

# On-site Assessment

## Industrial forklift truck - A16



<b>Basic details</b>	Test ref:	Candidate name:	Make and model:
	Tester name:	Candidate ref:	Duration:
	Tester ref:	Start time of assessment:	
		Date of assessment:	

Location of assessment: .....

**All activities must be carried out according to: Manufacturers' requirements, Legislation, Regulations, Codes of Practice, with additional requirements where indicated**

Activity	Additional standards required including:	Standards √ = Met X = Not met	Comments
1. Prepare the machine for work	Full pre-start and running checks completed. Identify pre-use check information from the operator's manual. Appropriate use of PPE. Correct method of entry/exit of machine.		
2. Travel and manoeuvre in a variety of confined spaces, in a forward and reverse direction	Correctly set for travel. Speed matched ground conditions. Transmission, brakes and steering correctly used. Full observation prior to and during travel. Correct use of controls and movement of fork carriage.		
3. Pick up loads (minimum of two – one must be at least 50% of the machine's total rated lift capacity)	Machine positioned and set correctly. Weight of loads assessed and secured. Forks spaced to match loads. Loads entered cleanly. Loads heeled. Machine within rated capacity.		
4. Travel with a load	Contact avoided with obstructions. Full observation maintained whilst travelling. Load or pallet not damaged. Load secure whilst on forks. Forks and load kept low but clear of ground. No unnecessary movement of carriage. Correct use of controls.		
5. Place loads at height (minimum of two – one must be at least 50% of the machine's max lift height)	Machine positioned and set correctly. Loads placed at required position. Forks exited cleanly. Loads secure after placing. Controls used smoothly and in correct sequence.		
6. Place the machine out-of-service	Shut down and securing procedures completed.		

<b>Sign off</b>	<p><b>The Candidate has been successful if ALL items are met (please tick)</b></p> <p>I confirm that I have carried out the assessment in accordance with CPCS requirements and that the Candidate has: Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/></p> <p><i>Should the Candidate be graded 'Not achieved', a period of training or experience is advised prior to the assessment being re-attempted</i></p>
	<p>Candidate signature: ..... Tester signature: .....</p>