



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

Name: ..... Date: ..... / ..... / .....

## SELF ASSESSMENT FOR FORKLIFT OPERATORS COMPLETING ONE DAY COURSE

Due to the large amount of information that must be covered in a one day forklift course, it is critical that attendees not only have a reasonable level of experience, **but must also have the necessary knowledge** required to complete the written assessments. If they do not have this knowledge, then they will need to do the two day course.

To be eligible to complete the one day forklift course, applicants must meet the following minimum criteria:

### Knowledge:

- Must have a good command of reading, writing, and understanding English. ( A verbal assessment can be done for those with literacy needs, but an extra one and a half hours would need to be allowed for each applicant for this, so there is generally not time on the one day course.)
- Must have a good understanding of OHS requirements and safe operating procedures.
- Must be able to read and understand the Rated Capacity Plate.
- Should have read and understood the forklift operator’s manual.
- Preferably have successfully completed this self assessment.

### Skill:

- Between 10 and 40 hours operating experience within the last 60 days, or over 40 hours operating experience in the past.
- Must be able to complete the pre-operating checks, including engine oil, hydraulic oil, transmission oil, battery, brake fluid, coolant, plus radiator.
- Must be able to drive a forklift around a normal workplace and not have any problems with everyday hazards.
- Must be able to stack loads / pallets reasonably squarely on top of each other, to the point that they are stable and would not be a potential hazard.
- Must be able to stack and unstack loads reasonably squarely up to a height of 3 metres, to the point that they are stable and would not be a potential hazard.

### All Operators:

- Must be 18 years of age.
- Must be able to provide 2 recent passport quality photos, with their name and date of birth written neatly on the back of each photo.
- Must provide a copy of some form of recognised photo I.D. e.g. driver’s licence, passport, etc.

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 1 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

## FORKLIFT ASSESSMENT – WRITTEN OR VERBAL TEST

### UNDERPINNING KNOWLEDGE

The written or oral test for the Licence to perform High Risk Work lets us know that you have the necessary amount of underpinning knowledge to operate a forklift safely in the workplace. Underpinning knowledge comes from experience. Some would even call it common sense. But if you have never had to perform that task, then sometimes common sense is not enough to know exactly what is required, by the rules, to perform that task safely. Model answers are provided to assessors by Worksafe, to assist in ensuring that the person doing the assessment comes to the right conclusion when writing down an answer on how to do a task, or on what to do, or not to do, in a given situation. And the assessor is required to ensure that the applicant answers the questions in line with the model answers. Although other answers may be suitable and relevant to the situation, Worksafe will only accept the model answers they have chosen. If that person includes other information that is relevant, then that is fine. But they must also include the requirements of the model answer.

In most cases, for an experienced operator, this will be ‘common sense’, or how they would normally perform that task on a daily basis. For those with less experience, a two-day course may be required to ensure that they can learn the procedures and practice the procedure during the training.

To assist you in knowing what is required for some of the underpinning knowledge, I have put together some of the requirements for some of the less common situations that may arise when operating a forklift. I have also included some of the procedures that are required, but which are not usually practiced on a day-to-day basis by most operators. Because an operator doesn’t have an incident, they think that doing the job their way is fine. But all of the rules and requirements that have been set have come about from people having accidents. So a rule has to be made to suit every operator to try to ensure that the particular accident does not happen again.

It is critical that the operator is aware of what the requirements are, and that they drive in accordance with those requirements.

### LEGISLATION / THE LAW

#### THE ACT (The Occupational Safety and Health Act)

In short, the Occupational Safety and Health Act is the law that tell everybody involved in the workplace what their legal obligations are. These apply to the employers, the employees (that is you – the worker), self-employed people, designers, manufacturers, suppliers, visitors – anybody who has any thing to do with a work situation. It includes the Duty of Care legislation. This is simply a sharing of responsibility. The responsibility is shared between the above people to ensure that everyone works together regarding health and safety issues.

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 2 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

We are all aware of the Traffic Act. If we breach the Traffic Act, (e.g. we get caught for speeding) then we get fined. The OSH Act is exactly the same. If people (and that includes you – the forklift operator) breach the Act, then they may get fined. As an individual you could get fined up to \$25,000.00, and companies can get fined up to \$650,000.00.

So it is important that everyone abides by The Act. This is not only to ensure they do not get fined, but also to ensure that people don't get injured in the workplace.

**DUTY OF CARE**

Section 19 and 20 of the OSH Act outlines the Duty of Care responsibilities of employers and employees.

**Section 19: Duties of Employers**

The employer must provide a workplace where the employees are not exposed to hazards – as far as is practicable.

They must ensure that there are safe systems of work in place.

They must provide protective equipment/clothing if employees are exposed to hazards. This is a last resort. We would prefer that there was a safe system of work in place so the employees were not exposed to hazards. But this is not possible, unless **the hazard is removed or eliminated**, so PPE must be provided to minimize the risk. The OSH Regulation 3.32 says that we should consider means other than the use of protective clothing when reducing the risk associated with a hazard. Only then, after we have tried all other ways of dealing with a hazard, then we should consider using protective clothing to reduce the risk associated with the hazard.

They must provide information, instruction, training and supervision of the employees so they are not exposed to hazards – as far as is practicable.

They must consult and co-operate with OSH Reps, and any other employees or people in the workplace in relation to OSH matters.

They must provide for the safe use, transport and disposal of substances or chemicals.

**Section 20: Duties of Employees**

An employee must take care to *look after his or her own health and safety, and look after the health and safety of other people.*

You must not affect the health and safety (adversely) of any other person in the workplace by anything you do, or do not do. E.g. If you see someone doing something that you know is not safe, then you have a legal obligation to tell them that what they are doing is not safe, and if necessary to report it to your, or their supervisor.

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 3 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

**You must comply with health and safety instructions** given by your employer. E.g. If you are trained to drive a forklift at a safe speed, then you have a legal obligation to follow those health and safety instructions and to drive at a safe speed.

