

**City & Guilds Level 2 Certificate of Competence in Fork Lift Truck Operations
(0014-33) Record of Assessment**

To be completed by the registering City & Guilds approved Assessment Centre:

NPTC

by City & Guilds

Candidate Name:

Candidate DOB:

Candidate Tel:

Candidate ENR:

Candidate Email:

Centre Name:

Centre Number:

Assessment Date:

Assessor Name:

Assessor BP No:

Pre-req's Met:

Yes

No

N/A

Unit(s) to be completed:

226

Prepare and operate a rough terrain telescopic or masted forklift truck

227

Prepare and operate a counterbalance forklift truck

228

Operate a rough terrain telescopic or masted forklift truck for materials handling

Certification Module

954

Rough terrain telescopic

955

Masted

956

Counterbalance

989

Rough terrain telescopic, materials handling

990

Masted, materials handling

Recertification Module

754

Recertification Rough terrain telescopic

756

Recertification Counterbalance

City & Guilds NPTC Assessor to check and confirm all of the above section, and complete the following:

ID Check complete

Yes

ID type:

Description	Unit(s)		Unit(s)		Unit(s)	
	226		227		228	
All criteria have been assessed:						
All activities have been completed:						
Overall assessment result:	Pass	Fail	Pass	Fail	Pass	Fail

Assessment terminated:

In the interest of safety

At the candidate's request

Record of Assessment – **This is not a certificate**

If this document contains sensitive data, ensure GDPR compliance before transferring or sharing.

Assessor signature:

Date:

Assessment duration:

Candidate signature:

Date:

Satisfied:

Yes

No

Assessor feedback:

Candidate feedback:

Candidate information

If you are not satisfied with the assessment outcome, please contact your assessment centre for information on their appeals process.

Certification will be issued directly to your assessment centre. If you do not receive your certificate within 20 days, please contact your assessment centre in the first instance.

If City & Guilds NPTC are not notified of a missing certificate within 30 days, a charge will be applied for a replacement to be issued.

Record of Assessment – **This is not a certificate**

226 Prepare and operate a rough terrain telescopic or masted forklift truck

AC	Description	Outcome	
1.1	Carry out a site-specific hazard and risk assessment	Met	Not Met
1.2	Describe the relevant health and safety legislation in relation to forklift truck operations	Met	Not Met
1.3	Describe the relevant legal and safety considerations when operating a forklift truck on or near a public highway	Met	Not Met
1.4	Select and use the appropriate personal protective clothing and equipment	Met	Not Met
2.1	Identify and explain the function of all instruments and controls	Met	Not Met
2.2	Carry out checks to the forklift truck to ensure that it is safe to use	Met	Not Met
2.3	Explain the factors that can affect the stability of the Forklift truck	Met	Not Met
3.1	Prepare to move the load	Met	Not Met
3.2	Set the fork width to ensure stability of the load	Met	Not Met
3.3	Operate the forklift	Met	Not Met
3.4	Pick up, travel with and place loads	Met	Not Met
3.5	Park and secure the machine	Met	Not Met
3.6	Describe how to clean the forklift truck and equipment after use and the reasons for cleaning	Met	Not Met
3.7	Describe post-operational checks	Met	Not Met
Result		Pass	Fail

227 Prepare and operate a counterbalance forklift truck

AC	Description	Outcome	
1.1	Carry out a site-specific hazard and risk assessment	Met	Not Met
1.2	Describe the relevant health and safety legislation in relation to forklift truck operations	Met	Not Met
1.3	Select and use the appropriate personal protective clothing and equipment	Met	Not Met
2.1	Identify and explain the function of all instruments and controls	Met	Not Met
2.2	Carry out checks to the forklift truck to ensure that it is safe to use	Met	Not Met
2.3	Explain the factors that can affect the stability of the forklift truck	Met	Not Met
3.1	Prepare to move the load	Met	Not Met
3.2	Set the fork width to ensure stability of the load	Met	Not Met
3.3	Operate the forklift	Met	Not Met
3.4	Pick up, travel with and place loads	Met	Not Met
3.5	Park and secure the machine	Met	Not Met
3.6	Describe how to clean the forklift truck and equipment after use and the reasons for cleaning	Met	Not Met
3.7	Describe post-operational checks	Met	Not Met
Result		Pass	Fail

228 Operate a rough terrain telescopic or masted forklift truck for materials handling

AC	Description	Outcome	
1.1	Describe the safe use of appropriate attachments	Met	Not Met
1.2	Fit and secure an attachment	Met	Not Met
1.3	Carry out an operation using the attachment	Met	Not Met
1.4	Remove attachment and re-attach forks	Met	Not Met
Result		Pass	Fail