

TLILIC2001A Matrix Map

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ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
<i>ELEMENT</i> Elements describe the essential outcomes of a unit of competency.	<i>PERFORMANCE CRITERIA</i>	
	<i>Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.</i>	
1. Plan work	1.1 Potential workplace hazards are identified	Plan Work: Q2 Q3 Q4 Q5 Risk Management: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Forklift Truck: Q1 Q5 Module 1 Scenario: Q1 Shift A Load: Q1 Q2 Q3 Q4 Q5 Q8 Q9 Emergency Procedures: Q1 Q2 Q6 Practical Assessment: Q3 Q8

	1.2 Hazard control measures are identified consistent with appropriate standards to ensure the safety of personnel and equipment	Plan Work: Q1 Q2 Q3 Q4 Q5 Risk Management: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Forklift Truck: Q1 Q2 Q3 Q4 Q5 Q10 Module 1 Scenario: Q1 Shift A Load: Q1 Q2 Q3 Q4 Q5 Emergency Procedures: Q1 Q2 Q3 Q6 Practical Assessment: Q8
	1.3 Appropriate forklift truck is selected according to the load and workplace conditions	Selecting a Forklift Truck: Q1 Q2 Q3 Forklift Truck: Q1 Q2 Practical Assessment: Q11
	1.4 Working area is inspected to determine appropriate path of movement for loads and forklift truck	Module 1 Scenario: Q1 Practical Assessment: Q3
	1.5 Communication methods are identified according to procedures	Forklift Truck: Q8 Q9 Module 1 Scenario: Q1 Emergency Procedures: Q4 Practical Assessment: Q3 Q16 Q18 Q23
2. Conduct routine checks	2.1 Forklift is visually checked for any damage or defects	Selecting a Forklift Truck: Q1 Q2 Q3 Pre-Start Checks: Q2 Q3 Q4 Q5 Q6 Module 2 Scenario : Q1 Practical Assessment: Q3 Q4 Q6 Q11
	2.2 All signage and labels are visible and legible according to the appropriate standard	Risk Management: Q9 Q10 Practical Assessment: Q4
	2.3 All controls are located and identified	Module 1 Scenario: Q1 Module 2 Scenario : Q1 Practical Assessment: Q4 Q9
	2.4 Pre-start operational checks are carried out according to procedures	Pre-Start Checks: Q1 Q2 Q3 Q4 Q5 Q6 Start The Forklift: Q2 Module 2 Scenario : Q1 Practical Assessment: Q1 Q6 Q9

	2.5 Forklift is started according to procedures and checked for any abnormal noise	Practical Assessment: Q10
	2.6 Post-start operational checks are carried out according to procedures	Start The Forklift: Q1 Q3 Q5 Practical Assessment: Q8 Q9
	2.7 All forklift functions and safety devices are tested to their maximum according to procedures	Start The Forklift: Q3 Q4 Q5 Module 2 Scenario : Q1 Practical Assessment: Q6 Q8 Q9
	2.8 Defects and damage are reported and recorded according to procedures, and appropriate action is taken	Practical Assessment: Q6 Q8 Q9
3. Shift load	3.1 The weight of load is assessed to ensure compliance with forklift truck data plate specifications	Forklift Truck: Q7 Q10 Shift A Load: Q1 Q2 Q3 Q4 Q10 Practical Assessment: Q5 Q7
	3.2 Appropriate hazard prevention/control measures are implemented and communicated with personnel in the work area	Risk Management: Q5 Forklift Truck: Q6 Q8 Q9 Q10 Shift A Load: Q8 Q9 Q10 Emergency Procedures: Q6
	3.3 Forklift is operated at a safe speed and according to procedures	Forklift Truck: Q6 Q8 Q9 Shift A Load: Q5 Q10 Emergency Procedures: Q1 Q2 Q3 Q6 Practical Assessment: Q14 Q15 Q17 Q20
	3.4 Loads are moved and placed to ensure stability of material and avoidance of hazards	Shift A Load: Q5 Q6 Q7 Q8 Q10 Emergency Procedures: Q1 Q2 Practical Assessment: Q13 Q15
	3.5 Load movement is monitored constantly ensuring safety to personnel and load, and structural stability	Shift A Load: Q5 Q6 Emergency Procedures: Q1 Q2 Practical Assessment: Q14 Q15 Q19
	3.6 Unplanned and/or unsafe situations are responded to in line with procedures	Shift A Load: Q8 Q9 Q10 Emergency Procedures: Q4 Q5

