

Advanced On-Site Assessment

Reach truck - A18



Resources required

<p>Machine</p>	<ul style="list-style-type: none"> • Reach truck with a rated lifting capacity of at least 1.5 tonnes and: <ul style="list-style-type: none"> - a seatbelt, ROPS and FOPS units - standard forks
<p>Area</p>	<ul style="list-style-type: none"> • Flat surface for travelling on and for placing/stacking loads • Clear straight run not less than 10 metres in length
<p>Other equipment</p>	<ul style="list-style-type: none"> • Truck bed fitted with a headboard • Structure, racking or stacking to allow loads to be placed at least 85% of the forklift's rated height • Items to create restrictions for manoeuvring
<p>Loads</p>	<ul style="list-style-type: none"> • LOAD 1 1 x load at least 50% of the rated capacity of the forklift • LOAD 2 3 x same-sized loads (on pallets) for stacking purposes • LOAD 3 A wide load at least 3 metres in length
<p>Notes</p>	<ul style="list-style-type: none"> • The machine selected for the test must be of at least 1.5 tonnes lift capacity, in serviceable condition and conform with current legislation • The operator's manual and all other related supporting documents such as risk assessments etc. must be with the forklift • The weight of all loads must be known • The high level load-placing must be at least 85% of the forklift's full rated height • Items for LOAD 2 must be safe for stacking

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Activity instructions

Sequence	<ul style="list-style-type: none"> • Activity 1 must be undertaken at the start of the test • Activities 2–7 can be undertaken in any order • Activity 7 may be incorporated during activities 5 or 6 • Activity 9 must be undertaken at the end of the test <p>The test must be completed within a given time. The specifications' section gives further information</p>
Preparing for work	<ol style="list-style-type: none"> 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"> • Additional information to be identified by the candidate referring to the operator's manual. Tester to decide what information will be identified
Travelling & manoeuvring (refer to specifications)	<ol style="list-style-type: none"> 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 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
Setting up for work	<ol style="list-style-type: none"> 4. Prepare and set the forklift for each lift
Working tasks (refer to specifications)	<ol style="list-style-type: none"> 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 6. Pick and place LOAD 2 within 150 mm of a given object or structure. Stack remaining LOAD 2s vertically on top of each other (creating a 3-high load stack). On completion, de-stack all of LOAD 2 and place alongside each other in a straight line 7. Carry out undercutting by both lifting and placing a load
Completing work	<ol style="list-style-type: none"> 8. All loads to be placed at ground level following completion of each activity
Shutting down	<ol style="list-style-type: none"> 9. Park the forklift and carry out shut-down and securing procedures
Notes	<ul style="list-style-type: none"> • The forks must be set to the widest position at the start of the test • For Load 3, the restriction must be higher than the height of the load (the forks may not be raised during manoeuvring activities) • If the machine is hot, checks unable to be carried out (i.e. coolant) may be assessed by the Tester using verbal questions

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Activity measurements

Load placing	<ul style="list-style-type: none">• 100 mm of a given position
Load placing (stacking)	<ul style="list-style-type: none">• Maximum of 75 mm clearance between each load when placed back at ground level (activity 8)
Manoeuvring (chicane and reversing)	<ul style="list-style-type: none">• 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
Manoeuvring LOAD 3	<ul style="list-style-type: none">• Maximum clearance less than 300 mm
Test timings	<ul style="list-style-type: none">• The test must be completed within 1 hour

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AN NOCN JOB CARD

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
Preparing	1 All pre-start and running checks as per the manufacturers' operating handbook (or responses to relevant questions)	
Travelling	2 Forklift set for travel	
	3 Restrictions cleared	
	4 Seat belt worn	
	5 Limbs and body kept within confines of cab/frame (when travelling)	
	6 Straight line kept during reversing activity	
	7 Loads secure on forks	
Setting up	8 Encountered hazards cleared	
	9 Allocated area checked and clear of hazards prior to lifting or controlled as per risk assessment	
	10 Loads assessed for weight and condition prior to lifting	
Working	11 Forks spaced to match loads	
	12 Forklift level prior to lifting or placing loads	
	13 SWL not exceeded at all times	
	14 Machine's stability maintained at all times	
	15 Loads/pallets not damaged during operations	
Completing	16 Parking brake applied and neutral selected before lifting and placing loads	
	17 Undercut loads	
Shut down	18 Loads left safe and secure	
Other	19 All shut down and securing procedures	
	20 Legislation, manufacturers' and health and safety requirements complied with	
	21 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
Travelling	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	
	9 Mast fully retracted during travel		2	
Working	10 Loads entered and exited cleanly		1	
	11 Loads heeled whilst travelling		1	
	12 Sequence of using hydraulic/lifting controls		2	
	13 Smooth use of the steering, braking, transmission and hydraulic controls		1	
Not exceeded five penalties		Total penalties		
Achieved / Not achieved				