

## FORK LIFT

*This Evaluation Guide for Skills Demonstration is to be used in the evaluation of an operator for certification on the specific piece of equipment stated above. It is intended that this Guide be followed closely during an evaluation, and the operator is expected to demonstrate competency in each of the items listed. However, variances may be made in some situations when, in the opinion of an evaluator, site conditions, operational constraints or the demonstrated skill of the operator requires that an item(s) be deleted or added to ensure a comprehensive evaluation. Documentation of any variance in the evaluation, and documentation of satisfactory completion of the evaluation and subsequent certification is to be made on the appropriate Certification Form.*

### **1. Performs a thorough pre-op inspection and daily/weekly preventive maintenance, as needed**

- Visually inspects exterior of machine for loose, leaking, hanging, or broken parts
- Enters cab using steps and grab handles for safety (3 point climbing procedure)
- Removes keys from ignition for safety
- Ensures that parking brake is applied
- Ensures that transmission is in neutral or lowest forward gear or reverse, as per policy
- Ensures that battery disconnect is turned off
- Checks that R297g is in the vehicle
- Reviews R297g for prior failures
- Completes R 297g correctly (see attached Preventive Maintenance Checklist for relevant items)
- Makes note of deficiencies on EM3; completes EM3 correctly
- Performs general safety checks including unsecured objects
- Inspects the following machine components
  - Engine
    - \* Checks oil, coolant and power steering levels (and fills as needed)
    - \* Checks batteries for corrosion and to be properly secured
    - \* Inspects condition and tightness of belts
    - \* Checks turbo charger for leaks and cracks
  - Exterior
    - \* Inspects ROPS/FOPS assembly
    - \* Checks forks and load back rest extension for cracks or damage
    - \* Checks lift cylinder for leaks
    - \* Checks lift chains for slack and damage
    - \* Checks that fork carriage locks are in place and locked

- \* Checks that LP tank is shut off and is secured in bracket
- \* Checks fuel hose for breaks or fraying
- \* Checks exhaust system for damage or leaks
- \* Checks lights and warning lights are clean and intact, properly attached and operating correctly
- \* Checks tires for tread depth, proper inflation and obvious defects
- Interior
  - \* Turns LP tank on slowly
  - \* Mounts machine using 3 point climbing procedure
  - \* Inspects presence and condition of seat belts and other safety equipment, including horn, charged and secured fire extinguisher, first aid kit and emergency triangles
  - \* Checks for presence of lift chart
  - \* Checks that parking brake is on
  - \* Checks that seat latch is secured
  - \* Fastens seat belt
  - \* Turns on fuel switch on dash or by procedure in operator's manual
  - \* Follows starting procedure according to operator's manual
  - \* Inspects for clean and undamaged mirrors
  - \* Inspects for excessive free play in the steering wheel
  - \* Inspects for 1-1/2" clutch free play
  - \* Checks back up alarm and revolving light
  - \* Checks secondary braking system
  - \* Checks all hydraulic functions for proper operation, no leaks
- Checks that warning and safety decals are in place
- Distinguishes when vehicle should not be operated
- Verifies vehicle is safe to operate
- States all safety warnings for machine

## **2. Unloads pallets from a truck with the machine on the ground**

- Checks capacity of machine and weight of load; verifies machine can safely lift the load
- Checks height of load to make sure machine is not overextended
- Makes sure trailer wheels on truck are chocked
- Makes sure working area is safe for operation
- Makes sure area is clear of personnel
- Aligns load on forks so weight is evenly distributed on the machine
- Raises load slightly to put weight on machine
- Checks stability of machine and overhead clearance
- If stable, backs up, tips back boom slightly, lowers load to traveling position
- Travels to unload area
- if visibility is obstructed by load, uses direction person or travels in reverse

when loaded, travels forward on up grade, reverse on down grade (unless load blocks view)

- Tips forks slightly forward to level palette
- Lowers load to floor or shelf
- Observes slack in fork lift chains
- Backs up slowly

### **3. Loads and unloads barrels on and from a truck**

- Checks capacity of machine and weight of load; verifies machine can safely lift the load
- Checks height to load to make sure machine is not overextended
- Makes sure trailer wheels on truck are chocked
- Makes sure working area is safe for operation
- Makes sure area is clear of personnel
- Drives fork lift to barrel lifting device
- Aligns forks to slide into coupling device
- Makes sure "T" bolts are backed out so forks will slide in
- Makes sure forks are inserted all the way into lifting device
- Makes sure barrel lifting device is adjusted for diameter of barrel
- Adjusts "T" bolts and hooks safety chains
- Checks that fork retaining pins are locked
- Raises forks, proceeds to barrel
- Attaches lifting device to center of barrel, between two lifting rings
- Raises barrel slightly and transports to unloading area
- Set barrel in place, lower forks and back out of area

### **4. Parks and shuts down machine**

- Lowers forks to floor with forks level on floor
- Puts parking brake on
- Places transmission in neutral
- Turns off gas switch, then ignition switch
- Turns off gas valve on tank
- Completes post operational check
- Completes all necessary paperwork (ie., equipment report, R 297g, etc.)