



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **TLILIC2002A Licence to operate an order picking forklift truck**

**Release: 1**

## **TLILIC2002A Licence to operate an order picking forklift truck**

### **Modification History**

Not Applicable

### **Unit Descriptor**

<b>Unit Descriptor</b>	This unit specifies the outcomes required to operate a powered industrial truck of a type where the operator's control arrangement is incorporated with the load carriage/lifting media, and elevates with it, for licensing purposes.
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### **Application of the Unit**

<b>Application of the Unit</b>	<p>THIS UNIT REQUIRES THE OPERATOR TO BE ABLE PLAN THE WORK, CONDUCT ROUTINE CHECKS, SHIFT LOADS AND SHUT DOWN AND SECURE FORKLIFT.</p> <p>This unit is based on the requirements of the National Standard for Licensing Persons Performing High Risk Work.</p> <p>This unit in its current form meets state and territory licensing requirements. Any alteration will result in a unit which is not acceptable to regulators for the purpose of licensing.</p>
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### **Licensing/Regulatory Information**

Refer to Unit Descriptor

### **Pre-Requisites**

Not Applicable

## Employability Skills Information

<b>Employability Skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

<i>Elements describe the essential outcomes of a unit of competency</i>	<i>Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.</i>
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan work	<p>1.1 Potential workplace <b>hazards</b> are identified</p> <p>1.2 <b>Hazard control measures</b> are identified consistent with <b>appropriate standards</b> to ensure the safety of personnel and equipment</p> <p>1.3 <b>Safety equipment</b> is identified for workplace conditions</p> <p>1.4 <b>Forklift</b> is appropriate to the load and workplace conditions</p> <p>1.5 Appropriate paths for movement of loads are determined for the workplace conditions</p> <p>1.6 Appropriate <b>communication methods</b> are identified according to <b>procedures</b></p>
2. Conduct routine checks	<p>2.1 <b>Forklift</b> is visually checked for any damage or defects</p> <p>2.2 All <b>signage and labels</b> are visible and legible according to the <b>appropriate standard</b></p> <p>2.3 All controls are located and identified</p> <p>2.4 <b>Pre-start operational checks</b> are carried out according to <b>procedures</b></p> <p>2.5 <b>Forklift</b> is started according to <b>procedures</b> and checked for any abnormal noises</p> <p>2.6 <b>Post-start operational checks</b> are carried out according to <b>procedures</b></p> <p>2.7 All <b>forklift safety devices</b> are tested according to <b>procedures</b></p> <p>2.8 All defects and damage are reported and recorded according to <b>procedures</b>, and appropriate action is taken</p>
3. Shift load	<p>3.1 Appropriate <b>hazard prevention/control measures</b> are implemented and communicated with personnel in the work area</p> <p>3.2 The weight of load is assessed to ensure compliance with <b>forklift</b> data plate</p> <p>3.3 <b>Forklift</b> is operated at a safe speed and according to <b>procedures</b></p> <p>3.4 Work is conducted safely at heights including safe and efficient use of <b>safety equipment</b>. (where applicable)</p> <p>3.5 Materials are placed on the pallet to ensure safety</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>and stability and avoidance of hazards</p> <p>3.6 Load movement is monitored constantly ensuring safety to personnel and load, and <b><i>forklift</i></b> stability</p> <p>3.7 <b><i>Unplanned and/or unsafe situations</i></b> are responded to in line with <b><i>procedures</i></b></p>
4. Shut down and secure forklift	<p>4.1 <b><i>Forklift</i></b> is parked to avoid hazards</p> <p>4.2 <b><i>Forklift</i></b> is <b><i>shut down</i></b> according to <b><i>procedures</i></b></p> <p>4.3 Routine post-operational <b><i>forklift</i></b> checks are carried out according to <b><i>procedures</i></b></p> <p>4.4 <b><i>Forklift</i></b> is secured to prevent unauthorised access/use</p> <p>4.5 All defects and damage are reported and recorded according to <b><i>procedures</i></b>, and appropriate action is taken</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

*This describes the essential skills and knowledge and their level required for this unit.*

#### Required skills:

- Effectively operate an order picking forklift truck including all functions to the maximum height and load capacity
- Use hazard identification skills, including identifying those associated with the operation of the order picking forklift truck risk assessment and putting into place effective hazard prevention/control measures for those hazards
- Use interpersonal communication skills at a level sufficient to communicate with other site personnel (e.g. receive and interpret work instructions, safety information, emergency procedures)
- Interpret and accurately record information relating to conducting order picking forklift truck operations (e.g. operating instructions, procedures and service logbook)
- Use problem solving skills to verify problems and equipment faults and demonstrate appropriate response procedures
- Use interpersonal communication skills at a level sufficient to communicate with other site personnel (e.g. receive and interpret work instructions, safety information, emergency procedures)

