

CITY & GUILDS LEVEL 2 AWARD IN LAND-BASED FORK LIFT TRUCK OPERATIONS (COUNTERBALANCE TYPE) (QCF) QAN 600/7007/9



QUALIFICATION GUIDANCE

Integrated Assessment

Essential Qualification Information

Not to be used by the Candidate during Assessment

You will require some of this information to accurately complete the Record of Assessment (ROA)

Qualification Group No	0 0 1 4	Machinery
Qualification Programme No	0 0 1 4 - 2 0	L2 Award in Land-based Fork Lift Truck Operations (Counterbalance Type) (QCF)
Unit(s)	2 0 1	Prepare the Fork Lift Truck for Driving or Manoeuvring
	2 0 2	Operate, Move or Manoeuvre the Fork Lift Truck
	2 0 3	Select, Transfer and Position Loads Using a Fork Lift Truck
	2 0 4	Undertake Post Operational Checks on the Fork Lift Trucks
Learning Time (LT)	2 0 1	LT 6 (1 Credits)
	2 0 2	LT 7 (2 Credits)
	2 0 3	LT 8 (2 Credits)
	2 0 4	LT 6 (1 Credits) <i>(* see note on page 2)</i>
Recommended Assessment Duration		1.5 – 3 hours per Candidate

City and Guilds Level 2 Award in Land-based Fork Lift Truck Operations (Counterbalance Type) (QCF) Qualification guidance

Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

- Publish
 - Scheme regulations
 - Qualification guidance
 - Training material
 - Trainers support material
- Approve centres to co-ordinate and administer the scheme
- Set standards for the training of verifiers and assessors
- Recruit, train and deploy verifiers
- Manage verification
- Issue certificates to successful Candidates

The Qualification

The qualification will be awarded to candidates who achieve the required level of competence in the units to which their certificate relates.

What is the Qualifications and Credits Framework?

OFQUAL have introduced the Qualifications and Credit Framework (QCF) to increase flexibility for learners and employers. Qualifications may be built up from individual units according to rules of combination. The units are derived from the National Occupational Standards, which are compiled by Lantra SSC, the Sector Skills Council for the Land-based industries.

Instruction

Attendance at a course of instruction is not a pre-requisite for an application for an assessment but potential Candidates are strongly advised to ensure that they are up to the standards that will be expected of them when they are assessed.

* Learning Time (LT)

Learning Time (LT) is a better indicator of the time requirement needed for a candidate to achieve competence in this qualification. It has replaced Guided Learning Hours (GLH) which are defined as “*tutor or teacher led hours*”. LT is defined as “**a notional measure of the learning time a typical learner might be expected to take to complete and achieve all learning outcomes**”. It takes into account prior learning and encompasses: formal learning (including classes, tutorials, on line tuition), coaching and mentoring, practical work, relevant IT activity, information retrieval, expected private study and revision, work-based activity which leads to assessment, practice to achieve competence, formative assessment, programme planning and feedback.

Access to Assessment

Assessment centres will be responsible for arranging assessment on behalf of the Candidate.

The minimum age limit for Candidates taking Certificates of Competence is 16 years. There is no upper age limit.

The assessment is divided in to **four** units:

Unit 201	Prepare the Fork Lift Truck for Driving or Manoeuvring Outcomes
	1. Know how to prepare the fork lift truck for driving or manoeuvring (Criteria 1.1 – 1.9)
	2. Be able to prepare the fork lift truck for driving or manoeuvring (Criteria 2.1 – 2.6)
Unit 202	Operate, Move or Manoeuvre the Fork Lift Truck Outcomes
	1. Know how to operate, move or manoeuvre the fork lift truck (Criteria 1.1 – 1.8)
	2. Be able to operate, move or manoeuvre the fork lift truck (Criteria 2.1 – 2.14)
Unit 203	Select, Transfer and Position Loads Using a Fork Lift Truck Outcomes
	1. Know how to select, transfer and position loads using a fork lift truck (Criteria 1.1 – 1.7)
	2. Be able to select, transfer and position loads using a fork lift truck (Criteria 2.1 – 2.12)
Unit 204	Undertake Post Operational Checks on the Fork Lift Trucks Outcomes
	1. Know how to undertake post operational checks for a fork lift truck (Criteria 1.1 – 1.5)
	2. Be able to undertake post operational checks for fork lift trucks (Criteria 2.1 – 2.6)

Candidates must successfully achieve **all** relevant assessment activities in the above units.

