

# ORDER PICKING FORKLIFT SAFETY AND LICENCE GUIDE



Training support material for:

TLILIC0004

Licence to operate an  
order picking forklift truck

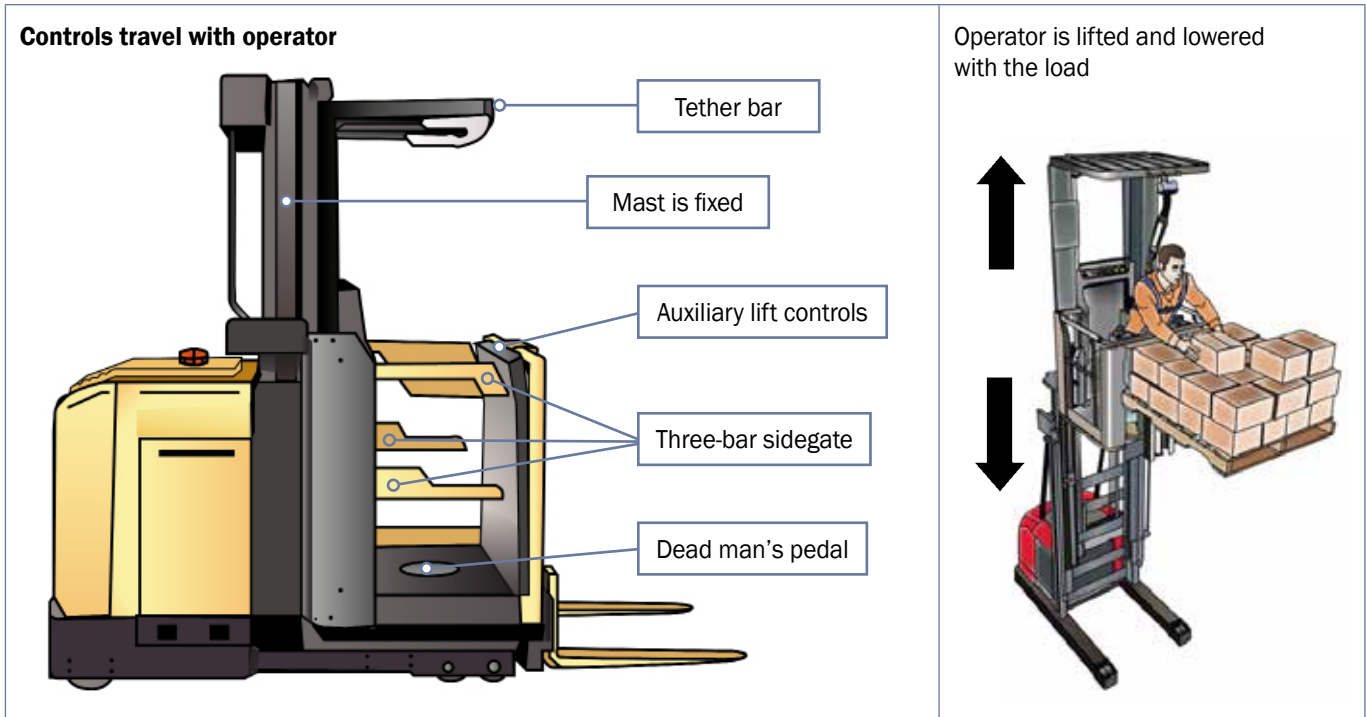
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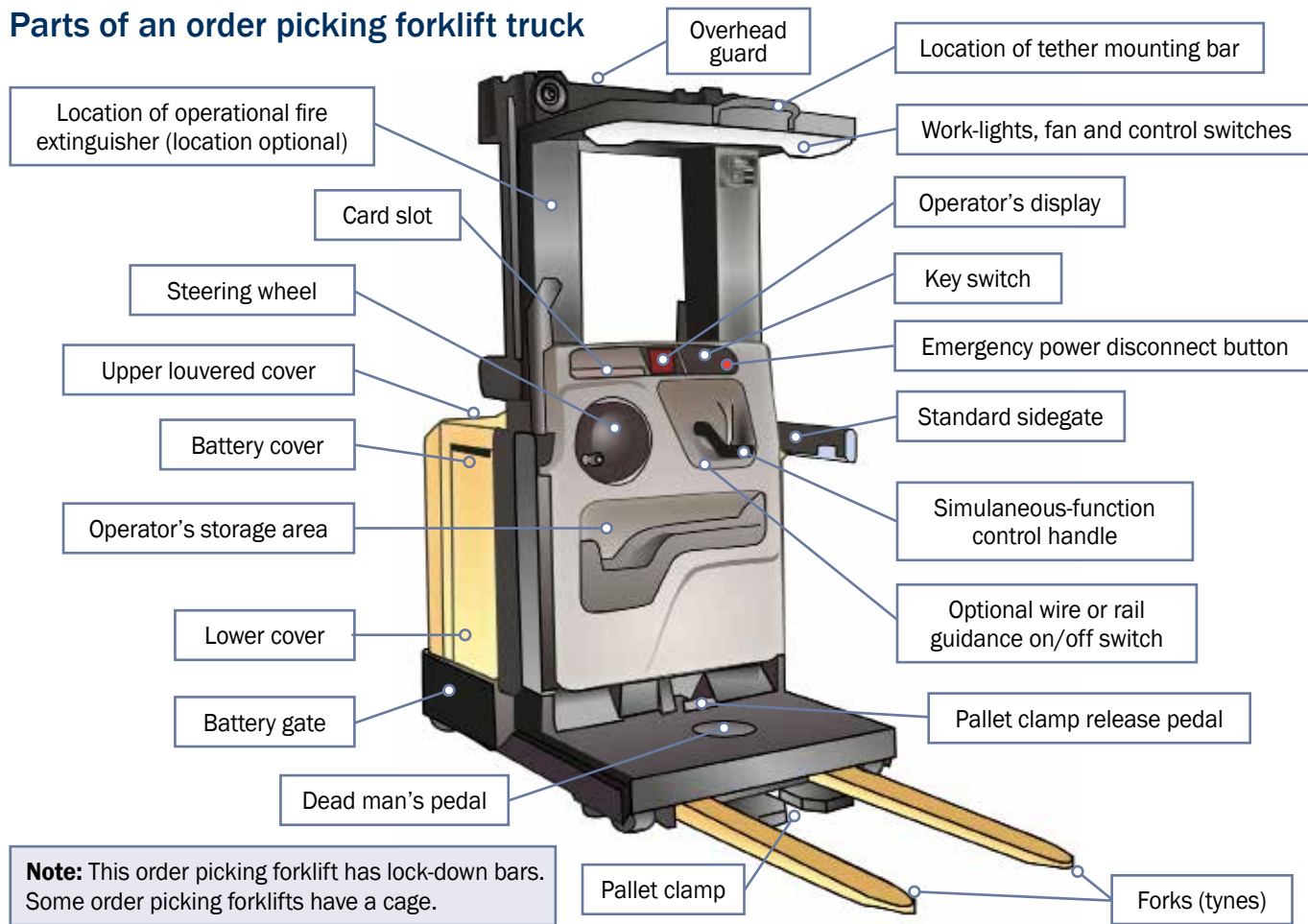
## What is an order picking forklift truck?

