Automotive
Skills Development Council

Contents

What are Occupational Standards(OS)?

➢ OS describe what individuals need to do, know and understand in order to carry out a particular job role or function

➢ OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Introduction

Qualifications Pack- Forklift Operator/Driver

SECTOR: LOGISTICS

SUB-SECTOR: ROAD TRANSPORTATION

OCCUPATION: DRIVING

JOB ROLE : FORK LIFT OPERATOR *or* DRIVER

REFERENCE ID: ASC/Q9707

ALIGNED TO : NCO-2004/ 8324.20

Brief Job Description: Individuals at this job need to operate a forklift for loading and unloading heavy raw materials, parts, assemblies and finished goods within the shop floor and in stores/warehouse for various manufacturing processes of an organization.

Personal Attributes: This job requires the individual to drive continuously for long hours in physically demanding conditions on the shop floor. Individual must be physically fit and have a good sense of balance, ability to judge distances and good eye-hand-foot coordination. The individual should also be able to demonstrate skills for information ordering, oral expression and comprehension.

Job Details

Qualifications Pack Code	ASC/Q9707		
Job Role	Forklift Driver		
Credits(NSQF) [*OPTIONAL*]	TBD	Version number	1.0
Sector	Automotive	Drafted on	13/06/13
Sub-sector	Road Transportation	Last reviewed on	14/04/14
Occupation	Driving	Next review date	30/07/15

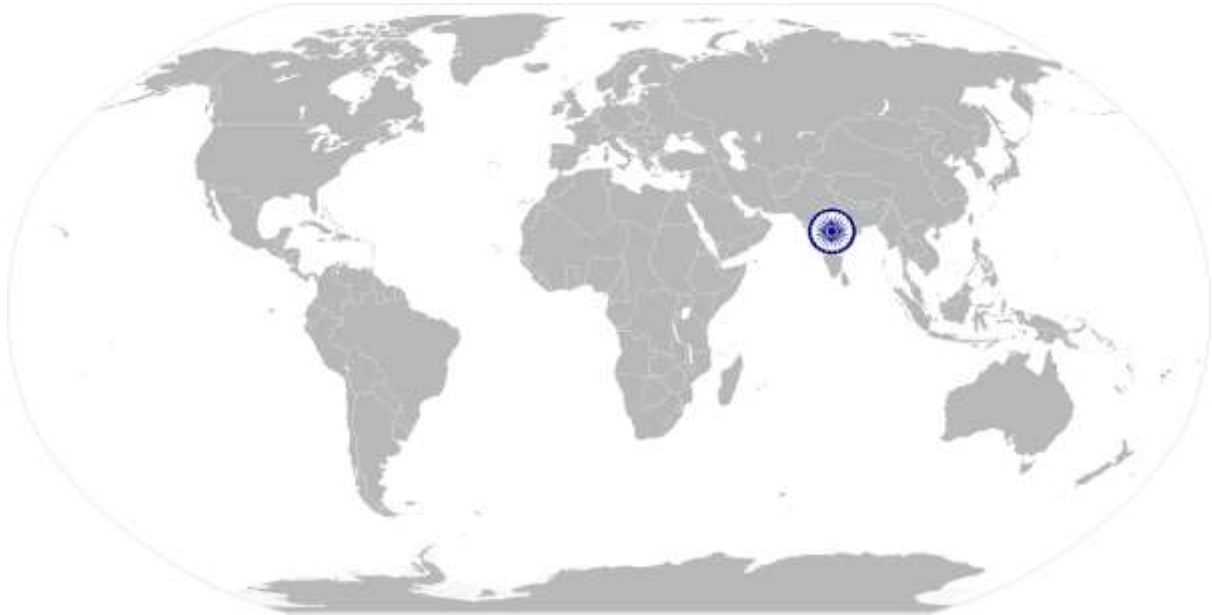| Job Role	Forklift Driver
Role Description	Moving heavy materials on the shop floor using forklift
NSQF level	4
Minimum Educational Qualifications*	Class 8th
Maximum Educational Qualifications*	Not Applicable
Training (Suggested but not mandatory)	• ASDC Forklift Driver module • Compulsory: laws and regulations related to warehouse safety standards , training certificate in forklift driving
Experience	• ASDC Driving Level 4 Certificate or • minimum 2-3 years in driving any vehicle/forklift
Applicable National Occupational Standards (NOS)	**Compulsory:** ASC/N9712. Ensure that the forklift is fit for use ASC/N9713. Load and unload the materials safely ASC/N9714. Ensure safe and healthy working practices **Optional:** N.A.
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.

