

# Advanced On-Site Assessment

## Industrial forklift truck - A16



### Resources required

<p><b>Machine</b></p>	<ul style="list-style-type: none"> <li>Industrial forklift with a rated lifting capacity of at least 2 tonnes and:             <ul style="list-style-type: none"> <li>- a seatbelt , ROPS and FOPS units</li> <li>- standard forks</li> </ul> </li> </ul>
<p><b>Area</b></p>	<ul style="list-style-type: none"> <li>Flat surface for travelling on and for placing/stacking loads</li> <li>Clear straight run not less than 10 metres in length</li> </ul>
<p><b>Other equipment</b></p>	<ul style="list-style-type: none"> <li>Truck bed fitted with a headboard</li> <li>Structure, racking or stacking to allow loads to be placed at least 85% of the forklift's rated height</li> <li>Items to create restrictions for manoeuvring</li> </ul>
<p><b>Loads</b></p>	<ul style="list-style-type: none"> <li><b>LOAD 1</b> 1 x load at least 50% of the rated capacity of the forklift</li> <li><b>LOAD 2</b> 3 x same-sized loads (on pallets)</li> <li><b>LOAD 3</b> A wide load at least 3 metres in length</li> </ul>
<p><b>Notes</b></p>	<ul style="list-style-type: none"> <li>The machine selected for the test must be of at least 2 tonnes lift capacity, in serviceable condition and conform with current legislation</li> <li>The operator's manual and all other related supporting documents such as risk assessment etc. must be with the forklift</li> <li>The weight of all loads must be known</li> <li>The truck bed can be simulated but <b>must</b> conform to road haulage standard specifications, including the ground/bed height</li> <li>The high level load-placing must be at least 85% of the forklift's full rated height</li> </ul>

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### Activity instructions



<p><b>Sequence</b></p>	<ul style="list-style-type: none"> <li>• Activity 1 must be undertaken at the start of the test</li> <li>• Activities 2–8 can be undertaken in any order</li> <li>• Activity 8 may be incorporated during activities 5–7</li> <li>• Activity 10 must be undertaken at the end of the test</li> </ul> <p>The test must be completed within a given time. The specifications' section gives further information</p>
<p><b>Preparing for work</b></p>	<ol style="list-style-type: none"> <li>1. Complete all manufacturers' pre-start and running checks and prepare the forklift for travel as detailed in the operator's manual which must be referred to by the candidate during the activity             <ul style="list-style-type: none"> <li>• Additional information to be identified by the candidate referring to the operator's manual. Tester to decide what information will be identified</li> </ul> </li> </ol>
<p><b>Travelling &amp; manoeuvring</b> <i>(refer to specifications)</i></p>	<ol style="list-style-type: none"> <li>2. In an unladen state and with LOAD 1, pass through a chicane executing full right- and left-hand turns in a forward and reverse direction</li> <li>3. With LOAD 3, reverse with a load in a straight line for at least 10 metres and pass through a restriction at the end of the run</li> </ol>
<p><b>Setting up for work</b></p>	<ol style="list-style-type: none"> <li>4. Prepare and set the forklift for each lift</li> </ol>
<p><b>Working tasks</b> <i>(refer to specifications)</i></p>	<ol style="list-style-type: none"> <li>5. Lift and place LOAD 1 at high level on/in the structure/stack. When placed, move the forklift away from the structure/stack. Then retrieve the load A, lower to ground level and place at a given point</li> <li>6. Lift and place 3 x LOAD 2 onto the truck bed. On completion, remove all loads and place alongside each other in a straight line</li> <li>7. Carry out undercutting by both lifting and placing a load</li> </ol>
<p><b>Completing work</b></p>	<ol style="list-style-type: none"> <li>8. All loads to be placed at ground level following completion of each activity</li> </ol>
<p><b>Shutting down</b></p>	<ol style="list-style-type: none"> <li>9. Park the forklift and carry out shut-down and securing procedures</li> </ol>
<p><b>Notes</b></p>	<ul style="list-style-type: none"> <li>• The forks must be set to the widest position at the start of the test</li> <li>• For the truck loading activity, 2 x loads must be placed square to the headboard</li> <li>• For Load 3, the restriction must be higher than the height of the load (the forks may not be raised during manoeuvring activities)</li> <li>• If the machine is hot, checks unable to be carried out (i.e. coolant) may be assessed by the Tester using verbal questions</li> </ul>

