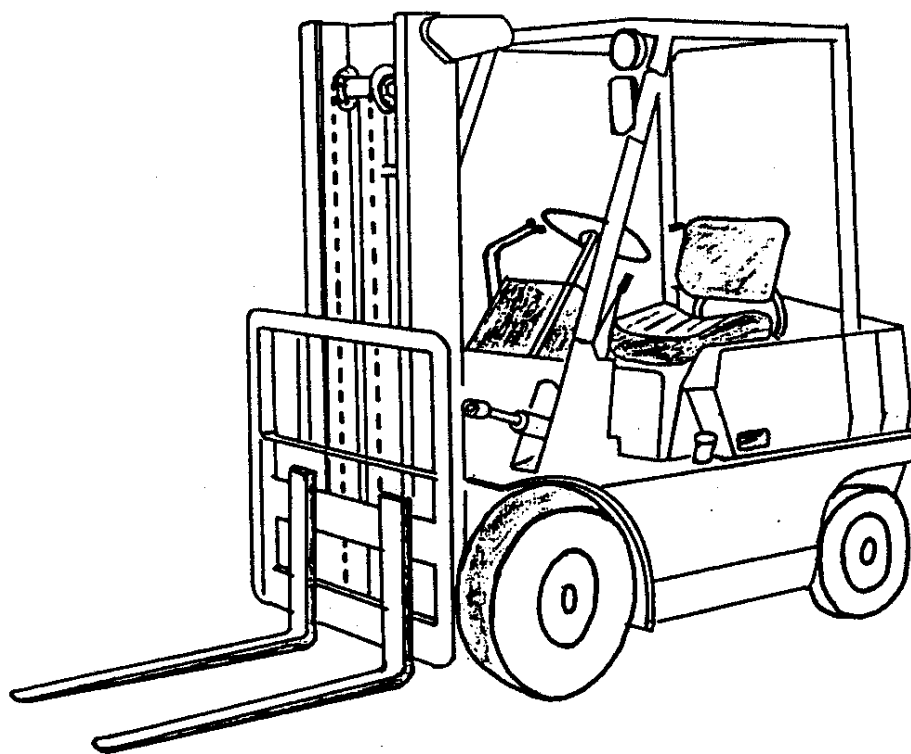


Participant Name: _____

Forklift Truck Licensing Course

Student Appraisal



Student Appraisal

Assessment Overview

This unit of competency will be assessed using assessment methods including a knowledge assessment and a practical observation assessment. This allows for the discrete assessment of specific knowledge and the assessment of knowledge integrated with skills during practical simulated workplace tasks.

There are two assessment activities for the assessment of TLILIC2001A Licence to Operate a Forklift. These are:

Number	Method	Description
LF Part 1	Knowledge Assessment	You must provide a written or verbal response to 67 short questions which address the knowledge requirement of the unit. You must answer all questions correctly. The assessment is supervised in a classroom setting and conducted over 2 hours.
LF Part 2	Performance Assessment	You must demonstrate your skill and knowledge in operating a forklift truck including pre start-up procedures involving hazard identification and prevention, Pre and post operational checks, shifting loads of various weights and heights and shutting down the forklift truck. The assessment is conducted in a designated area which stimulates a realistic workplace. The assessment is directly supervised by the assessor and conducted over a one hour period.

The assessment task

This task requires you to complete a written or verbal response knowledge assessment involving 67 short response questions. The questions within this assessment relate directly to the integrated knowledge contained within the unit of competency and are fundamental to your ability to perform workplace tasks correctly. The assessment is conducted over a two hour period in a classroom setting directly supervised by the assessor. You must answer all questions correctly in order to satisfactorily complete this assessment.

Assessment procedure

You will be provided a briefing on the assessment and be provided 5 minutes to review the question and seeking clarification on the conduct of the assessment. This is an opportunity to seek clarification about the conduct of assessment and the wording of questions contained within the assessment. You are requested not to talk to other in the assessment and direct any questions to the assessor. Following the assessment, the assessor will provide you with direct feedback about your result.