Acronyms

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Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.

Keywords /Terms	Description
NOS	National Occupational Standard(s)
NVQF	National Vocational Qualifications Framework
NSQF	National Skills Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack

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National Occupational Standards

Overview

This unit is about assessing and ensuring that the forklift is fit for being used on shop floor. The assessment would include pre-drive evaluation as well as compliance related guidelines.

ASC/N9712 Ensure that the forklift is fit for use

<div style="writing-mode: vertical">National Occupational Standard</div>

Unit Code	ASC/N9712
Unit Title (Task)	Ensure that the forklift is fit for use
Description	This OS unit is about the driver ensuring that the forklift is fit and ready for use on shop floor. He is responsible to check thoroughly before starting the daily work.
Scope	This unit/ task covers the following: • technical inspection of forklift • basic operational check before start of work • Additional HSE requirements

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Pre-drive inspection	To be competent , the user/individual must be able to: PC1. visually check the forklift before starting for: • Engine oil level, fuel level, radiator water level (LPG, gas and diesel forklifts). • Battery is fully charged; check cables for exposed wires; battery plug connections not loose, worn or dirty; vent caps not clogged; (battery operated FLT's) • electrolyte levels in cells; hold-downs or brackets to keep battery securely in place • Bolts, nuts, guards, chains, or hydraulic hose reels are not damaged, missing or loose • Wheels and tyres for wear, damage and air pressure, if pneumatic tyres • Forks are not bent; no cracks present; positioning latches are in good working condition; carriage teeth not broken, chipped or worn • Chain anchor pins are not worn, loose or bent • Fluid Leaks - no damp spots or drips • Hoses are held securely; not loose, crimped, worn or rubbing • Horn is working and loud enough to be heard in working environment; other warning devices operational • Lights - head lights and warning lights operational

ASC/N9712   Ensure that the forklift is fit for use

Basic operational check before the start of work	To be competent , the user/individual must be able to : PC2. check the following components of forklift for operational ease: • Foot Brake – that pedal holds and unit stops smoothly • Parking Brake –that brake holds against slight acceleration • Seat Brake – that brake holds when operator rises from seat • Clutch and Gearshift – shifts smoothly with no jumping or jerking • Dash Control Panel – that all lights and gauges are operational • Steering – moves smoothly • Lift Mechanism – operates smoothly (check by raising forks to maximum height then lowering forks completely) • Tilt Mechanism – moves smoothly and holds (check by tilting mast all the way forward and backward) • Cylinders and Hoses – not leaking after above checks • Listen for any unusual sounds or noises PC3. start the forklift and check for the following once again: • check that all warning devices operate (horn, indicator lights, rear and brake lights and the reverse alarm) • check that the mast tilts forward and back correctly and that the mast extends PC4 ensure following preventive maintenance schedules as per laid down guidelines.
Escalation of technical problem	To be competent , the user/individual must be able to: PC4. report actual or possible defects to the supervisor in enough detail so they can diagnose the problem PC5. in consultation with superiors conclude about the fitness of forklift and if found unfit to decide to use another forklift.
Knowledge and Understanding (K)	
A. **Organizational Context** (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. company's policies on: safety policies and procedures; warehouse safety standards; basic compliance to technical requirements and standards; safety and hazards KA2. organization structure KA3. escalation procedure
Skills (S) [Optional]	

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ASC/N9712 Ensure that the forklift is fit for use

