

Part 1: Knowledge assessment

Instructions for candidates

In this part of the assessment, you will be asked questions about how to safely and competently operate a forklift truck (a 'forklift').

The term 'WHS legislation' means the work health and safety or occupational health and safety (OHS) Acts and Regulations that apply at the time.

The assessment

1. You will have up to **fifteen minutes** of reading time. Reading time should be taken as the commencement of the assessment.
2. During this time, and any time during the assessment, you are allowed to ask questions about the meaning or interpretation of the questions contained in the assessment.
3. You **must** answer all questions without access to any learning materials or other assistance.
4. Your assessor will check your answers for completeness and readability after you have finished and ask you to explain anything that is unclear.

Multiple part questions

Some questions may have more than one part. Where this occurs, the candidate **must** answer **all** parts correctly.

Part 1: Knowledge assessment

Candidate name:	
Today's date:	
Assessor's name:	
Location of assessment:	
Name of your Registered Training Organisation:	
Start time:	
Finish time:	

Legislative requirements

Question 1 What is the definition of a hazard?	
Question 2 What is the definition of a risk?	
Question 3 You have a duty of care as a worker. What are two of those duties?	
1.	
2.	
Question 4 What are two actions a work health and safety regulator can take if you fail to work safely when performing high risk work in your licence class.	
1.	
2.	
Question 5 List three documented sources of workplace safety information.	
1.	
2.	
3.	

Question 6 List three actions an employer should take to ensure the health and safety of a worker?	
1.	
2.	
3.	
Question 7 You have just obtained your High Risk Work Licence. What are two things your employer must provide to you prior to you undertaking work on an unfamiliar forklift?	
1.	
2.	

Hazards – controls and planning

Question 8 Candidate must answer both parts of this question. Part 1: List three people you should talk to about workplace hazards before starting work.	
1.	
2.	
3.	
Part 2: Why it is important to do this?	
Question 9 You are about to start using a forklift. List seven workplace hazards you need to consider and plan for.	
1.	
2.	
3.	
4.	
5.	
6.	
7.	

<p>Question 10</p> <p>What are the minimum safe distances you must maintain when conducting forklift truck operations near electric lines?</p> <ol style="list-style-type: none"> 1. Up to 132,000 volts 2. Between 132,000 and up to 330,000 volts. 3. Above 330,000 volts. 	
1.	
2.	
3.	
<p>Question 11</p> <p>What is the best way to find out the voltage of overhead electric power lines?</p>	
<p>Question 12</p> <p>List five steps you would take if the forklift you are operating comes into contact with overhead electric power lines.</p>	
1.	
2.	
3.	
4.	
5.	
<p>Question 13</p> <p>List two visual indicators that can be used to identify overhead electric power lines.</p>	
1.	
2.	
<p>Question 14</p> <p>When a forklift is being used, what are three control measures you can use to protect the safety of pedestrians, other workers, vehicles or mobile plant?</p>	
1.	
2.	
3.	
<p>Question 15</p> <p>If you are using a forklift at night or in darkened areas, what must you ensure you have?</p>	

Question 16 Candidate must answer both parts of this question. Part 1: Why is it dangerous to use a fuel powered forklift (e.g. LPG, diesel or petrol) in a space with restricted air flow? 	
Part 2: What type of forklift is best for this situation? 	
Question 17 How can obtaining a weather forecast assist your planning for the day's operations? 	
Question 18 Why must you charge batteries in a well-ventilated area? 	
Question 19 What are two precautions you can take when operating a forklift on a wet or slippery surface? 1. 2.	
Question 20 Why is 'rear end' swing dangerous when using a forklift? 	
Question 21 What is the risk when refuelling the forklift while the engine is running? 	

Communications

Question 22 List three ways you can communicate with people to ensure their safety while you are operating the forklift? 1. 2. 3.	

Question 23 When operating a forklift if you are given a signal by a co-worker which is unclear, what should you do?	
Question 24 Other than hazards , what are five things you need to plan for, to ensure safe operations of the forklift?	
1.	
2.	
3.	
4.	
5.	

Pre-start inspection

Question 25 List six pre-start checks you should carry out on a forklift?	
1.	
2.	
3.	
4.	
5.	
Question 26 What action should you take if the data plate is damaged or unreadable?	
Question 27 List three possible hazards associated with weather that can affect forklift operations.	
1.	
2.	
3.	
Question 28 Why is it important to keep air-filled tyres at their right operating pressure?	