4. Shut down and secure forklift truck	4.1 Forklift truck is parked to avoid hazards	Shut Down And Secure Forklift Truck: Q1 Q2 Q5 Q6 Practical Assessment: Q22
	4.2 Forklift is shut down according to procedures	Shut Down And Secure Forklift Truck: Q3 Q4 Q5 Q6 Q7 Practical Assessment: Q26 Q27
	4.3 Routine post-operational forklift checks are carried out according to procedures	Shut Down And Secure Forklift Truck: Q7 Practical Assessment: Q26 Q27
	4.4 Forklift is secured to prevent unauthorised access/use	Shut Down And Secure Forklift Truck: Q7 Module 2 Scenario : Q1 Practical Assessment: Q26 Q27
	4.5 All defects and damage are reported and recorded according to procedures, and appropriate action is taken	Shut Down And Secure Forklift Truck: Q7 Module 2 Scenario : Q1 Practical Assessment: Q4 Q25

REQUIRED SKILLS

Required Skill	Task / Question Map
Accurately interpret information relating to conducting forklift truck operations (e.g. procedures)	<p>Selecting a Forklift Truck: Q4 Q5</p> <p>Plan Work: Q2</p> <p>Module 1 Scenario: Q1</p> <p>Start The Forklift: Q2</p> <p>Shift A Load: Q1</p> <p>Practical Assessment: Q1</p>
Safely conduct forklift truck operations including all functions to the maximum height and load capacity	<p>Selecting a Forklift Truck: Q4 Q5</p> <p>Forklift Truck: Q1 Q3</p> <p>Start The Forklift: Q1</p> <p>Emergency Procedures: Q1 Q2</p> <p>Practical Assessment: Q5 Q10 Q15</p>
Identify hazards associated with the operation of the forklift truck, assess risks and put into place effective hazard prevention/control measures for those hazards identified	<p>Selecting a Forklift Truck: Q1 Q2 Q3 Q4 Q5</p> <p>Risk Management: Q5 Q6 Q7 Q8</p> <p>Forklift Truck: Q1 Q2</p> <p>Start The Forklift: Q1 Q3</p> <p>Shift A Load: Q1</p> <p>Emergency Procedures: Q1 Q2</p> <p>Module 2 Scenario : Q1</p> <p>Practical Assessment: Q1 Q3 Q4 Q5</p>
Use communication skills at a level sufficient to communicate with other site personnel (e.g. receive and interpret work instructions, safety information, emergency procedures)	<p>Module 1 Scenario: Q1</p> <p>Module 2 Scenario : Q1</p> <p>Practical Assessment: Q1 Q4 Q13 Q18 Q25</p>
Drive forklift with load in forward and reverse, maintaining visibility	<p>Shift A Load: Q6</p> <p>Practical Assessment: Q13 Q15 Q17 Q20</p>
Verify problems and equipment faults and demonstrate appropriate response procedures	<p>Practical Assessment: Q4 Q25</p>

REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
<i>Methodology of determining the weight of a load</i>	<i>Shift A Load: Q1 Q2 Q3 Q4 Q5 Practical Assessment: Q5</i>
<i>Commonwealth, state or territory OH&S legislation, standards relevant to the safe operation for the forklift trucks</i>	<i>Selecting a Forklift Truck: Q4 Q5 Plan Work: Q1 Q2 Q3 Q4 Q5 Practical Assessment: Q22</i>
<i>Understanding of forklift characteristics and capabilities (including use of load data plates)</i>	<i>Selecting a Forklift Truck: Q1 Q2 Q3 Pre-Start Checks: Q5 Start The Forklift: Q2 Shift A Load: Q8 Q9 Q10 Emergency Procedures: Q1 Q2 Practical Assessment: Q2 Q5 Q7 Q9 Q11</i>
<i>Understanding of the hierarchy of hazard identification and control</i>	<i>Risk Management: Q7 Q8 Practical Assessment: Q3 Q4</i>
<i>Organisational and workplace standards, requirements, policies and procedures for conducting operations for the crane class</i>	<i>Plan Work: Q1 Q2 Q3 Q4 Q5 Module 2 Scenario : Q1 Practical Assessment: Q2 Q7</i>
<i>Procedures for the recording, reporting and maintenance of workplace records and information</i>	<i>Pre-Start Checks: Q4 Module 2 Scenario : Q1 Practical Assessment: Q1</i>
<i>Forklift truck operations and safe operating techniques</i>	<i>Risk Management: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Pre-Start Checks: Q6 Shift A Load: Q5 Q8 Q9 Q10 Emergency Procedures: Q1 Q2 Module 2 Scenario : Q1 Practical Assessment: Q1 Q2 Q7 Q9 Q10 Q14 Q18 Q22</i>

<i>Typical routine problems encountered in the operation of the crane and equipment and adjustments required for correction</i>	<i>Risk Management: Q5 Q6 Q7 Q8 Shift A Load: Q10 Practical Assessment: Q5 Q7 Q22</i>
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CRITICAL ASPECTS

Critical Aspects	Task / Question Map
<i>Compliance with OH&S licensing legislation.</i>	<i>Selecting a Forklift Truck: Q4 Q5</i> <i>Risk Management: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i> <i>Shut Down And Secure Forklift Truck: Q7</i> <i>Module 2 Scenario : Q1</i> <i>Practical Assessment: Q1 Q2 Q4 Q7 Q14 Q22</i>
<i>Communicate and work safely with others in the work area.</i>	<i>Forklift Truck: Q8 Q9</i> <i>Module 1 Scenario: Q1</i> <i>Emergency Procedures: Q5</i> <i>Shut Down And Secure Forklift Truck: Q7</i> <i>Module 2 Scenario : Q1</i> <i>Practical Assessment: Q4 Q16 Q21 Q23</i>
<i>Identify hazards associated with the operation of the forklift truck and put in place effective hazard controls for those hazards identified.</i>	<i>Risk Management: Q5 Q6 Q7 Q8</i> <i>Emergency Procedures: Q5</i> <i>Shut Down And Secure Forklift Truck: Q5 Q6</i> <i>Practical Assessment: Q4 Q5 Q15 Q22</i>
<i>Conduct pre-start-up, operational, moving loads and shut down and secure checks of the forklift truck according to procedures.</i>	<i>Practical Assessment: Q1 Q2 Q5 Q6 Q9 Q10</i>
<i>Operate the forklift truck and move loads safely, including driving and manoeuvring, picking up and placing of loads at various stack heights.</i>	<i>Practical Assessment: Q1 Q9 Q10 Q13 Q14 Q17 Q18 Q21</i>
<i>Drive forklift truck with load in forward and reverse, maintaining visibility.</i>	<i>Shift A Load: Q5</i> <i>Practical Assessment: Q13 Q14 Q20</i>

RANGE STATEMENTS

Range Statements		Task / Question Map
Hazards	May include but not limited to:	
	<i>ground conditions (e.g. condition of pavement, slopes)</i>	
	<i>overhead hazards (e.g. powerlines, service pipes)</i>	Risk Management: Q5 Q6
	<i>insufficient lighting</i>	
	<i>traffic (e.g. pedestrians, vehicles, other plant)</i>	
	<i>weather (e.g. wind, lightning, rain)</i>	
	<i>forklift instability (e.g. overloading, poor load placement, irregular loads)</i>	
	<i>other hazards (e.g. dangerous materials)</i>	
Hazard control measures	Refers to the systematic process of eliminating or reducing the risk to personnel and property through the application of controls	
	It includes the application of the hierarchy of control, the six-step preference of control measures to manage and control risk:	
	<i>1 elimination</i>	
	<i>2 substitution</i>	
	<i>3 isolation</i>	
	<i>4 engineering control measures</i>	
	<i>5 using safe work practices</i>	
	<i>6 personal protective equipment</i>	
Appropriate standards	May include but not limited to:	
	<i>legislation</i>	
	<i>Australian standards</i>	
	<i>manufacturer's specifications</i>	
	<i>industry standards (where applicable)</i>	
Forklift truck	May include but not be limited to:	