Resource Requirements

To complete this assessment task you will require black pen to record your responses. No references are allowed.

Limitations

The following limitations apply:

- You will have two hours to complete the assessment.
- The assessment is to be completed without access to references.

Activity 1: WHS and High Risk Work Licensing

Question 1 Scenario

William Learn is undergoing training for a HRW licence with an RTO but has not yet been assessed.

Under WHS Law, why is William considered to be a trainee?

Question 2

From the list below, tick the appropriate responsibilities that apply to an applicant applying for a HRW licence.

- ☐ Must not have a criminal history
- ☐ Must be an Australian Citizen
- ☐ Must be competent in the use of hand controls (e.g. gearstick, indicators etc.)
- ☐ Must hold a valid Queensland driver's licence
- ☐ Must be at least 18 years old;
- ☐ Must be a resident of Queensland
- ☐ Must be currently or recently employed within the logistics industry
- ☐ Must provide at least 100 points of identification;
- ☐ Must not currently hold an equivalent licence;
- ☐ Must provide evidence of engagement in a recognised course of training; and
- ☐ Must provide evidence that they have achieved the required competencies.

Question 3 Scenario

William Learn has now been assessed and has passed all components successfully. The assessor has provided him with a Notice of Satisfactory Assessment (NSA). William needs to apply for a photo licence.

A) Where is William required to submit his photo licence application?

- ☐ Registered Training Organisation (RTO)
- ☐ Australia Post
- ☐ Banking Institution
- ☐ Workplace Health and Safety Queensland

B) William is required to submit his photo licence application within:

- ☐ 14 Days
- ☐ 30 Days
- ☐ 60 Days

Question 4 Scenario

What happens if William Learn forgets to submit his photo licence application within the required timeframe?

- ☐ He can still drive but now has to sit the assessment again
- ☐ He needs to contact Workplace Health and Safety Queensland on 13 74 68 to request an extension
- ☐ He has to re-sit the training and assessment again

Question 5 Scenario

Now William is a full FL Class HRW Licence holder. Whilst he is operating a forklift truck, his responsibilities include:

- ☐ Following safe operating procedures
- ☐ Being able to exceed the 'normal' speed limit for trainees
- ☐ Ensuring the safety of others
- ☐ Only having to check a forklift truck when something goes wrong
- ☐ Drive other HRW equipment (e.g. Order Picking forklifts, Elevated Work Platforms)

Question 6 Scenario

What may be the result if William fails to follow the above?

Question 7

HRW Licence holders **MUST** renew their licence:

- ☐ Every year
- ☐ Every 3 years
- ☐ Every 5 years
- ☐ Every 10 years

Question 8 Scenario

William is currently employed as store person but has not been operating a forklift truck in over 2 years and has forgotten his training.

What should William do if he is no longer competent to operate a forklift truck?

- ☐ Seek other/alternative employment
- ☐ Not inform his new employer of his lack of recent experience
- ☐ Undertake refresher training
- ☐ Re-sit the training course and WorkCover licensing assessment

Question 9

Performance Criteria 1.1

- A) Why is it important for an operator to talk with others about site hazards before commencing work at a new worksite?

- B) List the people in the workplace you would consult with to find out about any workplace hazards.

Question 10

Performance Criteria 1.1

- A) What type of forklift truck would you use in a confined space?

- B) Why would you not use an internal combustion engine in a confined space?

Question 11

Performance Criteria 1.1

- A) Why is rear-end swing in relation to a forklift truck dangerous?

- B) Who do you think will be most at risk from rear-end swing?

Question 12

Performance Criteria 1.1

- A) How much lighting is required when working at night or in a darkened areas?

- B) Why do you need to provide adequate lighting when working at night or in a darkened areas?

Question 13

Performance Criteria 1.2

An operator must use the safest and most practical control measure or combination of control measures possible. This is known as the 'hierarchy of control'.

Elimination is always the first consideration. List the remaining steps in logical order.

