Skills Programme Curriculum Document			
Curriculum Code		Curriculum Title	
900082-000-00-00		Counterbalanced Lift Truck F4 Driver	
Quality Partner	Transport Education Training Authority (TETA)		

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SECTION 1: CURRICULUM SUMMARY

1. Occupational Information

1.1 Associated Occupation

734402: Forklift Driver

1.2 Skill Addressed by this Curriculum

900082-000-00-00: Counterbalanced Lift Truck F4 Driver

1.3 Alternative Titles used by Industry

- None

2. Curriculum Information

The total credit value for this Skills Programme: 20

This Skills Programme is at NQF Level 3

2.1 Curriculum Structure

This skills programme is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

900079-000-00-KM-01,	Health, Safety, Risk and Legislation, NQF Level 2, Credits 2
900079-000-00-KM-02,	Environment, Energy, Efficiency and Ethics, NQF Level 2, Credits 1
900079-000-00-KM-03,	Tools, Equipment and Maintenance, NQF Level 3, Credits 2
900079-000-00-KM-04,	Principles of Lift Truck Operations, NQF Level 3, Credits 2
900079-000-00-KM-05,	Principles of load recognition and storage, NQF Level 3, Credits 1
900079-000-00-KM-06,	Principles of Communication, NQF Level 2, Credits 1

Total number of credits for Knowledge Modules: 9

Practical Skill Modules:

900079-000-00-PM-01	Inspect work area and personal protective equipment for safe operations, NQF Level 2, Credits 2
900082-000-00-PM-01	Conduct pre-start, operational checks and basic maintenance on a Counterbalanced Lift Truck F4, NQF Level 3, Credits 1
900082-000-00-PM-02	Operate a Counterbalanced Lift Truck F4 by lifting, moving and positioning loads, NQF Level 3, Credits 6
900082-000-00-PM-03	Refuel/Energise a Counterbalanced Lift Truck F4 in the designated, NQF Level 3, Credits 1
900082-000-00-PM-04	Park, secure and shut down a Counterbalanced Lift Truck F4 in the designated secure area, NQF Level 3, Credits 1

Total number of credits for Practical Skill Modules: 11

2.2 Entry Requirements

NQF Level 2 with Mathematical Literacy (i.e. numeracy).

In accordance with the following Regulations must at least be 18 years of age:

- Driven Machinery Regulations (DMR) No. R. 540, 2015, dated 24 June 2015 (Government Gazette No. 38905).
- Government Notice, National Code of Practice for the Training Providers of Lifting Machine Drivers No 539, 2015, dated 24 June 2015 (Government Gazette No. 38904).
- Occupational Health and Safety Act, Act 85 Of 1993 Guidelines for Driven Machinery Regulations, 2015 dated 31 March 2017 (Government Gazette No. 40734).

3. Quality Partner Information

Transport Education Training Authority (TETA)

Address of body: Sonsono Building, 2nd Floor 344 Pretoria Avenue Randburg 2125

4. Learning Pathway

Horizontal Learning Pathway:

- Any of the Lift Truck Driver Skills Programmes

Vertical Learning Pathway:

- Occupational Certificate: Rigger, NQF Level 4, SAQA ID 102856.

SECTION 2: OCCUPATIONAL PROFILE

1. Occupational Purpose

Operates a Counterbalanced Lift Truck F4 in order to lift, move and position loads/materials up to a rated capacity of 3000kg.

2. Occupational Tasks

- Conduct a Counterbalanced Lift Truck F4 pre-start and start up checks (NQF Level 3)
- Move and position loads with a Counterbalanced Lift Truck F4 (NQF Level 3)
- Refuel, park and shut down a Counterbalanced Lift Truck F4 (NQF Level 3)

3. Occupational Task Details

3.1 Conduct Counterbalanced Lift Truck F4 pre-start and start up checks (NQF Level 3)

Unique Product or Service:

- Counterbalanced Lift Truck F4 ready for operation

Occupational Responsibilities:

- Inspect work area and personal protective equipment for safe operations
- Conduct pre-start, operational checks and basic maintenance on a Counterbalanced Lift Truck F4
- Inspect and conduct routine maintenance on a Counterbalanced Lift Truck F4

Occupational Contexts:

- Processes and procedures to conduct Counterbalanced Lift Truck F4 pre-start and start-up checks

3.2 Move and position loads with a Counterbalanced Lift Truck F4 (NQF Level 3)

Unique Product or Service:

- Loads/materials stacked and stored

Occupational Responsibilities:

- Operate a Counterbalanced Lift Truck F4 by lifting, moving and positioning load
- Apply required health and safety practices in moving and positioning loads

Occupational Contexts:

- Processes and procedures to conduct Counterbalanced Lift Truck F4 Operations.