Question 29 List four defects you might find while checking the wheels and tyres.	
1.	
2.	
3.	
4.	
Question 30 Where would you find information on the correct way of securing an attachment to the forklift?	
Question 31 What is the likely effect on the load capacity of adding an attachment to a forklift?	

Start-up operational checks

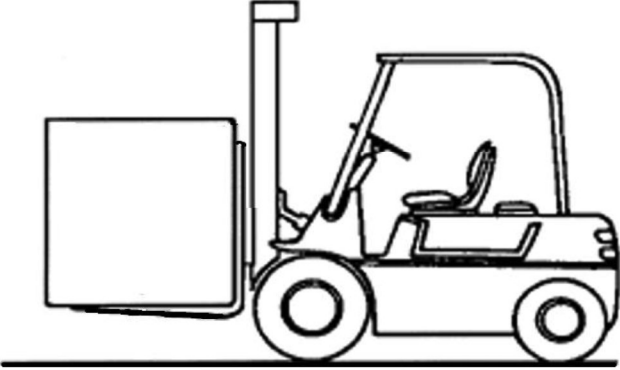
Question 32 Candidate must answer both parts of this question. Part 1: What are two guards fitted to a forklift?	
1.	
2.	
Part 2: What do these guards do?	
Question 33 List three operational checks you should carry out after you have started a forklift?	
1.	
2.	
3.	

General operations

Question 34 What are three ways to find out the weight of a load?	
1.	
2.	
3.	

Question 35 If your view is partially obstructed by the load when operating a forklift, what are two things you would do?	
1.	
2.	
Question 36 When operating a forklift why should load movement be monitored?	
Question 37 Which way should a load face when travelling up a ramp?	
Question 38 Give two reasons why is it unsafe to turn a loaded forklift on a sloping surface?	
1.	
2.	
Question 39 Why is it unsafe to raise or lower a load near or over people?	
Question 40 When are you allowed to carry passengers in a forklift?	
Question 41 What is the risk of travelling with the load raised high?	
Question 42 When driving a forklift what is a 'safe' height to carry the load at?	

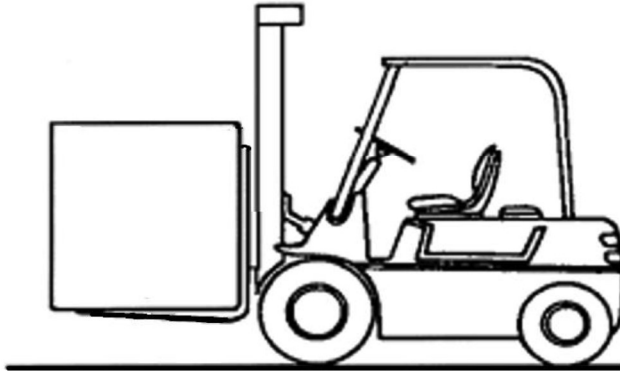
Question 43 Give two reasons why is it unsafe to carry a load on only one fork arm?	
1.	
2.	
Question 44 What are three actions that may cause a forklift to tip over sideways while travelling?	
1.	
2.	
Question 45 List three attachments that can be fitted to a forklift other than fork arms.	
1.	
2.	
Question 46 What are three actions that may cause a forklift to tip over frontwards or backwards while travelling?	
1.	
2.	
Question 47 List two things that you would do if the forklift is tipping over sideways.	
1.	
2.	
Question 48 Why must you always wear a seatbelt?	

<p>Question 49 Where is the point of balance (fulcrum) on a forklift? Indicate on the diagram below using a triangle:</p> 	
<p>Question 50 Why should a side-shift attachment be centralised before travelling with a load?</p>	
<p>Question 51 What three things must you consider when stacking loads one on top of the other?</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	
<p>Question 52 What should be placed over the gap between a truck and a loading dock before shifting a load?</p>	
<p>Question 53 Where would you find the rated load capacity for a forklift and any attachment used?</p>	
<p>Question 54 When using a forklift with a jib attachment, what effect does this have on the forklift?</p>	
<p>Question 55 List two things you would do in the case of forklift failure (e.g. a loss of control of brakes and/or steering, or failure of equipment including the hydraulic system).</p> <p>1. _____</p> <p>2. _____</p>	

Load centres

Question 56

Indicate the load centre distance on the diagram below (assuming this is an evenly distributed load):



Question 57

If the load is not hard against the heel of the fork arms, what effect will it have on a forklift?

