order picking forklift truck including:</p> <ul style="list-style-type: none"> • loss of control of brakes and/or steering 	<ul style="list-style-type: none"> • Pre-start inspection. Slide 58 • Pre-start operational checks. Slides 59 – 72. • Question 21
<ul style="list-style-type: none"> • failure of equipment including hydraulic system 	
<p>order picking forklift truck instability including:</p> <ul style="list-style-type: none"> • deterioration of operating surface condition 	
<ul style="list-style-type: none"> • overloading 	<ul style="list-style-type: none"> • If you are not careful an order picker may tip over when travelling. Slide 99
<ul style="list-style-type: none"> • picking and placing of irregular loads 	<ul style="list-style-type: none"> • If you are not careful an order picker may tip over when travelling. Slide 99
<ul style="list-style-type: none"> • lock out and tag out procedures 	<ul style="list-style-type: none"> • What should you do if you find damage, defects or the data plate/load chart damaged or missing? Slide 65 • Question 23

<ul style="list-style-type: none"> methodology and appropriate mathematical procedures to estimate loads or determination from labels, markings or load paperwork 	<ul style="list-style-type: none"> Finding out the weight of a load. Slide 68 Calculations. Slide 69 Question 25, 26, 27, 28, 29 Check the rated capacity using a data plate. Slide 76 The load centre distance. Slide 77 Capacity of load centre distance gets longer. Slide 77 Question 30, 31, 32
<ul style="list-style-type: none"> manufacturer specifications, instructions and operator's manual 	<ul style="list-style-type: none"> Check the operator's manual before you use the order picking forklift truck. Slide 86
<ul style="list-style-type: none"> order picking forklift truck characteristics and capabilities, manufacturer specifications and instructions for any attachments 	<ul style="list-style-type: none"> Check the operator's manual before you use the order picking forklift truck. Slide 86
<p>problems, and appropriate response procedures to unplanned and/or unsafe environmental conditions including:</p> <ul style="list-style-type: none"> wind water/ice impacted ground slippery surfaces sun glare 	<ul style="list-style-type: none"> Check the operator's manual before you use the order picking forklift truck. Slide 86 Checking the rated capacity using a data plate. Slide 76
<ul style="list-style-type: none"> procedures for connecting battery to charger and disconnecting battery from charger and reconnecting to order picking forklift truck 	<ul style="list-style-type: none"> Charging a forklift battery. Slide 50 Charge batteries in a well ventilated place. Slide 51 Question 18
<ul style="list-style-type: none"> procedures for recording, reporting and maintaining workplace records and information 	<ul style="list-style-type: none"> What should you do if you find damage, defects or the data plate/load chart damaged or missing? Slide 65 Question 23
<ul style="list-style-type: none"> risk assessment process including hierarchy of control: <ul style="list-style-type: none"> elimination 	<ul style="list-style-type: none"> The Hierarchy of Hazard Control. Slide 30 Question 11

<ul style="list-style-type: none"> • substitution • isolation • engineering controls • administrative controls • personal protective equipment (PPE) 	<ul style="list-style-type: none"> • Important items of safety equipment. Slide 33 • Question 12 • Personal protective equipment (PPE). Slide 35 • Question 13
<ul style="list-style-type: none"> • relevant documentation requirements 	<ul style="list-style-type: none"> • Check the operator's manual before you use the order picking forklift truck. Slide 86
<ul style="list-style-type: none"> • risk control measures including barricades and traffic control 	<ul style="list-style-type: none"> • Traffic management plan. Slide 44 • Question 15
<ul style="list-style-type: none"> • traffic management plan procedures and requirements 	<ul style="list-style-type: none"> • Traffic management plan. Slide 44 • Question 15
<ul style="list-style-type: none"> • typical routine problems encountered operating an order picking forklift truck and equipment, and adjustments required for correction 	<ul style="list-style-type: none"> • Pre-start inspection. Slide 58 • Pre-start operational checks. Slides 59 – 72. • Question 21
<ul style="list-style-type: none"> • workplace procedures including work plan which may be verbal, documented/written, or electronically generated 	<ul style="list-style-type: none"> • Planning the job and checking the site. Slide 12 • Planning the job and checking the site. Slide 13 • Question 4
<ul style="list-style-type: none"> • work area operating surface suitability including: <ul style="list-style-type: none"> • unusual and cracked surfaces • uneven surfaces • steel decks and grates 	<ul style="list-style-type: none"> • Make sure the operating area is suitable. Slide 94 • Question 38
<ul style="list-style-type: none"> • Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) legislative obligations and responsibilities 	<ul style="list-style-type: none"> • Australian Standards Slide 15 • Questions 5 • The Duty of Care for employers / persons conducting a

	<ul style="list-style-type: none"> business or undertaking (PCBU). Slide 7 • Question 2 • The Duty of Care for employees / workers. Slide 10 • Question 3
<ul style="list-style-type: none"> • working at height procedures and relevant PPE 	<ul style="list-style-type: none"> • Wear a harness at all times when operating an order picking forklift truck. Slide 32 • Important items of safety equipment. Slide 33 • Question 12

Links

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