

Technical Evaluation Record v3 Apr22



QUALIFICATION:	Forklift Truck Operations	Qualification Code:	0014-33			
		Units/Endorsements: (Please circle)	<input type="checkbox"/> 206 (End. 901 – RT Telescopic) <input type="checkbox"/> 206 (End. 902 – RT Masted) <input type="checkbox"/> 207 Counterbalance <input type="checkbox"/> 208 RT Materials Handling			
Assessor Name:		Technical Verifier Name:				
Assessor No: NEW? DOB:		Technical Verifier No:				
Assessor Email:		Start Time:				
Invoice To: (Include Centre name if applicable)		End Time:				
CRITERIA: (To be used in conjunction with current Qualification Guidance)		PERFORMANCE EVALUATION (Circle):			JUSTIFICATION:	
1. Knowledge of H&S regulations. Safe Stop explained, Carry out SSRA		1	2	3	4	5
2. Knowledge of operator protection and PPE standards		1	2	3	4	5
3. Knowledge of legal and safety requirements when operating on a public highway		1	2	3	4	5
4. Explain the all instruments, controls and decals as fitted to the forklift truck being used		1	2	3	4	5
5. Carry out pre-use checks as stated in operators manual		1	2	3	4	5
6. Knowledge of hazards when maneuvering a forklift and how to minimise risk		1	2	3	4	5
7. Knowledge of possible causes of instability and how each cause is minimised		1	2	3	4	5
8. Knowledge of factors affecting safe loading, fork markings, load centres, rating/de-rating		1	2	3	4	5
9. Prepare and operate the forklift truck		1	2	3	4	5
10. Carry out post use checks and explain reasons for, and methods of cleaning the forklift		1	2	3	4	5
11. Assessment techniques <i>(new assessors only)</i>		1	2	3	4	5
PERFORMANCE EVALUATION COLUMN TOTALS:						= TOTAL SCORE:
Result of Technical Evaluation (tick):	MET	TOTAL SCORE REQUIRED TO ACHIEVE ASSESSOR STATUS: (NB. ACHIEVED IN PERFORMANCE EVALUATION COLUMNS 4 & 5 ONLY) <i>If an existing Assessor then please adjust total score required to 40</i>				44
	NOT MET					
ACTION PLAN FOR ASSESSOR:						
<i>Please continue on reverse if necessary</i>						
ASSESSOR COMMENTS:						
<i>Please continue on reverse if necessary</i>						
TECHNICAL VERIFIER SIGNATURE:					COST: £200 Half Day £300 Full Day	DATE:
ASSESSOR SIGNATURE:						

TECHNICAL EVALUATION RECORD

0014-33 Level 2 Certificate of Competence in Forklift Truck Operations

1. Knowledge of H&S regulations

Key principles and practical relevance:

- Health and Safety at Work etc. Act 1974 (HASAWA)
- Management of Health and Safety at Work Regulations 1999 (MHSWR)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Personal Protective Equipment at Work Regulations 1992 (PPE regs)
- Control Of Substances Hazardous to Health Regulations (COSHH)
- The Health and Safety (First Aid) Regulations 1992
- Reporting of Injuries Diseases Dangerous Occurrence Regulations (RIDDOR)
- Manual Handling Operations Regulations 1994
- The Control of Noise Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998
 - o Knowledge of restraint system
 - o Capacity Plate (SWL)
 - o Record of 'Thorough Examination'
 - o Safe Load Indicator

- Risk assessments
- Condition and guarding of equipment (statutory guarding to be explained)
- Operators manuals
- Approved Code of Practice - Rider-operated lift trucks
- HSE guidance PM28-non-integrated platforms

- Safe Stop explained**
- HSE sequence explained

Carry out SSRA

- Assessor to complete a Site Specific Risk Assessment, using provided template.
- Header and footer.
- Hazards and controls relative to site, task and equipment.

2. Knowledge of operator protection and PPE standards

- CE and EN markings-relevance
- PPE types and reasons for use

3. Knowledge of legal and safety requirements when operating on a public highway

- Be road legal
- Vehicle tax/exemption
- Insurance
- Valid/suitable driving licence
- Uses of orange flashing beacon
- Speed limits
- Four-wheel drive/diff lock/steering mode
- Position/removal of forks

4. Explain the all instruments, controls and decals as fitted to the forklift truck being used

- Internal
- External

5. Carry out pre-use checks as stated in operators manual

- Suitable PPE used
- Engine/transmission
- Wheels and tyres
- Lights/horn
- Cab/windows/mirrors
- Operator seat/seat belt
- Boom/mast, hydraulic rams/pipes, chains/rollers, wear pads
- Brake operation and efficiency
- Hydraulic functions

6. Knowledge of hazards when maneuvering a forklift and how to minimize risk.

- Driving at speed
- Turning
- Up and down slopes
- Across slopes
- Turning on slopes
- Rough ground

7. Knowledge of possible causes of instability and how each cause is minimized

- Sideways (lateral) **six required**
- Fore and aft (longitudinal) **five required**

8. Knowledge of factors affecting safe loading, fork markings, load centres, rating/de-rating

- Factors affecting safe loading **six required**
- Load charts explained
- Load centre identified and the term explained
- Fork markings identified
- De-rating explained

9. Prepare and operate the forklift truck

- Suitable PPE used
- Forks set to suitable width
- Load inspected
- Loads to be picked up and placed at the following locations
 - o Ground level
 - o Eye level
 - o 50% of maximum height
 - o Undercutting to be demonstrated
- Change attachment and carry out materials handling (unit 208 only)
- Park and secure machine

10. Carry out post use checks and explain reasons for, and methods of cleaning the forklift

- Suitable PPE used
- Reasons for cleaning
- Methods of cleaning described
- Suitability of site/disposal of waste
- Inspect for wear and damage
- Reporting process explained

11. Assessment techniques

- Clear and concise questions/instructions
- Question/instruction relative to unit

(Please note: this section only needs to be completed by new assessors).

Total score required (on front sheet) can be adjusted to 40 if an existing assessor.