

Forklift Training & Assessment Materials Audit Form

Please complete all sections

To comply with ACOP requirements training and assessment materials must include all topics outlined in this form. Electronic copies of all materials must be submitted as evidence that the requirements have been met.

Please send your completed form and training & assessment materials to forklift@competenz.org.nz

Applicant details			
Name of Applicant:			
Organisation:			
Address:			
Phone:		Fax:	Email:
Date of Application: / /			
Audited By:		Date: / /	

Section 1 - indicates the information which must be covered in your training programme and materials

Section 2 - indicates the information which must be covered in theory and practical assessment materials

Section 1. Training Programme and Materials			
Applicant to complete		Auditor to complete	
Topic Covered	Identify where this topic is covered in your training material	Complies	Feedback to applicant
Syllabus (Programme Details)			
A detailed summary outlining the different parts of your training programme is provided			
Course Objectives			
Objectives statement should include reference to Safety, competence and improved skills			
Training Method to be Used (select all that apply)			
Pre Course reading			
Power point			
Overhead projector with slides			
Video			
Training Aids eg models			
Trainers Notes			
Student Handbooks			
Worksheets			
Pictorials from code			
Practical Demonstration			
Other			

Applicant to complete		Auditor to complete	
Topic Covered	Identify where this topic is covered in your training material	Complies	Feedback to applicant
Legal Aspects			
Health and Safety Act Summary			
Regulations			
Code of Practice			
Safety Code No 1 (blue book)			
NZS/ANSI/ITDSF B56.1:2500			
NZTA requirements			
NZQA			
Accidents & Serious Harm			
Definition: - Causes of Accidents			
Hazard identification & Management			
Accident reporting			
Register rules & procedures			
Serious Harm notification procedures			
Forklift Theory			
Definition of a Forklift			
Types of forklift: Counterbalanced, reach, pedestrian, platform, straddle pallet truck or other			
Costs including: Capital cost of forklifts Maintenance costs, Cost of storage space, Cost of product handled			
Main Components of Forklifts			
Chassis and counterweight			
Optional equipment			
Range & types of attachments Side-shift, fork extensions, Work Platform			
Costs of attachments			
Effects on capacity and stability			
International Standards			
Tilt Platform Tests explained as per NZS/ ASME/ANSI B56.1			
Data & Load Plates			
Data (name) plate			
Load capacity plates (chart)			
How to use capacity charts			
Hands on examples with various weights, load sizes and lift heights			
Sample plants shown			

Applicant to complete		Auditor to complete	
Topic Covered	Identify where this topic is covered in your training material	Complies	Feedback to applicant
Operating Safety Rules and Practices			
Operator Responsibilities: All covered as per 12.1 of the ACOP			
General: All covered as per 12.2 of the ACOP			
Start-up procedures			
Correct shut down procedure			
Travelling: All covered as per 12.3 of the ACOP			
Correct travel mode			
Correct speed			
Pivot point & tail end swing			
Correct stacking & destacking procedures			
Ramps and inclines			
Parking and shut down			
Distance rules - Responsible 7.6M			
Radius of FLT			
Rail Crossings 2.5M			
Power Lines 4.0M			
Vehicle Loading Procedures			
Fuel Types & Refuelling			
Diesel/Petrol/LPG & dual fuel			
Battery electric			
Refuelling			
Battery charging etc			
Hazardous/Dangerous Goods			
Dangerous / hazardous goods			
Explanation including segregation			
Placards demonstrated			
Overhead guard (safety frame)			
Carriage/load backrest			
Mast and forks			
Hand and foot controls			
Power units (engines/motors)			
Front (drive) axle			
Rear (steer) axle - oscillating			

Applicant to complete		Auditor to complete	
Topic Covered	Identify where this topic is covered in your training material	Complies	Feedback to applicant
Capacity			
Nominal and Rated			
Load centres			
Derating			
Centres of gravity (truck and load)			
Tare/gross weights & axle loads			
Data/name plates			
Load capacity plates			
Wheels & tyres			
Wheel configuration - dual drive wheels and effect on stability and capacity			
3 wheel v 4 wheel			
Stability			
Basic triangle			
Forward tipping			
Lateral tipping (sideways)			
Stability pyramid			
Nominal v rated capacity			
Load centres			
Pallet sizes in NZ			
Effects of extended load centres			
Centres of gravity - loaded and unloaded, combined C of G			
See-saw effect (Fulcrum)			
Effect of lift height on capacity and stability			
Effect of tilt on stability etc			
Movements of C of G due to lift and tilt			
Movements of C of G due to inertia			
Inertia effects of acceleration and deceleration			
Tare/gross weights and axle loadings			
Bridge dock plates etc			
Ramps and gradients			
Inside the Truck			
Drive train & transmission			
Torque convertor			
Hydraulic system			
Battery electric systems			

Applicant to complete		Auditor to complete	
Topic Covered	Identify where this topic is covered in your training material	Complies	Feedback to applicant
Maintenance			
Pre-operation checks			
Start-up checks			
Daily/weekly checks			
Check lists			
Maintenance schedules			

Section 2: Theory & Practical Assessment Materials

Assessment material may be written to meet the requirements of the ACOP without covering the associated unit standard. If your materials are designed only to cover the ACOP requirements, then an 80% pass rate is acceptable. To be able to award the unit standard, 100% of the evidence requirements must be met.

Is this assessment unit standard based? Yes No

Note: If the materials are intended to be used to assess and report unit standards, then a separate moderation report will also be carried out and supplied by Competenz.

Applicant to complete		Auditor to complete	
Topic Covered	Identify where this topic is covered in your assessment material	Complies	Feedback to applicant
Theory Tests			
More than one set of papers			
Number of questions meets ACOP requirements			
Type of questions:			
• Multichoice			
• True/false			
• Written response			
• Calculation needed			
What is the pass rate?			
Questions cover:			
• Safe operating procedures			
• Load capacity charts			
• Tare/gross weights			
• Derating			

Applicant to complete		Auditor to complete	
Topic Covered	Section/s this topic is covered in your assessment material	Complies	Feedback to applicant

Practical Tests

What procedures do you follow to ensure venue suitability?			
How do you ensure suitable equipment will be available eg. Forklifts, loads, racking.			
Covers all major operating aspects: <ul style="list-style-type: none"> • Start Up • Travel through chicane with load in forward & reverse • High, medium and low level stacking and destacking • 90 degree aisle stacking (aisle size as recommended for forklift being used) • Shut Down 			
Marking Criteria			
Feedback			
Duration of test excluding time for briefing and de-briefing (time per trainee)			

Certificates

Certificate shows the following details:

Type and capacity of forklift for which it is valid			
Expiry date			
Date of course/test			
Instructor's name, trainer number & signature			
Course or certificate number			

Employer's Authorisation to Operate

Explanation of process for trainee to gain Employer's Authorisation to Operate			
Copy of Employer's Authorisation to Operate Certificate (if applicable)			

Further information from the applicant

Applicant name: _____ Applicant signature: _____

Signed on behalf of the training provider named in this application: _____ Date _____

Auditor feedback

Auditor decision

These materials meet all ACOP requirements

Yes

No
(Resubmission required)

Forklift Auditor Name:

Forklift Auditor Signature:

Date:

Forklift Registrar decision

I agree and support the auditor decision above and approve use of these materials.

Forklift Registrar Name:

Forklift Registrar Signature:

Date: