



Australian Government

TLILIC0003 Licence to operate a forklift truck

Release: 1

TLILIC0003 Licence to operate a forklift truck

Modification History

Release 1. This is a 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 a 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.

Forklift truck means a powered industrial truck equipped with lifting media made up of a mast and an elevating load carriage to which is attached a pair of fork arms or other attachments that can be raised 900 mm or more above the ground, but does not include a pedestrian-operated truck or a pallet truck.

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

This unit requires a person operating a 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.

1 Plan work/task

- 1.1** Task requirements are identified from work orders or equivalent and confirmed with relevant people and site inspection is conducted in accordance with workplace procedures
- 1.2** Work area operating surface is assessed to determine suitability for operational use of forklift truck in accordance with workplace procedures
- 1.3** Suitability of forklift truck and attachment working load limit (WLL) is determined for the load/s and work/task requirements in accordance with manufacturer requirements and workplace procedures
- 1.4** Working area is inspected and appropriate paths for operating the forklift truck and moving and placing load/s in work area are assessed and managed in accordance with workplace procedures
- 1.5** Hazard and risk control measures are identified and reported to relevant person/s in accordance with workplace procedures
- 1.6** Traffic management plan implementation is confirmed in accordance with workplace procedures
- 1.7** Appropriate communication procedures are identified with relevant people in accordance with workplace procedures
- 1.8** All work is confirmed to ensure coverage of work/task requirements for the relevant work area is in accordance with workplace procedures

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|--------------------------------|--|
| 2 Prepare for work/task | <div style="margin-left: 20px;"><p>2.1 Consultation with workplace person/s is maintained to ensure workplan is clear and consistent with site requirements in accordance with safe work procedures</p><p>2.2 Weather and work environmental conditions are assessed to determine any impact on forklift truck operations in accordance with manufacturer requirements and safe work procedures</p><p>2.3 Risk control measures for hazards identified are checked for implementation in accordance with safe work procedures</p><p>2.4 Forklift truck is accessed in a safe manner in accordance with manufacturer requirements and workplace procedures</p><p>2.5 Forklift truck logbook is checked in accordance with manufacturer, regulatory requirements and safe work procedures</p><p>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 requirements</p><p>2.7 Forklift truck is set up correctly with any relevant attachments as per work plan in accordance with relevant manufacturer requirements including data plate and safe work procedures</p><p>2.8 Operational checks are carried out and any damage and defects are reported, recorded and appropriate action is taken in accordance with manufacturer requirements and safe work procedures</p><p>2.9 Hazard and risk control measures are checked for implementation and communicated to people in the work area in accordance with safe work procedures</p></div> |
| 3 Perform work/task | <div style="margin-left: 20px;"><p>3.1 Weight and positioning of load is assessed to ensure compliance with forklift truck data plate requirements and in accordance with safe work procedures</p></div> |

- 3.2 Forklift truck is operated safely in accordance with manufacturer requirements and safe work procedures
 - 3.3 Loads are monitored constantly when lifting, moving, lowering and placing to ensure stability of load and avoidance of hazards in accordance with safe work procedures
 - 3.4 Unplanned and unsafe situations are responded to in accordance with safe work procedures
 - 3.5 Loads are picked up, transported and placed using all forklift truck movements in accordance with safe work procedures
 - 3.6 Forklift truck is parked, switched off and isolated appropriately in accordance with manufacturer requirements and safe work procedures
- 4 **Pack Up**
 - 4.1 Forklift truck shutdown procedures are carried out in accordance with manufacturer requirements and safe work procedures
 - 4.2 Forklift truck is secured to prevent unauthorised access/use in accordance with 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 TLILIC2001 Licence to operate a forklift truck

