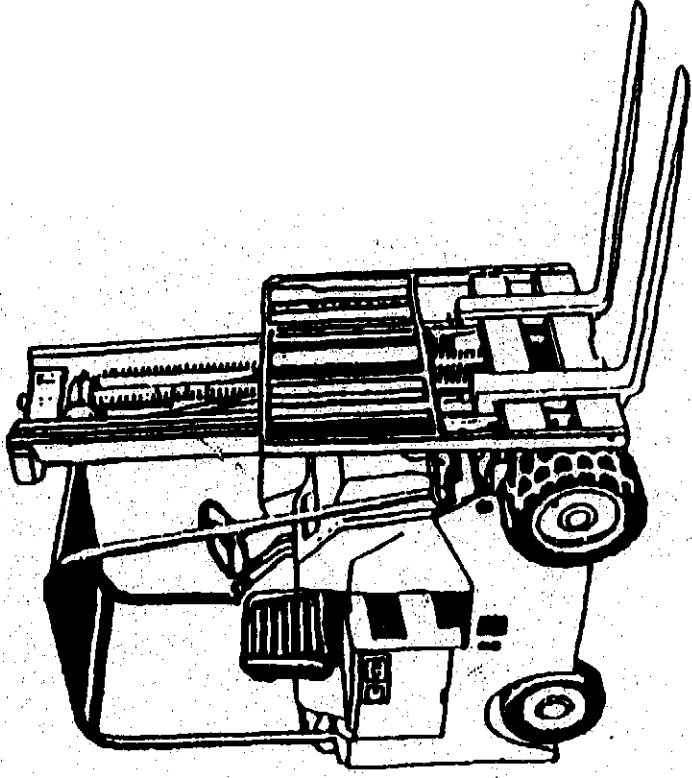




DRIVING SCHOOL

TRANSPORT TRAINING SERVICES

FORKLIFT TRUCK
ASSESSMENT
(VWA CODE LF)



Westwood Drive, Burnside (Deer Park), Victoria 3023
Telephone: 93612000 Facsimile: 93612011



GUIDE TO PRACTICAL AND WRITTEN ASSESSMENT

This book contains information you need to successfully pass your practical, written and oral test.

1. KNOWLEDGE ASSESSMENT:

To pass this assessment you will need to show you have knowledge to operate a forklift truck safely. This will include each of the following:

UNIT 1: CONDUCT ROUTINE CHECKS AND PLAN WORK

UNIT 2: SHIFT LOAD

UNIT 3: SHUT DOWN EQUIPMENT AND SECURE SITE

2. PRACTICAL ASSESSMENT:

To pass this assessment you will to show you have the performance skills to operate a forklift truck safely.

This will include each of the following:

UNIT 1: CONDUCT ROUTINE CHECKS AND PLAN WORK

UNIT 2: SHIFT LOAD

UNIT 3: SHUT DOWN EQUIPMENT AND SECURE SITE.



Specific Issues:

All items which have a STAR beside them are critical eg. ★
This means that you must perform them correctly.

Failure to carry out a critical item or to show competence in 75% of the other items will mean failure of that section of the test.

The practical driving test may be terminated if the assessor considers that the applicant is endangering himself or others.

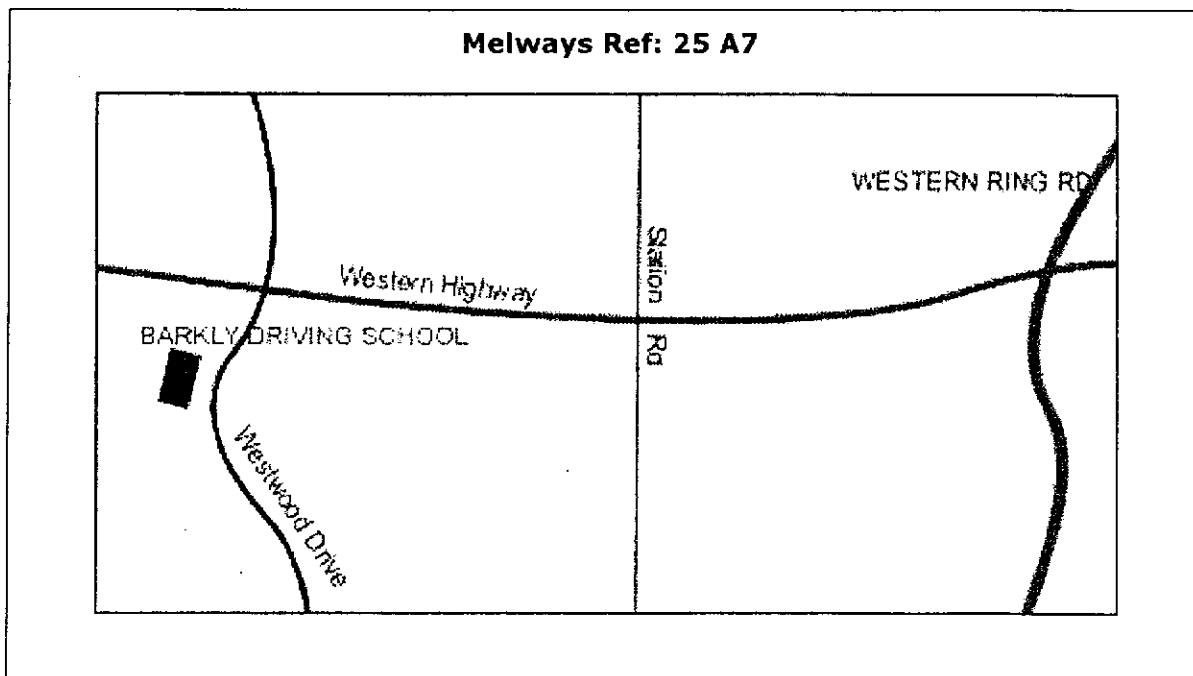
When you successfully pass all parts of the test you will be issued with a green Notice of Satisfactory Assessment, along with a L2 Form which you must take to a post office with a Passport photo. A fee of \$60.00 will be charged for your licence.

