

TLILIC2002 Licence to operate an order picking forklift truck

Learner Instructions (2)



Part 3: Performance Assessment (Practical)

Conditions of Assessment

1. The performance assessment tests how well you operate an order picking forklift truck.
2. The assessor will tell you what to do.
3. If you are not sure about what you have to do, ask the assessor.
4. The assessor may stop the assessment to ask questions.
5. If you answered any non-critical questions in the knowledge assessment incorrectly, they will be included in this part.
6. You may be working in a team, but you will be assessed as an individual. During an assessment, some work may be done by people with a high-risk-work licence that is different to the one you are applying for (e.g. a crane operator may need to lift a load). These people can only be used for the tasks they have been brought in to do.
7. You cannot use any references, books or course notes.
8. You must show competence in all tasks and activities. If you do not, you will be assessed as 'not yet competent'.
9. You should finish the assessment in one hour. If it takes you longer than this, the extra time will be taken into account when your overall competency is assessed.

Personal protective equipment

You must wear the safety clothing and equipment that your workplace's risk assessment says you need. Usually this will include:

- Safety helmet (where required)
- Appropriate footwear
- High-visibility vest or other similar clothing, and
- Other protective clothing and equipment as appropriate.

The assessor will check the availability of personal protective equipment when organising the assessment. If the right equipment is not available, you must not do the assessment.

IMPORTANT NOTE

During the performance assessment, if you act in a way that is dangerous to yourself, others, equipment or property, the assessment will be stopped immediately. The assessor will point out the dangerous act to you and reschedule the assessment at a time that is convenient for you both.

You will be assessed on five tasks.

The assessor must provide you with a selection of equipment, adequate for the following tasks:

- **Task one:** Hazard identification and risk control.
- **Task two:** Conduct pre-operational checks (order picking forklift visual inspection).
- **Task three:** Conduct start-up checks.
- **Task four:** Operate the order picking forklift to the full range of its capability (safe moving of loads).
- **Task five:** Shut down and secure the order picking forklift.

The instructions and equipment required for each task are identified separately on the following page.

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Task one: Hazard identification and risk control

Before using the order picking forklift, the assessor will ask you to conduct visual hazard identification/risk assessment of the workplace. You will need to apply risk control measures where required, before using the order picking forklift.

The assessor will ask you some questions to test your knowledge.

Task two: Conduct pre-operational checks (order picking forklift visual inspection)

For task two you need to visually inspect the order picking forklift, including:

All labels, signage and control identification

- All oil and fluid levels
- The condition of tyres, seats, gas cylinder, locking devices, mast assembly and any other relevant parts on the order picking forklift to ensure that it is safe to use, and
- Locating and checking the data plate.

The assessor will ask you some questions to test your knowledge.

Task three: Conduct start-up checks

For task three you need to do start-up checks:

- Start the order picking forklift in accordance with policies and the manufacturer's requirements.
- Test (and inspect where practical) all limits, lights, gauges, warning devices, indicators, steering and braking systems, mast and tilt controls to ensure that the order picking forklift is safe to use

The assessor will ask you some questions to test your knowledge.

Task four: Operation of the order picking forklift to the full range of its capability (safe moving of loads)

For task four you need to safely move a variety of loads using the order picking forklift. You 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 and that you make sure that the load is correctly positioned at all times. The assessor will ask you some questions about your knowledge.

The assessor will ask you to demonstrate the following three lifts:

- **Lift one** — move load from low level and place at medium level
- **Lift two** — move a different load from medium level and place at high level
- **Lift three** — move a different load from high level and replace at different high level.

Task five: Shut down and secure the order picking forklift

You need to park the order picking forklift and shut it down, safely and effectively. Secure the order picking forklift in accordance with procedures.