Links

Companion Volume Implementation Guide -

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

Assessment Requirements for TLILIC0003 Licence to operate a forklift truck

Modification History

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

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying safe operating procedures for a forklift truck including:
 - maintaining safe operating speed
 - travelling with load lowered to an appropriate height for the terrain, operating surface and visibility in relation to direction of travel
- applying relevant forklift truck manufacturer requirements and data plate information and approved modifications to attachments fitted are in accordance with manufacturer requirements
- carrying out pre-start checks, including visual inspection which must include:
 - battery charge as required by manufacturer requirements
 - checking and interpreting data plate/s are relevant to the attachment and the forklift truck
 - checking for signs of paint separation and stressed welds indicating potential structural weakness
 - document evidence of damage
 - engine / mechanical fluid level checks including fuel as required by manufacturer requirements
 - ensuring availability of correct forklift truck logbook and updating records as required
 - ensuring forklift truck tyres or other attachment/s are securely fitted
 - ensuring seat and mirrors are adjusted appropriately and seat belt is functional
 - fluid leaks
 - lights are working effectively
 - safety equipment checks
 - signage and labels to ensure they are visible and legible
 - wheels and tyres for damage/correct inflation if applicable
- conducting and applying risk and hazard assessment strategies including:
 - insufficient lighting
 - other specific hazards including dangerous goods
 - overhead hazards and fixed structures, roof beams and doorways
 - restricted and poorly ventilated areas

- surface suitability based on forklift truck and task requirements
- the risk of collision with people, moving plant and fixed structures
- weather conditions
- complying with Commonwealth, State and Territory Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) legislation, regulations safe work and workplace procedures
- conducting operational checks, which must ensure:
 - all controls are located, identified and tested for functionality
 - all hydraulic functions operated to maximum extension and ensuring attachment (if fitted) movements and control functions are smooth and comply with operating requirements
 - hazard warning systems (e.g. reversing beepers, lights and horns) are functional
 - recording and maintaining accurate information relating to forklift truck operations
 - safety devices as fitted
 - start-up is in accordance with manufacturer requirements
 - steering, transmission and brake functions comply with operating requirements
 - there are no unusual noises
- confirming and following traffic management plan procedures relevant to their role in the work area
- conducting relevant procedures for refuelling and isolating fuel/power source as per manufacturer requirements using appropriate PPE
- determining relevant lifting attachment to perform work/task
- determining lift requirements including:
 - positioning of unusually balanced/shaped loads
 - centre of gravity
 - dynamic nature of load
 - tyre/attachment positioning
 - weight
- ensuring risk control measures within the work area are effective as per workplace procedures
- identifying, isolating and tagging out defective equipment and reporting to authorised person/s
- interpreting and confirming relevant documentation, workplace instructions, safety information, emergency procedures for the work task and relevant area
- interpreting workplace procedures in relation to various environmental conditions
- maintaining communication with other workplace personnel through using worksite procedures including:
 - audible and visual warning devices
 - signage
 - two-way radio
 - verbal instructions
 - written instructions
- maintaining three points of contact whilst accessing and egressing forklift truck and ensuring

rungs / steps are free of hazards

- operating and monitoring safe forklift truck operations using minimum 250kg dynamic and non-dynamic loads that include:
 - aligning tynes/attachment to load
 - carrying out a lift to 75% of the maximum height
 - conducting trial lift to ensure forklift truck and load are stable, and load is safe to move
 - correctly using horns and mirrors in workplace
 - correctly positioning and using an observer to assist when operating with a load that may restrict vision or be placed out of vision of the operator
 - driving applicable to conditions and moving loads safely
 - driving a forklift truck safely with load in forward and reverse, while maintaining visibility through an obstacle course including:
 - an 'S' bend with a minimum 90 degrees left and right turn
 - ensuring load/s remains stable through pick up, transport and placement
 - forklift truck speed is appropriate to load and surroundings
 - lowering dynamic and non-dynamic loads to appropriate height for travel in forward and reverse
 - picking up, driving, manoeuvring and placing dynamic and non-dynamic loads safely at various heights within a compliant racking system
 - picking up, driving, manoeuvring and placing dynamic and non-dynamic loads safely into/onto an elevated, flat, stable area
 - tilting mast (or forks if applicable) to ensure balance of load
 - using gluts/dunnage appropriately and lowering load safely
 - using tilt and side shift (where fitted) safely to manoeuvre dynamic and non-dynamic loads into allocated space
- reporting to relevant person/s on site risk control measures that are not in place or are deficient
- setting up an exclusion zone
- securely parking forklift truck and isolating in appropriate position including:
 - minimising possible access by unauthorised person/s
 - tynes/attachment lowered to required position in accordance with manufacturer requirements
 - park brake applied
 - switching off, isolating fuel/power source and removing key according to workplace procedures
- shutting down a forklift truck in accordance with manufacturer requirements and workplace procedures