A. Core Skills/Generic Skills	**Basic reading and writing skills**
	The user/ individual on the job needs to know and understand how to: SA1. read and understand technical standards of forklift operation in terms of safety precautions to be taken for driving with unladen/ laden condition , in narrow isles, congested environment & for loading unloading material using hoist/ forks
	Communication skills
	The user/individual on the job needs to know and understand how to: SA2. follow supervisors instructions while using the forklift
A. Professional Skills	**Decision making**
	The user/individual on the job needs to make decisions on : SA3. when not to use the forklift due to technical and/or compliance related issues
	Reflective thinking
	The user/individual on the job needs to know and understand: SA4. how to learn from past mistakes and identify potential problems

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ASC/N9712   Ensure that the forklift is fit for use

ASC/N9712   Ensure that the forklift is fit for use

NOS Version Control

NOS Code	ASC/N9712		
Credits(NVEQF/NVQF/NSQF) [*OPTIONAL*]	TBD	Version number	1.0
Industry	Automotive	Drafted on	13/06/13
Industry Sub-sector	Road Transportation	Last reviewed on	30/07/13
Occupation	Driving	Next review date	30/07/15

ASC/N9713   Load / unload the materials safely

National Occupational Standards

Overview

This unit is about safely operating the forklift for movement of the heavy materials on the shop floor.

ASC/N9713   Load / unload the materials safely

Unit Code	ASC/N9713
Unit Title (Task)	Load / unload the materials safely
Description	This OS unit is about the forklift driver coordinating with the shop floor personnel for safely moving the heavy raw materials, parts, assemblies, finished goods on the shop floor
Scope	The unit/ task covers the following: • start up procedure for forklift • movement of the materials and placing it at its designated shop floor location • parking the forklift • escalation of problems to supervisor/reporting

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**

Start up procedure for forklift	To be competent, the user/individual on the job must be able to :
	PC1. follow the procedure for starting the forklift :
	  • fasten the seatbelt
	  • check that the park brake is engaged
	  • check that transmission control lever is in neutral position and safety locks are on(if fitted) and all attachment controls are in the neutral position
	  • check that the throttle control or accelerator pedal is pushed past any constriction that may be fitted and is in the low idle position
	  • turn the ignition switch to start the engine. If it fails to start within approximately 10 seconds, allow the starter to cool down and try again; in cold conditions pre-heating may be required
	  • check all gauges for correct operation
	  • allow the engine and components to warm up to operating temperature for approximately 5 minutes before operating. During this period operate all attachment controls checking for correct operation, unusual noises and any vibrations
	  • re-check all gauges, horn and warning lights for correct operation
	  • ensure that the area is clear of all personnel and equipment before moving
	  • drive the forklift to the desired location

Movement of materials	To be competent, the user/individual on the job must be able to: PC2. drive the forklift near to the storage location where the material is kept; be it at the shop floor or the stores/warehouse

ASC/N9713   Load / unload the materials safely

	PC3. lower the forks while keeping the mast in upright condition
	PC4. level the fork before inserting it into the pallet.
	PC5. insert the fork all the way under the material.
	PC6. adjust the fork as wide as possible to fit the load and to provide a more even distribution of weight.
	PC7. ensure that the material on pallets is stable, neat, cross-tied if possible and evenly distributed
	PC8. tilt loads backwards
	PC9. travel with forks as low as possible from the floor and tilted back
	PC10. match speed to driving, load and workplace conditions
	PC11. reach the designated location steering clear of any obstacles, material etc and being on the designated isles.
	PC12. lower the forks as slowly as possible until the pallet touches the ground
	PC13. rest the pallet on ground and slowly start removing forks out of the pallet ensuring that the material is not being damaged
	PC14. afterwards , again lift the forks slightly above the ground and drive it back to the next destination. Take care not to meet with any obstacles as in the unladen condition the FLT balance is rear heavy.
	PC15. repeat Pc1. to Pc14. till all the materials have been moved and stored at the respective locations
Parking of the forklift	To be competent, the user/individual on the job must be able to:
	PC16. once the job is over , reach the parking area and park the forklift with the forks and attachments (if any) touching the ground
	PC17. place all attachment control levers in the neutral or hold position.
	PC18. do not allow lift chains to go slack, as they may jump clear of the top carrier rollers.
	PC19. place the transmission and forward reverse levers into the neutral position and apply any safety locks.
	PC20. apply park brake.
	PC21. if it is an LPG powered forklift, turn off the fuel isolating valve as this prevents a build up of explosive gases prior to starting up again
	PC22. switch off the ignition
Escalation of problems	To be competent, the user/individual on the job must be able to inform about:
	PC23. inform about anything that affects the normal operation of the forklift and tell the supervisor immediately
Knowledge and Understanding (K)	

