

Crane company	Document title	Competency assessment – Crane # CN0144		
	Document type	COM	Dept ID	OPS
	Document No.	OPS-COM-028-03	Version No.	02

Trainee (name)		Position	
Site		Trainer (name)	
Purpose of competency assessment	To assess personal operating forklifts		
Related procedure	OPS-PRO-028 Vehicle and traffic management procedure[SODEXO REMOTE SITES] SOP-025 - Crane - operating SOP-024 - Crane – crane set up and demob SOP-585 – Crane – Lifting operations SOP-145 - Vehicle truck - unloading		
Pre-requisites	The trainee must hold a current certificate of competency and high risk licence <input type="checkbox"/> Copy of licence(s) taken and held on file Make of vehicle: Model of vehicle:		
Date of assessment	/ /		

Part 1	Assessment Questions	Assessment Answers
Written Assessment to be completed by the Trainee and verified by the trainer as 100% correct and completed, prior to the practical assessment in part 2	Describe the precautions that should be taken by the operator when a leak in the fuel system is suspected or detected?	Place the answers in the correct order <input type="checkbox"/> Report the spill to the supervisor <input type="checkbox"/> Tag the equipment out of service <input type="checkbox"/> Clean-up the contaminated area <input type="checkbox"/> Control the leak (if possible) <input type="checkbox"/> Contain the leak – spill kit

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	During your pre operational check you notice the Data Plate is missing or unreadable. What action would you take?	<p>Tick the correct answers</p> <input type="checkbox"/> Tag the equipment out of service <input type="checkbox"/> Report the missing plate to the supervisor <input type="checkbox"/> Its ok to driver provided you know the maximum load rating <input type="checkbox"/> Do not operate the equipment
	Should a crane be refuelled while the engine is running?	<p>Tick the correct answers</p> <input type="checkbox"/> Yes as long as the area is well ventilated <input type="checkbox"/> No the engine must be not running and secure <input type="checkbox"/> Yes if you are a competent and trained person <input type="checkbox"/> Yes so long as I don't spill any fuel
	What direction must the load face when travelling up a ramp	<p>Tick the correct answer</p> <input type="checkbox"/> Forklift is reversed up the ramp – load downwards <input type="checkbox"/> Forklift is driven forward up the ramp – load forward <input type="checkbox"/> It's not important so long as the load is secure
		Tick the correct answer

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	Is all the weight behind the Point of Balance acting as a counter-weight?	<input type="checkbox"/> Yes, the front axle is the balance point <input type="checkbox"/> No the front axle is the balance point <input type="checkbox"/> It is not important as the forklift weighs more than the load <input type="checkbox"/> No, the balance point is the driver's seat
	When operating a forklift why is it dangerous to turn a corner with the load raised above the centre line of the front axle?	Tick the correct answers <input type="checkbox"/> The load could fall off the forks <input type="checkbox"/> The fork lift may become unstable and roll over <input type="checkbox"/> Its ok to turn with the forks/load
	A pallet contains an unbalanced load with one end heavier than the other which end should be against the heel of the fork arms?	Tick the correct answer <input type="checkbox"/> It's not important so long as the load does not exceed the manufactures load plate <input type="checkbox"/> The heaviest end <input type="checkbox"/> The lightest end <input type="checkbox"/> All of the above

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	When travelling, at what height of the surface should the fork arms be?	<p>Tick the correct answer</p> <p><input type="checkbox"/> 100 to 200mm off the ground</p> <p><input type="checkbox"/> 200 to 400mm off the ground</p> <p><input type="checkbox"/> At any height it's not important so long as they don't drag on the ground</p> <p><input type="checkbox"/> No higher than the centre of the front axle</p>
	What checks must be made before using an attachment on a forklift truck?	<p>Tick the correct answers</p> <p><input type="checkbox"/> The attachment name plate is attached</p> <p><input type="checkbox"/> The attachment/s are suitable for the forklift</p> <p><input type="checkbox"/> The attachments have been tested and inspected</p> <p><input type="checkbox"/> The forklift operator has been approved to use the attachments</p> <p><input type="checkbox"/> All of the above</p>