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- Australian and industry standards, codes of practice and guidelines to safely operate a forklift truck
- communication procedures including:
 - audible and visual warning devices
 - hand signals
 - questioning techniques
 - signage
 - traffic warning systems
 - two-way radio
 - written instructions
- forklift truck characteristics and capabilities, manufacturer requirements and instructions for any attachments
- impact of the following on the operation of the forklift truck including:
 - failure/loss of control including brakes and steering
 - failure of equipment during forklift truck operations
 - forklift truck instability causes including:
 - deterioration of ground condition
 - overloading
 - pick up and placement of load
 - irregular loads
 - operating on ramps and uneven surfaces and in restricted spaces
 - use of forklift truck data plate and attachment data plate and appropriate methodology to determine weight of a load is appropriate for forklift truck and any attachment if fitted including the estimation or determination from:
 - labels on the actual load
 - markings on the actual load
 - paperwork such as consignment notes, running sheets and weighbridge dockets
 - weighing a carton and calculating load
- manufacturer requirements, instructions and operator's manual
- problems, and appropriate response procedures to unplanned and/or unsafe environmental conditions including:
 - wind
 - lightning
 - water/ice impacted surface/ground
 - rain
 - extreme heat
 - Ultra violet (UV) exposure
- problems and equipment faults, and implementing appropriate response procedures to unplanned and/or unsafe situations including:
 - lock out and tag out procedures
- relevant procedures for refuelling and recharging forklift truck using appropriate PPE

including:

- gas bottle
- connecting battery to charger and disconnecting battery from charger and reconnecting to forklift truck
- refuelling
- procedures for recording, reporting and maintaining workplace records and information
- risk assessment process including hierarchy of control:
 - elimination
 - substitution
 - isolation
 - engineering controls
 - administrative controls
 - personal protective equipment (PPE)
- safe use and compliance of different types of attachments including:
 - bale clamps
 - carpet spike for carpet rolls
 - drum carrier
 - jib attachment
 - paper roll clamps
 - personnel work platforms
 - rotators
 - slippers/fork extensions on tynes
- suitability and lifting capability of the attachment to be used
- shut down procedures for a forklift truck in accordance with manufacturer requirements
- traffic management plan procedures and requirements
- typical routine problems encountered operating a forklift truck and associated equipment, and adjustments required for correction
- workplace procedures including work plan which may be verbal, documented/written, or electronically generated
- work area operating surface suitability including issues with:
 - backfilled ground
 - bitumen (damaged, cracked)
 - concrete (damaged, cracked)
 - hard compacted soil
 - potholes
 - railway tracks
 - rough uneven or difficult terrain including sloping surfaces, uneven surfaces, steel decks and grates
 - soft soils
 - trench covers
- Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety

and Health (OSH) requirements, safe work and workplace procedures

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

- Simulators must not be used in the assessment of this unit of competency.

Resources for assessment must include access to:

- a suitable forklift truck that complies with AS 2359 Powered industrial trucks and is in a safe/serviceable condition in accordance with manufacturer requirements
- associated equipment for forklift truck operations
- suitable dynamic and non-dynamic loads
- suitable compliant racking system
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including:
 - approved codes of practice and relevant guidance material
 - relevant Australian technical standards
 - manufacturer guidelines (instructions, requirements or checklists), relevant industry standards and operating procedures (where applicable)

Links

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