PRACTICAL TEST OF BASIC OPERATING SKILLS

Trainee: _____ Test Date: _____ Machine Type: _____

Instuctor/Examiner Name: **Stephen Wood** Was Translator Used Yes / No Pre Shift Inspection - Pass / Fail

FAILURE WILL RESULT WITH AN EXCESS OF 40 PENALTY POINTS

No.	Criteria Observed	Faults	Penalty	Award
	OPERATOR SAFETY			
1	Mounts/dismounts incorrectly		3	
2	Limbs/body outside M/C confines		5	
3	Fails to restrict access		3-5	
4	Fails to secure/park transit vehicle (prior to PTO)		5	
5	Fails to engage power take off		3	
6	Fails to use stabilisers correctly		5	
7	Fails to wear safety equipment W/A		5	
8	Fails to ensure guard rails/gate are closed prior to moving		5	
	OPERATOR OBSERVATION			
9	Fails to look in direction of travel		5	
10	Fails to check all round		5	
11	Fails to look in direction of boom		5	
12	Fails to maintain a safe operating position (standing / seated)		5	
13	Walks backwards with truck when manoeuvring/travelling		5	
	USING M/C CONTROLS			
14	Selects wrong direction (brake on)		1	
15	Selects wrong direction (brake off)		1	
16	Travels in wrong direction		5	
17	Brakes harshly/erratically misuses deadman		5	
18	Rides foot brake or misuses dump pedal		1	
19	Operates hyd. controls when moving		5	
20	Selects wrong hydraulic control		5	
21	Rough use of hydraulic controls		1	
22	Unfolds/folds boom incorrectly		3	
23	Engine speed too high/too low		3	
24	Positions vehicle incorrectly		3	
25	Excessive use of hydraulic controls		1	
	STEERING CONTROL			
26	Touches course		3	
27	Shunts in chicane		1	
28	Positions vehicle incorrectly		3	
29	Shunts when stacking/destacking (allow 1 adjustment per operator)		1	
30	Shunts to negotiate entry into working aisle (or locate wire W/A)		1	
31	Hits guide rails or racking uprights on entry or exit to aisle		3	

No.	Criteria Observed	Faults	Penalty	Award
	LIFTING/LOWERING/TRANSPORTING			
32	Forks too high (travelling)		5	
33	Forks too low (travelling)		5	
34	Incorrect tilt (travelling)		1	
35	Fails to apply handbrake/neutral		5	
36	Forks not central under load		3	
37	Forks rubbing (entry/withdrawal)		3	
38	Forks not fully inserted		5	
39	Mast base touches stack/load		1	
40	Fork tips touch stack/load		3	
41	Allows the load to swing excessively		5	
42	Fails to correct load swing		5	
43	Fails to respond to limit indications		5	
44	Touches vehicle with load equipment		5	
45	Fails to “spot” hook/attachment correctly		5	
46	Engages/disengages attachment incorrectly		5	
47	Fails to take a test lift		5	
	STACKING/DESTACKING			
48	Travels with extended reach		5	
49	Load incorrectly stacked		3	
50	Fails to hold steering wheel		5	
51	Slings the load incorrectly		3	
52	Fails to position load correctly on ground		3	
53	Fails to position load correctly on vehicle		3	
54	Fails to relax hydraulics		3	
55	Lowers load onto reach legs		5	
	PARKING			
56	Fails to apply brake/neutral		5	
57	Fails to apply forwards tilt		3	
58	Fails to lower forks/cab/equipment		3	
59	Fails to switch off/remove key		3	
60	Wheels not straight		1	
61	Fails to stow boom correctly		5	
62	Fails to disengage stabilisers		5	
63	Incorrect stowage of lifting tackle after use		5	
64	Fails to disengage PTO		3	
65	Fails to DE mount machine on truck/ Trailer		5	
66	Fails to mount machine on truck/ trailer		5	
RESULT ❑ PASS ❑ FAIL			**TOTAL**	

This is a copy of our instructor’s assessment and practical test marking form. The assessment is based upon the trainee’s performance as observed by our instructor over a relatively short period of time. Where this assessment refers to a BASIC training course for a novice operator we must point out that he/she will require specific job training (relating the basics to the actual job) and thorough familiarisation on the job before they are permitted to operate with the minimum of supervision. Further BASIC training will also be essential where the operator is required to operate a different TYPE of truck.

All industrial truck operators should receive effective supervision by someone who fully understands what is involved in safe, efficient truck operation. This supervision is especially important during the first few days immediately following training and we recommend that this person’s supervisor should be made aware of the content of this form. All the training/testing carried out to ITSSAR / RTITB services Ltd / ABA / NPORS approved international standards, as recommended by H.S.E. ACOP Approved code of Practice. (L117) and all regulations applicable to the above equipment, and taken a Joint Council for Industrial Training Boards JCITB Test Under The Provision and Use of Work Equipment Regulations Act 1998 (PUWER). Lifting Operations Lifting Equipment Regulations 1998 (LOLER).

OPERATING MODE **RIDER/PEDESTRIAN** TYPE _____ MOTIVE POWER **DERV-GAS-ELECTRIC**

HANDLING METHOD _____ CAPACITY _____ BITA GROUP _____

WRITTEN TEST RESULT _____% PENALTIES AWARDED _____

TRAINEE’S SIGNATURE _____