Endorsement: There are no Endorsements for this Award.

Quality Assurance

Verification is a process of monitoring assessment; it is an essential check to confirm that the assessment procedures are being carried out in the way City & Guilds has laid down. The overall aim of verification is to establish a system of quality assurance that is acceptable in terms of both credibility and cost effectiveness.

Approved Assessors will be subject to a regular visit by the verifier at a time when assessments are being undertaken.

A selection of assessment reports completed by the Assessor will be evaluated by a City & Guilds approved verifier.

Compliance with the verification requirements is a pre-requisite for Assessors remaining on the list of approved Assessors.

After assessment has been completed the Qualification Guidance is to be forwarded to the centre and retained by the centre until after the annual centre visit has taken place by a Quality Systems Consultant (QSC).

As part of the quality assurance process, a minimum of **two** observations are required to be undertaken for each qualification that is assessed by a Trainer/Assessor. These will be carried out by an internal Verifier appointed by the Centre. One observation will be conducted in the presence of the Quality Systems Consultant. In respect of risk management, there is an expectation that additional observations up to a maximum of **four** will be carried out for the inexperienced or newly qualified Trainer/Assessor or Assessors.

Performance Evaluation

The result of each assessment activity is evaluated against the following criteria:

- M = Met** Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge. If the Criterion has been MET, a tick is to be put in the box provided in the bottom right-hand column of each section.
- NM = Not Met** Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or being deficient in underpinning knowledge. If the Criterion is NOT MET, a cross is to be put in the box provided in the bottom right-hand column of each section.

Appeals and Equal opportunities

Centres must have their own auditable, appeals procedures. If a Candidate is not satisfied with the examination conditions or a Candidate feels the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however the problem cannot be resolved, City & Guilds will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

Validation of Equipment

A Manufacturer's instruction book or other operator's manual should be available. **It is permissible for the Candidate to use this during formal assessment.**

All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.

Vehicles must comply with Department of Transport and Road Traffic Acts where relevant.

Any appropriate item of machinery complying with legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

Safe Practice

Appropriate Personal Protective Equipment (PPE) must be worn at all times.

The Assessor must ensure that a site specific risk assessment is carried out.

All equipment must be operated in such a way that the Candidate, Assessor, other persons, or other equipment are not endangered.

All ancillary equipment, when detached, must be safely parked.

Failure to operate safely and comply with these requirements will result in the Candidate not meeting the required standard.

Warning signs stating that an assessment is in progress should be available.

The Assessor may stop the assessment on the grounds of safety at any time at his/her discretion.

Before any assessments take place, Assessor & Candidate should be aware of any local or national issues to prevent breach of security, safety and any cross contamination or damage to the local environment.

A breach of Health and Safety that puts any person at risk during the assessment process will result in the assessment being terminated and the Candidate not meeting the required standard.

Additional Information

May be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication.

Questions should be related to the background or employment aspirations of the candidate and, where possible, product labels used should be representative of products typically used in that sector or industry.

Candidates who undertake this assessment and have met the requirements are reminded of their legal obligation to receive/undertake appropriate additional training in the use of any equipment that differs from that used during the assessment, but which they are nevertheless qualified to use.

Assessment Guidance for the Trainer/Assessor

This qualification can be assessed by a Trainer who has trained the Candidate (a Trainer/Assessor) or by a third party (an Assessor) not directly involved with training of the Candidate providing they are suitably qualified and meet the requirements of the awarding body. Please see City & Guilds Centre Manual for guidance.

It is envisaged that assessment will be carried out after all of the training has been completed. However assessment may take place at intervals after each 'period' of training and may be effectively integrated into the training programme. The Candidate must be informed when assessment is taking place in terms of when formal assessment commences and when it ceases. **It is not permissible to assess whilst training is being carried out. Assessment must be a separate activity.**

Trainer/Assessors are reminded that assessment is a formal process. Assessment must be carried out using the Qualification Guidance. All relevant assessment criteria must be assessed against the criteria as specified in the Qualification Guidance. Assessment will be carried out by direct observation and by oral questioning of the Candidate. **Where a specific number of responses are required these may include other suitable answers not specified if they are deemed to be correct by the Assessor.** The performance of the Candidate is to be recorded on the Qualification Guidance as directed by completing the tick boxes. Space has been provided on the Qualification Guidance for the person assessing to record relevant information which can be utilised to provide feedback to the Candidate. Trainer/Assessors are reminded that feedback from the Candidate is required on the Record of Assessment that is sent to City & Guilds as part of the quality assurance process. After assessment has been completed the assessment schedule is to be forwarded to the centre and retained by the centre until after the annual centre visit has taken place by a Quality Systems Consultant (QSC).