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	Why you check the weight of a load against the forklift truck load plate specifications	<p>Tick the correct answers</p> <input type="checkbox"/> To prevent overloading the forklift hydraulics <input type="checkbox"/> To prevent damaging the forklift <input type="checkbox"/> It's not important – the forklift will lift it anyway
	How can to determine the weight of a load?	<p>Tick the correct answers</p> <input type="checkbox"/> Check the delivery docket from the transport company <input type="checkbox"/> Check for written information on the packaging <input type="checkbox"/> Contact the manufacturer or supplier
	Why is it dangerous to use internal combustion engines in confined spaces?	<p>Tick the correct answers</p> <input type="checkbox"/> The fumes are toxic and can be fatal <input type="checkbox"/> Its ok if the area is well ventilated <input type="checkbox"/> Fumes can overcome the operator and cause an accident <input type="checkbox"/> If the engine exhaust system is in good working order
		<p>Tick the correct answers</p>

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	Why is it important to carry out post operational checks on a forklift truck once you have completed the task?	<input type="checkbox"/> To ensure the forklift is parked correctly and secure <input type="checkbox"/> To ensure there is no damage to the forklift <input type="checkbox"/> To leave it in a safe and operational condition for the next operator <input type="checkbox"/> All of the Above
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Part 2	Task	Competent (Yes/No)	Comments
Learning outcome 1 – Identifies and manages all safety requirements before operating the forklift	Before the pre-start check is conducted, check the isolations of the vehicle are complete – personal lock and tag may be required on some sites.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Describe the PPE to be worn whilst operating the forklift	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Complete a pre-start inspection of the forklift	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Identify situations where a spotter would be required	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Identify the SWL (Safe Working Limit) and maximum load capacity of the forklift	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Check the forklift tyres, mast and tyres (including attachments) for damage or wear	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Check the operation of safety equipment; headlights, beacon and reverse beeper	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Check oil, fuel and water levels and respond if low	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Learning outcome 2 – Arranges seat, mirrors and safety devices for safe operation of the forklift	Demonstrate the three points of contact for access and egress from the forklift	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Fit the seat belt correctly prior to operating the forklift	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Demonstrate how to adjust mirrors and seat position to suit	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Demonstrate the correct way of adjusting the forks to suit different size loads	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Identify potential hazards of operation and complete a Check 3 (where required)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Demonstrate ability to raise and lower a load	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Demonstrate ability to tilt and adjust the load sideways	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Learning outcome 3 – Drives forklift safely using the correct techniques	Explain when to use horn (e.g. moving from one building to the other or from inside to outside)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Maintain concentration whilst driving and refrains from being distracted	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Demonstrate an awareness of other traffic, pedestrians and wildlife	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Stop and signal at appropriate signs and indicate as required	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Demonstrate the correct technique for driving on an incline with and without a load	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Demonstrate the ability to use all controls/levers correctly	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Explain why it is important to continually review gauges on dashboard	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Learning outcome 4 – Parks forklift safely	Drive into parking area at safe speed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Turn lights/beacon off	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Observe all signage when parking	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Leave vehicle in gear with handbrake on and removes key	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Learning outcome 5 – Emergency procedures/shutdown	Describe the procedure for shutting down equipment at the end of the shift	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Providing it is safe to do so, demonstrate the correct emergency shutdown procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Demonstrate procedures to safely return equipment to service after an emergency shutdown.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Demonstrates how an empty gas cylinder is removed and exchanged with a full cylinder	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the trainee competent to perform the activity/tasks? (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No* * If no, then the trainee must be re-trained		

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Trainer (signature)		Date	/ /

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Document information

Version history		
Version No.	Modified by	Description of change
01	Alison Tennent	New issues Replaces HSEQ-OPS-COM-008-03
02	Richard Baker	Add written assessment for trainee to answer prior to practical driving test
Related documents		
Document No.	Document title	
HSEQ-OPS-PRO-028	Vehicle and traffic management procedure [SODEXO REMOTE SITES]	

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