3.3 Refuel, park and shut down a Counterbalanced Lift Truck F4 (NQF Level 3)

Unique Product or Service:

- Refuelled/energised and parked Counterbalanced Lift Truck F4

Occupational Responsibilities:

- Refuel a Counterbalanced Lift Truck F4 in the designated fuelling area
- Park, secure and shutdown a Counterbalanced Lift Truck F4 in the designated secure area

Occupational Contexts:

- Processes and procedures to refuel, park and shut down a Counterbalanced Lift Truck F4 appropriate to the environment

SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS

SECTION 3A: KNOWLEDGE COMPONENT SPECIFICATIONS

LIST OF KNOWLEDGE MODULES FOR WHICH SPECIFICATIONS ARE INCLUDED

- 900079-000-00-KM-01, Health, Safety, Risk and Legislation, NQF Level 2, Credits 2
- 900079-000-00-KM-02, Environment, Energy, Efficiency and Ethics, NQF Level 2, Credits 1
- 900079-000-00-KM-03, Tools, Equipment and Maintenance, NQF Level 3, Credits 2
- 900079-000-00-KM-04, Principles of Lift Truck Operations, NQF Level 3, Credits 2
- 900079-000-00-KM-05, Principles of load recognition and storage, NQF Level 3, Credits 1
- 900079-000-00-KM-06, Principles of Communication, NQF Level 2, Credits 1

1. 900079-000-00-KM-01, Health, Safety, Risk and Legislation, NQF Level 2, Credits 2

1.1 Purpose of the Knowledge Module

The main focus of the learning in this knowledge module is to build an understanding of the health, safety, risk and legislative theory required for the practice of the lift truck environment. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 2.5 days.

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01: Theories and principles of relevant legislation, regulations and codes (25%)
- KM-01-KT02: Concepts, theories and principles of Safety, Health, and Risk (25%)
- KM-01-KT03: Concepts, theories and principles of first aid and contagious diseases (30%)
- KM-01-KT04: Concepts, theories and principles of firefighting (20%)

1.2 Guidelines for Topics

1.2.1 KM-01-KT01: Theories and principles of relevant legislation, regulations and codes (25%)

Topic elements to be covered include:

- KT0101 Principles of specifications, standards and regulations
- KT0102 Driven Machinery Regulations Act in relation to lift truck operations
- KT0103 National Code of Practice regulations
- KT0104 Registration with Department of Labour
- KT0105 Occupational Health and Safety Act
- KT0106 Road Traffic Act applicable to lift truck operations

Internal Assessment Criteria and Weight

- IAC0101 Identify and explain different standards and specifications regulating lift truck environments
- IAC0102 Explain the impact of specific aspects of the Driven Machinery Regulations Act in relation to the lift truck environment
- IAC0103 Identify and discuss the impact of not adhering to the National code of Practice when operating lift trucks
- IAC0104 Discuss the importance of compulsory and non-compulsory registrations with the Department of Labour and/or relevant statutory bodies and the frequency of renewal of the lift truck Driver license
- IAC0105 Explain the impact of specific aspects of the Occupational Health and Safety Act on lifting activities
- IAC0106 Discuss the importance of adhering to the Road Traffic Act when driving lift trucks on public roads

(Weight 25%)

1.2.2 KM-01-KT02: Concepts, theories and principles of Safety, Health, and Risk (25%)

Topic elements to be covered include:

- KT0201 Principles of safety and workplace safety
- KT0202 Types of potential hazards and emergency situations
- KT0203 Types of signage at a lift truck environment
- KT0204 Principles of reporting incidents/emergencies
- KT0205 Principles of housekeeping
- KT0206 Types of personal protective equipment
- KT0207 Principles of energy efficiency
- KT0208 Principles of drive type
- KT0209 Principles of job-specific medical testing and examination

Internal Assessment Criteria and Weight

- IAC0201 Discuss the principles and purpose of workplace safety
- IAC0202 Identify and discuss various potential hazards and emergency situations at a lift truck environment and how to minimise these
- IAC0203 Explain the possible impacts of not properly identifying and dealing with risks and hazards
- IAC0204 Identify and describe the different types of signage and their meanings
- IAC0205 Identify and explain the importance of reporting incidents/emergencies in the lift truck environment
- IAC0206 Explain the importance of maintaining a clean, tidy and safe working environment
- IAC0207 Identify and explain the purpose of PPE in respect of lift truck operations and the various work environments
- IAC0208 Explain the importance of drive types and energy efficiency and its impact on the various sectors
- IAC0209 Discuss the importance of controlling and avoiding spillages that can impact the environment
- IAC0210 Identify and discuss the selection of the correct type of lift truck relevant to the environment
- IAC0211 Explain the importance of medical examinations to ensure optimal health of Driver

(Weight 25%)

1.2.3 KM-01-KT03: Concepts, theories and principles of first aid and contagious diseases (30%)

Topic elements to be covered include:

- KT0301 Types of potential hazards and emergency situations
- KT0302 Principles of documenting emergencies
- KT0303 Types of injuries
- KT0304 Types of visible vital signs, signs of shock and first aid
- KT0305 Principles of dealing with contagious diseases
- KT0306 Transmission routes of contagious diseases and risk prevention

Internal Assessment Criteria and Weight

- IAC0301 Discuss how the potential hazards around an injured person can be identified and provide reasons for doing this
- IAC0302 Describe the possible visible vital signs of an injured person and what could be done to reassure and calm the injured person
- IAC0303 Explain the importance of not moving an injured person, having the contact details of various emergency services available and being able to access a first aid box
- IAC0304 Discuss the key principles of mouth-to-mouth resuscitation, treating bleeding wounds, checking wounds for foreign objects, treating an injured person for shock and dealing with contagious diseases
- IAC0305 Explain the most important issues to consider the most appropriate method, and correct procedure to control serious bleeding
- IAC0306 Describe and explain the nature of contagious diseases
- IAC0307 Describe and explain the transmission routes of contagious diseases and explain practices which reduce and prevent the risk of infection

(Weight 30%)

1.2.4 KM-01-KT04: Concepts, theories and principles of firefighting (20%)

Topic elements to be covered include:

- KT0401 Elements of fire (Triangle of Combustion)
- KT0402 Causes of different types of fires
- KT0403 Classes of fires
- KT0404 Basic firefighting equipment
- KT0405 Fire prevention

Internal Assessment Criteria and Weight

- IAC0401 Explain the triangle of combustion
- IAC0402 Identify and explain the various causes of fire
- IAC0403 Discuss and explain the various classes of fires
- IAC0404 Identify and explain the equipment needed for prevention of fires in terms of general organizational housekeeping
- IAC0405 Explain Fire prevention in relation to industry practices, relevant legislation such as the Occupational Health and Safety Act and company specific procedures

(Weight 20%)

1.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Classroom
- Classroom furniture (chairs and tables, audio equipment and all other equipment conducive to a learning environment)
- Stationery (electronic consumables, pencils/paper)
- Lift truck learning material and related hand-outs

Human Resource Requirements:

- Facilitator/learner ratio 1 to 12
- Relevant skills programmes/experience
- Criteria for registration of ETD Practitioners with relevant bodies where applicable

Legal Requirements:

- Compliance to SHERQ
- Compliance with ISO standards, where applicable

1.4 Exemptions

The relevant QCTO Recognition of Prior Learning (RPL) Policy applies.

2. 900079-000-00-KM-02, Environment, Energy, Efficiency and Ethics, NQF Level 1, Credits 1

2.1 Purpose of the Knowledge Module

The main focus of the learning in this knowledge module is to build an understanding of the importance of environmental sustainability and energy efficiency factors impacting on undertaking business operations and processes in an environmentally sustainable and responsible manner. The learner will also be exposed to the concept and practices with regard to ethics in order for them to be able to interpret ethical and non-ethical behaviour and practices. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 1.25 days.

The learning will enable learners to demonstrate an understanding of:

- KM-02-KT01: Theories and principles of relevant environmental sustainability requirements (40%)
- KM-02-KT02: Concepts, theories and principles of energy efficiency (20%)
- KM-02-KT03: Theories, concepts and principles of ethics (40%)

2.2 Guidelines for Topics

2.2.1 M-02-KT01: Theories and principles of relevant environmental sustainability requirements (40%)

Topic elements to be covered include:

- KT0101 National Environmental Management Act applicable to lifting machine operations and how they impact or affect the work activities on a local and global scale
- KT0102 Environmental aspects, impacts, education and pollution types in the work environment
- KT0103 Environmental sustainability of industries including but not limited to mining, construction, warehousing, ports, agricultural, manufacturing, etc

Internal Assessment Criteria and Weight

- IAC0101 Explain the impact of specific aspects of the National Environmental Management Act of lifting machine operations on the local and global environment
- IAC0102 Identify components of the environment and describe their interrelationships
- IAC0103 List pollution types and discuss their impact on the environment
- IAC0104 Define the environmental legislation specific to your industry and list the ramifications for environmental damage caused
- IAC0105 Describe the effects of various human activities on the environment

(Weight 40%)

2.2.2 KM-02-KT02: Concepts, theories and principles of energy efficiency (20%)

Topic elements to be covered include:

- KT0201 Energy efficiency guidelines and polices applicable to lifting machine operations and

how they impact or affect the work activities on the lifting machine operations system
- KT0202 Managing resources such as water, energy, chemical products, fuel usage and waste

Internal Assessment Criteria and Weight

- IAC0201 Evaluate practices within the Transport sector that contribute toward environmental sustainability
- IAC0202 Discuss the importance of effectively managing resources
- IAC0203 Explain why it is important that the environment is taken care of and identify waste management practices in the Transport sector and their relationship to environmentally damaging practices
- IAC0204 Explain the impact of specific aspects of the Energy Efficiency legislation on lifting machine operations activities
- IAC0205 Discuss resource saving activities that are applicable in the lifting machine operations sector to improve their Eco footprint

(Weight 20%)

2.2.3 KM-02-KT03: Theories, concepts and principles of ethics (40%)

Topic elements to be covered include:

- KT0301 Ethics Defined
- KT0302 Implementing Ethics in the Workplace
- KT0303 Employer / Employee Rights
- KT0304 Business and Social Responsibilities
- KT0305 Ethical Decisions
- KT0306 Unethical Behaviour

Internal Assessment Criteria and Weight

- IAC0301 Define what business ethics is and identify how it is relevant to your business
- IAC0302 Discuss how to ensure ethical behaviour and describe the characteristics of an ethical employee
- IAC0303 Identify unethical behaviour and discuss preventative measures to address unethical behaviour

(Weight 40%)

2.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Classroom
- Classroom furniture (chairs and tables, audio equipment and all other equipment conducive to a learning environment)
- Stationery (electronic consumables, pencils/paper)
- Lift truck learning material and related hand-outs

Human Resource Requirements:

- Facilitator/learner ratio 1 to 12
- Relevant skills programmes/experience
- Criteria for registration of ETD Practitioners with relevant bodies where applicable

Legal Requirements:

- Compliance to SHERQ
- Compliance with ISO standards, where applicable

2.4 Exemptions

The relevant QCTO Recognition of Prior Learning (RPL) Policy applies. 900079-000-00-KM-02

3. 900079-000-00-KM-03, Tools, Equipment and Maintenance, NQF Level 3, Credits 2

3.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of the theory required for the use of specific tools, equipment, and the maintenance thereof as it pertains to lift trucks and to identify and describe the purpose of the various components and attachments that make up a lift truck. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 2.5 days.

The learning will enable learners to demonstrate an understanding of:

- KM-03-KT01: Introduction to sectors utilising lift trucks (10%)
- KM-03-KT02: Purpose of lift truck components, maintenance and mechanical appreciation (60%)
- KM-03-KT03: Concepts, principles and theories of inspection methods (10%)
- KM-03-KT04: Types, classification and purposes of lift trucks attachments (10%)
- KM-03-KT05: Principles, concepts and methods of identifying and reporting defects (10%)

3.2 Guidelines for Topics

3.2.1 KM-03-KT01: Introduction to sectors utilising lift trucks (10%)

Topic elements to be covered include:

- KT0101 List the various sectors
- KT0102 Role-players within the lift truck environment

Internal Assessment Criteria and Weight

- IAC0101 Describe the composition and structure of the various sectors (e.g. mining, construction, stevedoring, warehousing, and agricultural, etc.) within the South African economy utilising lift trucks
- IAC0102 Identify and describe the various role-players/stakeholders within the lift truck environment and their roles

(Weight 10%)

3.2.2 KM-03-KT02: Purpose of lift truck components, maintenance and mechanical appreciation (60%)

Topic elements to be covered include:

- KT0201 Principles and theories of lifting equipment and attachments
- KT0202 Concepts, theories and methods of maintenance and maintenance schedules

Internal Assessment Criteria and Weight

- IAC0201 Identify and discuss the various components of lift trucks and attachments
- IAC0202 Discuss the functions and purposes of the various types of lift truck and attachments
- IAC0203 Explain the importance of maintenance schedules

- IAC0204 Discuss the impact of not conducting maintenance timeously

(Weight 60%)

3.2.3 KM-03-KT03: Concepts, principles and theories of inspection methods (10%)

Topic elements to be covered include:

- KT0301 Basic principles for site inspection of lift trucks
- KT0302 Application of different types of lift truck and attachments
- KT0303 Methods and procedures for operating various types of lift truck
- KT0304 Limitations of lift truck usage for use of the equipment, attachments and materials
- KT0305 Methods and procedures for lift truck inspection

Internal Assessment Criteria and Weight

- IAC0301 Discuss the preparation and inspection of the site prior to operating the lift truck
- IAC0302 Discuss the various types of lift truck and their intended use in accordance with the manufacturer's specifications
- IAC0303 Discuss and explain the limitations of the use of lift trucks
- IAC0304 Discuss the inspection of the lift truck and the sign off / close down checks (handover) on completion of the job

(Weight 10%)

3.2.4 KM-03-KT04: Types, classification and purposes of lift trucks attachments (10%)

Topic elements to be covered include:

- KT0401 Types, identification and selection of lift truck attachments for safe material handling
- KT0402 Features and characteristics of the main types of lifting attachments for lift trucks
- KT0403 Purposes and safe uses of the main types of lifting attachments for lift trucks
- KT0404 Principles of lifting attachments of lift trucks in relation to load capacity
- KT0405 Principles of storage, handling and maintenance of lift truck attachments

Internal Assessment Criteria and Weight

- IAC0401 Principles of storage, handling and maintenance of lift truck attachments
- IAC0402 Discuss the critical issues related to the identification and safe use of lifting attachments for lift trucks
- IAC0403 Discuss the importance of de-rating lift truck when fitting attachments
- IAC0404 Explain the importance of safe storage and maintenance of lift truck attachments
- IAC0405 Explain the importance of lift truck attachment in relation to loads and material handling

(Weight 10%)

3.2.5 KM-03-KT05: Principles, concepts and methods of identifying and reporting defects (10%)

Topic elements to be covered include:

- KT0501 Principles, concepts and methods of identifying faults and defects
- KT0502 Methods and of recording and reporting defects

Internal Assessment Criteria and Weight

- IAC0501 Identify and discuss possible faults and defects
- IAC0502 Discuss consequences of using faulty or defective equipment
- IAC0503 Describe the importance of effective lift truck maintenance
- IAC0504 Identify damaged equipment by means of a checklist
- IAC0505 Explain the importance of reporting faults and defects

(Weight 10%)

3.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Classroom
- Classroom furniture (chairs and tables, audio equipment and all other equipment conducive to a learning environment)
- Stationery (electronic consumables, pencils/paper)
- Lift truck learning material and related hand-outs

Human Resource Requirements:

- Facilitator/learner ratio 1 to 12
- Relevant skills programmes/experience
- Criteria for registration of ETD Practitioners with relevant bodies where applicable

Legal Requirements:

- Compliance to SHERQ
- Compliance with ISO standards, where applicable

3.4 Exemptions

The relevant QCTO Recognition of Prior Learning (RPL) Policy applies.

4. 900079-000-00-KM-04, Principles of Lift Truck Operations, NQF Level 3, Credits 2

4.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of the principles and theories that pertain to the operation and effective use of a lift truck in a working environment. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 2.5 days.

The learning will enable learners to demonstrate an understanding of:

- KM-04-KT01: Concepts, dynamics and theories of the lift truck environment (25%)
- KM-04-KT02: Theories and principles of operating procedures of lift trucks (25%)
- KM-04-KT03: Theories, concepts and principles of lift truck operations in terms of de-stacking and stacking a load (20%)
- KM-04-KT04: Principles, concepts and methods of identifying and reporting faults and defects of the load (20%)
- KM-04-KT05: Principles, concepts and techniques of identifying and reporting defects (10%)

4.2 Guidelines for Topics

4.2.1 KM-04-KT01: Concepts, dynamics and theories of the lift truck environment (25%)

Topic elements to be covered include:

- KT0101 Principles of housekeeping in the lift truck environment, including but not limited to mining, construction, warehousing, ports, agricultural, manufacturing, etc
- KT0102 Principles and legislation of safe usage and storage of lift truck and attachments

Internal Assessment Criteria and Weight

- IAC0101 Discuss and explain the role of proper housekeeping in relation to the various lift truck environments
- IAC0102 Explain the consequences of poor housekeeping and unsafe storage of lifting attachments of lift trucks

(Weight 25%)

4.2.2 KM-04-KT02: Theories and principles of operating procedures of lift trucks (25%)

Topic elements to be covered include:

- KT0201 Theories, purpose and functions of manufacturer’s instructions
- KT0202 Purpose and functions of user/company standard operating procedures

Internal Assessment Criteria and Weight

- IAC0201 Discuss the principles in understanding manufacturer’s instructions where applicable
- IAC0202 Identify and explain the functions of user/company standard operating procedures

- IAC0203 List statutory documentation in the record book such as performance test certificate and examination/inspection records
- IAC0204 Identify and select the most suitable types of lift truck and attachments for the safe handling of the respective material
- IAC0205 Discuss the implications of selecting the incorrect type of attachment for the different types of material

(Weight 25%)

4.2.3 KM-04-KT03: Theories, concepts and principles of lift truck operations in terms of de-stacking and stacking a load (20%)

Topic elements to be covered include:

- KT0301 Principles and procedures for planning a load
- KT0302 Principles and procedures for safe positioning of the load
- KT0303 Procedures and principles for maintaining centre of gravity
- KT0304 Concepts and principles of maintaining stability of the load

Internal Assessment Criteria and Weight

- IAC0301 Explain the role of route planning in lift truck operation
- IAC0302 Discuss the importance of maintaining the safe positioning of the load
- IAC0303 Explain the purpose of maintaining centre of gravity to meet safety requirements
- IAC0304 Describe securing methods to meet load stability

(Weight 20%)

4.2.4 KM-04-KT04: Principles, concepts and methods of identifying and reporting faults and defects of the load (20%)

Topic elements to be covered include:

- KT0401 Principles, methods and techniques of identifying defects
- KT0402 Methods and techniques of recording and reporting defects

Internal Assessment Criteria and Weight

- IAC0401 Identify and discuss possible defects
- IAC0402 Discuss consequences of using defective equipment
- IAC0403 Describe correct procedures when maintaining equipment
- IAC0404 Discuss damaged equipment as listed on the checklist
- IAC0405 Explain the importance of reporting defects

(Weight 20%)

4.2.5 KM-04-KT05: Principles, concepts and techniques of identifying and reporting defects (10%)

Topic elements to be covered include:

- KT0501 Principles, methods and techniques of identifying defects
- KT0502 Methods and techniques of recording and reporting defects

Internal Assessment Criteria and Weight

- IAC0501 Identify and discuss possible defects
- IAC0502 Discuss consequences of using defective equipment
- IAC0503 Describe correct procedures when maintaining equipment
- IAC0504 Identify damaged equipment by means of a checklist
- IAC0505 Explain the importance of reporting defects

(Weight 10%)

4.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Classroom
- Classroom furniture (chairs and tables, audio equipment and all other equipment conducive to a learning environment)
- Stationery (electronic consumables, pencils/paper)
- Lift truck learning material and related hand-outs

Human Resource Requirements:

- Facilitator/learner ratio 1 to 12
- Relevant skills programmes/experience
- Criteria for registration of ETD Practitioners with relevant bodies where applicable

Legal Requirements:

- Compliance to SHERQ
- Compliance with ISO standards, where applicable

4.4 Exemptions

The relevant QCTO Recognition of Prior Learning (RPL) Policy applies.

5. 900079-000-00-KM-05, Principles of load recognition and storage, NQF Level 3, Credits 1

5.1 Purpose of the Knowledge Module

The main focus of the learning in this knowledge module is to build an understanding of the theory required for the identifying and storing of a variety of loads. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 1.25 days.