The Candidate may only have a maximum of 3 attempts. Re-assessment cannot take place until further training has been provided.

Assessment Guidance for Candidate

A list of registered assessment centres is available from City & Guilds Land Based Services. (www.nptc.org.uk)

Assessment is a process by which it is confirmed that the candidate is competent in the unit(s) within the award to which the assessment relates. It is the process of collecting evidence about his/her capabilities and judging whether that evidence is sufficient to attribute competence.

The Candidate must be registered through the City & Guilds approved assessment centre for this qualification prior to the assessment.

The results of the assessment will be recorded on the Record of Assessment form (ROA).

The qualification guidance contains criteria relating to:

- Observation of practical performance
- Assessment of underpinning knowledge
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City & Guilds is a registered charity established to promote education and training

Candidate A	Name:	Date:	Start Time:	Duration:
Candidate B	Name:	Date:	Start Time:	Duration:
Candidate C	Name:	Date:	Start Time:	Duration:
Candidate D	Name:	Date:	Start Time:	Duration:

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 202 2.2	Undertake a visual assessment of the working area	Candidate to check site for hazards It is the Assessors responsibility to ensure a written Risk Assessment has been carried out for the task being undertaken Risk Assessment must include: maintenance, re-fuelling, power source of fork lift, pre-use checks, loads to be handled and the site	Candidate to: <ul style="list-style-type: none"> walk the site and remove or mark hazards confirm that the condition of the site is acceptable for the operation to take place report to the appropriate person if the condition of the site is unsuitable set out warning signs or barriers (if appropriate) <ul style="list-style-type: none"> advising public of hazards exclude public/animals implement suitable controls to protect the operator <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 1.1	Explain the relevant organisational policies and procedures for preparing the fork lift truck in logistics operations that relate to: <ul style="list-style-type: none"> Health, Safety and Security Personal Protective Equipment Legal requirements Operating requirements 	The candidate to provide a brief explanation in the context of preparing the fork lift truck for operations State three legal and/or safety requirements relating to the use of a fork lift truck. Further information and guidance on Legal and Safety requirements should be taken from the approved Code of Practice for Rider Operated Lift Trucks (L117) and the HSE publication HSG 6 – Safety in working with Lift Trucks	To include the following: <ul style="list-style-type: none"> Health and Safety - work in a safe manner and not endangering others Security - remove keys and store appropriately Personal Protective Equipment - safety foot wear, non-snag clothing, suitable gloves for maintenance Legal requirements: <ul style="list-style-type: none"> lift trucks should have a record of inspection under the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 requirements vehicles must be fitted with Falling Objects Protection Systems (FOPS) and Roll Over Protection Systems (ROPS) the Provision and Use of Work Equipment Regulations (PUWER) 1998 require that: <ul style="list-style-type: none"> all operators must be competent a Risk Assessment must be carried out before using the machine warning signs must be erected as appropriate the lift truck is fitted with a restraint system if there is a possibility of overturning the Capacity Plate or Safe Working Load (SWL) plate must not be exceeded Operating requirements - trained operator, authority to use machine <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 1.4	Explain the responsibilities of the fork lift truck driver for the fork lift truck and the load	Candidate to provide brief explanation	To include: <ul style="list-style-type: none"> operate machine safely in line with legal and operational requirements ensure load is undamaged throughout the handling process <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 1.8	Identify problems that can occur when preparing the fork lift truck for driving or manoeuvring	Candidate to identify two possible problems	In the context of: <ul style="list-style-type: none"> discovering it is in an unsafe condition for use there are minor mechanical issues <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Unit 201 1.9	Explain the appropriate action to take, in order to deal with identified problems	Candidate to explain appropriate action to take	To include: <ul style="list-style-type: none"> remedy problem if within responsibility and if trained to do so report to Line Manager/Supervisor <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 1.3	Explain the operation of the fork lift truck's instruments and controls to include: <ul style="list-style-type: none"> How to check the vehicle systems How to check instruments, controls, gauges and vehicle systems Position of forks and or attachments for the load of travelling Indications of electrical or mechanical problems 	Candidate to explain the function of the instruments and controls for the fork lift truck being used in the assessment Candidate to interpret the gauges and instrument readings only on the fork lift truck being used for assessment	May include: <ul style="list-style-type: none"> starting devices including cold start engine speed control stop control gear selection/torque converter clutch/transmission dump brakes (independent and parking) selection of hydraulic controls as applicable system relief valve tilt/joystick lock isolation control attachment lock operator presence control forks covered, folded or retracted when travelling other