WHAT YOU MUST BRING WITH YOU.

YOU MUST BE 18 YEARS OF AGE.

1. Proof of I.D and age. Eg. Drivers licence, Passport, must be photo I.D
2. You will need a pen
3. Wear suitable clothes including safety boots or shoes (NO THONGS OR SANDALS!)
4. Passport Photo

55-59 Westwood Drive, Burnside (Deer Park)





FORK LIFT TRUCK DRIVING & OPERATING (NOVICE COURSE)

Introduction

This is a one-day course designed for participants to understand the engineering principals and safe operational practice of fork lift trucks.

Aims and Objectives:

To enable the participants to acquire the skills and knowledge required to operate forklift trucks safely and efficiently and to pass both theoretical and practical tests.

Course Contents

- Safety.
- Introduction to fork truck controls and instruments.
- Starting, moving, steering and stopping the fork truck.
- Hydraulic System.
- Pre - shift inspection.
- Refueling Procedures.
- Weight Assessment.
- Handling unladen and laden pallets.
- Driving on / off Ramps.
- Stacking / Destecking

Where subjects cannot be covered practicably then they will be either simulated or covered verbally followed by an appropriate theoretical test.

Ratio of Instructor to Student 1 to 2

Qualification:

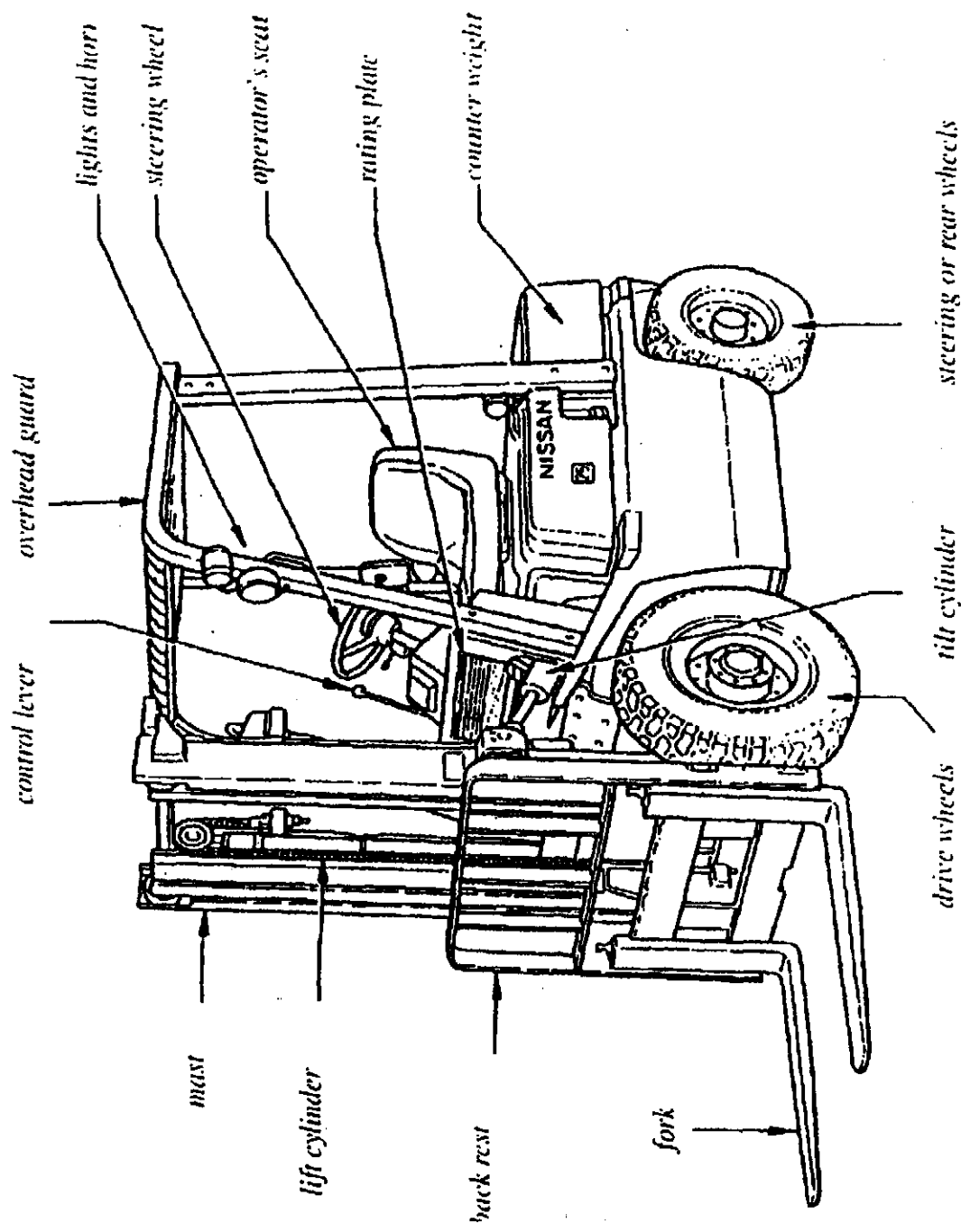
On completion of the test, a Forklift Operators Certificate will be issued to successful applicants.

Course Costs:	\$350.00
Workcover Licence	\$60.00

This is a Worksafe Accredited Forklift course.