1. Elimination
2. _____
3. _____
4. _____
5. _____
6. _____

Question 14

Performance Criteria 1.2

- A) When should hazard control measures be applied?

- B) What hazard controls would you use when operating your forklift truck in a public area?

- C) What precautions should be taken when operating on wet or slippery surfaces?

- D) What can happen if a forklift truck is refuelled while the engine is running?

Question 15

Performance Criteria 1.1

- A) When should you select the Personal Protective Equipment (PPE) to be used?

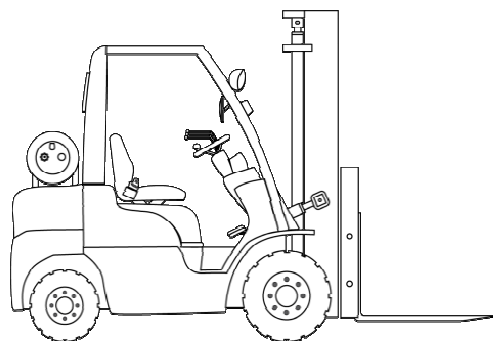
- B) When should you inspect the PPE to be used?

Question 16

Performance Criteria 1.2

- A) Forklift trucks are fitted with safety guards. Name three (3) guards that are fitted to the forklift truck to protect the operator and circle them in the picture.

1. _____
2. _____
3. _____



- B) Which of the above mentioned guards is used to protect the mast and prevent loads from falling onto the operator?

Question 24

Performance Criteria 1.4

Complete the following table relating to the minimum safety distance/s you must observe when conducting forklift operations near uninsulated power lines?

Voltage (volts)	Approach distance (m)
Up to 132,000 volts	
Between 132,000 and 330,000 volts	
Above 330,000 volts	

Question 25

Performance Criteria 1.5

List at least four (4) ways you might have instructions communicated to you in the workplace?

1. _____
2. _____
3. _____
4. _____

Question 26

Performance Criteria 1.5

Who should be involved in workplace communication?

Question 27

Performance Criteria 1.5

In the event of an emergency, such as a fire in the workplace, what communication should be made?

Question 28

Performance Criteria 1.5

Who is the first person you should speak to when an unsafe incident occurs?

Question 29

Performance Criteria 2.1

What is the purpose of a pre-operational check?

Question 30

Performance Criteria 2.1 and 2.8

While conducting a routine check you discover a leak coming from the hydraulic system. What precautions should you take?

Question 31

Performance Criteria 2.1 and 2.8

When are you allowed to make minor repairs to a forklift truck?

Question 32

Performance Criteria 2.1 and 2.8

Why must you ensure that air-filled tyres are correctly pressurised?

Question 33

Performance Criteria 2.1 and 2.8

What checks must be made on solid rubber tyres?

Question 34

Performance Criteria 2.1 and 2.4

It is important to do a visual check before using a forklift truck. Place a tick next to the list of correct things you should check below.

- ☐ Load Plate
- ☐ Colour of the forklift
- ☐ Seat made out of comfortable leather
- ☐ Data Plate is fitted and readable
- ☐ Snacks are on board
- ☐ Compliance plate for gas installation
- ☐ First Aid Kit
- ☐ Pins or other locking devices
- ☐ Load backrest
- ☐ Tyre condition
- ☐ Overhead guard
- ☐ Lift and tilt system
- ☐ High Voltage Signs
- ☐ Condition of fork arms
- ☐ Seat adjusted and secured
- ☐ LPG gas cylinder
- ☐ Engine oil
- ☐ Coolant

Question 35

Performance Criteria 2.2

How would you describe a forklift trucks "Rated Capacity"?

Question 36

Performance Criteria 2.2

What is Load Centre Distance?

Question 37

Performance Criteria 2.2

What affect will increasing the Load Centre Distance have on the capacity of the forklift truck?

Question 38

Performance Criteria 2.2

What are you required to do if you cannot read the data plate or it is missing?

Question 39

Performance Criteria 2.2

Shown below are three (3) data plates. Circle the data plate/s that would most likely pass a pre-start operational check.