controls specific to the vehicle external services lights, direction indicators, horn, screen wash/wipers, heating and ventilation controls and any safety warning device (where applicable) To include as appropriate: <ul style="list-style-type: none"> oil pressure gauge (or warning light) ammeter, battery condition indicator or warning light safe load indicator other warning lights/gauges (as applicable) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 1.3	Explain how different audible and/or visual warning devices are used	Candidate to explain in the context of the machine being used	To include: <ul style="list-style-type: none"> the function and significance of the information that is displayed on the safe load indicator other warning device(s) as appropriate <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 1.7	Explain which person(s) is officially responsible for allocating equipment or task	Candidate to explain who is responsible	<ul style="list-style-type: none"> Line Manager/Supervisor or other appropriate person e.g. candidate to state whom <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 1.6	Explain how to obtain information on previously reported problems with the fork lift truck	Candidate to explain where information can be found	May include: <ul style="list-style-type: none"> vehicle defect form refer to vehicle check sheet maintenance log refer to Supervisor/Line Manager 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 1.5	Explain the organisational procedures for reporting defects including information on previously reported problems with the fork lift truck	Candidate to explain two organisational procedures	These may include: <ul style="list-style-type: none"> vehicle defect form may include use of daily/weekly vehicle check sheet verbal/written reporting to Supervisor/Line Manager <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
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Unit 201 2.3	Check the fork lift truck systems to ensure the fork lift truck complies with operational and legal requirements	Candidate to undertake visual inspection of vehicle prior to use to establish that it complies with statutory legislation, it is safe to use and comment on findings as appropriate	Visual checks specific to type of machine which may include: <ul style="list-style-type: none"> all moving parts, belts, pulleys and chains are guarded mast rollers – absence of excessive wear and movement lift chains undamaged pallet forks are a compatible pair, in good condition and secure wheel nuts tight and secure tyres free from excessive wear and damage horn working lubricated according to manufacturers handbook absence/severity of oil leaks all lights working windscreen undamaged and clean, wipers in working order mirrors clean and undamaged (if applicable) indicators clearly visible and undamaged steering assistor fitted safe load indicator functioning (use test mode if available) the Capacity Plate or Safe Working Load (SWL) plate must be in place and SWL must not be exceeded frequency of checks undertaken report on findings where appropriate take appropriate action 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 1.2	Explain how to check that the fork lift truck has sufficient fuel or energy for the task or shift	Correct pre-use checks to be undertaken as recommended by the manufacturer's handbook/operators manual. Observing relevant safety and cleanliness precautions	Ensure: <ul style="list-style-type: none"> engine air cleaner cleanliness (if applicable) engine oil level is sufficient or motive battery electrolyte levels are adequate transmission oil level is sufficient hydraulic oil level is sufficient coolant level is sufficient fuel level is sufficient 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 2.2	Check the fork lift truck has sufficient fuel or energy for the task	(The Capacity Plate referred to must be the one on the forklift being used, other examples are not required)	Mount the fork lift safely, using correct hand and foot holds, engine started in a safe manner: <ul style="list-style-type: none"> cold starting technique demonstrated or explained fuel supply on (if applicable) gears in neutral ignition on engine started steering works effectively safe stop procedures hydraulic functions fully tested to ensure correct, smooth operation before lifting any loads absence of undue free play no leaks identified candidate to apply handbrake to ensure vehicle does not move when applying power brakes checked by driving short distance on level, smooth ground and performing emergency stop, noting: <ul style="list-style-type: none"> effectiveness balance 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Candidate to demonstrate safe starting and stopping procedure		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		All hydraulic functions checked for safe operation and absence of leaks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Candidate to check handbrake effectiveness		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Candidate to drive short distance at normal operational speed to check safe operation of brakes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