**All training will conducted at our training centre at
55-59 Westwood Drive Deer Park 3023 Melway Ref Map 25 A6.**

The parts of a Fork Lift Truck.



UNIT - 1
CONDUCT ROUTINE CHECKS

Performance Criteria 1.1.1 and 1.1.2

1. Conduct routine checks on forklift (at least 12 elements checked) ☆

- Lift and tilt systems
- Mast assembly
- tyre condition, wheel nuts and pressure
- engine oil
- hydraulic oil level
- transmission oil
- battery security, water level and cleanliness
- brake fluid
- Coolant
- power steering
- air filter indicator (if diesel)
- Seat adjusted and secured
- Seat belt (condition and security)
- Mirrors adjusted, and clean
- Windscreen condition and clean
- Overhead guard (condition and security)
- Load plate

Load backrest (condition and security)

Security of LPG gas cylinder, tank in date and condition of system

Compliance plate for gas installation

Condition and security of batteries

Condition of fork arms or attachments

Pins or other locking devices checked for security

Performance Criteria 1.2.1, 1.2.2, 1.2.3 and 1.2.5

2. Inspects site and plans work

All hazards are identified where applicable (at least 12 hazards identified) ☆

- power lines
- doorways
- overhead service lines (inside and/or outside)
- bridges
- surrounding buildings
- obstructions
- other equipment in area
- personnel in area
- dangerous materials
- railway lines

- Other hazards unique to the workplace
- Applicant immediately removes hazards, or ensures hazards are eliminated by instigating appropriate action
- Applicant immediately removes hazards, or ensures hazards are eliminated by instigating appropriate safeguarding measures
- Before operating, applicant ensures that site personnel are made aware of forklift operation and any access restrictions for pedestrians
- Applicant is wearing suitable protective clothing and equipment and explains why it is important he/she is wearing this equipment
- Forklift truck type is suitable for load and height limitations. Applicant explains his/her reasons why the forklift truck would be suitable
- Attachments and fittings are appropriate for load type

Performance Criteria 1.3.1, 1.3.2

3. Conducts pre-operational start-up checks in accordance with manufacturer's specifications/operating manual - (at least 9 actions/checks made) ☆
- Mounts correctly
 - Adjusts seat
 - Fastens seat belt (if fitted)
 - Demonstrates correct start up procedure

- Checks lights,
- Checks warning devices
- Checks gauges
- Braking system whilst moving
- Steering system whilst mobile
- Operation of controls results in smooth and correct operation of selected function. All functions must be tested to the full extent of their movement.
- Checks underneath machine for any water or oil leaks
- Checks clear for travel before moving
- Applicant clearly explains what action he/she would take if any damage or defects were detected during the pre operational and start up checks

UNIT 2 – SHIFT LOAD

Performance Criteria 2.1.1, 2.1.2, 2.1.4, 2.1.5 and 2.1.6

4. Applicant operates forklift truck (at least 24 elements performed correctly) ☆
- Assesses the weight of a load before lifting
 - Follows and maintains agreed travel plan/path
 - Ensures travel direction clear
 - Operator keeps to the left in aisles or roadways for two way traffic

- | | | | |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Gives way to other traffic before moving off | <input type="checkbox"/> | Inserts attachments without touching or scraping the rack, stack or pallet. |
| <input type="checkbox"/> | Maintains a safe distance from other vehicles | <input type="checkbox"/> | Load is correctly positioned relative to attachment before raising. |
| <input type="checkbox"/> | Travels at safe speed | <input type="checkbox"/> | Mast is vertical or on slight back tilt to stabilise the load when raising from racks or stacks. |
| <input type="checkbox"/> | No mishaps or near misses when operating | <input type="checkbox"/> | Forklift is moved clear of the racks or stacks, and the load lowered to correct travel height with operator checking for sufficient clearance before travelling. |
| <input type="checkbox"/> | Where forklift goes undetected by others, operator takes appropriate action by, either, stopping or slowing vehicle, sounding horn or flashing lights. | <input type="checkbox"/> | While travelling, the attachment or load is high enough to just clear any bumps or rises in the floor. |
| <input type="checkbox"/> | Looks in direction of travel, if reversing, looks over both shoulders before the forklift truck moves. | <input type="checkbox"/> | Where fitted, fork arms must be below front axle height. With other fittings, bottom of load is at axle height and/or high enough to clear obstacles. |
| <input type="checkbox"/> | Does not travel with load until load is lowered to safe height. | <input type="checkbox"/> | During travel, the mast is tilted back slightly to ensure the load is laying towards the load backrest or carriage. The load must remain correctly positioned on the attachment. |
| <input type="checkbox"/> | Travels in reverse if load obscures forward vision, and must constantly look in the direction of travel. | <input type="checkbox"/> | Travels at a safe speed and maintains safe control of forklift. |
| <input type="checkbox"/> | No object in the path of forklift is hit or knocked over. | <input type="checkbox"/> | The load is correctly positioned relative to the rack or stack before placing the load. |
| <input type="checkbox"/> | Operator keeps all parts of the body within the forklift when travelling. However, when manoeuvring or positioning loads operator may lean out for a clearer view. | <input type="checkbox"/> | The load is positioned squarely in racks or stacks when placing the load. |
| <input type="checkbox"/> | Correct hydraulic controls are selected. | <input type="checkbox"/> | Operator ensures the load being placed settles evenly on the rack or stack before the attachments are withdrawn. |
| <input type="checkbox"/> | Operation of controls is smooth. | <input type="checkbox"/> | Attachment is withdrawn cleanly. |
| <input type="checkbox"/> | Whilst manoeuvring in a confined area the applicants shunts or repositions forklift truck to access the load. | | |
| <input type="checkbox"/> | Attachment is correctly positioned relative to rack or stack before raising the load. | | |

- Applicant explains correct use of the park brake when raising or lowering a load on an incline, as per manufacturer's recommendations.