#### Required knowledge:

## REQUIRED SKILLS AND KNOWLEDGE

- Commonwealth, state or territory OH&S legislation, standards and codes of practice relevant to the full range of processes for the order picking forklift truck
- Rated capacity and working load limits identification
- Estimation or determination of load weight from labels, markings or load paperwork
- Order picking forklift truck capabilities, limitations and gear
- Order picking forklift truck operations and operating techniques
- Organisational and workplace standards, requirements, policies and procedures for conducting operations for the order picking forklift truck
- Procedures for the recording, reporting and maintenance of workplace records and information
- Typical routine problems encountered in the process and with equipment and adjustments required for correction

## Evidence Guide

### EVIDENCE GUIDE

*The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the assessment guidelines for the Training Package.*

<b>Overview of assessment</b>	<ul style="list-style-type: none"> <li>• Successful assessment of this unit meets the competency requirement of the National Standard for Licensing Persons Performing High Risk Work.</li> <li>• State/territory OH&amp;S regulators have mandated the use of Assessment Instruments and Instructions for Assessment for this unit which have been endorsed by the national body responsible for OH&amp;S matters.</li> </ul>
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<ul style="list-style-type: none"> <li>• Compliance with OH&amp;S licensing legislation.</li> <li>• Effectively communicate and work safely with others in the work area.</li> <li>• Identify hazards associated with the operation of the order picking forklift truck and put in place effective hazard prevention/controls for those hazards.</li> <li>• Effectively conduct pre-start, post-start operational checks and shut down checks of the order picking forklift truck.</li> <li>• Effectively operate the forklift, pick and place</li> </ul>

<b>EVIDENCE GUIDE</b>	
	loads safely at various heights, including driving and manoeuvring and placing loads in a safe manner.
<b>Context of and specific resources for assessment</b>	<ul style="list-style-type: none"> <li>• Assessment of the safe and effective application of knowledge and skill to workplace tasks (performance) must be undertaken using the endorsed Assessment Instrument.</li> <li>• Assessment of performance must be undertaken either in the workplace or in a realistically simulated workplace.</li> <li>• Assessors must ensure that the assessment in the workplace is organised to ensure that all the required equipment and materials and a suitable working area is made available to suit the assessment and the workplace.</li> <li>• Assessment must occur under standard and authorised work practices, safety requirements and environmental constraints.</li> <li>• Assessment is to comply with relevant appropriate standard requirements.</li> <li>• Applicants must have access to: <ul style="list-style-type: none"> <li>• Personal Protective Equipment (PPE) for the purpose of the Performance Assessment.</li> <li>• safety equipment in safe condition as appropriate</li> <li>• associated equipment appropriate to order picking forklift truck operations</li> <li>• suitable loads as described by the endorsed Assessment Instrument</li> <li>• appropriate forklift in a safe condition.</li> </ul> </li> </ul>
<b>Method of assessment</b>	<ul style="list-style-type: none"> <li>• Assessment must be conducted using the endorsed Assessment Instruments. These Instruments provide advice on their application.</li> <li>• The use of '<b>simulators</b>' in the assessment of this unit of competency is <b>not acceptable</b>.</li> <li>• Assessment may be in conjunction with the assessment of other units of competency.</li> <li>• Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge.</li> <li>• Assessment must confirm a reasonable inference that competency is not only able to be satisfied under the particular circumstances, but is able to be</li> </ul>

<b>EVIDENCE GUIDE</b>	
	transferred to other circumstances.
<b>Guidance information for assessment</b>	<ul style="list-style-type: none"> <li>Further information about endorsed Assessment Instruments may be obtained from state/territory OH&amp;S regulators.</li> </ul>

## Range Statement

<b>RANGE STATEMENT</b>	
<p><i>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below.</i></p>	
<b>Hazards</b>	<p>May include:</p> <ul style="list-style-type: none"> <li>ground conditions (e.g. condition of surface, slopes)</li> <li>overhead hazards (e.g. powerlines, service pipes)</li> <li>traffic (e.g. pedestrians, vehicles, other plant)</li> <li>environmental conditions (e.g. wind, lightning, rain)</li> <li>order picking forklift instability (e.g. overloading, poor load placement, irregular loads)</li> <li>other specific hazards (e.g. falling from platform, dangerous materials)</li> </ul>
<b>Hazard control measures</b>	<p>Refers to the systematic process of eliminating or reducing the risk to personnel and property through the application of controls</p> <p>It includes the application of the hierarchy of control, the six-step preference of control measures to manage and control risk:</p> <ol style="list-style-type: none"> <li>1 elimination</li> <li>2 substitution</li> <li>3 isolation</li> <li>4 engineering control measures</li> <li>5 using safe work practices</li> <li>6 personal protective equipment</li> </ol>
<b>Appropriate standards</b>	<p>Appropriate standards may include:</p> <ul style="list-style-type: none"> <li>codes of practice</li> </ul>