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Unit 201 2.5 Unit 202 2.6	Check that any ancillary attachments are in working order Undertake correct observation	Candidate to check attachments are working and observe operation before use	Checks may include: <ul style="list-style-type: none"> hydraulic pipes secure/absence of leaks couplings teeth security steelwork (for signs of fatigue or cracks) pivot points lubrication points adequately lubricated <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 2.1	Follow all relevant organisational policies and procedures for preparing the fork lift truck in logistics operations that relate to: <ul style="list-style-type: none"> Health, Safety and Security Personal Protective Equipment Legal requirements Operating requirements 	Assessor to observe in the context of preparing the fork lift for operation	To include: <ul style="list-style-type: none"> Health Safety and Security Personal Protective Equipment Legal requirements Operating requirements <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 1.1 Unit 203 1.1	Explain the relevant organisational policies and procedures for operating, moving or manoeuvring the fork lift truck in logistics operations that relate to: <ul style="list-style-type: none"> Health, Safety and Security Personal Protective Equipment Legal requirements Operating requirements Different locations Different loads Theft or damage to truck and/or load Explain the relevant organisational policies and procedures for selecting, transferring and positioning loads using the fork lift truck that relates to: <ul style="list-style-type: none"> Health, Safety and Security Personal Protective Equipment Legal requirements Lifting systems Different locations Different loads 	Candidate to explain relevant policies and procedures for operating a fork lift truck (one required for each)	To include the following: <ul style="list-style-type: none"> Health and Safety - work in a safe manner so not to endanger self or others Security - remove keys after use and store fork lift appropriately Personal Protective Equipment - e.g. ear defenders, high visibility clothing, non-snag clothing, safety footwear worn Legal requirements - HSWA, PUWER, LOLER met as appropriate Operating requirements - trained operators, authority to use machine Lifting systems - need to be checked for correct operations, no defects Different locations - new locations inspected prior to operation, additional caution taken on unfamiliar sites and their effect on the stability of the machine Different loads - load characteristics to be considered Theft or damage to truck and/or load - machine secured after use, any damage reported to appropriate person <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 1.7 Unit 202 1.8 Continued	Identify problems that can occur when driving, moving or manoeuvring the fork lift truck Explain the appropriate action to take, in order to deal with identified problems	Candidate to state problems that may occur (Assessor to provide context): State one potential hazard when driving up or down a slope State two suitable control measures State one potential hazard caused by driving over rough ground	May include: <ul style="list-style-type: none"> vehicle could stall or runaway loss of traction or load heavy braking during descent could result in 'overturning' appropriate low gear should be selected before encountering slope clutch should not be disengaged during descent avoid heavy braking load first up-hill/load last down-hill Increased risk of load shifting or being dropped Weight of load could lead to excess 'bouncing' of cab and possibly driver injury 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
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Cont... Unit 202 1.7 Unit 202 1.8		State two suitable control measures State one potential hazard when driving across a slope State two suitable control measures	<ul style="list-style-type: none"> maintain low speed to reduce 'bouncing' try to avoid larger bumps and potholes loads should be secured to prevent movement <ul style="list-style-type: none"> increased risk of load shifting tendency to pull down hill Increased risk of vehicle rolling <ul style="list-style-type: none"> avoid turning on slopes maintain slow speed when driving across slopes maintain low centre of gravity if possible (e.g. load should be kept close to the ground) observe correct in-cab procedure in the event of overturning <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 1.4	Describe the risks associated with driving, moving or manoeuvring the fork lift truck at different locations	Candidate to describe four risks and how each risk can be controlled	<p>May include:</p> <ul style="list-style-type: none"> obstructions: possible collision - remove or identify pedestrians: possible contact and/or injury - exclusion zone/ separation/warning signs/ temporary walkways width/height restrictions: collision damage - erect warning signs animals: possible contact and/or injury - check and separate, check all gates closed over-head power lines: electrocution - erect warning signs, use of 'goal post' barriers hazardous ground conditions: danger of instability and/or sinking - assess ground conditions, prevent access by marking area other vehicle or plant: collision and/or injury - segregation, warning signs, check area blind corners: collision and/or injury - audible warning, convex mirrors, warning signs <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 1.5 Unit 203 1.4 Continued	Explain the factors that can affect the stability of the fork lift truck Explain factors that can affect the stability of the fork lift truck when engaging in selecting, transferring and positioning loads	Candidate to state four causes of sideways (lateral) instability State four causes of fore and aft (longitudinal) instability State three main factors affecting safe loading	<p>May include:</p> <ul style="list-style-type: none"> turning at speed operating with a soft tyre uneven ground turning on a slope carrying load too high load not centrally placed articulation under load 'live' loads <p>May include:</p> <ul style="list-style-type: none"> exceeding safe working load forks not fully inserted violent braking travelling forward down a slope when loaded incorrect use of tilt at high level loading 'live' loads rating and de-rating values slopes and ground conditions stability of loads overall weight and weight distribution of load Safe Working Load of lift truck 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