**You must use protective clothing and equipment** that has been provided for you. The company has a legal obligation to provide PPE and to train you on how to use it, when all other means of dealing with a hazard have been considered. You have got a legal obligation to wear or use PPE in the way you were instructed. Some people choose not to wear or use different PPE. They are breaking the law and could get fined. OSH Regulation 3.35 says that you must look after and wear your PPE in the manner in which you have been instructed. The penalty for not doing this is a fine of up to \$5000. Some people choose to speed in their cars. They are breaking the law and could get fined. There is little difference. If the speeding motorist has an accident, not only do they risk having an injury that they have to live with, but they can get fined as well. If you do not wear your safety glasses and you have an accident, not only could you lose the sight of your eye, but you could get fined as well. We must wear PPE that has been provided. This is

1. for our own safety
2. to comply with the law.

**You must not damage or misuse any equipment.**

**You must report any hazards that you are aware of in the workplace** that you cannot fix yourself. (The employer must then consider all means of dealing with the hazard, before relying on PPE)

**You must report any accidents, near misses, injuries or illnesses** that occur in, or due to the workplace. If there is a near miss, or minor incident, it is critical that this is reported – not to Worksafe – but just to your supervisor. Action can then be taken to ensure that something more serious does not happen at some time in the future.

**You must co-operate with the employer** so they are able to carry out their obligations under The Act.

**THE REGULATIONS (The OSH Regulations 1996)**

The OSH Regulations provide us with specific requirements that must be adhered to ensure that our work is done safely. Section 4 of The Regs. is the area that we generally focus on, as that is the area that deals with “plant”. There are certain regulations that relate specifically to forklifts, and others that relate to plant in general.

One of the Regulations (4.55) is of particular interest because it relates to training. In short, what it says is that you must be 18 years old and have a Forklift Licence to drive a forklift.

It also says that the forklift must be driven in accordance with the manufacturer’s instructions (the operator’s manual). If you cannot get the manufacturer’s operators manual for your specific forklift, then a competent person can develop instructions for the safe operation of the forklift.

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 4 of 34



Forklifts must be operated in accordance with the operator's manual because there are so many different types of forklifts in the workplace. It is impossible to have one general set of rules on how to operate all forklifts. So the manufacturer, or supplier of a new or second hand forklift must provide a set of instructions on how to safely operate that piece of equipment. Even after the operator has a Forklift Licence, the employer must still ensure the operator has been trained in accordance with the instructions for the forklift that has to be operated in that workplace. This can be in the form of an induction completed by a supervisor or other competent person to ensure that the operator can safely do the work in the particular workplace. The induction should be documented, to show what was covered during the induction.

**NOHSC 7019 (1992) . (The National Guidelines for Occupational Health and Safety Competency Standards for the Operation of Load shifting and Other Types of Specified Equipment )**

This is the broad based competency standard that operators must be trained to. As with The Regs and The Act, NOHSC 7019(1992) is a legal document. So if you do not follow the guidelines in this document, you could end up in court.

In brief, for operators, it provides a systemised way of conducting forklift operations. For assessors it provides a systemised way of conducting an assessment. It ensures that the person being assessed can:

- Conduct pre-operational and after start-up checks, in accordance with the operators manual. They must be able to read and understand the forklift rated capacity plate, so they know how much weight they can lift to a specified height, at a specified position on the forks (the load centre distance).
- Inspect our work area for hazards and eliminate those hazards, or minimize the hazards by following a procedure for the control of hazards – Eliminate, substitute, isolate, engineer, before relying on administrative procedures like training and following safe operating procedures, and the use of Personal Protective Equipment.
- Operate the forklift safely and accurately through a range of tasks. The focus is on manoeuvring in reasonably tight situations, as well as stacking and unstacking accurately.
- Parking and shutting down the forklift safely so it doesn't create or become a hazard.

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 5 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

### TEST YOUR KNOWLEDGE ON OCCUPATIONAL SAFETY AND HEALTH

Write your answers check your score at the end to see if you are ready to do a one-day course, or if you should do a two-day course.

- 1) What do we call the legislation that deals with employers, employees, designers, manufacturers and self-employed people sharing the responsibility to ensure everyone works together regarding OSH in the workplace?  
*(1 point)*

---

- 2) What are the three main legally binding documents that forklift operators must abide by in the workplace in relation to OSH matters?  
*(3 points)*

---

---

---

- 3) What are the two main things you, or any employee, have to do to ensure you comply with Section 20 of the OSH Act?  
*(2 points)*

---

---

- 4) What are six ways that you can ensure you look after your own health and safety, or do not adversely affect the health and safety of other people?  
*(6 points)*

---

---

---

---

---

---

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 6 of 34



- 5) Apart from getting injured, what could happen if you do not wear protective clothing that is supplied?  
(1 point)

**Answers:**

- 1) Duty of Care
- 2)
  - 1. The Act (Occupational Safety and Health Act)
  - 2. The Regulations (The Occupational Safety and Health Regulations)
  - 3. NOHSC 7019 (1992) (The National Guidelines for Occupational Health and Safety Competency Standards for the Operation of Load Shifting and Other Types of Specified Equipment).
- 3)
  - 1. Look after your own health and safety
  - 2. Look after your own health and safety others
- 4)
  - 1. Comply with health and safety instructions
  - 2. Use protective clothing that is provided.
  - 3. Do not damage or misuse anything provided for health and safety.
  - 4. Report hazards you cannot fix yourself.
  - 5. Report accidents, illnesses and near misses.
  - 6. Co-operate with the company so they can comply with their obligations under The Act.
- 5) You are breaking the law and you can get prosecuted / fined.

Results:	
13 out of 13	Well done. You appear to have enough underpinning knowledge to do the one day course.
12 out of 13 11 out of 13 10 out of 13 9 out of 13	Go over the information again. If you do some reading it should not be too hard to improve enough to do a one day course
8 out of 13 or less	If you have gone over the information a couple of times, (or less) and are still getting only 8 out of 13 then you should ask your supervisor for some guidance, and you would be best doing a two-day course.

