



**Australian Government**

# **TLILIC0004 Licence to operate an order picking forklift truck**

**Release: 1**

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## **Modification History**

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

## **Application**

This unit specifies the skills and knowledge required to operate an order picking forklift truck safely in accordance with all relevant legislative requirements. Competence in this unit, does not in itself result in a HRWL licence to operate this plant.

Order picking forklift truck means an order picking forklift truck where the operator controls are incorporated with the lifting media and elevate with the lifting media.

A person performing this work is required to hold an order picking forklift truck High Risk Work Licence (HRWL).

This unit requires a person operating an order picking forklift truck to:

- plan for the work/task
- prepare for the work/task
- perform work/task
- pack up

## **Licensing/Regulatory Information**

Legislative and regulatory requirements are applicable to this unit of competency. This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations and meets Commonwealth, State and Territory HRWL requirements.

The National Assessment Instrument (NAI) is the mandated assessment for the HRWL to operate the relevant licencing class as detailed in this unit.

## **Pre-requisite Unit**

Not applicable

## **Competency Field**

LIC - Licencing Units

## Unit Sector

Not applicable

## Elements and Performance Criteria

### ELEMENTS

### PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

<b>1 Plan work/task</b>	<b>1.1</b>	Task requirements are identified from work orders or equivalent and confirmed with relevant people and a site inspection is conducted in accordance with workplace procedures
	<b>1.2</b>	All work is confirmed to ensure coverage of work/task requirements for the relevant work area is in accordance with workplace procedures
	<b>1.3</b>	Order picking forklift truck is selected using relevant methodology in accordance with type and weight characteristics of load, workplace conditions, manufacturer specifications and workplace procedures
	<b>1.4</b>	Working area is inspected and appropriate paths for operating the order picking forklift truck and moving in work area are assessed and determined in accordance with workplace procedures
	<b>1.5</b>	Traffic management plan implementation is confirmed and understood in accordance with workplace procedures
	<b>1.6</b>	Appropriate communication procedures are identified and tested with relevant people in accordance with workplace procedures
	<b>1.7</b>	Work area operating surface is assessed to determine quality and suitability for operational use in accordance with workplace procedures
<b>2 Prepare for work/task</b>	<b>2.1</b>	Consultation with workplace person/s is maintained to ensure workplan is clear and consistent with site requirements in accordance with workplace procedures

- 2.2 Environmental work area conditions are assessed to determine any impact on order picking forklift truck positioning in accordance safe work procedures
  - 2.3 Risk control measures for hazards identified are checked for implementation in accordance with safe work procedures
  - 2.4 Order picking forklift truck is accessed in a safe manner in accordance with manufacturer specifications and safe work procedures
  - 2.5 Order picking forklift truck logbook is inspected and is correct for the order picking forklift truck, is completed, signed and required rectifications have been signed off in accordance with manufacturer requirements and safe work procedures
  - 2.6 Pre-start checks are carried out and any damage and defects are reported, recorded and appropriate action is taken in accordance with safe work procedures and manufacturer specifications
  - 2.7 Prior to operation, order picking forklift truck and safety equipment for working at height is visually checked for any damage, defects are reported, recorded and appropriate action is taken in accordance with safe work procedures
  - 2.8 Order picking forklift truck is started and checked for any abnormal noise in accordance with manufacturer specifications and safe work procedures
  - 2.9 Operational checks including all safety device/s are carried out and any damage and defects are reported, recorded and appropriate action is taken in accordance with manufacturer specifications and safe work procedures
- 3 Perform work/task**
- 3.1 Hazard prevention/control measures are implemented and communicated to people in the work area in accordance with safe work procedures
  - 3.2 Weight and positioning of load on platform is assessed to ensure compliance with order picking forklift truck data plate specifications in accordance with

manufacturer specifications and safe work procedures

- 3.3 Order picking forklift truck is operated safely in accordance with manufacturer specifications and safe work procedures
- 3.4 Order picking forklift truck path and load/s are monitored constantly when moving, lowering and placing to ensure stability of material and avoidance of hazards in accordance with safe work procedures
- 3.5 Loads are transported using all relevant order picking forklift truck movements in accordance with safe work procedures
- 3.6 Unplanned and unsafe situations are responded to in accordance with safe work procedures
- 3.7 Work is conducted safely at heights and fall arrest/restraint equipment is used safely and efficiently in accordance with safe work procedures
- 3.8 Order picking forklift truck is parked and isolated appropriately in accordance with manufacturer specifications and safe work procedures

#### **4 Pack up**

- 4.1 Order picking forklift truck is shut down in accordance with manufacturer specifications and safe work procedures
- 4.2 Order picking forklift truck is secured to prevent unauthorised access/use in accordance with legislative obligations and safe work procedures

### **Foundation Skills**

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency

### **Range of Conditions**

Range is restricted to essential operating conditions and any other variables essential to the work

environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

## **Unit Mapping Information**

This unit replaces and is equivalent to TLILIC2002 Licence to operate an order picking forklift truck

## **Links**

Companion Volume Implementation Guide -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>