FORKLIFT TRUCK				
MODEL NO.	FLT101	SERIAL NO.	F10001400098	
	MAST VERTICAL CAPACITY	MAST FORWARD CAPACITY	MAX HEIGHT OF LIFT	LOAD CENTRE DISTANCE
FORK ARMS	2250 kg	1650 kg	3500 mm	600 mm

FORKLIFT TRUCK				
MODEL NO.	FLT101	SERIAL NO.	F10001400098	
	MAST VERTICAL CAPACITY	MAST FORWARD CAPACITY	MAX HEIGHT OF LIFT	LOAD CENTRE DISTANCE
FORK ARMS				

FORKLIFT TRUCK				
MODEL NO.	FLT101	SERIAL NO.	F10001400098	
	MAST VERTICAL CAPACITY	MAST FORWARD CAPACITY	MAX HEIGHT OF LIFT	LOAD CENTRE DISTANCE
FORK ARMS	2250 kg	1650 kg	3500 mm	600 mm

Question 40

Performance Criteria 2.5

Why is it important to carry out post start checks on a forklift truck?

Question 41

Performance Criteria 2.5

List at least six (6) items that you would check while conducting a routine post-start check on your forklift truck?

1.

2.

3.

4.

5.

6.

Question 42

Performance Criteria 2.5 and 2.8

After you start the engine, you hear that the engine is making a strange noise which you have never heard before. What should you do?

Question 43

Performance Criteria 1.3

What should you do if you are asked to use an attachment you have not been trained to use?

Question 44

Performance Criteria 1.4

What can you use to carry drums?

Question 45

Performance Criteria 1.4

What must you use if you need to lift a person with a forklift truck?

Question 46

Performance Criteria 3.1

- A) Why is it important to check the weight of a load before trying to lift it?

- B) List three (3) ways to find out the weight of a load.

1.

2.

3.

Question 47

Performance Criteria 3.1

If you pick up a load which is not hard up against the heel of the fork arms, the load centre distance is increased.

Describe how the forklift is affected by this.

Question 48

Performance Criteria 3.1

You are required to move a load consisting of boxes that are stacked on a pallet:

- There are four (4) boxes per layer
- There are six (6) layers on the pallet
- Each box weights 25 kg
- The pallet weighs 15 kg

What is the combined weight of the cartons and pallet?

Show all calculations

Question 49

Performance Criteria 3.1

You are required to move a rectangular block of concrete.

The dimensions of the load are:

Height	0.5 metres
Width	2 metres
Length	2 metres

The mass of concrete is 2,400 kg per cubic metre.

What is the weight of the load in tonnes?

Show all calculations.

Question 50

Performance Criteria 3.1

You are required to move a piece of steel.

The dimensions of the load are:

Height	400 mm
Width	600 mm
Length	1000 mm

The mass of this steel is 7,840 kg per cubic metre.

What is the weight of the load in tonnes?

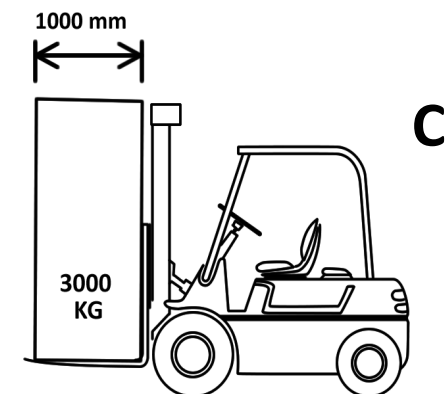
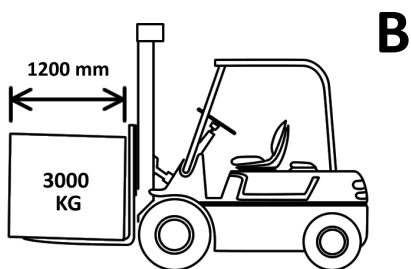
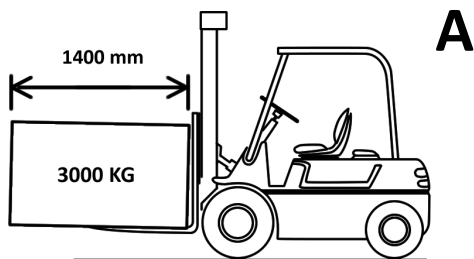
Show all calculations.