ASC/N9713 Load / unload the materials safely

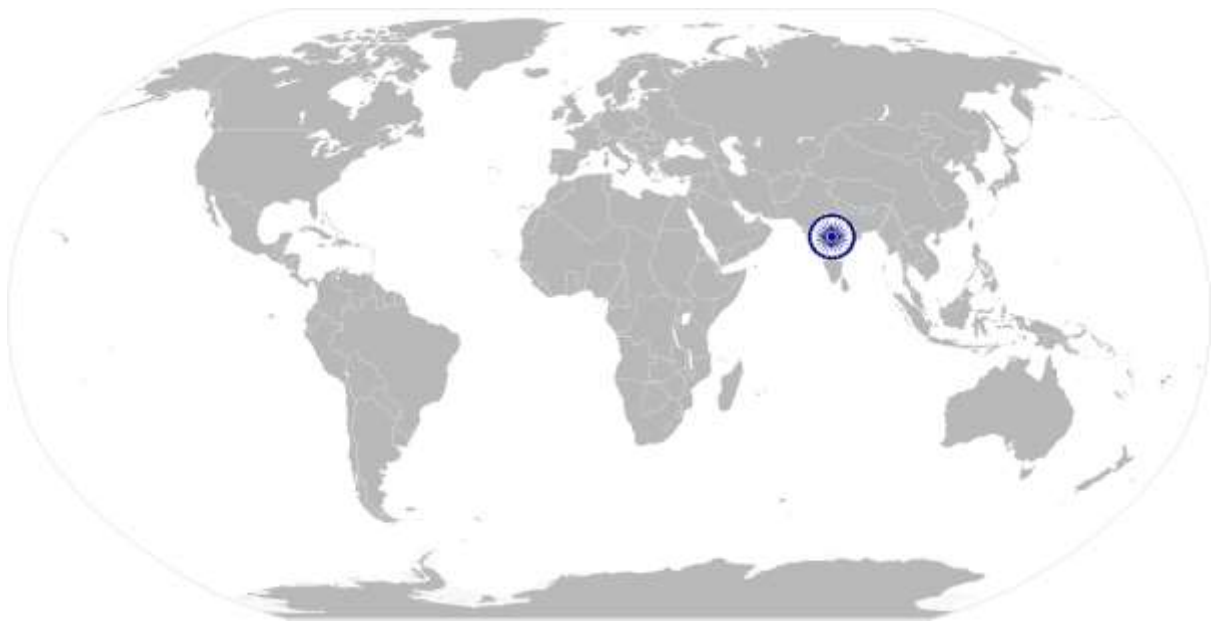| A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. company's policies on: safety policies and procedures; warehouse safety standards; basic compliance to technical requirements and standards; safety and hazards KA2. storage locations , loading unloading points (shop, despatche etc.) KA3. maintenance responsibility (Preventive with driver) KA4. escalation procedures
B. Technical Knowledge	The individual on the job needs to have knowledge of: KB1. material storage location layout of the plant KB2. safety measures to be taken while driving the forklift KB3. proper direction for tilting the load for safe driving on shop floor KB4. the emergency exits and the doorways location in shop floor
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	**Basic reading and writing skills**
	The user/ individual on the job should be able to read the: SA1. the signboards mentioning about the safety precautions displayed on the shop floor SA2. information written on the packaging labels of materials
	Communication skills
	The user/individual on the job needs to know and understand how to communicate with : SA3. shop floor personnel for guiding him properly to lift the materials SA4. supervisor in case of any issue observed while material loading/unloading

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ASC/N9713   Load / unload the materials safely

NOS Code	ASC/N9713		
Credits(NVEQF/NVQF/NSQF) [*OPTIONAL*]	TBD	Version number	1.0
Industry	Automotive	Drafted on	13/06/13
Industry Sub-sector	Road Transportation	Last reviewed on	30/07/13
Occupation	Driving	Next review date	30/07/15

NOS Version Control

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ASC/N9714   Ensure safe and healthy working practices

National Occupational Standards

Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to contain accidents in order to make the work environment safe and clean for self and people working on the shop floor.

