

VERIFICATION OF COMPETENCY FOR A FORKLIFT

Some example text and answers are in **red** below. Just delete and uncheck the answer boxes before using.

Company:		Date:	
Assessor's Name:		Nominee's Name:	
Item of Plant:		Model:	

The purpose of this verification of competency is to allow the nominee to demonstrate their understanding and ability to safely operate a forklift.

This verification of competency consists of two parts. One theoretical assessment and one practical assessment.



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Question 3.

How do you park a forklift?

- | | |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | With the handbrake on. |
| <input type="checkbox"/> | With the forks touching the ground. |
| <input checked="" type="checkbox"/> | Lower the forks and engage the parking brake. Turn off the engine and remove the key. If the forklift is parked on an incline, use chocks or blocks to prevent it from rolling. |
| <input type="checkbox"/> | With the back wheels chocked, |

Question 4.



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Question 1

What safety procedures describe when when operating a forklift?

Some safety procedures when operating a forklift include wearing a seatbelt, checking the load capacity, checking that horns and lights are working, a safe distance from other vehicles or people.

Question 2

What is the maximum height a forklift can lift a load?

The maximum height a forklift can lift a load varies depending on the make and model of the forklift. It is important to consult the forklift's operating manual to determine the maximum lifting height.

Question 3

How do you perform a pre-operation inspection of a forklift?

A pre-operation inspection of a forklift should include checking the oil, coolant, brakes, tires, checking headlights, lights, horn and seatbelt on.

Question 4

How do you drive a forklift on uneven terrain?

When driving a forklift on uneven terrain, keep the forklift low to the ground and drive slowly to maintain stability. Avoid sudden stops or turns, especially the load is raised, and as far as possible.

Question 5

If you are operating a forklift and it rolls over, what should you do?

Stay in the seat and do not try to stop in the forklift, do not jump out. Once the forklift comes to a stop, turn off the engine and call for help if needed.

Question 6

What are the most common causes of forklift accidents?

The most common causes of forklift accidents are operator error, unsafe load handling, and poor visibility.

What should you do if you encounter a pedestrian while operating a forklift?

If you encounter a pedestrian while operating a forklift, stop the forklift and wait for the pedestrian to pass.

Question 12.

Where can you find details on the functional controls of a forklift?



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Answer 12

Question 13

Why should the key be removed from the ignition of a forklift when not in use?

To prevent unauthorized use of the forklift.

Question 14

Why is it dangerous to use internal combustion engines in confined spaces?

It is dangerous because of the exhaust fumes.

Question 15

What type of forklift should be selected for working on rough or unstable terrain?

A rough-terrain forklift.

Question 16

When traveling with a large load that obscures your vision, what precautions can you take?

Travel backwards and/or use a spotter to help guide you.

Question 17

Where must the operator of a forklift remain when a person is about to cross a path?

In the operator's position.

Question 18

If you are operating a forklift you need to have a forklift license?

Yes

Yes

SECTION TWO – PRACTICAL ASSESSMENT (Assessor to Complete)		Competent?		
1.	The nominee knows how to conduct a thorough pre-start on the forklift and how to report any defects?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2.	The nominee is aware of the maintenance and servicing schedule of the forklift?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3.	The nominee understands what the levers, switches, buttons and functions control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.	The nominee is competent with the operation of any attachments.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.	Does the nominee know the importance of safe work procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.	The nominee is aware of the limitations of the forklift and includes zones with pedestrian and energy lines.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7.	The nominee has knowledge of the safe use of the forklift in the work area, including the use of the forklift in a smooth continuous manner.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.	The nominee can operate the forklift in a smooth continuous manner.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9.	The nominee always parks the forklift in a safe location at the end of the working day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A



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Assessor 1 Information

Name: _____ Address: _____
 Tel: _____ Email: _____
 Signature: _____

Assessor 2 Information

Name: _____ Address: _____
 Tel: _____ Email: _____
 Signature: _____

Assessor Acknowledgment and Sign-off

I, _____, confirm that I have read and understood all provisions, with full effect, of the standards, the assessment criteria and have received adequate training and/or supervision to undertake the assigned work safely and competently. I agree to abide by all safety requirements and the work conditions change or additional hazards are identified, I will discuss these changes with a supervisor or manager.

Signature: _____

Assessment Outcome

Competent **Not Competent** **Not Assessed**



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