The learning will enable learners to demonstrate an understanding of:

- KM-05-KT01: Identification and categories of various loads (35%)
- KM-05-KT02: Methods of storing various loads (35%)
- KM-05-KT03: Characteristics and uses of different materials and determining load parameters (30%)

5.2 Guidelines for Topics

5.2.1 KM-05-KT01: Identification and categories of various loads (35%)

Topic elements to be covered include:

- KT0101 Identify various load types and categories
- KT0102 Identify various symbolic signs

Internal Assessment Criteria and Weight

- IAC0101 Identify and discuss the various types of loads and their properties such as steel, granite, hazardous cargo, liquids, oils, reels of paper, containers, etc
- IAC0102 Identify and discuss the various types of signs and symbols pertaining to various loads types

(Weight 35%)

5.2.2 KM-05-KT02: Methods of storing various loads (35%)

Topic elements to be covered include:

- KT0201 Methods of handling and storing loads
- KT0202 Methods of calculating loads

Internal Assessment Criteria and Weight

- IAC0201 Describe the storage methods for loads
- IAC0202 Discuss the importance of measuring, estimating and calculating loads in relation to the safe movement of loads
- IAC0203 Identify and discuss load rating charts and range diagrams
- IAC0204 Explain the importance of height, weight and length in relation to load capacity
- IAC0205 Identify and discuss the various methods for calculating loads

(Weight 35%)

5.2.3 KM-05-KT03: Characteristics and uses of different materials and determining load parameters (30%)

Topic elements to be covered include:

- KT0301 Identify various load types and categories
- KT0302 Types of lifting equipment relevant for different material types
- KT0303 Theories and functions of load charts
- KT0304 Methods for measuring, estimating and calculating loads

Internal Assessment Criteria and Weight

- IAC0301 Identify and discuss the various types of material and their properties such as steel, granite, hazardous cargo, liquids, oils, reels of paper, containers, etc
- IAC0302 Discuss and describe the handling and storage methods for materials
- IAC0303 Identify and select the most suitable types of lift truck and attachments for the safe handling of the respective material
- IAC0304 Discuss the implications of selecting the incorrect type of attachment for the different types of material
- IAC0305 Discuss the importance of measuring, estimating and calculating loads in relation to the safe movement of loads
- IAC0306 Identify and discuss load rating charts and range diagrams
- IAC0307 Explain the importance of height, weight and length in relation to load capacity
- IAC0308 Identify and discuss the various methods for calculating loads

(Weight 30%)

5.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Classroom
- Classroom furniture (chairs and tables, audio equipment and all other equipment conducive to a learning environment)
- Stationery (electronic consumables, pencils/paper)
- Lift truck learning material and related hand-outs

Human Resource Requirements:

- Facilitator/learner ratio 1 to 12
- Relevant skills programmes/experience
- Criteria for registration of ETD Practitioners with relevant bodies where applicable

Legal Requirements:

- Compliance to SHERQ
- Compliance with ISO standards, where applicable

5.4 Exemptions

The relevant QCTO Recognition of Prior Learning (RPL) Policy applies.

6. 900079-000-00-KM-06, Principles of Communication, NQF Level 2, Credits 1

6.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of the various techniques of communicating within the industry. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 1.25 days.

The learning will enable learners to demonstrate an understanding of:

- KM-06-KT01: Effective communication (50%)
- KM-06-KT02: Methods and principles of communication (50%)

6.2 Guidelines for Topics

6.2.1 KM-06-KT01: Effective communication (50%)

Topic elements to be covered include:

- KT0101 Elements of good and poor performance
- KT0102 Principles and concepts of effective communication flows to improve and sustain performance

Internal Assessment Criteria and Weight

- IAC0101 Discuss the relationship between good and poor communication in all organisational levels and project structures and its effectiveness in the material handling environment
- IAC0102 Evaluate the role of communication in a lifting machine environment

(Weight 50%)

6.2.2 KM-06-KT02: Methods and principles of communication (50%)

Topic elements to be covered include:

- KT0201 Methods and techniques used to manage and maintain effective communications between task participants / role-players
- KT0202 Forms of communication and reporting that could be utilised to ensure effective participation of all parties in a task

Internal Assessment Criteria and Weight

- IAC0201 Discuss the relationship between good and poor communication in all organisational levels and project structures and its effectiveness in the material handling environment
- IAC0202 Discuss relevant communication principles, channels, mediums to be utilised for different scenarios

(Weight 50%)

6.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Classroom
- Classroom furniture (chairs and tables, audio equipment and all other equipment conducive to a learning environment)
- Stationery (electronic consumables, pencils/paper)
- Lift truck learning material and related hand-outs

Human Resource Requirements:

- Facilitator/learner ratio 1 to 12
- Relevant skills programmes/experience
- Criteria for registration of ETD Practitioners with relevant bodies where applicable

Legal Requirements:

- Compliance to SHERQ
- Compliance with ISO standards, where applicable

6.4 Exemptions

The relevant QCTO Recognition of Prior Learning (RPL) Policy applies.

SECTION 3B: APPLICATION COMPONENT SPECIFICATIONS

LIST OF PRACTICAL SKILL MODULES FOR WHICH SPECIFICATIONS ARE INCLUDED

- 900079-000-00-PM-01, Inspect work area and personal protective equipment for safe operations, NQF Level 2, Credits 2
- 900082-000-00-PM-01, Conduct pre-start, operational checks and basic maintenance on a Counterbalanced Lift Truck F4, NQF Level 3, Credits 1
- 900082-000-00-PM-02, Operate a Counterbalanced Lift Truck F4 by lifting, moving and position loads, NQF Level 3, Credits 6
- 900082-000-00-PM-03, Refuel/Energise Counterbalanced Lift Truck F4 in the designated area, NQF Level 3, Credits 1
- 900082-000-00-PM-04, Park, secure and shut down a Counterbalanced Lift Truck F4 in the designated secure area, NQF Level 3, Credits 1

1. 900079-000-00-PM-01, Inspect work area and personal protective equipment for safe operations, NQF Level 2, Credits 2

1.1 Purpose of the Practical Skill Module

The focus of the learning in this module is on providing the learner an opportunity to inspect work area and personal protective equipment. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 2.5 days.

