

Compliance with the Approved Code of Practice for Training Operators and Instructors of Powered Industrial Lift Trucks (ACOP)

This course complies with the ACOP. The ACOP is a set of best practices for how forklift operators should use a forklift. It establishes guidelines for training delivery, topics to be covered and practical requirements.

While the ACOP guidelines aren't mandatory, following them allows you to comply with your obligations under the Health and Safety at Work Act 2015. You must provide ongoing training, supervision, monitoring and information to ensure your workplace is safe. Training should be repeated every three years

The ACOP allows for internal practical assessment of a forklift operator in conjunction with a comprehensive theory test. We have provided this practical assessment checklist as a guide.

PRINT THIS DOCUMENT AND KEEP IT WITH YOUR RECORDS FOR AT LEAST 3 YEARS

Operator's name _____

Options for practical assessment

The practical assessment takes around 15 minutes. You will need a functioning forklift, items to lift, cones and enough space to conduct the assessment.

1: External, Competenz-approved assessor

The assessor will issue a certificate to accompany the certificate you get for this course.

2: Internal assessment following the practical assessment guidelines below

If you have a suitably experienced forklift operator or manager in your company they may be able to conduct the practical assessment by following the instructions below. It is strongly advised that any internal company assessor has also completed all the modules in this course and therefore understands safe forklift operation.

Instructions for using this practical assessment guide

1. Print out the checklist below: one copy for each driver you are assessing.
2. Outline to the driver (or group) what is required in the practical assessment before they start each checklist task. If it helps, allow them to read the checklist and ask any questions first.
3. Follow each driver's progress marking the checklist at they go with a pass or fail.
4. If a person fails a task, ask them to repeat it to your satisfaction. If you consider they are not yet competent or unsuitable due to attitude, you should fail their practical assessment and advise the employer they need further training with an accredited training provider.

Operator's name: _____ Date assessed: _____

How to conduct the practical assessment internally

General reasons for failure

Error	Pass/fail
Fails to look before and when reversing	
Excessive manoeuvring	
Stalls engine	
Excessive use of foot brake	
Unnecessarily races engine	
Climbs on or off forklift incorrectly	
Uses brake and throttle simultaneously	
Incorrect use of inch-brake and foot brake pedals	
Incorrect use of mast tilt	

Pre-start check

The operator identifies and checks all the following (relevant to your specific forklift make and model) using a paper checklist or a pre-start app on a mobile device.

Task	Pass/fail
General condition – good with no damage, excessive dirt or rust. No unrepaired defects that were previously noted	
Forks – correctly positioned, not damaged, worn, bent or cracked. Anchor pins are secure and in good condition	
Carriage – straight with the mast, not bent, lubricated	
Mast – no damage, distortion or cracks. Check channels for dirt or foreign bodies. No uneven wear. End stops are secure	
Backrest – in good condition, no cracks	
Lift chains – not damaged, worn or stretched, no rust or broken links, all pins in place, sufficient lubrication	
Tyres – no damage, rust, cracks, splits, chunks missing or separation of tyres and rims. Correct air pressure in pneumatic tyres	
Wheels – all nuts secure and in place, no damage	
Overhead guard – secure and undamaged with no loose items. Grab handles clean and in good condition. Lights and mirrors in good condition (not cracked). Warning signs and decals in place	
Fire extinguisher – charged and within expiry date	
Fuel	
Petrol or diesel: check engine oil, fuel and radiator water level; check hoses, seals, fan and fan belt	
LPG: gas bottle expiry date, gas bottle secured, no rust	
Electric: electrolyte level, battery plug and connections correct. Power cable undamaged and connected securely. No exposed wires. Battery securely affixed and adequately charged.	
Hydraulics: no damage or fluid leaks. No split hoses or leaks around fittings	
Load rating plate: Clean and legible	
Seat and seatbelt – secure, in good condition and adjusted correctly	
Lights - clean	

Operator's name: _____ Date assessed: _____

Startup procedure

The operator:

Task	Pass/fail
Gets on the forklift on the correct side (not the side with the levers) using 3 points of contact	
Wears the seatbelt correctly	
Checks the forklift is in neutral	
Starts the forklift checking all instruments functioning correctly	
Checks the reversing alarm and horn are audible and working correctly	
Takes the hydraulic controls through one cycle of mast forwards and backwards, side shift full left to full right and back, mast fully up and down. No unusual rattles or noises; no restricted movement	
Checks the warning lights are functional	
Checks the brakes (foot and parking) function correctly	
Checks the clutch and gearshift work smoothly	
Checks the steering for excessive play	
Identifies if there is excessive smoke, sparks or flames coming from the exhaust	