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Cont... Unit 202 1.5 Unit 203 1.4		Explain the term 'load centre' and its importance when loading (Information on load centres and capacities specific to the machine to be obtained from the manufacturers/operators manual) State two factors affecting a fork lift's capacity, i.e. 'de-rating'	<ul style="list-style-type: none"> load centre is 'the distance from the centre of gravity of the load to the front face of the fork shank' if the load centre is greater (i.e. a long load) the lifting capacity is reduced May include: <ul style="list-style-type: none"> carrying extended loads using alternative attachments undercutting <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 1.5	Explain the dangers of overloading the fork lift truck	Candidate to state two dangers of overloading the fork lift truck	May include: <ul style="list-style-type: none"> sideways (lateral) instability fore and aft (longitudinal) instability excessive strain on lifting components resulting in damage damage to forks/attachments (if applicable) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 2.4	Mount the equipment safely making appropriate adjustment to the controls	Assessor to observe candidate making necessary adjustments	To include: <ul style="list-style-type: none"> mount fork lift safely using correct hand and foot holds steering wheel adjusted (if applicable) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 2.3	Check visual aids to ensure all round vision	Candidate to carry out checks	May include: <ul style="list-style-type: none"> windows cleaned mirrors mirrors on blind corners (if applicable) operation of rear mounted camera (if fitted) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 2.4	Carry out adjustments to optimise control, observation and comfort	Candidate to make adjustments as appropriate	To include: <ul style="list-style-type: none"> cab ventilation filter cleanliness (if applicable) seat adjusted seatbelt/restraint system stop control operative cab floor free from tools <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 1.2	Explain the observations required for operating, moving or manoeuvring the fork lift truck	Candidate to explain appropriate observations	observations to include: <ul style="list-style-type: none"> appropriate use of mirrors all round check (including above) prior to moving off <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 2.2	Identify the correct load	Assessor to ask candidate to identify load to be moved	<ul style="list-style-type: none"> correct load identified <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 1.6	Describe how to identify damage or deterioration in the condition of the load	Candidate to explain that the load is to be inspected prior to lifting and its condition commented on	To include: <ul style="list-style-type: none"> load to be inspected condition of the load determined <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 1.2 Unit 203 2.3	Explain how to ensure the load is safe for the operation Check the load is safe for operation	Candidate to explain what to inspect and how to check the load is safe	Candidate to confirm: <ul style="list-style-type: none"> factors to look for condition of pallet/box/stillage confirmed as acceptable appropriate action to be taken if unacceptable <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 203 1.6	Identify problems that can occur when selecting, transferring and positioning loads using a fork lift truck	Candidate to identify problems that can occur and explain what action to take during the load movement (if none occur naturally)	May include: <ul style="list-style-type: none"> fork width not compatible with load - widen forks incompatible load and fork selection – change forks load incorrectly positioned - reposition pallet damaged during placement of load - change pallet racking damaged - report/repair damage racking not compatible with weight of load - do not use unsafe load - make load safe 'live load' - additional care required <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 1.7	Explain the appropriate action to take, in order to deal with identified problems			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 1.3	Explain how to set the forks or attachments to ensure the stability and security of the load	Candidate to explain how to adjust the forks or attachments and carry out adjustments as appropriate	Candidate to explain why he/she may need to adjust the forks to include: <ul style="list-style-type: none"> stability of the load preventing lateral (sideways) instability Adjustments carried out: <ul style="list-style-type: none"> forks adjusted correctly safe manual handling techniques used <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 2.4	Set forks and/or attachments to ensure stability of the load			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Important note for Assessors: Demonstration of moving loads must include moving a minimum of four separate loads (pallets/stillages/boxes), two of which should be at least ¾ of the maximum lifting capacity of the truck Positioning must be at three different working heights:</p> <ul style="list-style-type: none"> floor operators eye level at least ¾ of the maximum lift height of the truck Stacking should include in front of a vertical face and alongside similar loads							