Are you able to safely move this load using a forklift with a rated capacity of 2000 kg at 600mm, if the 600 mm width is against the load guard?

Question 51

Performance Criteria 3.1

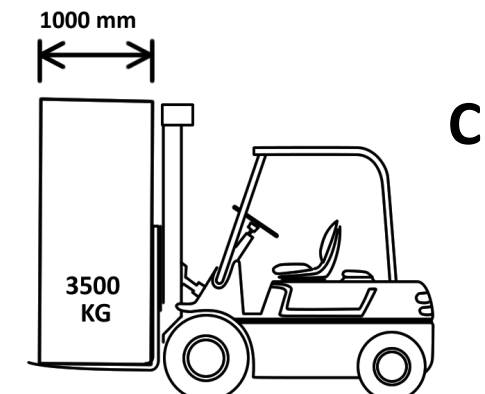
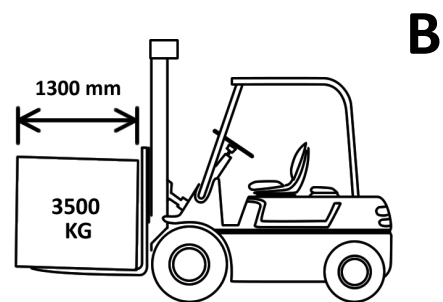
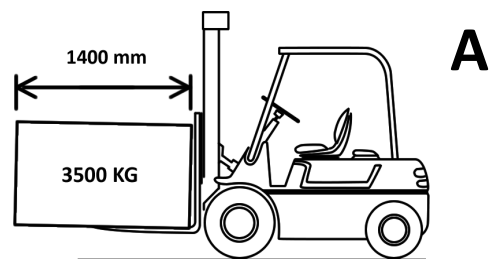
Each of the forklift trucks displayed are rated at 3000 kg at 600 mm load centre. Circle the letter of the forklift truck which is overloaded?



Question 52

Performance Criteria 3.1

Each of the forklift trucks displayed are rated at 3500 kg at 600 mm load centre. Circle the letter of the load which is within the capacity of the forklift truck?



Question 53 (Multiple Choice) Performance Criteria 3.1

How do you determine the 'Load Centre Distance'? What is it?

- ☐ A) Distance measured from the Load backrest to the loads centre of gravity.
- ☐ B) Distance measured from the vertical face of the forks to the loads centre of gravity.
- ☐ C) Distance from the centre of the axles load centre to the tip of the fork arms.

Question 54

Performance Criteria 3.3

Are you legally able to carry a load on only one fork arm of the forklift truck?

Explain your answer.

Question 55

Performance Criteria 3.3

Are you permitted to raise or lower a load near or over other personnel?

Explain your answer.

Question 56

Performance Criteria 3.3

Why is it considered dangerous to travel with the load raised, especially while turning a corner or travelling with excessive speed?

Question 57

Performance Criteria 3.2

You are about to shift a pallet of goods and notice that the pallet appears to be unsafely loaded. What should you do before attempting to lift the load?

Question 58

Performance Criteria 3.3

Select below the correct list of things an operator should do before reversing a forklift truck.

- ☐ Warning devices (lights and horns), Travel slowly.
- ☐ Shoulder check, Warning devices (lights and horns), Travel slowly.
- ☐ Shoulder check, Warning devices (lights and horns).

Question 59

Performance Criteria 3.3

Why should you always monitor the movement of the load?

Question 60

Performance Criteria 3.3

What should the operator do if his vision is obscured?

Question 61

Performance Criteria 3.2

What three (3) things should you consider when stacking items on top of each other?

1.

2.

3.

Question 62

Performance Criteria 3.4

What is the forward Point of Balance (fulcrum) for a forklift truck?