Feedback on this section on "Occupational Safety and Health":

If you have any feedback that you would like to share with us, or any ideas on how we can improve this section, then please email [admin@equipsafe.com.au](mailto:admin@equipsafe.com.au)

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 7 of 34



### RATED CAPACITY PLATE

The Rated Capacity Plate on the forklift gives us a lot of information about the forklift. This can include the model number, types of tyres, tyre pressure if the tyres are not solid, type of mast, weight of the forklift, amount of tilt forward and back, length of the forks, as well as 4 other critical aspects:

- the maximum lift height
- the maximum weight it can lift to that height
- where the load is sitting on the forks when it is lifted to that height
- the particular attachment that is being used when the load is being lifted. In Australia it is a requirement that the capacity plate is in metric.

If the capacity plate is missing, or is not clear or readable then do not use the forklift. Tag it (out of service), isolate it, log it, and report it.

**Maximum lift height:** This will normally be given in mm. This is the maximum height that the forklift can lift to.

**Safe Working Load (SWL) / Maximum weight:** This is the maximum weight that the forklift can lift to the maximum height.

**Load Centre Distance:** Load Centre is the centre of weight of the load – the middle of the load if it is evenly balanced. Load Centre *Distance* is measured from the load centre. If we measure from the load centre and go forwards (away from the forklift) then we could go for a kilometre before we found something to measure against. But if we measure from the load centre and go back towards the forklift, then we must stop at the back of the forks because we can't go any further. So **load centre distance is always going to be the distance from the load centre to the heel of the forks**. This is because the forklift is usually a counterbalance forklift. All of the weight behind the front axle acts as a counterweight pulling the weight back, so the forklift stays on the four wheels. (A counterweight is one weight that balances out another weight). Any weight in front of the front axle acts as counterweight wanting to make the forklift tip forwards. The point that remains constant (on the ground) all the time is the front axle, or front wheels. This is the balance point, or fulcrum. It is exactly the same as the mid point on a seesaw. As the weight changes on the see-saw, then the see-saw goes up and down, balancing on the bit that stays on the ground at all times. This is the balance point, or fulcrum. When we work out the load centre distance, we only have to measure from the heel of the forks to the centre of gravity of the load. All of the other weight in front of the front axle – the forks, mast, chain, hoses, half the diff, half the tyres etc,- has already been taken into account.

So when we talk about the rated capacity of a forklift, we are not just talking about the weight that it can lift. As we lift the load higher, it increases the amount of force or weight in front of the front axle.

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 8 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

(If you did Year 12 physics this is called the moment of inertia, and is measured in a ratio of distance: weight. e.g. metre tones. Pilots work on the same principal to keep their plane level, and calculate in inch pounds. you do not need to know this bit! )

So if we want to go higher with our load, the weight capacity or load centre distance would need to be reduced.

If we put more weight on, the height capacity or load centre distance would need to be reduced.

And if the load is further forward on the forks (increased load centre distance), the weight capacity or height capacity will need to be reduced.

So the rated capacity of the forklift is a combination of height, weight, and load centre distance.

Another item that is critical to the rated capacity is the attachment that is being used. Most forklifts use only the forks (also called tynes). So their capacity plate only has to tell them what they can lift with the forks. But a lot of places use different attachments that they slip over the forks to help them do their work. These attachments could be in the form of fork extensions or slippers, drum-carrying attachments, carpet spikes, jib attachments and so on.

Obviously if you put an attachment on the forks, then it is immediately increasing the weight on the forks. But added to that is the fact that the load centre distance is going to be increased. Compared to lifting a standard load with the forks only, using an attachment will dramatically change the amount of weight we can lift. To ensure we know how much weight we can lift with an attachment on the forklift, the employer has to get the forklift manufacturer to amend the forklift rated capacity plate so it includes the weights that can be lifted at the appropriate load centre distances when using the attachment. They could alternatively put an extra capacity plate on the forklift for each different attachment that is to be used. These would give the SWL that can be lifted at the different load centre distances.

### HOW DO WE KNOW HOW MUCH OUR LOAD WEIGHS?

There are some simple ways to make sure that the load we are about to carry is within the rated capacity of the forklift. These are:

- 1) **Check con notes or paperwork**
- 2) **Work it out from load markings**
- 3) **Ask an authorised person, or a responsible person who would know.**

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 9 of 34



1) Check con notes or paperwork

Consignment notes that tell us the weight of the load should accompany all loads entering or leaving a premises. These should be readily available from the truck driver or your supervisor. Be aware, consignment notes may not be accurate. Take care when relying on consignment notes for weights of loads.

2) Work it out from load markings.

Your load or pallet may consist of a number of items, eg. A pallet with bags of cement. You know that one bag of cement weights 25 kg as it is written on the bag. Say you have a full pallet and there are 40 bags. Multiply 25 x 40 to give the total of kilograms in the load. The answer is 1000 kg, which is one tonne. You must also remember to add the weight of the pallet. This technique can be used with any different type of load, eg. Bottles, crates, cartons, or anything at all when you know the weight of the individual item. Other types of load markings may be stenciled or painted on to the outside of the crates. With a lot of different steel products, there are tags attached to the items showing the weight.

3) Ask an authorised person, or a responsible person who would know.

Ask your supervisor or a responsible work mate who has had experience moving the load or equipment you want to shift. Be aware: some people will tell you that the forklift can lift the load just because they want it shifted. Take care when relying on other peoples' advice for weights of loads.

What we do not want you doing is putting the forks under the load and trying to see if the forklift lifts the load, or if the back wheels lift of the ground. NEVER ADD ADDITIONAL COUNTERWEIGHTS TO YOUR FORKLIFT, ESPECIALLY IN THE FORM OF PERSONNEL OR HEAVY OBJECTS. By trying to lift a load that may be too heavy, you can stress the engineering of the forklift, which may result in a mechanical failure at a later date that may cause death or injury to you or someone else. You may also think your forklift is stable, but when you reverse away from the stack you could lose forward stability. This may result in losing your load or possibly tipping the forklift over. There are examples of both of these situations occurring in Perth within the last 10 years.

Know the weight of your load!      Know what your forklift can lift!

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 10 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

## TEST YOUR KNOWLEDGE ON RATED CAPACITY PLATES

Write your answer and check your score at the end to see if you are ready to do a one-day course, or if you should do a two-day course.