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### Activity measurements



<b>Load placing</b>	<ul style="list-style-type: none"><li>• 100 mm of a given position</li></ul>
<b>Load placing (vehicle bed)</b>	<ul style="list-style-type: none"><li>• Maximum of 75 mm clearance between all loads, and the loads and truck headboard</li></ul>
<b>Load placing (stacking)</b>	<ul style="list-style-type: none"><li>• Maximum of 75 mm clearance between each load when placed back at ground level (activity 6)</li></ul>
<b>Manoeuvring (chicane and reversing)</b>	<ul style="list-style-type: none"><li>• Maximum clearance less than 300 mm or 10% of the machine's width (the greater applies) between the forklift and chicane/restriction sides when undertaking each turn, or passing through the restriction</li></ul>
<b>Manoeuvring LOAD 3</b>	<ul style="list-style-type: none"><li>• Maximum clearance less than 300 mm</li></ul>
<b>Test timings</b>	<ul style="list-style-type: none"><li>• The test must be completed within 1 hour</li></ul>

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### Basic details

Test ref:	Candidate name:
Tester name:	Candidate ref:
Tester ref:	Date of test:
Make and model:	Start time of test:
	Duration:

Mandatory	Correctly carried out during the test?	Y/N
<b>Preparing</b>	1 All pre-start and running checks as per the manufacturers' operating handbook (or responses to relevant questions)	
	2 Identify and select correct PPE and weather-related equipment to be worn	
<b>Travelling</b>	3 Forklift set for travel	
	4 Restrictions cleared	
	5 Seat belt worn	
	6 Limbs and body kept within confines of cab/frame (when travelling)	
	7 Straight line kept during reversing activity	
	8 Loads secure on forks	
<b>Setting up</b>	9 Encountered hazards cleared	
	10 Allocated area checked and clear of hazards prior to lifting or controlled as per risk assessment	
	11 Loads assessed for weight and condition prior to lifting	
	12 Forks spaced to match loads	
<b>Working</b>	13 Forklift level prior to lifting or placing loads	
	14 SWL not exceeded at all times	
	15 Machine's stability maintained at all times	
	16 Loads/pallets not damaged during operations	
	17 Sequence of loads placed and removed onto and from truck bed	
	18 Parking brake applied and neutral selected before lifting and placing loads	
<b>Completing</b>	19 Undercut loads	
	20 Loads left safe and secure	
<b>Shutdown</b>	21 All shut down and securing procedures	
	22 Legislation, manufacturers' and health and safety requirements complied with	
<b>Other</b>	23 Test completed within the given time	

**All of these items must be awarded** Achieved / Not achieved

Faults	Candidate incorrectly carried out the following:	Fault	Mark	Penalty
<b>Travelling &amp; manoeuvring</b>	1 Forklift mounting and dismounting		1	
	2 Identify information from the Operator's Manual		2	
	3 Full observation before moving and reversing		3	
	4 Full observation whilst travelling		2	
	5 Travel speed matched to ground conditions and type		1	
	6 All loads placed at the given points within the given tolerance		2	
	7 Forks or loads kept low but clear of the ground during travel		2	
	8 Position and set the forklift when lifting or placing loads		2	
<b>Working tasks</b>	9 Loads entered and exited cleanly		1	
	10 Loads heeled whilst travelling		2	
	11 Loads lowered within 1 metre after removing from truck bed		1	
	12 Sequence of using hydraulic/lifting controls		2	
	13 Smooth use of the steering, braking, transmission and hydraulic controls		1	
<b>Not exceeded five penalties</b>		<b>Total penalties</b>		
				Achieved / Not achieved