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ASC/N 9714 Ensure safe and healthy working practices

National Occupational Standard

Unit Code	ASC/N9714
Unit Title (Task)	**Ensure safe and healthy working practices (as a FLT driver)**
Description	This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and dangers of accidents on the job and maintaining a clean work environment
Scope	This unit/ task covers the following: ■ identification of potential sources of safety issues in driving ■ follow standard safety standards ■ communicate to reporting supervisor about safety issues ■ handling of emergency situations such as accident, fire, passenger, client related issues

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Potential safety issues	To be competent, the user/individual on the job must be able to: PC1. in case of a fuel leak occurrence or suspicion, immediately stop the machine, tag the area around the leak and inform the supervisor PC2. inform the shop floor personnel in case of more than maximum load put on the forks of the forklift/ imbalance in load kept on the the forks. PC3. in case of accident, rush the person to the in-house medical centre immediately inform the supervisor PC4. vacate the premises in case of fire and immediately inform the supervisor
Standard safety standards	To be competent, the user/individual on the job must be able to follow the standards for safety as mentioned below: PC5. know the recommended load limit of the forklift and never exceed it. PC6. know how to assess the weight of the load to be lifted. PC7. do a visual and operational check of the forklift at the start of the shift. PC8. check for adequate overhead clearance before raising the load. PC9. operate the equipment smoothly when stopping, starting, lifting and tilting. PC10. know the blind spots of the lift truck with and without a load. PC11. keep pedestrians away from a forklift in operation. PC12. stop when anyone crosses the route being travelled. Lower the load to the floor, and wait until clear. PC13. operate only as fast as conditions safely permit. PC14. wear leather gloves when moving or shifting loads

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ASC/N 9714 Ensure safe and healthy working practices

	PC15. wear fully laced safety boots to give impact protection when moving loads or skids and to provide ankle support
	PC16. remain alert and prepare for the unexpected
	PC17. ensure that the shop floor area where forklift is operating is free from oil spots, wet spots, loose objects, holes, rough surfaces, people and other vehicles
	PC18. keep hands, arms, head, feet and legs inside the confines of a moving forklift.
	PC19. stay in the truck in case of overturn
Limit damage to people and public	To be competent, the user/individual on the job must be able to: PC20. stop when anyone crosses the route being travelled. Lower the load to the floor, and wait until clear PC21. sound horn before moving on shop floor PC22. take care not to let the FLT / or load touch obstacles while driving PC23. eliminate usage of damaged bins
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. organization's instructions or guidelines relating to dealing with and reporting safety and emergency issues KA2. what action you can take, and are authorized to take, to limit danger KA3. methods of effective and appropriate communication to let others know about the safety, cleanliness and emergency situations KA4. where and how to get help in dealing with safety and emergency situations
B. Technical Knowledge	The individual on the job needs to know and understand: KA5. how to use appropriate equipment and alarm systems to limit danger
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	**Communication skills**
	The user/ individual on the job needs to know and understand how to: SA1. effectively communicate the safety, cleanliness and emergency issues
	Organizing skills
	The user/ individual on the job needs to know and understand how to: SA2. keep the work environment clean
B. Professional Skills	**Decision making**
	The user/ individual on the job needs to know and understand how to: SB1. report potential sources of danger SB2. follow prescribed procedure to address safety and emergency issues
	Reflective thinking
	The user/individual on the job needs to know and understand how to: SB3. learn from past mistakes regarding use of safety and emergency issues

ASC/N 9714 Ensure safe and healthy working practices

	Critical thinking
	The user/individual on the job needs to know and understand how to: SB4. spot safety and cleanliness issues