Question 58

What is the most common load centre distance in millimetres?

Shut down

Question 59

List **three** places within the workplace where you would **not** park your forklift.

1.

2.

3.

Question 60

List **three** acceptable steps for parking a forklift.

1.

2.

3.

Question 61

Why should you remove the ignition key when you leave the forklift unattended?

**There are no more questions for this part of the assessment.
Go back and check your answers for completeness and readability.**

The candidate is required to achieve 57 correct answers to successfully pass the Knowledge Assessment of this National Assessment Instrument.
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Knowledge Assessment outcome:

The candidate achieved _____ correct answers out of 61 questions.
--

Incorrect responses to questions from knowledge assessment

Assessors:

If a candidate achieves a pass for the knowledge assessment by achieving **95%** the questions that had an incorrect response are to be clarified with the candidate.

Record in the left column the exact number of each question that the candidate did not answer correctly

At the completion of marking or clarification re-ask the question to the candidate and notate their response.

Mark the answer correct or incorrect.

If the candidate answers the question incorrectly provide the candidate with the correct response.

Note: If a candidate does not achieve a **95%** pass mark this process is **not** required as the candidate will need to undertake a **re-assessment**.

Question No	Summary of candidate's response	Correct	Incorrect

Additional comments

Candidate signature:	Date:
Assessor signature:	Date:

Part 2: Calculations assessment

Part 2: Calculations assessment

Instructions for candidates

In this part of the assessment, you will be required to complete calculation questions that relate to the operations of the forklift.

The assessment

1. You will have up to **fifteen minutes** of reading time. Reading time should be taken as the commencement of the assessment.
2. During this time, and any time during the assessment, you are allowed to ask questions about the meaning or interpretation of the questions contained in the assessment.
3. You **must** answer all questions without access to any learning materials or other assistance.
4. Candidates **MAY** use calculators. Electronic devices, such as programmable calculators, or smart devices including phones, that have the ability to store information (formulas, etc.) are not allowed.
5. You **must** answer **all** questions **correctly** and provide all formulas and workings out to show how you arrived at the answer. If you give an incorrect answer, you will be assessed as '**not yet competent**'
6. Your assessor will check your answers for completeness and readability after you have finished and ask you to review anything that is unclear.

THESE QUESTIONS MUST BE ANSWERED IN WRITING.

Part 2: Calculations assessment

Candidate name:	
Today's date:	
Assessor's name:	
Location of assessment:	
Name of your Registered Training Organisation:	
Start time:	
Finish time:	

Question 1

The load to be moved is a pallet of stacked cartons:

- Four cartons to a layer.
- Five layers on a pallet.
- Each carton is 20 kg.
- The pallet weighs 40 kg.

What is the combined weight of the cartons and pallet?

Show all calculations.

--

Question 2

The load to be moved is a pallet of stacked drums:

- Four drums on the pallet.
- Each drum weighs 215 kg.
- The pallet weighs 40 kg.

What is the combined weight of the drums and pallet?

Show all calculations.

Question 3

The load to be moved is bags of concrete stacked on a pallet:

- 72 bags on the pallet.
- Each bag weighs 20 kg.
- The pallet weighs 40 kg.

What is the combined weight of the bags and pallet?

Show all calculations.

Question 4

Note: **Attachments A** and **B** are at the end of the questions, after Question 9.

The forklifts in the diagram in **Attachment A** are rated at 4500 kg at 600 mm load centre.

Which load is within the capacity of the forklift?

Answer Questions 5, 6, 7 and 8 using the Data Plate marked LF at **Attachment B**.

Question 5

What is the rated capacity the fork can lift with the mast tilted forward 3 degrees?

Question 6

What is the rated capacity the fork can lift with the mast in a vertical position?

Question 7



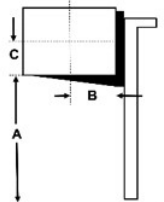
Can a load weighing 1818 kg, and with a load centre of 700 mm, be raised with the mast in the vertical position?