- 1) What are the four main factors that give us the rated capacity of a forklift?  
(4 points)

---

---

---

---

- 2) What is meant by the term “Load Centre Distance”?  
(3 points)

---

---

---

- 3) What are two ways that you could use to find out if your forklift is capable of lifting a load that does not have a total weight marked on it?  
(2 points)

---

---

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 11 of 34

4) The following forklifts are rated to lift 2000 kg at a 600 mm load centre.  
 (The drawings are not to scale) What is the load centre distance of:  
 (4 points)

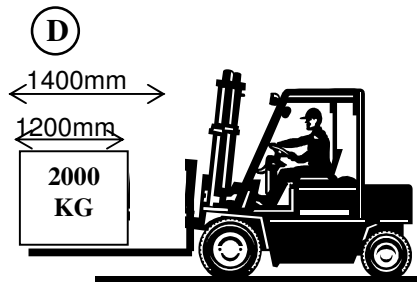
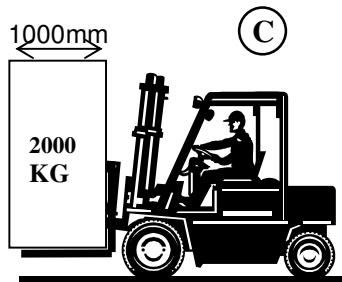
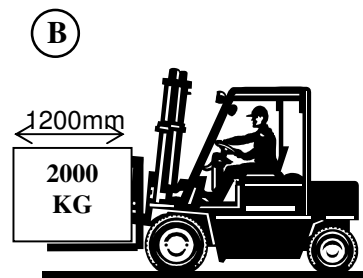
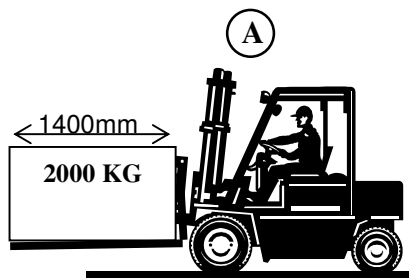
A. \_\_\_\_\_ mm

B. \_\_\_\_\_ mm

C. \_\_\_\_\_ mm

D. \_\_\_\_\_ mm

Note: Drawings are not to scale



5) Which forklift or forklifts are overloaded?  
 (1 point)

A.

B.

C.

D.

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 12 of 34

6) The following forklifts are rated to lift 4500 kg at a 600 mm load centre.  
 (The drawings are not to scale) What is the load centre distance of:  
 (4 points)

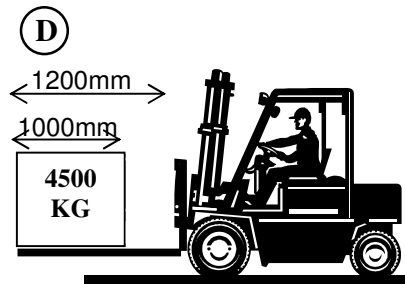
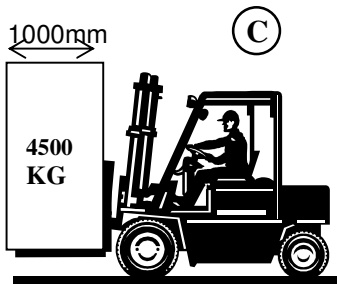
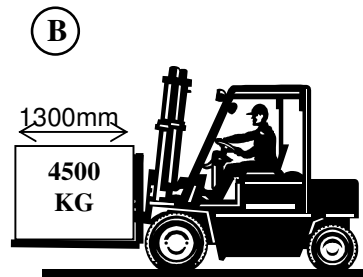
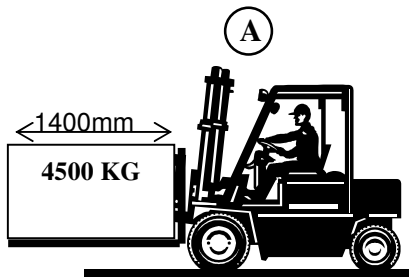
A. \_\_\_\_\_ mm

B. \_\_\_\_\_ mm

C. \_\_\_\_\_ mm

D. \_\_\_\_\_ mm

Note: Drawings are not to scale



7) Which forklift or forklifts are within the rated capacity?  
 (1 point)

A.

B.

C.

D.

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 13 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

**Answers:**

- 1)
  - 1. Weight of load
  - 2. Height of forks
  - 3. Load centre distance
  - 4. Type of attachment used
- 2) The distance from the centre of gravity of the load to the heel of the forks.
- 3)
  - 1. Check consignment notes
  - 2. Calculate or work it out
  - 3. Ask a competent person
- 4)
  - A. 700 mm
  - B. 600 mm
  - C. 500 mm
  - D. 800 mm
- 5) Forklift A and Forklift D
- 6)
  - A. 700 mm
  - B. 650 mm
  - C. 500 mm
  - D. 700 mm
- 7) Forklift C

Results:	
19 out of 19	Well done. You appear to have enough underpinning knowledge to do the one day course.
18 out of 19 17 out of 19 16 out of 19 15 out of 19 14 out of 19	Go over the information again. If you do some reading it should not be too hard to improve enough to do a one day course
13 out of 19 or less	If you have gone over the information a couple of times, (or less) and are still getting only 13 out of 19 then you should ask your supervisor for some guidance, and you would be best doing a two-day course.

Feedback on this section on "Rated Capacity Plate":

If you have any feedback that you would like to share with us, or any ideas on how we can improve this section, then please email [admin@equipsafe.com.au](mailto:admin@equipsafe.com.au)

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 14 of 34



## ATTACHMENTS

There are lots of different attachments that can be used with a forklift to assist us with our work. These could be in the form of fork extensions or slippers, drum carrying attachments, spreader bars, jib attachments, carpet spikes or probes for carrying coils of pipe, rubbish skip bins and so on. Some of these slip on over the forks, and others are bolted on after the forks are removed. There are many things that we need to be aware of when using attachments on forklifts.