Question 63

Performance Criteria 3.4

Is all the weight behind the Point of Balance acting as a counter-weight to the load being lifted?

Question 64

Performance Criteria 3.4

Are you allowed to add additional counterweights to a forklift truck without referring to the manufacturer.

Question 65

Performance Criteria 3.4

You are required to move loads up and down a ramp. What direction should the load be facing, when travelling both ways?

Question 66

Performance Criteria 3.4

You are required to transfer a load from a dock into a truck.

What should you use?

Question 67

Performance Criteria 3.4

Why must you centralise the side-shift attachment after each time it has been used?

Question 68

Performance Criteria 3.5

A counter balance forklift needs to maintain its stability. It is the forklift operator's responsibility to be aware of the dangers.

How can a forklift truck tip over **sideways**? List at least four (4) conditions.

1. _____
2. _____
3. _____
4. _____

Question 69

Performance Criteria 3.5

A counter balance forklift needs to maintain its stability. It is the forklift operator's responsibility to be aware of the dangers.

How can a forklift truck tip over when travelling **forwards**? List at least four (4) conditions.

1. _____
2. _____
3. _____
4. _____

Question 70

Performance Criteria 3.6

Which vehicles must you give right of way to during emergency situations?

Question 71

Performance Criteria 3.6

Whilst working you accidentally drive your forklift truck into power lines. List at least three actions, in order, which you will take to get clear and ensure the safety of those around you.

1. _____
2. _____
3. _____

Question 72

Performance Criteria 3.6

What should an operator do in the event of the forklift rolling over?

Question 73

Performance Criteria 4.1 and 4.2

Fork arms can be very dangerous when left unattended. What must you ensure is done with the fork arms when parking your forklift truck?

Question 74

Performance Criteria 4.1 and 4.2

What are the 'normal' parking procedures?

Question 75

Performance Criteria 4.1 and 4.2

You are required to park your forklift truck on an inclined surface. There is an additional hazard with parking on inclined surfaces.

What precautions must you take to overcome these?

Question 76

Performance Criteria 4.1 and 4.2

There are a number of places that you must not park your forklift truck near due to the dangers they impose.

List at least four (4) locations where you should not park your forklift truck?

1.

2.

3.

4.

Question 77

Performance Criteria 4.3 and 4.5

What should you do if you notice a defect or fault with the forklift truck during your post operational check?