The learner will be required to:

- PM-01-PS01: Identify risks and hazards
- PM-01-PS02: Perform inspection of work area
- PM-01-PS03: Select and use appropriate PPE in relation respect of workplace

1.2 Guidelines for Applications

1.2.1 PM-01-PS01: Identify risks and hazards

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures, and information available the learner must be able to:

- PS0101 Identify and utilize Personal Protective Equipment
- PS0102 Identify, implement and record appropriate corrective action

Applied Knowledge

- AK0101 Standard hazard and risk management practices
- AK0102 Classification practices for dangerous goods
- AK0103 Safety standard operating procedures, such as Hazards Identification Risk Assessment (HIRA), good housekeeping practices, etc

Internal Assessment Criteria

- IAC0101 Personal Protective Equipment are identified and correctly utilised
- IAC0102 Hazards and risks are identified and responded to in accordance with accepted hazard identification and risk assessment practices

1.2.2 PM-01-PS02: Perform inspection of work area

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures and procedure information available the learner must be able to:

- PS0201 Inspect work area and make work area safe and secure from physical hazard
- PS0202 Identify safety signs and symbols e.g. Hazchem (dangerous goods), flammable cargo, liquids, gases and solids, safety signage, etc

- PS0203 Identify, implement and record appropriate corrective action

Applied Knowledge

- AK0201 Standard hazard and risk management practices
- AK0202 Classification practices for dangerous goods
- AK0203 Safety standard operating procedures, such as Hazards Identification Risk Assessment (HIRA), good housekeeping practices, etc

Internal Assessment Criteria

- IAC0201 Warning signs and symbols are identified and adhered to as per work environment
- IAC0202 Precautionary statements, signage and operating instructions listed on warning labels are identified and adhered to

1.2.3 PM-01-PS03: Select and use appropriate PPE in relation respect of workplace

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures, and information available the learner must be able to:

- PS0301 Identify and utilize Personal Protective Equipment
- PS0302 Identify, implement and record appropriate corrective action

Applied Knowledge

- AK0301 Standard hazard and risk management practices
- AK0302 Classification practices for dangerous goods
- AK0303 Safety standard operating procedures, such as Hazards Identification Risk Assessment (HIRA), good housekeeping practices, etc
- AK0304 Practices for personal protective equipment

Internal Assessment Criteria

- IAC0301 Personal protective equipment such as conti-suits, safety boots, gloves, goggles/safety glasses, reflective vests, hard-hats, ear plugs and dusk masks are identified and utilised in the appropriate manner and context

1.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Access to a Counterbalanced Lift Truck F4 and environment/work area
- Categories of tools, equipment, attachments, safe operating procedures, manufacturer's specifications and processes in order for learners to apply correct and safe operating methods, principles and techniques of Counterbalanced Lift Truck F4 operations

Human Resource Requirements:

- Facilitator: Should be a licensed and experienced Counterbalanced Lift Truck F4 Driver with

at least 3 years' relevant experience working within a Counterbalanced Lift Truck F4 environment as a Driver and qualified as a Facilitator.

- Assessor: Should be a licensed and experienced Counterbalanced Lift Truck F4 Driver with at least 3 years' relevant experience working within a Counterbalanced Lift Truck F4 environment as a Driver and qualified as an Assessor.
- Practical coach/learner ratio 1 to 4

Legal Requirements:

- Compliance to SHERQ
- Compliant with Road Traffic Act, where applicable
- Compliant with National Code of Practice in line with the Driven Machinery Regulations Act

1.4 Exemptions

The relevant QCTO Recognition of Prior Learning (RPL) Policy applies.

2. 900082-000-00-PM-01, Conduct pre-start, operational checks and basic maintenance on a Counterbalanced Lift Truck F4, NQF Level 3, Credits 1

2.1 Purpose of the Practical Skill Module

The focus of the learning in this module is on providing the learner an opportunity to conduct pre-start and operational checks of a Counterbalanced Lift Truck F4. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 1.25 days.