1. Check that it is an **approved attachment**. It needs to be designed and manufactured by a competent person. It should have it's own compliance plate and safe working load clearly marked on it.
2. Check the rated **capacity plate on the forklift has been changed**, or an extra capacity plate has been added that tells us how much the rated capacity of the forklift is when using that attachment.
3. Check that it has been **securely attached**. With slip on attachments this will usually be with locking pins or chains. Some are manufactured to "catch" behind the heel of the forks. Dynamic attachments are bolted on to the forklift and generally replace the standard forks.
4. Check that it **suits the forklift** you are using. It is no good having an approved attachment for a 10 tonne forklift and then using that on a 2 tonne forklift.
5. Check that it **suits the job** you are doing. It is no good having a set of slippers on the forklift so you can move three drums at a time!
6. There should be instructions available on how to use the attachment. These are provided by the supplier and should be followed at all times.
7. You should have received training on how to use the attachment to ensure you are aware of all of the controls and are competent at using them. This should be documented and kept by your employer with your training records.
8. You should check the attachment to make sure that it is in good condition. Check for leaks and damage, and make sure that it is operating correctly.

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 15 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

### TEST YOUR KNOWLEDGE ON ATTACHMENTS

Write your answer and check your score at the end to see if you are ready to do a one-day course, or if you should do a two-day course.

- 1) How would using an attachment affect the rated capacity of your forklift?  
*(1 point)*

---

- 2) What would have to be done so the forklift operator would know how much weight the forklift could lift when an attachment was being used on the forklift?  
*(1 point)*

---

- 3) What are five checks you must make before using an attachment?  
*(5 points)*

---

---

---

---

---

- 4) What sort of attachment would you use to carry drums?  
*(1 point)*

---

- 5) Is anyone allowed to manufacture their own attachment?  
*(1 point)*

---

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 16 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

**Answers:**

- 1) The rated capacity is reduced. Not only is there the added weight of the attachment, but also the load centre distance is going to be different.
- 2) The forklift manufacturer would need to amend the forklift rated capacity plate. Alternatively, the manufacturer could have an additional plate added that indicated the rated capacity of the forklift when using the attachment..
- 3)
  - 1. The attachment must be approved.
  - 2. The forklift capacity plate is amended, or another one added.
  - 3. The attachment must be securely attached.
  - 4. The attachment must suit the forklift.
  - 5. The attachment must suit the task.
  - 6. There must be instructions on how to use the attachment
  - 7. The operator must be trained in the use of the attachment
  - 8. The attachment must be in good condition.
- 4) A drum attachment (there are several different types).
- 5) No. The attachment must be designed and manufactured by a competent person, and the SWL must be stamped on it.

Results:	
9 out of 9	Well done. You appear to have enough underpinning knowledge to do the one day course.
8 out of 9 7 out of 9	Go over the information again. If you do some reading it should not be too hard to improve enough to do a one day course
13 out of 19 or less	If you have gone over the information a couple of times, (or less) and are still getting only 13 out of 19 then you should ask your supervisor for some guidance, and you would be best doing a two-day course.

Feedback on this section on Attachments:

If you have any feedback that you would like to share with us, or any ideas on how we can improve this section, then please email [admin@equipsafe.com.au](mailto:admin@equipsafe.com.au)

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 17 of 34



## TAGGING OUT PROCEDURES

If you are operating any sort of equipment in the workplace then you should be trained in a safe procedure to follow in case something goes wrong with the particular piece of equipment.

The procedure we follow for forklifts is:

### LOG, ISOLATE, TAG, REPORT

- 1) **LOG IT:** The fault should be entered in the log book for the forklift. Our pre-op checks should be entered into a log book or sheet, and likewise any defects should be recorded in the same log book or sheet. If your employer has a different procedure for logging faults, then you must comply with the procedures for that workplace.
- 2) **ISOLATE IT:** You should be able to isolate the power source and lock it out to prevent others using it. Some machines have a separate isolator switch, but on most machines we remove the key.
- 3) **TAG IT:** You should be provided with, or have immediate access to two different tags when you are working – Out of Service tags and Danger tags.

**Out of service tags** are usually yellow and black, and are designed to let people know there is a fault with the machine and what that fault is, eg. the brakes are not working properly. **Out of service tags** are to be placed on a machine (at the position where the machine is started) when a fault is noticed that may make it unsafe to operate.

After the fault has been fixed, the repair person or your supervisor can remove the **out of service tag** and return the machine to work.

**Danger tags** are usually red and black, and are only to be used if someone's personal safety is at risk, eg. if a mechanic is working on the forklift then he should have a **danger tag** attached (at the position where the machine is started). If someone was to start the machine while he is working on it, then his personal safety is at risk.

Under normal circumstances, the only person who can remove a **danger tag** is the person who put it on. When you fill the tag out there is a section that says, "This tag is only to be removed by the undersigned". The person using the tag must sign their name and they are the only one who can remove it. Once they have removed it, the tag should be destroyed so it does not get used again for a different purpose and cause confusion (it would have information on it relating to a previous job.)

*Machinery is yellow. Yellow tags protect machinery.  
Blood is red. Red tags protect people.*

- 4) **REPORT IT:** Tell your supervisor of the fault so he can organise to have the fault rectified. We are not allowed to conduct maintenance, unless we have been authorized to do so.

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 18 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

## TEST YOUR KNOWLEDGE ON “TAG OUT” PROCEDURES

Write your answer and check your score at the end to see if you are ready to do a one-day course, or if you should do a two-day course.

1) What is the standard 4 step procedure that we follow if we find a fault they may make it unsafe to operate?  
*(4 points)*

- a) \_\_\_\_\_ b) \_\_\_\_\_  
c) \_\_\_\_\_ d) \_\_\_\_\_

2) What colour is an “Out of Service” tag?  
*(1 point)*

\_\_\_\_\_

3) What is the main objective of an “Out of Service” tag?  
*(1 point)*

\_\_\_\_\_

4) What colour is a “Danger Tag”?  
*(1 point)*

\_\_\_\_\_

5) What is the purpose of a “Danger Tag”?  
*(1 point)*

\_\_\_\_\_

6) Who can remove a “Danger Tag”?  
*(1 point)*

\_\_\_\_\_

7) Who can remove an “Out of Service” tag?  
*(1 point)*

\_\_\_\_\_

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 19 of 34



**Answers:**

- 1)
  - 1. Log it
  - 2. Isolate it
  - 3. Tag it
  - 4. Report it
- 2) Yellow and black
- 3) To notify other people of a fault in a piece of equipment.
- 4) Red and black
- 5) It lets people know that someone's safety is at risk if that machine is operated.
- 6) The person who put it on
- 7) An authorised maintenance person, or authorised supervisor

Results:	
10 out of 10	Well done. You appear to have enough underpinning knowledge to do the one day course.
9 out of 10 8 out of 10 7 out of 10	Go over the information again. If you do some reading it should not be too hard to improve enough to do a one day course.
6 out of 10 or less	If you have gone over the information a couple of times, (or less) and are still getting only 6 out of 10 then you should ask your supervisor for some guidance, and you would be best doing a two-day course.