Refueling sites

Blind corners

UNIT - 3

SHUT DOWN EQUIPMENT

Performance Criteria 3.1.1, 3.1.2 and 3.1.3

- 5. Shuts down equipment and secures site: (demonstrated at least 4 elements) ☆

No less than two metres from nearest rail track

Removes keys

Dismounts correctly

- Parks equipment in a suitable location away from danger areas

- Lowers fork arms/attachments to ground

- Appropriate gear, relevant to the forklift transmission type, is selected when parking vehicle.

- Applies parking brake

- Engine/power is turned off

- LPG gas cylinder valve shut off

- Batteries are connected to recharger unit

SECURE SITE:

Performance criteria 3.2.1

- 6. Secures site: (completes at least 6 elements) ☆
Parked clear of:

Access ways

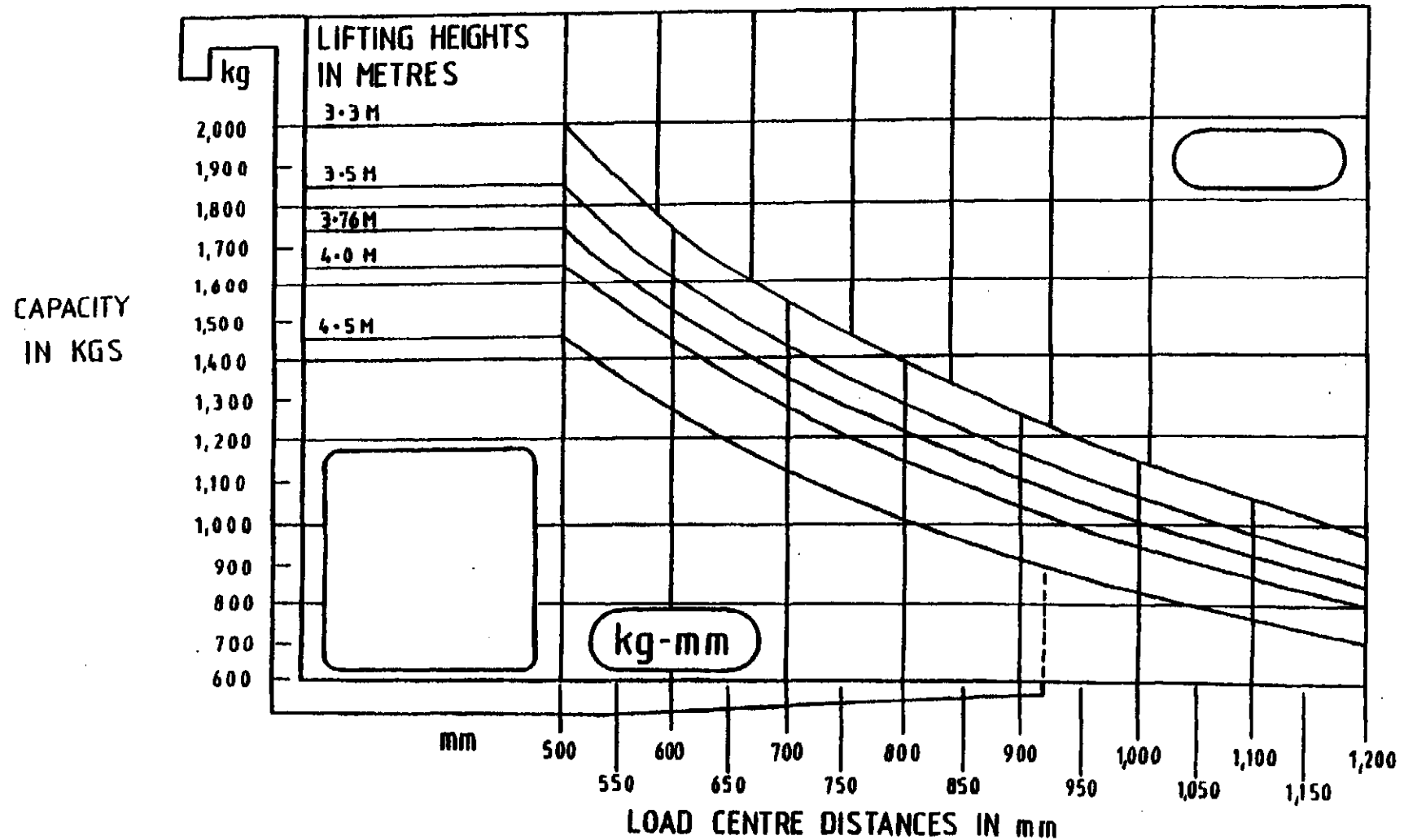
Walkways

Fire/emergency exits

First-aid facilities

USING THE LOAD CHART INDICATE IF THE FOLLOWING LOADS ARE SAFE TO LIFT			
HEIGHT REQUIRED	KG	LOAD CENTRE (MM)	YES NO
3.3 M	1900	600	
4.4 M	1210	600	
4.0 M	1500	600	
3.3 M	1300	900	
3.3 M	1000	700	
4.0 M	1000	900	
4.5 M	800	1100	
3.5 M	1400	700	
2.00 M	2000	500	
4.5 M	700	1350	