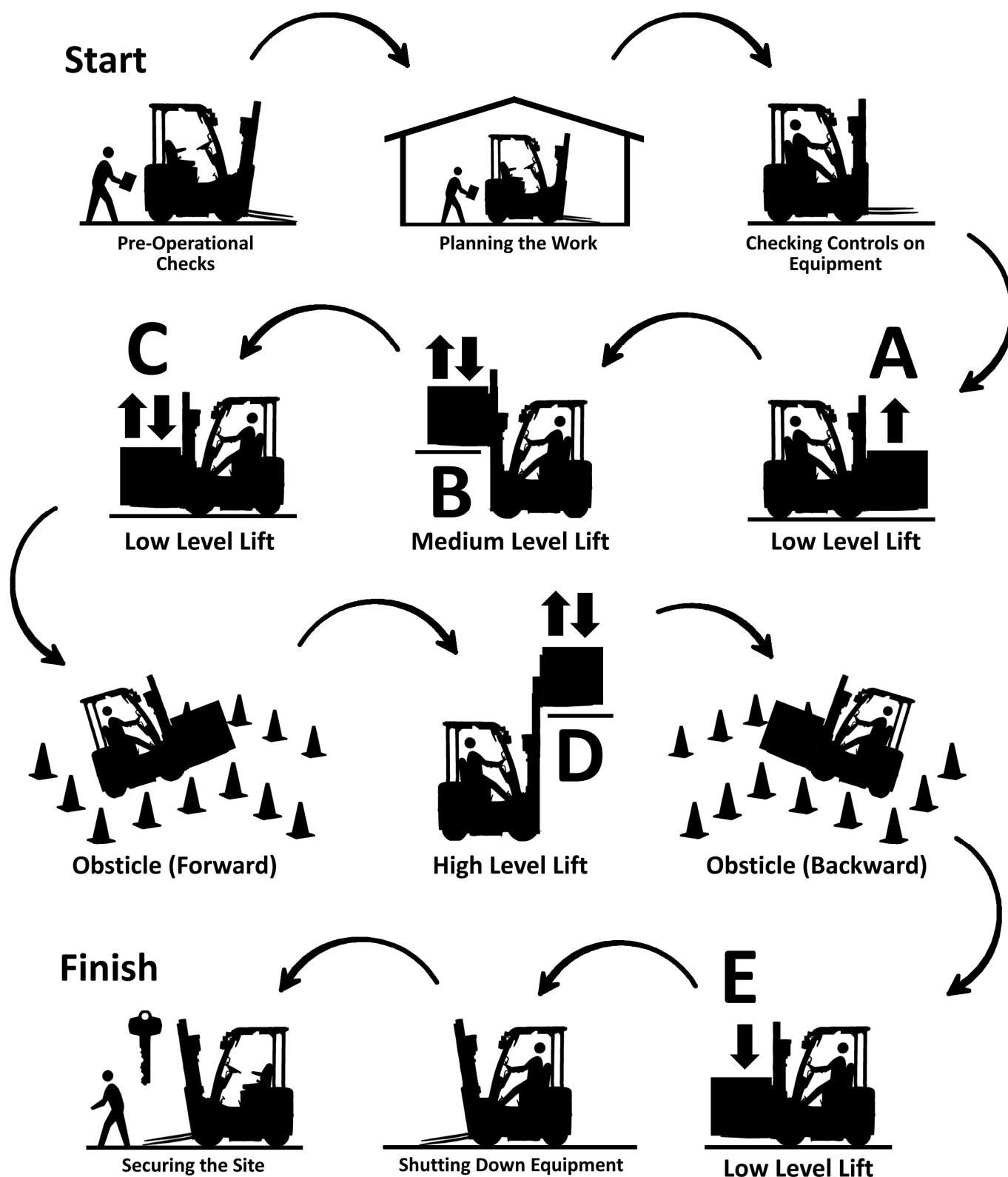
Question 78

Performance Criteria 4.4

Why are you required to remove the ignition key after the end of your shift or whenever you leave the forklift?

You have now completed the Appraisal questions.
Please give to your Assessor to check.

Practical Exercise



Observation Checklist

This task requires the candidate to demonstrate their skill and knowledge in operating a forklift truck including pre start-up procedures involving hazard identification and prevention, Pre and post operational checks, shifting loads of various weights and heights and shutting down the forklift truck. The assessment is conducted in a designated area which stimulates a realistic workplace.

Candidate name:	
Assessor name:	Ed Coventry
Date:	

The context of assessment

The assessment is conducted in a designated area which stimulates a realistic workplace. Ideally the work area will include clearways and passageways, designated driving areas, speed limits, PPE requirements, and other safety requirements applicable to the specific workplace. As best as can be achieved, the assessor is to provide as realistic simulated workplace in order to assess the student operating in a realistic working environment. This should involve a realistic tempo of workplace activity.

The assessment is directly supervised by the assessor and conducted over a **one** hour period. The assessment can be conducted in all weather conditions. The forklift used can be electric, petrol, diesel, or LPG powered. The assessment involves five specific tasks:

Task one: Hazard Identification and prevention

Before using the forklift the assessor must ask the learner to conduct a visual hazard identification/risk assessment of the workplace.

The candidate must explain the use of at least one hazard control measure they would implement before using the forklift.

During the performance assessment did the candidate:	Yes	No	Observation
1. Plan work - Hazards are identified - Hazard control measures applied - Forklift is selected according to the job and conditions - Working area is inspected - Communication methods are established	☒	☐	Assessors are to record their observations in sufficient detail to demonstrate their judgement of the student's performance against the standard required.