Feedback on this section on "Tag Out" procedures.

If you have any feedback that you would like to share with us, or any ideas on how we can improve this section, then please email [admin@equipsafe.com.au](mailto:admin@equipsafe.com.au)



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

## PRE-OPERATING CHECKS

The forklift is to be checked at the start of every shift. The checks should be done in accordance with what is in the operators manual with the aid of a checklist. On the following page is an example of a daily check list.

Familiarise yourself with all the requirements and make sure you know where all of the parts are on your forklift. Most forklifts are very similar. If you do not know the names of the parts on your forklift, or where they are, then check with your supervisor or in your operator's manual.

Do not have any naked flames around when doing the checks, eg cigarettes. Hydrogen gas from the battery can be present and cause an explosion very easily.

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 21 of 34



Vehicle No. \_\_\_\_\_

ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

**Example of Daily Checklist - Include any checks as per the operators' manual and NOHSC 7019 (1992)**

- To be carried out at the start of each day. Checklist log to be retained with vehicle.
- Any defects are to be listed on sheet and supervisor to be notified of defect.
- Supervisor to arrange repairs of defects. Place 'Out of Service' tag on equipment if required.
- Supervisor to ensure that repairs are signed off by repairer in defects log when completed.
- For further information refer to manufacturers or operator's manual.

<b>WALK AROUND CHECKS</b>	<b>ENGINE CHECKS</b>	<b>BEFORE START</b>	<b>AFTER START</b>
1) Tyres – condition, inflation, wheel nut	1) Clean and free of leaks	1) Seat, seat belt	1) Running smoothly, gauges, fuel level
2) Leaks – hydraulic hoses, cylinders, check floor for oil or water leaks	2) Oils – engine, hydraulic, transmission	2) Mirrors	2) Hydraulic operations
3) Damage/Wear – hydraulic hoses, forks, mast & chain, load guard, overhead guard, gas bottle secure, other obvious defects	3) Coolant	3) Warning devices – horn, lights, alarms	3) Brakes – hand and foot
	4) Brake fluid	4) Rated Capacity Plate	4) Steering
	5) Battery clean and secure		

<b>DAILY CHECKLIST LOG</b>				<b>DEFECTS LOG</b>			
Date	Name (Print Name)	Signature	Checks Completed	Brief Description of Defects (if applicable)	Reported to (Signature)	Repaired by (Signature)	Date



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

### TEST YOUR KNOWLEDGE ON “PRE-OP CHECKS”

Write your answer and check your score at the end to see if you are ready to do a one-day course, or if you should do a two-day course.

- 1) How often should pre-op checks be performed?  
*(1 point)*

---

- 2) What are the three oil levels we need to check?  
*(3 points)*

---

---

---

- 3) What are two other liquid levels that we need to check?  
*(2 points)*

---

---

- 4) What are three critical things we must check after starting the forklift?  
*(3 points)*

---

---

---

- 5) How would we know what checks to do on our forklift?  
*(1 point)*

---

---

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 23 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

**Answers:**

- 1) At the start of every shift (usually “daily”)
- 2)
  - 1) Engine oil
  - 2) Hydraulic oil
  - 3) Transmission oil
- 3)
  - 1) Coolant/water
  - 2) Brake Fluid
  - 3) Battery
- 4)
  - 1) Brakes
  - 2) Steering
  - 3) Hydraulics
- 5) Refer to Operator’s Manual (or Daily Checklist)

Results:	
10 out of 10	Well done. You appear to have enough underpinning knowledge to do the one day course.
9 out of 10 8 out of 10 7 out of 10	Go over the information again. If you do some reading it should not be too hard to improve enough to do a one day course.
6 out of 10 or less	If you have gone over the information a couple of times, (or less) and are still getting only 6 out of 10 then you should ask your supervisor for some guidance, and you would be best doing a two-day course.

Feedback on this section on “Pre Operating Checks”.

If you have any feedback that you would like to share with us, or any ideas on how we can improve this section, then please email [admin@equipsafe.com.au](mailto:admin@equipsafe.com.au)

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 24 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

## WORKING OVER FOOTPATHS, ROADWAYS OR AREAS OPEN TO THE PUBLIC

In your own workplace you can use whatever measures you like to create a safe system of work. This could be in the form of barriers, spotters, signs, designated areas, walkways, mirrors, high visibility vests, use of horn, flashing lights, reverse beepers etc.

But if you are going to work over a public road or footpath, you must be very careful about the action you take.

You are not allowed to block off a footpath or one side of a street just because you have a truck to unload. Before you block off part of a street or a footpath you must get permission from the local council, or from the police. You would then be issued a permit. That permit will tell you certain things that you must do. One of these is in relation to traffic control. Not just anyone is allowed to set up signs and barriers and act as a “stop/go” man.

You must have successfully completed a traffic management course. This way you have “accredited” traffic control (just like an “accredited” forklift operator).

Also, you can not drive just any forklift on to a public road. Like any vehicle it must be licenced and have number plates.

Also not anyone is allowed to drive on a public road. You do not need a driver’s licence to drive in the workplace, but if you are driving on a road then you must have the appropriate licence (this is the appropriate heavy vehicle licence, and will usually just be a car licence if the total weight is below 4.5 tonnes).

### TEST YOUR KNOWLEDGE ON “WORKING OVER FOOTPATHS, ROADWAYS OR AREAS OPEN TO THE PUBLIC”

Write your answer and check your score at the end to see if you are ready to do a one-day course, or if you should do a two-day course.