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NOS Code	ASC/N9714		
Credits(NVEQF/NVQF/NSQF) [*OPTIONAL*]	TBD	Version number	1.0
Industry	Automotive	Drafted on	13/06/13
Industry Sub-sector	Road Transportation	Last reviewed on	30/07/13
Occupation	Driving	Next review date	30/07/15

Criteria for assessment of Trainees	

JOB ROLE	Fork Lift Truck Operator/ Driver L4
Qualification Pack	ASC/Q 9707
No. Of NOS	3 Role specific

NOS Title/ NOS Elements	NOS & Performance Criterion Description	Marks allocation	
ASC/N 9712	**Ensure Fork Lift Truck is fit for use**	**Viva**	**Practical**
Pre-drive inspection	To be competent , the user/individual must be able to: PC1. visually check the forklift before starting for: • Engine oil level, fuel level, radiator water level (LPG, gas and diesel forklifts). • Battery is fully charged; check cables for exposed wires; battery plug connections not loose, worn or dirty; vent caps not clogged; (battery operated FLT's) • electrolyte levels in cells; hold-downs or brackets to keep battery securely in place • Bolts, nuts, guards, chains, or hydraulic hose reels are not damaged, missing or loose • Wheels and tyres for wear, damage and air pressure, if pneumatic tyres • Forks are not bent; no cracks present; positioning latches are in good working condition; carriage teeth not broken, chipped or worn • Chain anchor pins are not worn, loose or bent • Fluid Leaks - no damp spots or drips • Hoses are held securely; not loose, crimped, worn or rubbing • Horn is working and loud enough to be heard in working environment; other warning devices operational • Lights - head lights and warning lights operational	15	40
Basic operational check before the start of work	To be competent , the user/individual must be able to : PC2. check the following components of forklift for operational		

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Qualifications Pack for Fork Lift Truck Operator

	ease: • Foot Brake – that pedal holds and unit stops smoothly • Parking Brake –that brake holds against slight acceleration • Seat Brake – that brake holds when operator rises from seat • Clutch and Gearshift – shifts smoothly with no jumping or jerking • Dash Control Panel –that all lights and gauges are operational • Steering –moves smoothly • Lift Mechanism – operates smoothly (check by raising forks to maximum height then lowering forks completely) • Tilt Mechanism – moves smoothly and holds (check by tilting mast all the way forward and backward) • Cylinders and Hoses – not leaking after above checks • Listen for any unusual sounds or noises	15	50
	PC3. start the forklift and check for the following once again: • check that all warning devices operate (horn, indicator lights, rear and brake lights and the reverse alarm) • check that the mast tilts forward and back correctly and that the mast extends	10	10
	PC4. ensure following preventive maintenance schedules as per laid down guidelines.	10	
Escalation of technical problem	To be competent , the user/individual must be able to: PC4. report actual or possible defects to the supervisor in enough detail so they can diagnose the problem PC5. in consultation with superiors conclude about the fitness of forklift and if found unfit to decide to use another forklift.	10	--

Qualifications Pack for Fork Lift Truck Operator

		60	100
ASC/N 9713	**Load & unload the materials safely**	**Viva**	**Practical**
Start up procedure for forklift	To be competent, the user/individual on the job must be able to : PC1. follow the procedure for starting the forklift : • fasten the seatbelt • check that the park brake is engaged • check that transmission control lever is in neutral position and safety locks are on(if fitted) and all attachment controls are in the neutral position • check that the throttle control or accelerator pedal is pushed past any constriction that may be fitted and is in the low idle position • turn the ignition switch to start the engine. If it fails to start within approximately 10 seconds, allow the starter to cool down and try again; in cold conditions pre-heating may be required • check all gauges for correct operation • allow the engine and components to warm up to operating temperature for approximately 5 minutes before operating. During this period operate all attachment controls checking for correct operation, unusual noises and any vibrations • re-check all gauges, horn and warning lights for correct operation • ensure that the area is clear of all personnel and equipment before moving • drive the forklift to the desired location	10	50
Movement of materials	To be competent, the user/individual on the job must be able to: PC2. drive the forklift near to the storage location where the material is kept; be it at the shop floor or the stores/warehouse PC3. lower the forks while keeping the mast in upright condition PC4. level the fork before inserting it into the pallet. PC5. insert the fork all the way under the material. PC6. adjust the fork as wide as possible to fit the load and to provide a more even distribution of weight. PC7. ensure that the material on pallets is stable, neat, cross-	20	50