Unit 202 2.5	Position forks for loading or travelling	Candidate to position the forks for loading or travelling	Candidate to: <ul style="list-style-type: none"> position pallet forks as appropriate to the machine <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 2.5	Position the load for transportation	Candidate to lift and position the load	Candidate to: <ul style="list-style-type: none"> lift the load load correctly positioned for transportation <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 2.6	Check the stability and security of the load during positioning and transportation	Candidate to check the load	The following checked: <ul style="list-style-type: none"> safety of the load stability of the load security of the load <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 2.9	Check that the safety and security of the load is maintained during transfer			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 2.9	Locate a suitable space for turning, aligning the pivot and reference points	The assessor must identify a course suitable for the type of machine to be used. This will include a restricted turning area with 90° (left and right) turn and a chicane.	To include the following: <ul style="list-style-type: none"> 90° turn - left 90° turn - right confined space <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 2.10	Turn the fork lift truck in a manner that will maintain the stability of both fork lift truck and the load	Assessor to observe	To include: <ul style="list-style-type: none"> forklift stability maintained load stability maintained <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 2.10	Check that the location allocated for the load is suitable	Assessor to indicate where load is to be positioned and the candidate to confirm suitability	To include: <ul style="list-style-type: none"> location checked for suitability candidate confirmed location is suitable <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Unit 202 2.11	Stop the fork lift truck in a manner that will maintain the stability of both the fork lift truck and the load	Assessor to observe safe stop procedure	To include: <ul style="list-style-type: none"> safe smooth stopping stability of fork lift truck maintained stability of load maintained <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 2.7	Operate the vehicle controls to maintain the safety, security of yourself, the fork lift truck and others	Candidate must manoeuvre the fork lift truck with a load both forward and backwards	Operation to include: <ul style="list-style-type: none"> use correct 'move off' procedure as outlined in the manufacturer's handbook/operator's manual operate controls in correct sequence according to manufacturer's handbook/operator's manual ensure all round observation travel with forks at appropriate height (as determined by Risk Assessment) use horn when approaching corners, blind bends or entrance 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 2.8	Negotiate inclines and declines in a manner that will maintain the stability of both fork lift truck and the load	Inclines and declines negotiated to maintain the stability of the fork lift truck	Negotiating inclines and declines to include: <ul style="list-style-type: none"> safe speed selected braking controlled load first uphill/load last downhill turns avoided across slope 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 2.7	Operate, move or manoeuvre the fork lift truck smoothly maintaining stability of both fork lift truck and load	The working area and loads must be appropriate to the candidates normal work situation	Operations to include: <ul style="list-style-type: none"> smooth operation fork lift stability maintained load stability maintained <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 203 2.11	Set the load down in the correct position and location safely	Assessor to observe safe operation	To include: <ul style="list-style-type: none"> load positioned in appropriate location as designated by job specification load put down safely using appropriate controls according to machine type <ul style="list-style-type: none"> tilt side shift/swing withdraw forks without damaging the load <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
unit 204 2.5 Unit 202 2.12 Unit 201 2.6	Position the fork lift truck and any attachments used in an authorised position, location or parking bay as appropriate when not in use	Assessor to observe correct positioning of the fork lift truck after use	To include: <ul style="list-style-type: none"> move to secure site follow safe stop procedure lower attachments to ground and leave in safe position apply handbrake transmission in neutral switch off engine remove ignition key <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 2.13	Dismount the fork lift truck safely	Assessor to observe correct procedure	To include: <ul style="list-style-type: none"> follow safe stop procedures attachments lowered handbrake applied transmission in neutral engine switched off key removed dismount the fork lift truck safely using correct hand and footholds <p style="text-align: right;">Met ✓ Not Met X</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Unit 203 2.8	Communicate effectively	Assessor to observe effective communication throughout the assessment	To include: <ul style="list-style-type: none"> signs horn reversing beeper notifying others (if applicable) Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 2.14 Unit 203 2.12	Record all work according to organisational requirements	If applicable the Assessor to provide a transit note appropriate to machine/operation and the candidate to fill in relevant details	<ul style="list-style-type: none"> records accurately completed Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 202 2.1 Unit 203 2.1	Follow all relevant organisational policies and procedures for operating, moving or manoeuvring the fork lift truck in logistics operations that relate to: <ul style="list-style-type: none"> Health, Safety and Security Personal Protective Equipment Legal requirements Operating requirements Different locations Different loads Theft or damage Follow all organisational policies and procedures for selecting, transferring and positioning the fork lift truck relating to: <ul style="list-style-type: none"> Health, Safety and Security Personal Protective Equipment Legal requirements Operating requirements Different locations Different loads Theft or damage 	Assessor to observe all movements and activities during the assessment	To include: <ul style="list-style-type: none"> Health, Safety and Security - candidate worked safely at all times and secured the machine after activities were completed Personal Protective Equipment - appropriate PPE was worn by the candidate at all times Legal requirements - all legal requirements were met during all assessment activities Operating requirements - the machine was operated safely and correctly Fork lift operating systems - the operating systems were used correctly Different loads - moved to different locations safely Theft or damage - the candidate did not damage the fork lift or loads during all activities. The machine was secured correctly after use Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 1.4	Identify problems that can occur when undertaking post operational checks for a fork lift truck	Candidate to identify two problems that can occur during post-use checks	<ul style="list-style-type: none"> 1. 2. Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 1.5	Explain the appropriate action to take, in order to deal with identified problems	Candidate to explain the appropriate action to deal with the problems identified in Unit 204 - 1.4 above	Candidate to state the appropriate action to be taken: <ul style="list-style-type: none"> 1. 2. Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 1.1	Explain the relevant organisational policies and procedures for undertaking post-operational checks for the fork lift truck that relate to: <ul style="list-style-type: none"> Health, Safety and Security Personal Protective Equipment Legal requirements Lifting systems 	Candidate to explain all relevant policies/procedures	Whilst undertaking post-operational checks: <ul style="list-style-type: none"> Health, Safety and Security - checks to be undertaken safely Personal Protective Equipment - appropriate PPE to be worn Legal requirements - to be observed Lifting systems - check for damage/wear after use Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Unit 204 1.2	Identify information relating to daily, weekly and/or monthly maintenance checks	Candidate to identify daily/weekly and/or monthly maintenance checks recommended by using the manufacturers guidance/operators manual	Checks identified: <ul style="list-style-type: none"> daily weekly monthly <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 2.2	Undertake the routine checks that must be carried out after using the fork lift truck	Candidate to be provided with a check sheet with checks listed to be undertaken and space to record findings	To include: <ul style="list-style-type: none"> check sheet used check sheet completed 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 2.6	Record all work according to organisational procedures	Note: this assessment activity was completed in Unit 204 - 2.2					
Unit 204 1.3	Explain how to carry out required post operational checks	The Candidate to explain the process of inspecting the fork lift after use	Process: <ul style="list-style-type: none"> inspect for wear and damage use of operator's manual as appropriate report findings to appropriate person or take other action if required 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 2.4	Demonstrate how to complete post operational checks according to operational and organisational procedures	Candidate to provide two reasons for completing the inspection	Reasons for completing: <ul style="list-style-type: none"> gives opportunity for faults to be rectified prior to being used again could prevent another operator from using it if in a potentially dangerous situation inspecting ensures the continued serviceability of the fork lift truck <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 2.1	Follow all organisational policies and procedures for undertaking post-operational checks for the fork lift truck that relates to: <ul style="list-style-type: none"> Health, Safety and Security Personal Protective Equipment Legal requirements Fork lift operating systems 	Assessor to observe all relevant policies and procedures were complied with during post operational checks	<ul style="list-style-type: none"> Health, Safety and Security - complied with Personal Protective Equipment - worn as appropriately Legal requirements - met Fork lift operating systems - thoroughly checked after use <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 204 2.3	Check that the regulations relating to the fork lift truck are met	State three statutory and two additional safety requirements for use of fork lift trucks on the public highway	Any self-propelled machine driven on the public highway must: <ul style="list-style-type: none"> be road legal have a road fund licence (vehicle excise duty) and a minimum third party insurance cover (to conform to Road Traffic Act requirements) be driven by somebody who holds a suitable, valid driving licence have an orange flashing beacon when driven on unrestricted dual carriageways (other road types subject to individual Risk Assessment) ensure safe speed and distance for braking forks covered, folded or removed Machine is correct mode for road use as applicable: <ul style="list-style-type: none"> mast control locked (if applicable) other changes appropriate to type of machine <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary of Assessment (*The Assessor is to complete the following as appropriate*)

Candidate A	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate B	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate C	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate D	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

For use by Internal Verifier ONLY if the assessment process was internally verified
 (Internal Verifier to complete **ONE** of the boxes below)

I observed an assessment process taking place and I am satisfied that the assessment was conducted in line with the qualification requirements and that the judgement of the Assessor was appropriate.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
Signed:	
Date:	