<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• legislation</li> <li>• Australian standards</li> <li>• manufacturer's specifications</li> </ul>
<b>Forklift</b>	Powered industrial truck of a type where the operator's control arrangement is incorporated with the load carriage/lifting media, and elevates with it
<b>Communication method</b>	<p>May include but not limited to:</p> <ul style="list-style-type: none"> <li>• verbal and non-verbal language</li> <li>• written instructions</li> <li>• signage</li> <li>• hand signals</li> <li>• listening</li> <li>• questioning to confirm understanding, and appropriate worksite protocol</li> </ul>
<b>Procedures</b>	<p>May include but not limited to:</p> <ul style="list-style-type: none"> <li>• manufacturer's guidelines (instructions, specifications or checklists)</li> <li>• industry operating procedures</li> <li>• workplace procedures (work instructions, operating procedures, checklists)</li> </ul>
<b>Signage and labels</b>	<p>May include but not limited to:</p> <ul style="list-style-type: none"> <li>• forklift data plates/labels</li> <li>• forklift warning decals</li> <li>• control labels</li> </ul>
<b>Pre-start up checks</b>	<p>May include, but are not limited to ensuring that:</p> <ul style="list-style-type: none"> <li>• safety equipment checks</li> <li>• safety devices/alarms are fitted and operational</li> <li>• order picking forklift data plate is fitted and interpreted</li> <li>• logbook, handbook or operating manuals are available</li> <li>• fluid checks</li> <li>• battery charge checks</li> <li>• evidence of damage, leaks, visual evidence of structural weaknesses (including paint separation or stressed welds) is sought through an external visual check</li> <li>• approved modifications and/or attachments are</li> </ul>

<b>RANGE STATEMENT</b>	
	<p>fitted to manufacturer's specifications (e.g. as per order picking forklift data plate)</p> <ul style="list-style-type: none"> <li>• checks for adaptations or modifications outside manufacturer's specifications (e.g. not listed on the order picking forklift data plate) are made</li> <li>• records are updated as required</li> </ul>
<b>Post-start operational checks</b>	<p>May include checks of the order picking forklift truck and equipment to ensure:</p> <ul style="list-style-type: none"> <li>• hazard warning systems (for example lights and horns) are functional</li> <li>• control functions are smooth and comply with operating requirements</li> <li>• start-up is to procedures</li> </ul>
<b>Safety devices</b>	<p>May include but not limited to:</p> <ul style="list-style-type: none"> <li>• safety gates and interlocks</li> <li>• reversing beepers</li> <li>• flashing lights</li> <li>• emergency descent device (hydraulic)</li> <li>• deadman switch</li> </ul>
<b>Hazard prevention/control measures</b>	<p>May include:</p> <ul style="list-style-type: none"> <li>• safety tags on electrical switches/isolators</li> <li>• insulated powerlines</li> <li>• safety observer used inside exclusion zone</li> <li>• disconnected power</li> <li>• traffic barricades and control</li> <li>• pedestrian barricades</li> <li>• bridging plates</li> <li>• movement of obstructions</li> <li>• personal protective equipment</li> <li>• adequate illumination</li> </ul>
<b>Safety equipment</b>	<p>May include but not limited to:</p> <ul style="list-style-type: none"> <li>• harnesses</li> <li>• lanyard</li> <li>• appropriate attachment point</li> </ul>
<b>Unplanned and/or unsafe situations</b>	<p>May include but not limited to:</p> <ul style="list-style-type: none"> <li>• failure/loss of control (e.g. brakes and steering) <ul style="list-style-type: none"> <li>• failure of equipment (e.g. hydraulic system)</li> <li>• environmental conditions (e.g. wind, lightning,</li> </ul> </li> </ul>

RANGE STATEMENT	
	storms, etc.)
<b>Shut down</b>	<p>May include, but is not limited to:</p> <ul style="list-style-type: none"><li>• forks are lowered to the ground</li><li>• brakes and motion locks are applied (where applicable)</li><li>• motor power is turned off</li><li>• order picking forklift is secured against unauthorized movement</li><li>• ignition key is removed (if applicable)</li><li>• batteries are connected to the charger (if applicable)</li></ul>

## Unit Sector(s)

Not Applicable