Task two: Conduct pre operational check (visual inspection of forklift)

For this task the candidate is required to visually inspect the 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 forklift to ensure it is safe to use , and
- Locating and checking the data plate.

During the performance assessment did the candidate:	Yes	No	Observation
2. Conduct routine checks - Forklift is visually checked for any damage or defects - All signage and labels are visible and legible - All controls are located and identified - Pre-start operational checks are carried out	☒	☐	Assessors are to record their observations in sufficient detail to demonstrate their judgement of the student's performance against the standard required.

Task three: Conduct post start up checks:

For task three the candidate is required to:

- Start the forklift correctly.
- Test (and inspect where practical) all limits, lights, gauges, warning devices, indicators, steering and braking systems.
- Mast and tilt controls to ensure the forklift is safe to use.

During the performance assessment did the candidate:	Yes	No	Observation
3. Conduct post start up checks: - Forklift is started correctly - Post-start checks performed - Forklift functions tested - Defects and damage are reported and action is taken	☒	☐	Assessors are to record their observations in sufficient detail to demonstrate their judgement of the student's performance against the standard required.

Task four: shift loads

For task four the candidate is required to shift three different loads:

- Lift one - low level (from ground)
- Lift two - medium level (from about 2m)
- Lift three - high level (from at least 75% of the forklifts max height)

All three lift must be different and weigh at least 50% of the forklift max lift capacity.

All three lift should also be driven through a chicane in either forward or reverse to test the candidate's steering ability and returned to the original location.

Important points

- The candidate should maintain communications with other workers and at the same time continually monitor the load.
- The candidate should continually monitor hazards in the work area when visible.
- The candidate must not knocked over or hit any objects.
- The candidate must ensure they keep the mast in the correct position and that they ensure the load is correctly positioned at all times and the travel path is clear.

During the performance assessment did the candidate:	Yes	No	Observation
4. Shift load - The weight of load is assessed - Hazard control measures are implemented - Forklift is operated at a safe speed - Loads are moved and placed to ensure stability of material - Load movement is monitored - Unplanned and/or unsafe situations are responded to	☒	☐	Assessors are to record their observations in sufficient detail to demonstrate their judgement of the student's performance against the standard required.

Task five: shut down the forklift:

For task five the candidate is required to:

- Park the forklift in a safe area (away from doorways, walkways first aid, refuelling sites etc)
- Shut down the forklift safely (hand brake on, in neutral, forks flat on ground, remove key)
- Turn off gas (if LPG operated).

During the performance assessment did the candidate:	Yes	No	Observation
5. Shut down and secure Forklift - Forklift is parked correctly - Forklift is shut down according to procedures - Routine post-operational checks are carried out - Forklift is secured to prevent unauthorised access/use - Defects and damage are reported and appropriate action is taken	X		Assessors are to record their observations in sufficient detail to demonstrate their judgement of the student's performance against the standard required.

Initial:	Date:
----------	-------

Finish

Theory Appraisal

Your course facilitator will identify any questions which require further attention by circling the question number and any relevant sections of your response.

The course facilitator will then identify that the correct response was discussed with you by drawing the letter 'V' next to the circled question.

Formative Assessment Result:

Competent (C)? ☒

Not yet competent (NYC)? ☐

Comment if NYC: _____

Has the appeals process been explained to learner? Yes ☒ No ☐

Has an appeal been requested? Yes ☐ No ☒

Attempt Number 1 ☒ 2 ☐ 3 ☐ 4 ☐

Study Requirements Not required ☒

Although you have completed your theory appraisal, you should still continue your study, to ensure successful completion of your assessment.

	Extensive	Substantial	Some	Limited
Amount of study required:	☐	☐	☐	☐

Comments/Feedback (Assessor to make additional comments which clarify the assessment results)

Signatures

The learner has been informed of the formative assessment result and the reasons for the decision and has also been advised of appropriate follow up activity and the appeals process.

Learner: _____ Date: ____ / ____ / ____

Assessor: _____ Date: ____ / ____ / ____