	<i>counterbalanced</i>	
	<i>reach trucks</i>	
	<i>rough terrain</i>	
	<i>internal combustion petrol, diesel, gas</i>	<i>Selecting a Forklift Truck: Q1</i>
	<i>electric</i>	
Communications methods	May include but not limited to:	
	<i>verbal and non-verbal language</i>	
	<i>written instructions</i>	
	<i>signage</i>	
	<i>hand signals</i>	
	<i>listening</i>	
	<i>questioning to confirm understanding</i>	
	<i>appropriate worksite protocol</i>	
Procedures	May include but not limited to:	
	<i>manufacturer's guidelines (instructions, specifications or checklists)</i>	
	<i>industry operating procedures</i>	
	<i>workplace procedures (work instructions, operating procedures, checklists)</i>	
Pre-start operational checks	May include but not limited to:	
	<i>safety devices fitted where appropriate</i>	
	<i>forklift data plate fitted and interpreted</i>	
	<i>logbook, handbook or operating manuals available</i>	
	<i>external visual check including, evidence of damage, leaks, visual evidence of structural weaknesses (including paint separation or stressed welds) is carried out</i>	
	<i>forklift attachment is checked for security</i>	

	<i>approved modifications and/or attachments fitted to manufacturer's specifications (e.g. as per forklift or attachment data plate) are identified</i>	
	<i>checks for adaptations or modifications outside manufacturer's specifications (e.g. not listed on the forklift or attachment data plate) are carried out</i>	
	<i>maintenance logbook/records checked</i>	
Post-start operational checks	May include checks of the forklift truck and equipment after start-up to ensure:	
	<i>hazard warning systems (for example lights and horns), are functional</i>	
	<i>attachment movements and control functions are smooth and comply with operating requirements</i>	
	<i>steering, transmission and brake functions comply with operating requirements</i>	
Hazard prevention/control measures	May include but not limited to:	
	<i>barricades and traffic control</i>	
	<i>safety tags on electrical switches/isolators</i>	
	<i>insulated powerlines</i>	
	<i>safety observer used inside exclusion zone</i>	
	<i>disconnected power</i>	
	<i>pedestrian control (barricades, signs, etc.)</i>	
	<i>excavation safeguards</i>	
	<i>movement of obstructions</i>	
	<i>personal protective equipment</i>	
	<i>adequate illumination</i>	
Unplanned and/or unsafe situations	May include but not limited:	

	<i>failure/loss of control (e.g. brakes and steering)</i>	
	<i>failure of equipment (e.g. hydraulic system)</i>	
	<i>environmental condition</i>	
Shut down	May include, but is not limited to:	
	<i>parking in a suitable location away from dangerous areas</i>	
	<i>fork arms are correctly positioned (tips down, tilted forward, lowered to ground)</i>	
	<i>appropriate transmission/gear is selected for parking (relevant to transmission type)</i>	
	<i>hand/parking brake is applied</i>	
	<i>engine power is turned off</i>	
	<i>ignition key is removed (if applicable)</i>	
	<i>LPG gas cylinder valve is shut off (where fitted)</i>	
	<i>securing equipment against unauthorised operation</i>	
	<i>securing the site</i>	
	<i>ensuring access ways are clear</i>	
	<i>identifying and segregating defective equipment and reporting to authorised personnel</i>	
	<i>batteries are connected to the charger (if applicable)</i>	