- 1) What four steps must you take before working over a footpath or roadway?  
(4 points)

---

---

---

---

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 25 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

2) What are three steps you can take to safeguard people when you are working in your own workplace?  
(3 points)

Three horizontal lines for writing an answer.

Answers:

- 1)
  - 1) Permit
  - 2) Accredited Traffic Control
  - 3) Registered Forklift
  - 4) Licenced Driver
  
- 2)
  - a) Signs
  - b) Barriers/witches hats
  - c) Horn
  - d) Flashing Light
  - e) Reversing BEEPERS
  - e) Designated Walkways
  - f) One way traffic systems
  - g) Protective Clothing/ High Vis vests or clothing
  - h) Mirrors

Results:	
6 out of 6	Well done. You appear to have enough underpinning knowledge to do the one day course.
5 out of 6	Go over the information again. If you do some reading it should not be too hard to improve enough to do a one day course.
4 out of 6 or less	If you have gone over the information a couple of times, (or less) and are still getting only 4 out of 6 then you should ask your supervisor for some guidance, and you would be best doing a two-day course.

Feedback on this section on “working over footpaths, roadways or areas open to the public”

If you have any feedback that you would like to share with us, or any ideas on how we can improve this section, then please email [admin@equipsafe.com.au](mailto:admin@equipsafe.com.au).

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 26 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

## WORKING NEAR OVERHEAD POWERLINES

You must be very careful when working near any kind of live power. Under certain circumstances, it may only take a very small voltage to kill. Electricity can arc through the air, so you do not have to touch the powerline with the load or the forklift. If you get close enough, then the power can jump. That is why you must keep out of the “Danger Zone”. The danger zone is different for different types of powerlines. There are different requirements in different states. If you are working interstate, then make sure you know the requirements in the state that you are working in.

### In Western Australia the danger zone is:

- a) Within 0.5 metres of live, insulated powerlines or cable less than 1000 volts.
- b) Within 1.0 metres of live, uninsulated powerlines or cables less than 1000 volts.
- c) Within 3.0 metres of any overhead powerline between 1000 volts and 33000 volts.
- d) Within 6.0 metres of any overhead powerline greater than 33000 volts.

You will generally find that the 4 powerlines on poles in a lot of suburban streets are less than 1000 volts. Sometimes these may have another set of one or two powerlines above them. These can be very high voltage – sometimes 5000, 10000, or even 25000 volts. The large transmission towers would have lines carrying in excess of 33000 volts.

Always contact the supply authority so you know the voltage of any powerlines you may need to work near. They may be able to have the power isolated or insulated, or provide training for special clearances.

Never allow any part of the equipment or the load to enter a position where it could end up in the danger zone, e.g. you may be working outside the danger zone, but if the machine tipped over, then it may enter the danger zone and you could be electrocuted.

If you ever have to work near overhead powerlines and you do not know what the voltage is, or have not been trained to identify whether lines are insulated or not, then keep the maximum distance. If they are High Voltage transmission lines, then keep 6 metres away. If they are domestic powerlines on poles, then keep 3 metres away.

### National Standard for danger zone is:

- a) Within 2.0 metres of domestic powerlines
- b) Within 6.0 metres of transmission lines on towers

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 27 of 34



If you are ever operating a piece of equipment and it touches the powerline, then follow this procedure:

- 1) Warn others nearby
- 2) Try to move the machine away from the powerline
- 3) If the machine can't be moved, then stay in the machine
- 4) Get the power turned off
- 5) If you must leave the machine in an emergency, then jump clear of the machine. Do not touch the machine and the ground at the same time. Do not step away. Shuffle across the ground.
- 6) Advise the power authority
- 7) Have the machine checked before further use

**Warn others nearby:**

If you touch powerlines then the first thing you should do is to let others know what has happened. They may not be aware and could walk over to the machine and touch it, and they may be electrocuted. Also, if the powerlines have been brought down and are laying on the ground, make sure everyone stays clear as they can start whipping around.

**Try to move the machine away from the powerline:**

There is a good opportunity that you will be able to drive the machine away from the powerline, so just try to back off away from the powerline.

**If the machine can't be moved, then stay in the machine:**

Don't get out of the machine. The ground outside may be live with power. Stay put. If you were going to be electrocuted, then that would probably have already happened. There is a good chance that the power is traveling around the external metal frame before earthing out, or that the rubber tyres are insulating the machine and you. Don't lower the attachment. Leave everything as it is. If you think some part of the machine may be live, and you need to touch it, then test it with the back of your hand or elbow. If it is live and causes the muscles to contract, then you won't end up grabbing a live conductor.

**Get the power turned off:**

Have the power turned off. This may be done internally, or you may need to contact the supply authority.

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 28 of 34



**In emergency, jump clear of the machine:**

If the machine has caught fire, or there is some other emergency and you have no option but to get out of the machine, then jump clear. Do not touch the machine and the ground at the same time. If you get out like you normally do, then you will create an 'earth' for the power, and you may be electrocuted. (In many situations where machinery contacts powerlines, it is the people on the ground who are electrocuted or killed, while those on the machine are not injured.) Once you are off the machine, then shuffle away from the scene. The ground may be alive with different amounts of voltage. In any situation with electricity, there is always the potential for two different voltages to join together. If you take a step instead of shuffling, then you have created what is called 'step potential'. There may end up being 2000 volts under your left foot and 1500 volts under your right foot, and you have created a nice circuit for it to travel along and join together.

**Advise the power authority:**

You must advise the power authority if you have contacted or damaged powerlines.

**Have the machine checked before further use:**

There may be unseen damage to the equipment, so it must be inspected by a competent person before it is used again. If a truck contacts a powerline, but manages to move away without any signs of damage, then there is a good chance that any tyres with steel within them (most tyres are steel radials) will be ruined. The electricity flowing through the truck gets to the steel radials. There may be no visible damage, but the tyres will probably all fail in a very short amount of time.

The heat that is generated in a situation like this could easily cause internal fires within the tyres that is not initially visible. If the tyre blows, then the split rim from the tyre can become a deadly weapon and kill anyone within the area. Also, this internal fire could cause the whole unit to catch on fire.

The surge of electricity may be enough to seize bearings. These could then overheat after the unit is driven and cause mechanical failure or further fire.

