

**-SQA-SCOTTISH QUALIFICATIONS AUTHORITY**

**Hanover House  
24 Douglas Street  
GLASGOW G2 7NG**

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**NATIONAL CERTIFICATE MODULE DESCRIPTOR**

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**-Module Number- 0074487 -Session-1987-88**  
**-Superclass- ZD**

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**-Title- FORKLIFT TRUCK OPERATION (x 1/2)**

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**-DESCRIPTION-**

Type and Purpose A specialist module which enables the student to operate a forklift truck for materials handling and develops an awareness of the problems that may be encountered.

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Preferred Entry Level No formal entry requirements

Learning Outcomes The student should:

1. know the characteristics of loads and the hazards in operating forklift trucks;
2. know the legislation and codes of practice governing the operation of forklift trucks;
3. use a forklift truck to handle a range of loads and materials.

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Content/Context Corresponding to Learning Outcomes 1-3:

1. Unit and bulk loads. Types of unit load, their applications, merits and interaction with other operations. Nature of materials encountered: fluid, solid, high and low density. Associated hazards. Suitability of buildings, yards, roads, junctions, entrances, loading and unloading areas for FLT operation. How other pedestrian or vehicular traffic, or climatic conditions may affect operations. Adaptation of the workplace for FLT operation.

2. Implications and details of relevant safety legislation and procedures. Employers and employees responsibility under the HASAW Act 1974/5. Employers' imposed restrictions regarding speed limits, warning signals at junctions, building entrances. The location of safety equipment (fire extinguishers, first aid kits). Accident procedure.
3. Use of prestart check list and service record to enable student to ensure and certify that a vehicle is safe to use. Provision for faults, remedial action and retesting. Using an FLT (unloaded) to become familiar with the layout of controls, operation of controls, raising and lowering of mast, tilt and side shift operation. Manoeuvring an FLT to gain familiarity with the characteristics of rear wheel steering. Practice in the correct procedure for driving forward and in reverse, driving round corners, into and out of buildings, up/down slopes, picking up, raising, lowering, and withdrawing from loads.

Supervised practice and work experience in the use of an FLT for moving various loads. Hazards. Change and use of attachments. Correct parking procedure. Check for damage and wear.

Suggested Learning and Teaching Approaches

It is essential that safety procedures and operating procedures are consistently and accurately followed.

Assessment Procedures

Acceptable performance in the module will be satisfactory achievement of the performance criteria specified for each Learning Outcome.

Where cutting scores are stated these are intended to be for guidance. The precise cutting score for a test will depend on the difficulty of the test and will have to be decided by the Tutor aided by the Assessor.

The following abbreviations are used below:

LO Learning Outcome  
 IA Instrument of Assessment  
 PC Performance Criteria

LO1 IA Written test - 10 short answer questions on the characteristics of loads and the hazards in operating fork lift trucks.

PC Cutting score 70%.

- LO2 IA Written test - 10 short answer questions on the legislation and codes of practice governing the operation of fork lift trucks.
- PC Cutting score 70%.
- LO3 IA Practical exercise - the student is required to use a forklift truck to move three separate loads in a confined space and to set them down at different heights.
- PC The performance criteria will be based on:
- (i) carrying out prestart checks correctly;
  - (ii) lifting load correctly;
  - (iii) following correct procedures to ensure safety of load, vehicle, building and people;
  - (iv) placing load correctly.