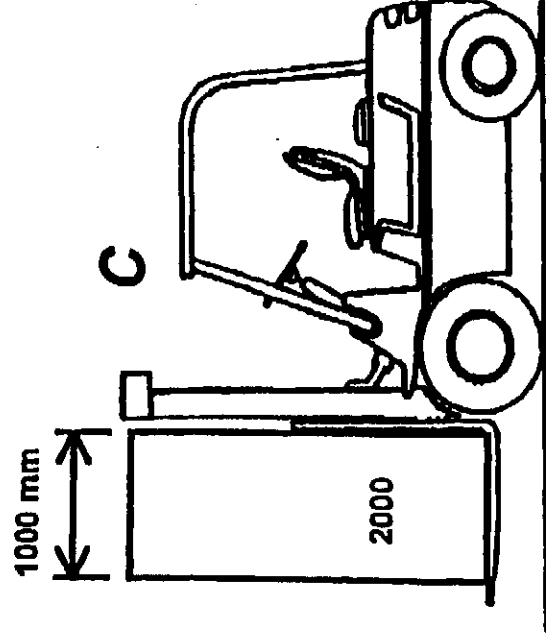
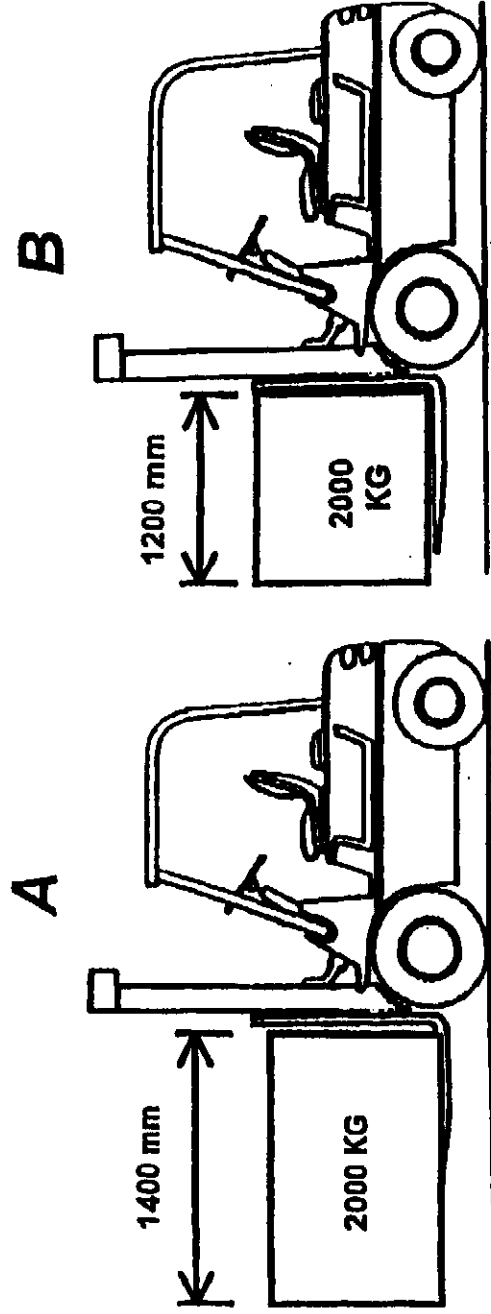
LOAD CHART



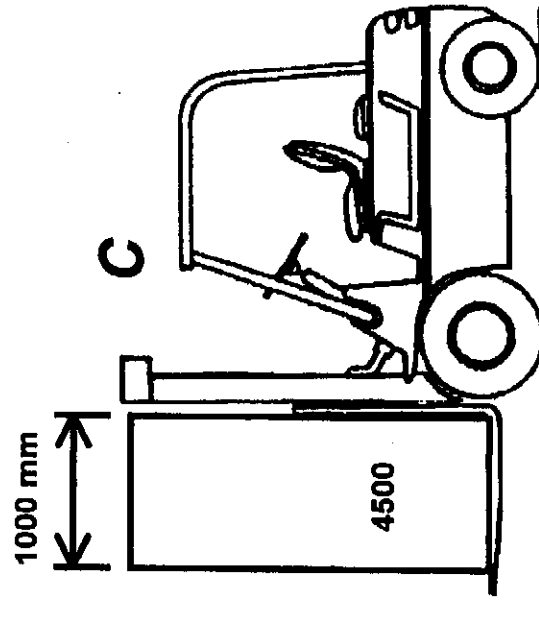
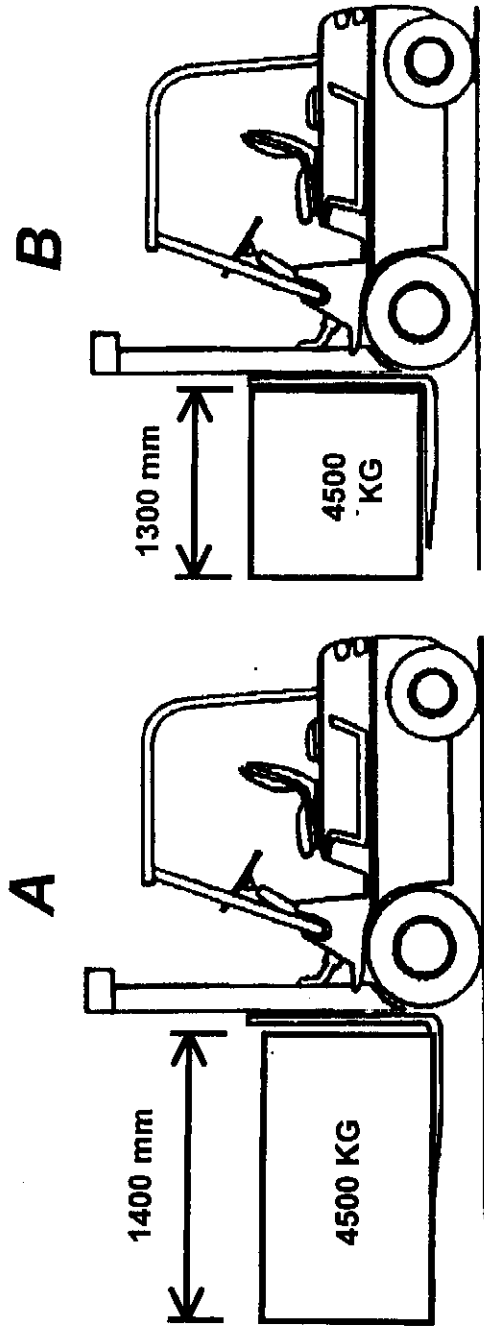
HOW TO READ THE LOAD CAPACITY CHART