Moving away

Before moving away, the operator must:

Task	Pass/fail
Raise forks to an acceptable height with correct mast tilt (backwards if carrying a load)	
Check the steer wheels are straight	
Release the handbrake	
Check the way is clear (over shoulders and in the mirrors)	
Move away smoothly without jerkiness	

Stacking and de-stacking

1. Low lift – ground level pick up and move pallet or article.
2. Medium lift – pick up and placement to truck tray height.
3. High lift – lift to a mezzanine deck or place the pallet or article on top of a shipping container or high shelf or similar in a workshop or storage area.

Stacking

When arriving at a stack to place a load the operator must demonstrate these steps:

Task	Pass/fail
Approach the stack square on (not on an angle)	
Stop before raising the forks	
Tilt forward slightly to level the load	
Lift the load while close to the pallet rack	
Raise it high enough to clear the stack	
Move forward using the inching pedal, if there is one, to make small adjustments to the forklift's position	

Operator's name: _____ Date assessed: _____

Place the load	
Lower the forks until they are clear of the pallet	
Back away from the pallet looking over shoulder and using mirrors. Sound the horn; use the inching pedal if needed	
Lower the forks to axle height	
Tilt mast backwards	
Reverse away from the rack looking over shoulder and using mirrors and horn	

During this check, ensure the operator does not:

Error	Pass/fail
Scrape the forks on the ground	
Hit the pallet or damage it	
Position the forks in the pallet incorrectly	
Forget to use the inching pedal when fitted while operating the hydraulic controls	
Hit the load hard when lifting	

De-stacking

The operator should follow this process for removing items from the stack:

Task	Pass/fail
Approach the stack square on (not on an angle)	
Stop and lay the forks flat on the floor before raising them to the correct height to ensure the forks are level when they reach the pallet	
Use the inching pedal or put the forklift into neutral and put the handbrake on if required	
Raise the forks	
Move forward using the inching pedal if there is one until the load is against the backrest	
Lift the load clear of the stack	
Use back tilt to rest the load against the backrest	
Reverse back looking over shoulder and using mirrors.	
Make sure the forks are clear of the stack	
Lower the forks to axle height	
Tilt the load backwards	
Reverse away from the rack looking over shoulder and using mirrors	

During this check, modes for failure include:

Error	Pass/fail
Poor alignment of load on original pallet pick-up position	
Drops load too heavily	
'Forks' pallet on withdrawal	

Operator's name: _____ Date assessed: _____

Chicane

Set up a figure-8 with cones or other objects. The operator should travel both forwards and backwards through this chicane while carrying a load. The operator must:

Task	Pass/fail
Place the forks at the correct height (axle height, mast tilted slightly backwards)	
Check behind in their blind spots before reversing	
Not hit any cones or walls, drive jerkily or put their hands or legs outside the body of the machine	
Not use the inching pedal when travelling on a ramp (if relevant)	

Shutdown

Task	Pass/fail
Stop the forklift in a marked area (if appropriate) with the wheels straight	
Apply the parking brake	
Take it out of gear	
Lower the forks and rest the tips on the ground	
Shut off the forklift	
Remove the key	
Get off the forklift backwards using 3 points of contact	

Mode of power (circle those used)	LPG	ELECTRICAL	PETROL	DIESEL
Capacity	KG	Load Centre	Height	
Forklift make	Type of Load:			

After the assessment

The internal assessor signs the operator off as competent **on the day** of the assessment - they carry no on-going personal risk or responsibility for the operator's subsequent actions or inactions.

The employer can produce an employee's authorisation to operate a specific forklift truck with specific attachments unsupervised. Note that training and/or induction must be given separately on attachments.

If you are taking this course using DT Driver Training's learning management system (www.drivingtests.co.nz) then you will need to complete a course validation statement. This can only be done when the operator has completed all the theory modules.

Generate two certificates and two validation statements, one for the operator and one for the company. Keep this checklist with the Validation Statement as proof that the operator was assessed. You can scan this document and upload it to the Validation Statement. Note that the theory test results and Validation Statement will only be available while a person has an active course licence, therefore we recommend you keep a separate copy of the certificate with the module results, the Validation Statement and this checklist.