|  |
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| est. 201 2 |

WORKPLACE TRANSPORT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Training Organisation: | **PRACTICAL TEST OF BASIC OPERATING SKILLS** |  |  |  |  |
|  | Rider Operated Counterbalance and Reach Li Trucks (ABA Categories: B1, D1 & D2) |  |
|  | **STANDARD MAX PENALTY POINTS ALLOWED** |  |  |  |  |
|  | Instructor level 25 points I Operator level 40 points |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Date of Test: |  |  | Truck Type: |  |  | **Time** |  |
|  |  |  | ABA WT Category: |  |  |  |  |  |
|  |  |  |  |  | A. Set Time: |  |  |
| Candidate |  |  |
|  |  | Make: |  |  |  |  |  |
|  |  |  |  | B. Start Time: |  |  |
| Full Name: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Model: |  |  |
|  |  |  |  |  | C. Finish Time: |  |  |
| Address: |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Motive Power: |  |  |  |  |  |
|  |  |  |  |  | D. Duration: |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Rated Capacity: |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | Excess Time (D minus A) |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Load Centre: |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | Max. penalty free time allowed = 2 x Rehearsed time |  |
|  |  |  |  |  |  |
|  |  |  | Height: |  |  |
|  |  |  |  | Faults to be recorded as they occur by marking “X” |  |
|  |  |  |  |  |  |
|  |  |  | Attachment: |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **ANY ALTERATION TO THIS FORM MAY INVALIDATE TEST** |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Criteria observed | Faults |  | Penalty | Award |  |
|  |  |  |  |  |  |
|  | **Operator safety and observation** |  |
| 1 | Mounts/dismounts incorrectly |  |  | 3 |  |  |
|  |  |  |  |  |  |  |
| 2 | Limbs/body outside confines of truck |  |  | 5 |  |  |
|  |  |  |  |  |  |  |
| 3 | Fails to check all round |  |  | 5 |  |  |
|  |  |  |  |  |  |  |
| 4 | Fails to look in the direction of travel |  |  | 5 |  |  |
|  |  |  |  |  |  |  |
| 5 | Fails to use appropriate safety device |  |  | 5 |  |  |
|  |  |  |  |  |  |
|  | **Steering and operating controls** |  |
| 6 | Unintentionally travels in wrong |  |  | 5 |  |  |
| direction |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 7 | Brakes harshly/erratically |  |  | 3 |  |  |
|  |  |  |  |  |  |  |
| 8 | Fails to release parking brake |  |  | 1 |  |  |
|  |  |  |  |  |  |  |
| 9 | Rides foot brake |  |  | 1 |  |  |
|  |  |  |  |  |  |  |
| 10 | Operates hydraulic controls when |  |  | 5 |  |  |
| moving |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 11 | Selects wrong hydraulic control |  |  | 3 |  |  |
|  |  |  |  |  |  |  |
| 12 | Excessive use of hydraulic controls |  |  | 1\* |  |  |
|  |  |  |  |  |  |  |
| 13 | Rough use of hydraulic controls |  |  | 3 |  |  |
|  |  |  |  |  |  |  |
| 14 | Fails to hold steering wheel when |  |  | 5 |  |  |
| moving |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Manoeuvring and transporting** |  |  |  |
|  |  |  |  |  |  |  |
| 15 | Forks/load too high when travelling |  |  | 5\*\* |  |  |
|  |  |  |  |  |  |  |
| 16 | Forks/load too low when travelling |  |  | 5\*\* |  |  |
|  |  |  |  |  |  |  |
| 17 | Incorrect tilt when travelling |  |  | 3 |  |  |
|  |  |  |  |  |  |  |
| 18 | Touches course/racking/load |  |  | 3 |  |  |
|  |  |  |  |  |  |  |
| 19 | Shunts in chicane |  |  | 3 |  |  |
|  |  |  |  |  |  |  |



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Criteria observed | Faults | Penalty | Award |  |
|  |  |  |  |  |  |
|  | **Stacking/De-stacking** |  |
| 20 | Incorrect set down at vertical face |  | 1 |  |  |
|  |  |  |  |  |  |
| 21 | Shunts when stacking/destacking |  | 3\* |  |  |
|  |  |  |  |  |  |
| 22 | Fails to apply parking brake/engage |  | 5 |  |  |
| neutral |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
| 23 | Fork arms not central under load |  | 3\*\* |  |  |
|  |  |  |  |  |  |
| 24 | Fork arms rubbing (entry/withdrawal) |  | 3\*\* |  |  |
|  |  |  |  |  |  |
| 25 | Fork arms not fully inserted |  | 5\*\* |  |  |
|  |  |  |  |  |  |
| 26 | Mast base touches stack/load |  | 3 |  |  |
|  |  |  |  |  |  |
| 27 | Fork tips touch stack/load |  | 3\*\* |  |  |
|  |  |  |  |  |  |
| 28 | Load/fork arms not level |  | 3\*\* |  |  |
|  |  |  |  |  |  |
| 29 | Load incorrectly stacked |  | 3 |  |  |
|  |  |  |  |  |  |
| 30 | Wheels not straight |  | 3 |  |  |
|  |  |  |  |  |  |
|  | **Parking** |  |  |  |  |
|  |  |  |  |  |  |
| 31 | Fails to apply park brake/engage |  | 5 |  |  |
| neutral |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
| 32 | Fails to apply forward tilt |  | 3 |  |  |
|  |  |  |  |  |  |
| 33 | Fails to lower fork arms |  | 3\*\* |  |  |
|  |  |  |  |  |  |
| 34 | Fails to switch o /remove keys |  | 3 |  |  |
|  |  |  |  |  |  |
| 35 | Wheels not straight |  | 3 |  |  |
|  |  |  |  |  |  |
|  | **Reach trucks only** |  |
| 36 | Lowers load onto reach legs |  | 5 |  |  |
|  |  |  |  |  |  |
| 37 | Travels with reach extended |  | 5 |  |  |
|  |  |  |  |  |  |
| \* Allow 1 adjustment per operation | Add time penalties |  |  |
|  |  |  |  |
| \*\* The phrase ‘fork arms’ could include attachments, | Total Penalties |  |  |
| if applicable |  |  |
|  |  |  |  |  |  |

MANDATORY DISQUALIFICATION

(Tick appropriate box and record comment overleaf)

|  |  |  |
| --- | --- | --- |
| Operates dangerously |  | Exceeds 3 occurrences of |
|  |  | any one 5 point fault |
|  |  |  |
| Exceeds maximum time |  | Violent collision |
|  |  |  |
| Dismounts unnecessarily |  | Unsafe stacking |
|  |  |  |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Practical | PASS |  | REFER |  |
| Pre-use check | PASS |  | REFER |  |
|  |  |  |  |  |
| Associated knowledge | PASS |  | REFER |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Overall Result | PASS |  | REFER |  |
|  |  |  |  |  |



Examiner’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Examiner)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Candidate)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Rider Operated Counterbalance and Reach Lift Truck “Basic Operating Skills Test” - V2.0117 | 25 |
| Developed by the Accrediting Bodies Association for Workplace Transport (ABA) |  |