A load weighing 1200 kg is well below the normal capacity of a truck with 4.5 m mast. However, the load centre is 800 mm from the face of the forks. On the chart, trace up from 800 mm load centre to the 4.5 m load curve and then across to the capacity scale. According to the chart, the maximum weight that can be lifted at 800 mm load centre is approx 1000 kg, and so our load of 1200 kg is too heavy. It must be broken down to 1000 kg.

ATTACHMENT A



ATTACHMENT B



CONDUCTS ROUTINE CHECKS: UNIT 1

1. You are required to inspect your forklift truck before use.
Name at least **four liquids** levels that would form part of your inspection

Hydraulic oil, Engine oil, Transmission oil, Brake fluid, Fuel, Cooling water, Battery Electrolyte level in each cell.

2. You are required to inspect your forklift truck before use
Name at least **four parts** which form part of your inspection

Brakes, Steering Controls, Lights, Warning devices, Tyres, attachments, Sercuity attachments.

3. What precautions should be taken by the operator when a leak in the fuel system is suspected or detected? ★

1. Stop the machine immediately
2. Isolate fuel supply if possible
3. An appropriate warning notice placed on the forklift, indicating forklift must not be used
4. The leak reported to an authorised Person.

4. During a pre operational check a hydraulic leak is detected?
What action would you take?

1. Place a warning notice on the forklift indicating forklift must not be used.
2. Report it to an authorised person.

5. During your pre operational check you may notice That the data plate is missing or unreadable
What action would you take? ★

1. Place a warning notice on the forklift indicating forklift must not be used.
2. Report it to an authorised person

6. Under what circumstances could an operator make minor repairs, alterations or adjustments to a forklift truck?

You must not go ahead unless.

1. You are competent and have the skills to carry out the work.
2. Your employer has given you permission authorisation.

7. If you notice a crack in the heel of the fork arm (tine) would you try and repair it yourself?

No! Do not try to fix the crack

1. Report the crack to someone in charge.
2. Put a warning notice on the forklift truck to show that it must not be used.
(Note: Damaged tines must be replaced.)

8. A tyre is found to have low pressure.
When would you attend to this problem?

You must immediately take care of the tyre.

9. What important function does a load backrest (load guard) perform on a forklift truck?

The backrest stops the load getting in the way of the mast and also stops the load from falling on the operator.

10. To protect the operator from falling objects, what Should be provided on a forklift truck?

An overhead guard and load backrest.

11. Should a forklift truck be fuelled while the engine is running.

Explain your answer. ★

NO! The running engine could ignite the fuel!

12. What direction must the load face when travelling up a Ramp? ★

The forklift must travel up the ramp forwards, therefore, the load must also face uphill.

13. When travelling up a ramp, why must the load face uphill?

1. To keep the forklift stable.
2. To stop the load falling off fork arms.

14. What direction must the load face when travelling down ramp? ★

The forklift must travel down the ramp in reverse. The load therefore will be facing uphill.

15. Why is it unsafe to turn a forklift truck when it is on a ramp or sloping surface? ★

The forklift truck could tip over sideways (lateral stability), or the load could slide off.

16. When operating a forklift truck why is it dangerous to turn a corner with the load raised? ★

The lateral (sideways) stability of the Forklift could be affected and it will tip over sideways.

17. How should you drive a forklift truck across railway tracks?

Travel at an angle of 45 degrees and at slow speed. Ramps or bridging plates should be used if instability is likely to occur.

18. When travelling, at what height should the load and the fork arms be? ★

At about axle height or a reasonable minimum distance from the surface you are operating on.

19. When travelling name two items/conditions that would influence your speed of travel.

Surface condition, Physical layout of work area, Potential hazards, The size of the load being moved, Proximity to pedestrians, Weather conditions, Speed limit signs, Your workplace may have a POLICY of going slow.

20. A pallet contains an unbalanced load with one end heavier than the other.
Which end should be against the heel of the fork arms? ★

Always carry the heaviest end of the load against the heel of the fork arms.

21. What would you do if you noticed a badly damaged pallet supporting a load?

Do not lift the load on a damaged pallet
Re-stack the load on a new undamaged pallet. Now you may lift it.

22. How should bagged goods be transported and stored?

Bagged goods should be transported
Stored on pallets.
Bags should be cross stacked and stepped (pyramid shaped) above 1.5 meters.
This will keep the load stable.

23. What is the minimum distance you should keep your forklift truck and load away from domestic and high voltage transmission lines? ★

At least 6.4 meters from domestic powerlines and at least 10 meters from high voltage transmission lines.

24. What would you do if you drove your forklift truck mast into powerlines?
List three actions.

Warn other people to stay clear and not to touch the forklift.

Try and break contact with the powerlines by moving the forklift if possible.

Stay on the forklift until you are told it is safe to leave. If you must leave the forklift do not touch the forklift and the ground at the same time. You will get electrocuted!

38. Are you allowed to add additional counterweights to a forklift truck without referring to the forklift manufacturer?
Explain your answer.

