

Forklift training – practical assessment

When your forklift operators have completed their online training, they will need to do a practical assessment. There are **two options** for completing the practical assessment:

1: Use an external, Competenz-approved assessor

They will issue a certificate which is valid for three years. You will be able to print a certificate from DT that confirms the theory has been completed. Both certificates will be valid in most workplaces. The assessor will charge a fee for conducting the assessment.

2: Undertake an internal assessment following the practical assessment guidelines

If you have an experienced forklift operator or manager in your company, they can conduct the practical assessment following the instructions provided with the course then print the Validation Statement which will create the certificate. The assessment takes around 15 minutes. You will need a compliant forklift, enough space to conduct the assessment and some articles to do a low lift, medium lift, and a high lift e.g. pallets, racking, freight, cones, truck, shipping container, etc. A person cannot conduct their own assessment.

Authority is given for using your own internal assessor:

- Section 36 of the Health and Safety at Work Act 2015 and regulation 9 of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 outline the PCBU's requirement to provide training and instruction to protect the health and safety of everyone at work.
- Section 226(4) explains that a company can provide evidence of compliance with the Act using a manner different from the Code, as long as the standard is equivalent to or exceeds that required in the Code.
- WorkSafe NZ provides a factsheet explaining how PCBUs can provide training under the Act. It states that: *'Trainers and supervisors of workers should be competent. They can be in-house or from external organisations'*. It is up to the PCBU to decide the best method of delivering the training and instruction.
- In Appendix G of the Approved Code of Practice for Training Operators and Instructors of Powered Industrial Lift Trucks (ACOP) it summarises the employer's authority to give written authority to operate a forklift after the employee has received training and induction. I.e. the employer should give written confirmation to the employee of where they are permitted to operate a forklift (e.g. branches and locations) and which equipment they are permitted to use.

We strongly advise that any internal company assessor completes the modules in this course and therefore understands safe forklift operation and what is expected from operators on a daily basis.

If you have any further questions regarding undertaking the practical assessment contact Stan Chesswas on 027 951 5183.

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