Question 8

Can a load weighing more than 1818 kg be raised with the mast in the vertical position?

Question 9

Your forklift has the following capacity/load plate:

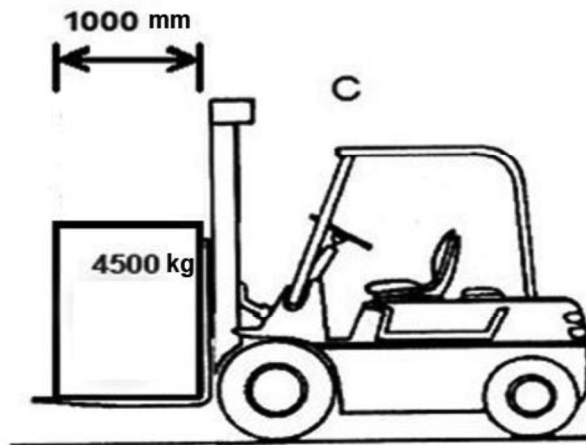
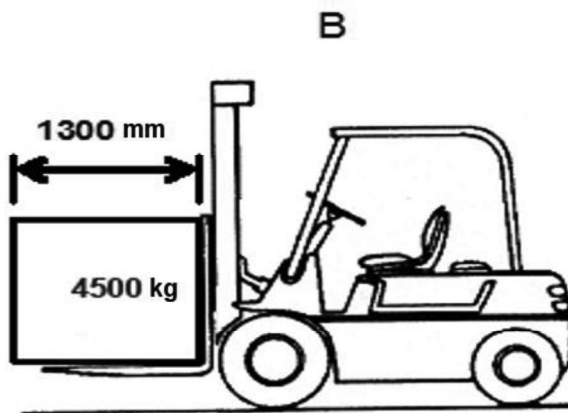
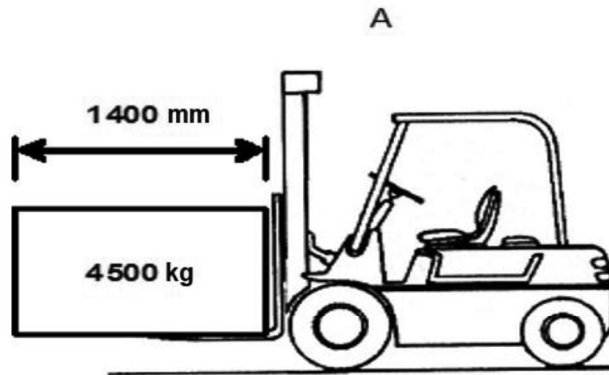
 <p>WARNING</p> <p>Trained Operators and Mechanics Only</p> <p>Read Operating Manual located on seat or in operator's compartment</p> <p>Failure to follow operating, inspection, and maintenance instruction can cause serious injury or death!</p> <p>CAPACITY WITH MAST VERTICAL AND EQUIPPED AS SHOWN</p>	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;">  </div> <div> <p>Lift Truck Model GDLRAIS155KXH123 Serial No. ABXYZ14325</p> </div> </div> <p>Attachment: 1981 mm (78in) Carriage + Sideshifting Fork Positioner NMHG 70L-FPS-c205 + 1830 mm Forks</p> <p>Truck Weight 9750 kg Tread Width 1844 mm Back Tilt 10.0 Degrees</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 33%;">Tyre</td> <td style="text-align: center; width: 33%;">Front</td> <td style="text-align: center; width: 33%;">Rear</td> </tr> <tr> <td style="text-align: center;">Size</td> <td style="text-align: center;">8.25-15/14-PLY Dual Pneu</td> <td style="text-align: center;">8.25-15/14-PLY Dual Pneu</td> </tr> <tr> <td style="text-align: center;">Pressure</td> <td style="text-align: center;">800 KPA (116 PSI)</td> <td style="text-align: center;">800 KPA (116 PSI)</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="text-align: center;">MAXIMUM CAPACITY</th> <th rowspan="2" style="text-align: center;">Load Height Dim. A</th> <th colspan="2" style="text-align: center;">Load Centre</th> </tr> <tr> <th style="text-align: center;">Dim. B</th> <th style="text-align: center;">Dim. C</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6130 kg</td> <td style="text-align: center;">4400 mm</td> <td style="text-align: center;">915 mm</td> <td style="text-align: center;">915 mm</td> </tr> <tr> <td style="text-align: center;">0 kg</td> <td style="text-align: center;">0 mm</td> <td style="text-align: center;">0 mm</td> <td style="text-align: center;">0 mm</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;">  </div>	Tyre	Front	Rear	Size	8.25-15/14-PLY Dual Pneu	8.25-15/14-PLY Dual Pneu	Pressure	800 KPA (116 PSI)	800 KPA (116 PSI)	MAXIMUM CAPACITY	Load Height Dim. A	Load Centre		Dim. B	Dim. C	6130 kg	4400 mm	915 mm	915 mm	0 kg	0 mm	0 mm	0 mm
Tyre	Front	Rear																						
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Pressure	800 KPA (116 PSI)	800 KPA (116 PSI)																						
MAXIMUM CAPACITY	Load Height Dim. A	Load Centre																						
		Dim. B	Dim. C																					
6130 kg	4400 mm	915 mm	915 mm																					
0 kg	0 mm	0 mm	0 mm																					

For each load below, complete the required **calculations and/or reasoning** to determine whether the load is safe to lift. You **must** show your calculations and indicate your answer with a yes or no to the question with a tick (✓).

Load	Calculations/Reason	Is this load safe to lift?
Load 1 A pallet 1165mm length by 1165mm width with a height of 1500 mm and a total weight of 1800 kg.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Load 2 A container containing a 5500 kg load. Note: The tare weight on the container is 2300 kg. The container size is 2.4m wide, 2.5m high and 2.4m long.		<input type="checkbox"/> Yes <input type="checkbox"/> No

There are no more questions for this part of the assessment.
Go back and check your answers for completeness and readability.

ATTACHMENT A



ATTACHMENT B – DATA PLATE LF									
This load chart is for assessment use only and must not be used for any other purpose.									
AFCO	MODEL	MCPA	SERIAL NO		MAX HEIGHT	3708 mm		MAX BACK TILT: 10 DEGREES	
TYRES		700 x 12 x 12		FRONT			REAR	kPa	
MAST VERTICAL					MAST FORWARD TILT: 3 DEGREES				
	LENGTH mm	FORK HEIGHT mm	LOAD CENTRE mm	RATED CAPACITY kg	LENGTH mm	FORK HEIGHT mm	LOAD CENTRE mm	RATED CAPACITY kg	
FORKS	1065	3708	600	1818	1065	3708	600	1636	
SLIPPERS									
RAM:									
PAPER GRAB									
BALE GRAB									
MAXIMUM DISTANCE FROM CENTRE OF LOAD TO FRONT OF FACE OF					a. FORKS	b. RAM APRON	c. GRAB APRON		

WARNING
USE OF FORK LIFT TRUCK
FORKS, GRAB, SLIPPERS OR JIB

- DO NOT LIFT LOAD UNLESS PLACED EVENLY ON FORKS.
- DO NOT TRANSPORT OR MANOEUVRE WITH LOAD RAISED EXCEPT TO CLEAR OBSTRUCTIONS AND THEN ONLY WITH MAST TILTED BACK TOWARD DRIVER.
- DO NOT TILT MAST FORWARD EXCEPT WHEN PICKING UP OR DEPOSITING A LOAD. THE FORKS SHOULD BE PARALLEL TO THE LOAD THAT IS TO BE LIFTED
- DO NOT NEGOTIATE ANY INCLINE UNLESS MAST END IS UPHILL.
- DO NOT REVOLVE GRAB WHEN RAISED OR WHILST TRAVELLING.
- GRIP ROLL ONLY IN ITS CENTRE WHEN REVOLVING.
- CENTRALISE GRAB ARMS ON CARRIAGE BEFORE TILTING.
- DO NOT TILT MAST FORWARD WHEN LOAD SUSPENDED ON JIB
- KEEP JIB AS LOW AS POSSIBLE AT ALL TIMES BY USING MINIMUM LENGTH SLINGS ON LIFTING BEAM.
- DO NOT USE JIB ATTACHMENT UNLESS THE ALLOWABLE LOAD IS MARKED ON THE JIB AT EACH HOOK POSITION.