**No, unless the forklift manufacturer tells you it is safe to do so.
The existing counterweights have been made for maximum Safe Working Load (SWL) of the of the forklift truck.**

39. What precautions should the operator take when operating the forklift truck on wet or slippery surfaces?

1. Go slowly and carefully.
2. Turn corners slowly.
3. Drive in a way that is safe for the surface you are on.

40. What checks must be made before using an attachment on a forklift truck?★

The attachment MUST be is the right type for the forklift truck and the load to be lifted.

**The attachment MUST be properly attached with a suitable locking device.
The data plate MUST allow you to use the attachment you are using.**

41. If you are required to use an attachment that you are not familiar with, what should you do?

**Check and become familiar with the attachment before you use it.
If necessary, get training with an experienced person.**

42. Name three operating precautions you must take when using a jib attachment?

**Travel at low speed and turn slowly.
Keep the load as low as possible.
Keep the jib as low as possible and not tilted forward past the vertical.
Use the forklift as if you had a small load even when no load on jib.**

43. Is it permissible to use the forward tilt when lifting loads with a jib attachment?
Explain your answer.

No! The mast must be on vertical tilt or back tilt at all times when you are using an attachment.

44. What must be marked at each hook position on a jib attachment?

The safe Working Load (SWL).

45. When operating a forklift fitted with a carpet spike, what precautions would you take?

**Be aware of the length of the spike.
Be careful not to knock into things.
Be aware that longitudinal (lengthways) stability will be significantly reduced.
Be aware that the load capacity will be reduced.
Be especially careful when turning.**

46. Why should a sideshift attachment be centralised before travelling with a load?

The forklift truck will be unstable if the centre of gravity of the load is off to one side.

47. When using a revolving attachment is it permissible to rotate the load while travelling?
Explain your answer.

**No! The forklift may become unstable.
Only rotate the load when the forklift is stationary (not travelling)**

48. What should be used to carry drums with a Forklift truck?

**Use one of the following two methods:
Drums should be carried with a drum clamp or on a pallet**

49. What must a lifting ring and slings attached to it have in common?

Both must have an equal lifting capacity or Safe Working Load (SWL).

50. Should a jib attachment lifting hook be fixed or able to swivel (turn)?

The jib attachment lifting hook should be able to swivel.

51. For what reason must you ensure that a jib attachment hook is directly over a load before lifting?

**This will help to keep the forklift truck stable.
Also, it will stop the load from swinging when you lift it.**

52. When should slings be inspected?

Before you use them. (AS 1666)

53. When inspecting wire rope slings, list 5 defects that would render the sling unsafe to use.

Crushing, Stretched wire, Affected by heat, Rust, Acid attack, Birdcaging, Missing tags or illegible tags, Damaged eye splicing, 10% of wires broken in one strand within a length of 8times the diameter of the rope.

54. How would you determine the working load limit (WLL) for synthetic webbing slings?

There are two ways to find out the working load limit (WLL) for synthetic webbing slings.

**Color coding to Australian standards.
The label or tag attached to the sling.**

55. Why is it important to secure the pin of a shackle?
This will stop it from unscrewing when you are using it.

56. What percentage of wear in a shackle would make it unsafe to use ?

Throw the shackle away after 10% wear.

57. How would you determine the Safe Working load (SWL) of a multi-leg chain sling ?

**By reading the metal tag on the sling on the upper terminal link or on the sling leg immediately next to it.
Or calculate using the correct formula.**

58. Should a load be raised or lowered near or over People?
Explain your answer. ★

**No! A load should Never be raised near or passed over people.
It is against safe operating procedures.**

59. What must be provided on a forklift truck to allow a passenger to be carried?

The forklift truck must have an approved seat and footrest.

60. Is it permissible to carry passengers on the bare fork arms or load?
Explain your answer. ★

No! It is against regulations.

61. By what means can people be raised on a forklift truck? ★

**You must use an approved Safety cage.
(forklift truck work platform).**

UNIT 2:

62. When using a work platform to lift people, what position must the *travel controls* be in and what position must the *parking brake* be?

1. **The travel controls must be in neutral.**
2. **The parking brake must be engaged.**

63. Where must the operator of a forklift remain when a person is raised in a Work Platform?

The operator must remain at the forklift controls at all times.

64. Is a step ladder or other device allowed to be used to gain extra height whilst working from a work platform? ★

No! Not under any circumstances.

65. On an electric forklift what would you use to isolate the power supply in an emergency?

Isolate the power using the emergency isolator.

66. Give reasons why pre-operational checks are necessary before operating a forklift truck?

Pre checks are necessary to:

1. **Identify damage.**
2. **Prevent accidents and make sure of the safe operation of the forklift truck.**

67. If any defects are found what must you do?

Report the defect to an authorised person in charge.

68. Why is a tyre pressure, and condition for pneumatic tyres, important to the stability of a forklift truck?

A flat or under inflated tyre can cause the forklift truck to tip over.

69. Because of load length, two forklifts are used to handle the same load (simultaneous use). name any three operating precautions that must be observed.

To operate safely make sure that:

**The load carried by each forklift must be no more than 75% of its rated capacity.
Check for stability, load-centre distance and anything else to make sure you have a SWL (Safe Working Load).**

An experienced third person must watch and give directions.

Only licenced experienced operators to be used.

Only travel far enough to clear the load carrier.

70. How would you establish the capacity and limitations of the forklift truck and equipment you are required to use?

Check the forklift truck data plate and by information provided by your employer and documented by the manufacturer.

71. What is meant by "Rated Capacity" in Relation to a forklift truck?

The maximum load a forklift truck is designed to carry at a specified load elevation at a specific load centre distance.

72. What is meant by "Load centre distance" ★

The distance measured from the vertical face of the forks to the load's centre of gravity.

