

## Operate a powered industrial lift truck (forklift)

**Level** 3

**Credits** 7

**Purpose** This unit standard covers the operation of forklifts in accordance with the *Approved Code of Practice for Training Operators and Instructors of Powered Industrial Lift Trucks (Forklifts)*.

People credited with this unit standard are able to: demonstrate knowledge of the safe operation of a forklift; perform a pre-operational inspection and start up procedure for a forklift; demonstrate practical forklift skills; and park and shut down a forklift.

**Subfield** Lifting Equipment

**Domain** Powered Industrial Lift Trucks

**Status** Registered

**Status date** 18 June 2010

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**Entry information** Open.

**Accreditation** Evaluation of documentation and visit by NZQA and industry.

**Standard setting body (SSB)** Competenz

**Accreditation and Moderation Action Plan (AMAP) reference** 0013

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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### Special notes

- 1 Where the forklift manufacturer's specifications, recommendations, or manuals are not available, assessors and candidates should use place of work procedures in their place.
- 2 Achievement of this unit standard does not entitle holders to operate a forklift on a public road. To operate a forklift on a public road, the operator must hold a full driver's licence for the appropriate class of vehicle with Type F (forklift) endorsement.

- 3 Upon successful completion of training by a registered forklift trainer operators are issued with a certificate to serve as proof of training received. It is recommended that retraining be undertaken every three years. Full details may be found in the *Approved Code of Practice for Training Operators and Instructors of Powered Industrial Lift Trucks (Forklifts)*.
- 4 References  
 Department of Labour. *Approved Code of Practice for Training Operators and Instructors of Powered Industrial Lift Trucks (Forklifts)*. Available from <http://www.osh.govt.nz>.  
 Department of Labour. *Safety Code for Fork-lift Truck Operators Nos.1-4, Front Loading Fork-lift Trucks*. Available from <http://www.osh.govt.nz>.  
 NZS/ANSI/ITSDF B56.1:2005, *Safety standard for low lift and high lift trucks*. Available from <http://www.standards.govt.nz>.  
 NZS/AS 2359.1:1995, *Powered industrial trucks – general requirements*. Available from <http://www.standards.govt.nz>.  
 NZS/AS 2359.2:1985, *Powered industrial trucks – operation*. Available from <http://www.standards.govt.nz>.  
 Health and Safety in Employment Act 1992.
- 5 Definitions  
*Consumables* refer to such items as fuel, oils, coolant, battery recharging, and tyres as may be applicable to the forklift.  
*Forklift* in this unit standard has the same general meaning as defined in the *Approved Code of Practice for Training Operators and Instructors of Powered Industrial Lift Trucks (Forklifts)*.  
*Manufacturer's specifications* refer to any equipment operating instructions, procedures, standards, or recommendations provided by the manufacturer of the forklift.  
*Place of work procedures* means all operational procedures put in place by an employer at a place of work. These may include – site safety procedures, equipment operating instructions, and standard job procedures.
- 6 Range  
 a All evidence must comply with the relevant provisions of the Health and Safety in Employment Act 1992.  
 b All evidence must be in accordance with the *Approved Code of Practice for Training Operators and Instructors of Powered Industrial Lift Trucks (Forklifts)*.

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## Elements and performance criteria

### Element 1

Demonstrate knowledge of the safe operation of a forklift.

### Performance criteria

- 1.1 Safety standards, rules, procedures, and codes applicable to the safe operation of a forklift are identified.

- 1.2 Operating parameters of a forklift are identified.
- Range includes but is not limited to - nominal and rated capacity, load centre, load charts, centre of gravity, triangle of stability, mast tilt, use of side shift, speed, rear and swing, wheel loading, principle of derating.
- 1.3 Environmental conditions are identified and related to the operation of a forklift.
- Range surface support conditions; visibility; weather; actual and potential hazards including structures; overhead power lines; pipes; entrances; people; dangerous goods.
- 1.4 Procedures for checking and replacing forklift consumables are identified.
- 1.5 Fault reporting procedures are explained.
- 1.6 Reasons and requirements for conducting pre-operational inspections are identified.

## **Element 2**

Conduct a pre-operational inspection and start up procedure for a forklift.

### **Performance criteria**

- 2.1 Pre-operational inspection is conducted.
- 2.2 Start up procedure is conducted.

## **Element 3**

Demonstrate practical forklift skills.

### **Performance criteria**

- 3.1 Practical forklift skills are demonstrated for Training Operators and Instructors of Powered Industrial Lift Trucks (Forklifts).

## **Element 4**

Park and shut down a forklift.

### **Performance criteria**

- 4.1 Forklift is parked in accordance with place of work procedures.
- 4.2 Shutdown procedures are demonstrated in accordance with manufacturer's specifications.

### **Please note**

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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### **Comments on this unit standard**

Please contact Competenz [info@competenz.org.nz](mailto:info@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.