



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.

1 Plan work/task	1.1	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
	1.2	All work is confirmed to ensure coverage of work/task requirements for the relevant work area is in accordance with workplace procedures
	1.3	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
	1.4	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
	1.5	Traffic management plan implementation is confirmed and understood in accordance with workplace procedures
	1.6	Appropriate communication procedures are identified and tested with relevant people in accordance with workplace procedures
	1.7	Work area operating surface is assessed to determine quality and suitability for operational use in accordance with workplace procedures
2 Prepare for work/task	2.1	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>

Assessment Requirements for TLILIC0004 Licence to operate an order picking 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 an order picking forklift truck including:
 - maintaining safe operating speed
 - travelling with platform lowered to an appropriate height
- applying emergency procedures
- carrying out pre-start checks, including visual inspection which must include:
 - battery charge as required by manufacturer specifications
 - checking data plate is relevant to the attachment being used on the order picking forklift truck
 - fluid level checks as required by manufacturer specifications
 - evidence of damage
 - ensuring availability of correct logbook and updating records as required
 - fluid leaks
 - lights are working effectively
 - safety equipment checks
 - signage and labels to ensure they are visible and legible
 - structural weaknesses including paint separation or stressed welds
 - ensuring order picking forklift truck tynes or other attachment/s are securely fitted
 - wheels and tyres for damage/correct inflation if applicable
- conducting and applying risk and hazard assessment strategies including:
 - order picking forklift truck instability due to overloading, poor load placement or irregular loads
 - operating surface conditions and obstructions
 - insufficient lighting
 - overhead hazards
 - restricted and poorly ventilated areas
 - the risk of collision with people, moving plant and fixed structures
- confirming and following traffic management plan procedures relevant to their role in the work area

- conducting operational checks including:
 - all controls are located, identified and tested for functionality
 - checks for adaptations or modifications outside manufacturer specifications that are not listed on the order picking forklift truck data plate
 - hazard warning systems including travel beepers, lights and horns are functional
- clarifying workplan and checking understanding
- complying with Commonwealth, State and Territory Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) legislation and regulations
- conducting and monitoring safe order picking forklift truck operations that include:
 - correctly using horns
 - driving applicable to conditions and moving loads safely
 - driving an order picking forklift truck with load in forward and reverse, while maintaining visibility
 - order picking forklift truck speed is appropriate to load and surroundings
 - lowering load to appropriate height for transport
 - carrying out a lift with load to 75% of the maximum height
 - picking up, driving, manoeuvring and placing loads safely at various heights within a compliant racking system
- confirming traffic management plan is implemented
- connecting battery to charger and disconnecting battery from charger and reconnecting to order picking forklift truck
- demonstrating understanding of traffic management plan
- ensuring risk control measures within the work area are effective as per workplace procedures
- inspecting and using relevant safety equipment, including:
 - safety harness/es
 - energy absorber/s
 - lanyard/s
 - anchor point/s
- identifying, segregating 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
- maintaining communication with other workplace personnel through using appropriate worksite procedures which must include:
 - audible and visual warning devices
 - listening
 - two-way radio
 - questioning to confirm understanding
 - signage
 - written instructions

- positioning the order picking forklift truck for safe operation for:
 - application of the task
 - manoeuvring in the workplace
 - stability of the order picking forklift truck and the load
- recording and maintaining accurate information relating to order picking forklift truck operations
- reporting to relevant person/s on site risk control measures that are not in place or deficient
- safety devices are checked, including:
 - safety gates and interlocks
 - emergency hydraulic descent device
 - deadman's switch
- securely parking order picking forklift truck and isolating in appropriate position to minimise possible access by unauthorised person/s including:
 - tynes/attachment/work platform lowered to ground
 - hand/park brake applied
 - switched off and key removed according to manufacturer specifications and workplace procedures
- setting up and validating an exclusion zone
- shutting down an order picking forklift truck in accordance with manufacturer specifications and workplace procedures ensuring access ways are clear
- start-up is in accordance with manufacturer requirements
- steering, transmission and brake functions comply with operating requirements and there are no unusual noises
- verifying problems and equipment faults, and implementing appropriate response procedures to unplanned and/or unsafe situations
- working safely at heights using relevant Personal Protective Equipment (PPE) safely and efficiently

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 an order picking forklift truck
- appropriate worksite communication protocols including:
 - audible and visual warning devices
 - hand signals
 - questioning techniques
 - 2-way radio
 - signage
 - traffic warning systems

- written instructions
- hazards including:
 - all operating surface hazards
 - traffic including pedestrians, vehicles, other mobile plant and fixed structures
 - overhead hazards including:
 - electric lines
 - service pipes
 - doorways
 - roof beams
 - lights
 - fixed structures
 - obstacles or obstructions
 - insufficient lighting
 - other specific hazards including falling from platform and dangerous goods
- impact of the following on the operation of the order picking forklift truck including:
 - loss of control of brakes and/or steering
 - failure of equipment including hydraulic system
 - order picking forklift truck instability including:
 - deterioration of operating surface condition
 - overloading
 - picking and placing of irregular loads
- lock out and tag out procedures
- methodology and appropriate mathematical procedures to estimate loads or determination from labels, markings or load paperwork
- manufacturer specifications, instructions and operator's manual
- order picking forklift truck characteristics and capabilities, manufacturer specifications and instructions for any attachments
- problems, and appropriate response procedures to unplanned and/or unsafe environmental conditions including:
 - wind
 - water/ice impacted ground
 - slippery surfaces
 - sun glare
- procedures for connecting battery to charger and disconnecting battery from charger and reconnecting to order picking forklift truck
- 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)
- relevant documentation requirements
- risk control measures including barricades and traffic control
- traffic management plan procedures and requirements
- typical routine problems encountered operating an order picking forklift truck and 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:
 - unusual and cracked surfaces
 - uneven surfaces
 - steel decks and grates
- Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) legislative obligations and responsibilities
- working at height procedures and relevant PPE

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.

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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.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions.

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

Resources for assessment must include access to:

- a suitable order picking forklift truck that complies with AS 2359 Powered industrial trucks and is in a safe/serviceable condition in accordance with manufacturer requirements
- suitable stock and compliant racking system to pick loads from
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including:
 - approved codes of practice and guidance

- relevant Australian technical standards
- manufacturer guidance material (instructions, specifications or checklists)
- relevant industry standards and operating procedures (where applicable)

Links

Companion Volume Implementation Guide -

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