73. How does increasing the load centre affect the capacity of a forklift truck? ★

This reduces the forklift truck capacity.

74. How will a forklift truck be affected if the load is not hard against the heel of the fork arms?

The forklift trucks capacity will be reduced and stability may be affected.

75. Where is the forward Point of Balance (fulcrum) for a forklift truck? ★

Where a line drawn vertically, passing through the centre of the front axle, meets the ground.

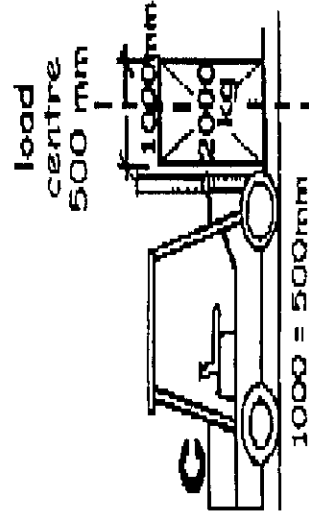
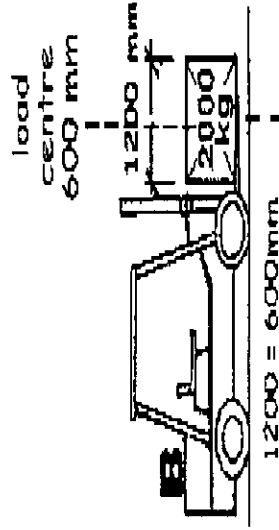
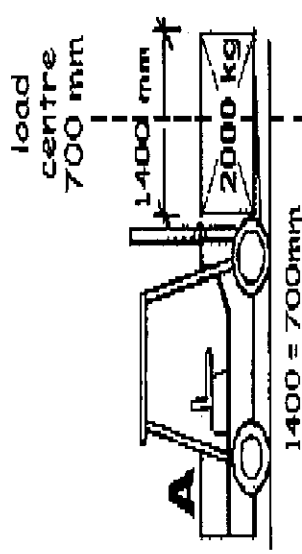
76. Is all the weight behind the Point of Balance acting as counterweight? ★

Yes.

77. These forklift trucks in attachment A are rated at 2000kg at 600mm load centre, which one is overloaded? ★

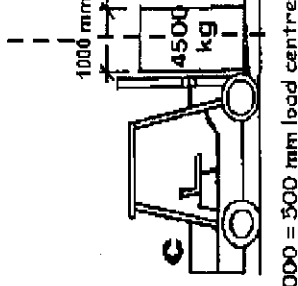
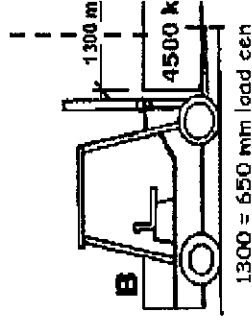
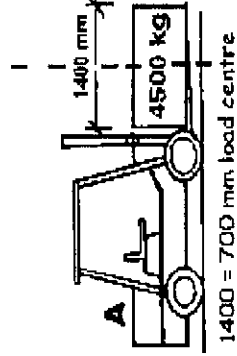
Load A.

ATTACHMENT A



78. A forklift truck in attachment B are rated at 4500kg at 600mm load centre., which of the loads are within the capacity of the forklift truck? ★

Load C.
ATTACHMENT B



79. Give two reasons why you must check the weight of a load against the forklift truck specifications.

To stop accidents.

To avoid damage.

To make sure the load is within the

forklift lifting capacity.

To stop overloading.

80. How would you determine the weight of an unmarked load? ★

you find out the weight of an unmarked load by:

Consignment note.

Weighbridge certificate.

Calculating the load.

81. What is the approximate mass (weight) of a 200 litre (44gallon) drum full of water.

213 Kilograms (kg)

82. How many kilograms are there in 1 (one) tonne ?

There are 1000 kilograms (kg) in 1 tonne (t).

83. What things should be considered when tiering (stacking) loads on top of each other ?

Loads should be stacked on a firm level site.
Heavy goods must be put on the bottom.

The stack should not become unstable due to height.

84. When should forward tilt of the mast be used ?

ONLY use forward tilt when necessary to do the following.

Only when required to place fork arms under loads or out from beneath loads just placed in position.

To put a load on a stack.

To park a machine fitted with forks.

85. A pallet appears to be unsafely loaded.
What would you do before attempting to lift it ?

Restack to make it safe.

86. Name three operating conditions that may cause a forklift truck to tip over sideways. (lateral instability) ? ★

1. Turning when driving fast.
2. Driving over uneven surfaces.
3. Having an uneven load.
4. Driving with a flat or under inflated tyre.
5. Driving too fast.
6. Turning with the load raised.
7. Braking too hard when cornering.
Side shift not centred.

87. Name three operating conditions that may cause a forklift truck to tip forward length-ways (longitudinal instability) ★

1. Overloading.
2. Braking too hard.
3. Shifting the load centre forward.
4. Not using mast tilt in the right way, especially when the load is carried at a high level.
5. Operating on sloping ground.
6. Not positioning the load against the heel of the fork arms.

88. What should be provided for a gap between a truck and a loading dock before shifting a load ?

You must use dockplates or bridgeplates.

89. Which vehicles must you give right of way to during an emergency situation ?



to all emergency vehicles.

Fire, Police, Ambulance, and other Emergency vehicles.

UNIT 3

90. Name three locations within the workplace where you would not park your forklift. ★

1. Near first aid stations.
2. Near fire fighting appliances.
3. Near doorways.
4. Pedestrian walkways.
5. Blocking other traffic.
6. Less than 2 metres to the rail of a rail track.

91. Why would you **NOT** park your forklift in front of a doorway ?

The doorway may need to be used in an emergency.