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.



### Parts of an order picking forklift truck

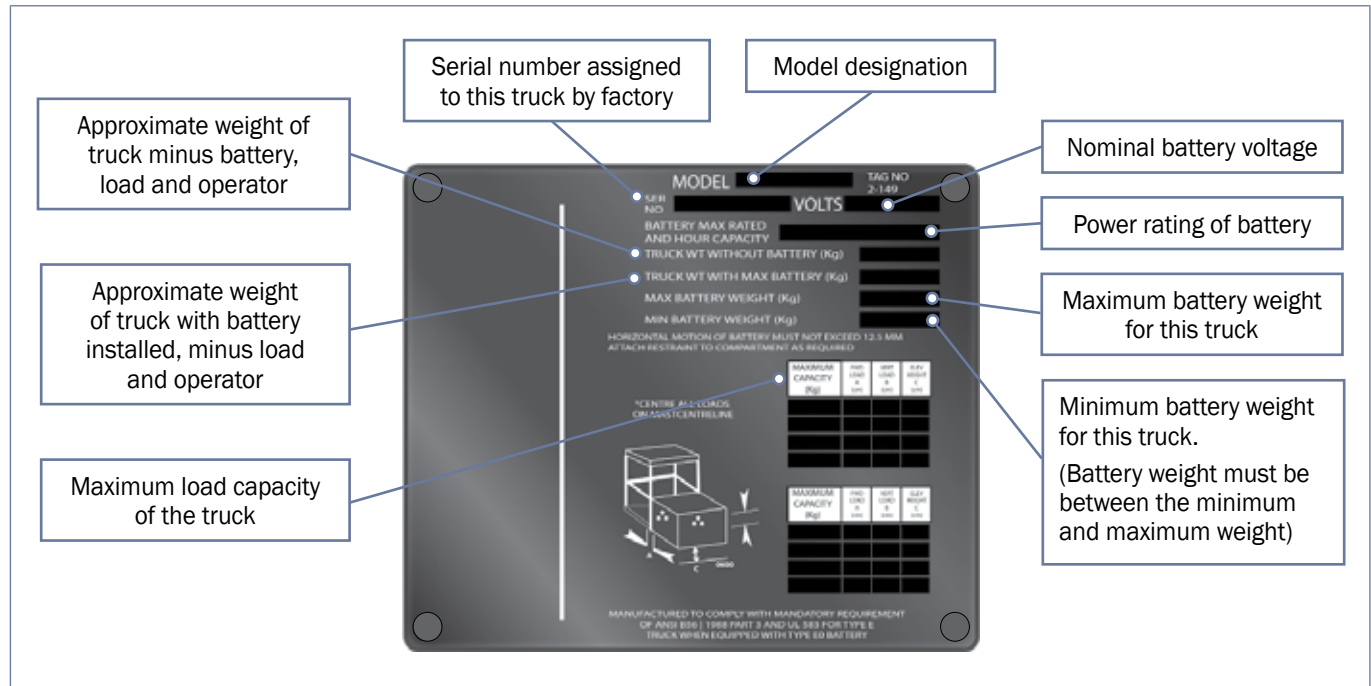


**Note:** This order picking forklift has lock-down bars. Some order picking forklifts have a cage.

## 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.



# PREPARE FOR WORK / TASK

## Element 2



## Selecting the right order picker

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

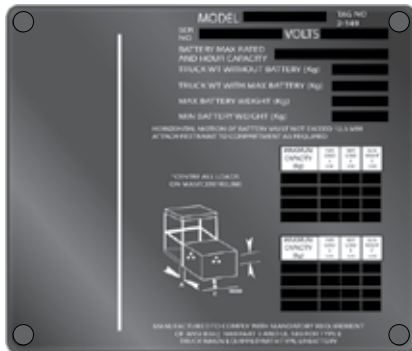
Some things you need to consider include:

### 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.