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Qualifications Pack for Fork Lift Truck Operator

	tied if possible and evenly distributed PC8. tilt loads backwards PC9. travel with forks as low as possible from the floor and tilted back PC10. match speed to driving, load and workplace conditions PC11. reach the designated location steering clear of any obstacles, material etc. and being on the designated isles. PC12. lower the forks as slowly as possible until the pallet touches the ground PC13. rest the pallet on ground and slowly start removing forks out of the pallet ensuring that the material is not being damaged PC14. afterwards again lift the forks slightly above the ground and drive it back to the next destination. Take care not to meet with any obstacles as in the unladen condition the FLT balance is rear heavy. PC15. repeat Pc1. to Pc14. till all the materials have been moved and stored at the respective locations	20	60
Parking of the forklift	To be competent, the user/individual on the job must be able to: PC16. once the job is over , reach the parking area and park the forklift with the forks and attachments (if any) touching the ground PC17. place all attachment control levers in the neutral or hold position. PC18. do not allow lift chains to go slack, as they may jump clear of the top carrier rollers. PC19. place the transmission and forward reverse levers into the neutral position and apply safety locks. PC20. apply park brake. PC21. if it is an LPG powered forklift, turn off the fuel isolating valve as this prevents a build up of explosive gases prior to starting up again PC22. switch off the ignition	10	40
Escalation of problems	To be competent, the user/individual on the job must be able to inform about: PC23. inform about anything that affects the normal operation of the forklift and tell the supervisor immediately	10	--
	subtotal	**70**	**200**
ASC/ N 9714	**Ensure safe & healthy working practices**	**Viva**	**Practical**
Potential safety issues	To be competent, the user/individual on the job must be able to:		

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Qualifications Pack for Fork Lift Truck Operator

	PC1. in case of a fuel leak occurrence or suspicion, immediately stop the machine, tag the area around the leak and inform the supervisor PC2. inform the shop floor personnel in case of more than maximum load put on the forks of the forklift/ imbalance in load kept on the the forks. PC3. in case of accident, rush the person to the in-house medical centre immediately ; inform the supervisor PC4. vacate the premises in case of fire and immediately inform the supervisor	10	20
Standard safety standards	To be competent, the user/individual on the job must be able to follow the standards for safety as mentioned below: PC5. know the recommended load limit of the forklift and never exceed it. PC6. know how to assess the weight of the load to be lifted. PC7. do a visual and operational check of the forklift at the start of the shift. PC8. check for adequate overhead clearance before raising the load. PC9. operate the equipment smoothly when stopping, starting, lifting and tilting. PC10. know the blind spots of the lift truck with and without a load. PC11. keep pedestrians away from a forklift in operation. PC12. stop when anyone crosses the route being travelled. Lower the load to the floor, and wait until clear. PC13. operate only as fast as conditions safely permit. PC14. wear leather gloves when moving or shifting loads PC15. wear fully laced safety boots to give impact protection when moving loads or skids and to provide ankle support PC16. remain alert and prepare for the unexpected PC17. ensure that the shop floor area where forklift is operating is free from oil spots, wet spots, loose objects, holes, rough surfaces, people and other vehicles PC18. keep hands, arms, head, feet and legs inside the confines of a moving forklift.	50	70

Qualifications Pack for Fork Lift Truck Operator

	PC19. stay in the truck in case of overturn		
Limit damage to people and public	To be competent, the user/individual on the job must be able to: PC20. stop when anyone crosses the route being travelled. Lower the load to the floor, and wait until clear PC21. sound horn before moving on shop floor PC22. take care not to let the FLT / or load touch obstacles while driving PC23. eliminate usage of damaged bins	10	10
	subtotal	**70**	**100**
	Total	**200**	**400**