Therefore, the equipment must be tagged out and inspected before it is used again.

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 29 of 34



### TEST YOUR KNOWLEDGE ON “WORKING NEAR OVERHEAD POWERLINES”

Write your answer and check your score at the end to see if you are ready to do a one-day course, or if you should do a two-day course.

- 1) What distance do you have to keep away from powerlines in W.A.?  
*(4 points)*

---

---

---

---

- 2) What distance do you have to keep away from powerlines according to the National Standard?  
*(2 points)*

---

---

- 3) What are the first four steps you must take if your machine or load makes contact with a powerline?  
*(4 points)*

---

---

---

---

- 4) What type of situation would lead you to getting off the machine after it had made contact with the powerlines?  
*(1 point)*

---

- 5) Who would you need to advise that you had made contact with the power?  
*(1 point)*

---

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 30 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

- 6) What has to happen to the machine before it can be used again if it had contacted powerlines?  
(1 point)

Answers:

- 1) a) 0.5 mtrs insulated <1000 v  
b) 1.0 mtrs uninsulated <1000v  
c) 3.0 mtrs 1000v to 33000v  
d) 6.0 mtrs >33000v
- 2) a) 2.0 mtrs domestic  
b) 6.0 mtrs transmission lines
- 3) 1) Warn others  
2) Try to move away  
3) Stay in the machine if it can't be moved  
4) Get the power turned off
- 4) Emergency e.g machine on fire
- 5) Power Authority e.g. Western Power
- 6) Checked by a competent person

Results:	
13 out of 13	Well done. You appear to have enough underpinning knowledge to do the one day course.
12 out of 13 11 out of 13 10 out of 13	Go over the information again. If you do some reading it should not be too hard to improve enough to do a one day course.
9 out of 13 or less	If you have gone over the information a couple of times, (or less) and are still getting only 9 out of 13 then you should ask your supervisor for some guidance, and you would be best doing a two-day course.

Feedback on this section on "Working near powerlines"

If you have any feedback that you would like to share with us, or any ideas on how we can improve this section, then please email [admin@equipsafe.com.au](mailto:admin@equipsafe.com.au)

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 31 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

### UNDERPINNING KNOWLEDGE

Answer these questions in your own words. There is more than one possible correct answer to each question. We just need you to write one correct answer that demonstrates that you know have the relevant experience in each section .

<p><b>1.</b> What is a risk of not completing the pre op checks and logbook or check sheet?</p>	<p>Answer:..... .....</p>
<p><b>2.</b> What is the preferred way of dealing with a hazard?</p>	<p>Answer:..... .....</p>
<p><b>3.</b> After all other methods have been tried for dealing with a hazard, what method do we then consider for dealing with a hazard providing it would be safe to do the job? (as per Duty of Care or Regulation 3.32)</p>	<p>Answer:..... .....</p>
<p><b>4.</b> What could happen if you don't follow the manufacturer's guidelines or if you don't follow the regulations?</p>	<p>Answer:..... .....</p>
<p><b>5.</b> What can happen to the forklift if the forklift is driven roughly, or too fast?</p>	<p>Answer:..... .....</p>
<p><b>6.</b> What would you do if you were operating a forklift in a bitumen paved yard and you noticed a fairly large pothole that wasn't there yesterday, and you were not able to eliminate the hazard by filling in the pothole yourself?</p>	<p>Answer:..... ..... .....</p>

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 32 of 34



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

<p><b>7.</b> What can happen if you don't look over both shoulders, or check both mirrors before reversing?</p>	<p>Answer:..... .....</p>
<p><b>8.</b> You are to lift a load to 3 metres height? You check the consignment note for the weight of the load. You check the load for dimensions and to make sure it is on the forks appropriately. You check the rated capacity plate on the forklift and the load is well within the limits of the rated capacity. As you lift the load to about 2 metres high, you think the rear of the forklift feels too light. In the context of the situation, it just doesn't feel good, even though all the specs say it is O.K. What do you do?</p>	<p>Answer:..... ..... .....</p>
<p><b>9.</b> How far would you keep from overhead domestic powerlines, and you weren't sure what the voltage was, or whether or not they were insulated?</p>	<p>Answer:..... .....</p>
<p><b>10.</b> What if you were driving the forklift and you noticed the temperature gauge was high, and you still had two more pallets to take off the truck. The truck driver was in a hurry, and was pressuring you to get the job done quickly so he could be on his way. What would you do?</p>	<p>Answer:..... ..... .....</p>
<p><b>11.</b> If a truck driver requested you unload him and was parked on an incline, what would you do?</p>	<p>Answer:..... .....</p>
<p><b>12.</b> What could happen if the forklift was not parked in the right place and there was an emergency situation?</p>	<p>Answer:..... .....</p>

Feedback on this section on "Underpinning Knowledge"  
 If you have any feedback that you would like to share with us, or any ideas on how we can improve this section, then please email [admin@equipsafe.com.au](mailto:admin@equipsafe.com.au)

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 33 of 34



SELF ASSESSMENT SIGN- OFF

ASSESSMENT OUTCOME

ASSESSMENT VERIFICATION

Did the participant achieve the requirements of **all** of the critical criteria in the assessment?

Yes

No

The applicant is:

Competent at the time of the assessment

Not yet competent at the time of the assessment

*In signing this document, the participant identified below confirms that they completed this Self Assessment and **that it is their own work**, and they understand the information contained in the document.*

*The applicant confirms that they meet the minimum requirements as detailed on the cover page of this Self Assessment.*

*The applicant accepts the outcome of this assessment.*

*In signing this document, the assessor(s) identified below confirm(s) that the Self Assessment was completed, to the best of their knowledge, in accordance with the criteria specified in the Training Package.*

Date of Assessment:

Participant Signature:

Assessor signature:

..... / ..... / .....

.....

.....

Participant name (BLOCK LETTERS)

Assessor name (BLOCK LETTERS)

First Name: .....

First Name: .....

Family Name: .....

Family Name: .....

Comments (if applicable):

.....  
.....  
.....

Tentative date for reassessment (If applicable) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Doc. Name	Flexible learning/ Self Assessment for one day forklift course
Vs 05 02082008	Page 34 of 34