The learner will be required to:

- PM-02-PS01: Perform mechanical appreciation, and conduct pre-start and start-up checks
- PM-02-PS02: Record and report all faults and defects

2.2 2.2 Guidelines for Applications

2.2.1 PM-02-PS01: Perform mechanical appreciation, and conduct pre-start and start-up checks

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures and procedure information available the learner must be able to:

- PS0101 Identify and name functional components and structures according to Counterbalanced Lift Truck F4 type
- PS0102 Complete visual and operational checks (check oil, tyres, control levers, forks, attachments, brakes, gauges, sirens, etc.)
- PS0103 Access equipment safely

Applied Knowledge

- AK0101 Applied knowledge of Counterbalanced Lift Truck F4 components, structures and mechanisms
- AK0102 Standard checklist for components
- AK0103 Applied knowledge of safety and or company checklist

Internal Assessment Criteria

- IAC0101 Relevant Counterbalanced Lift Truck F4 components, structures and mechanisms are identified using a relevant checklist in accordance with statutory, manufacturer's and company procedures
- IAC0102 Checklist completed of visual and operational checks in line with standard operating procedures

2.2.2 PM-02-PS02: Record and report all faults and defects

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures and procedure information available the learner must be able to:

- PS0201 Identify and report faults and defects
- PS0202 Identify the consequences of operating a faulty or defective machine
- PS0203 Execute lock-out procedure
- PS0204 Sign and handover procedures for filing

Applied Knowledge

- AK0201 Classification and types of faults and defects are identified and recorded as per legislated/company procedures
- AK0202 Lock-out signage and hand-over process applied to defective Counterbalanced Lift Truck F4 in line with safety procedures
- AK0203 Filing completed and handed over to superior done according to company checklist and standard operating procedures

Internal Assessment Criteria

2.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Access to a Counterbalanced Lift Truck F4 and environment/work area
- Categories of tools, equipment, attachments, safe operating procedures, manufacturer's specifications and processes in order for learners to apply correct and safe operating methods, principles and techniques of Counterbalanced Lift Truck F4 operations

Human Resource Requirements:

- Facilitator: Should be a licensed and experienced Counterbalanced Lift Truck F4 Driver with at least 3 years relevant experience working within a Counterbalanced Lift Truck F4 environment as a Driver and qualified as a Facilitator.
- Assessor: Should be a licensed and experienced Counterbalanced Lift Truck F4 Driver with at least 3 years relevant experience working within a Counterbalanced Lift Truck F4 environment as a Driver and qualified as an Assessor.
- Practical coach/learner ratio 1 to 4

Legal Requirements:

- Compliance to SHERQ
- Compliant with Road Traffic Act, where applicable
- Compliant with National Code of Practice in line with the Driven Machinery Regulations Act

2.4 Exemptions

The relevant QCTO Recognition of Prior Learning (RPL) Policy applies.

3. 900082-000-00-PM-02, Operate a Counterbalanced Lift Truck F4 by lifting, moving and position loads, NQF Level 3, Credits 6

3.1 Purpose of the Practical Skill Module

The focus of the learning in this module is on providing the learner an opportunity to operate a Counterbalanced Lift Truck F4 by positioning, transporting and moving loads within a work environment. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 7.5 days.

The learner will be required to:

- PM-03-PS01: Perform basic Counterbalanced Lift Truck F4 movement processes
- PM-03-PS02: Establish and clear route of the load
- PM-03-PS03: Perform stacking and storage procedures in accordance with statutory/company procedures
- PM-03-PS04: Maintain centre of gravity to ensure stability
- PM-03-PS05: Submit completed documents and follow hand-over processes

3.2 Guidelines for Applications

3.2.1 PM-03-PS01: Perform basic Counterbalanced Lift Truck F4 movement processes

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures and procedure information available the learner must be able to:

- PS0101 Driving Counterbalanced Lift Truck F4 forward and backwards
- PS0102 Driving Counterbalanced Lift Truck F4 through a chicane
- PS0103 Raise, lower and tilt forks and/or operate attachments, where applicable

Applied Knowledge

- AK0101 Principles and theories of safely directing and operating a Counterbalanced Lift Truck F4 and relevant attachments through a chicane

Internal Assessment Criteria

- IAC0101 A Counterbalanced Lift Truck F4 with relevant attachments are directed and operated according to hand signals, work instructions and manufacturer’s specifications

3.2.2 PM-03-PS02: Establish and clear route of the load

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures and procedure information available, the learner must be able to:

- PS0201 Identify and follow shortest and safest route
- PS0202 Identify and clear route obstructions in line with company/statutory procedures

Applied Knowledge

- AK0201 Route identification practices

Internal Assessment Criteria

- IAC0201 Shortest and safest route of operating Counterbalanced Lift Truck F4 identified according to standard operating procedures
- IAC0202 Obstructions are identified and cleared in line with statutory and standard operating procedures

3.2.3 PM-03-PS03: Perform stacking and storage procedures in accordance with statutory/company procedures

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures and procedure information available the learner must be able to:

- PS0301 De-stack and stack loads
- PS0302 Handle loads in accordance with freight characteristics and relevant loading methods
- PS0303 Store loads in accordance with statutory/company procedures

Applied Knowledge

- AK0301 Principles of load handling in accordance with statutory and manufacturer's specifications
- AK0302 Principles of load storage in accordance with statutory and manufacturer's specification

Internal Assessment Criteria

- IAC0301 Handling of loads in accordance with manufacturer's specification and company procedures
- IAC0302 Storing of loads in accordance with manufacturer's specification and company procedures

3.2.4 PM-03-PS04: Maintain centre of gravity to ensure stability

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures and procedure information available the learner must be able to:

- PS0401 Evaluate length, weight, width, height and shape of load
- PS0402 Determine the centre of gravity of load and Counterbalanced Lift Truck F4
- PS0403 Rate capacity accordance to manufacturer's specifications

Applied Knowledge

- AK0401 Application of length, weight, width, height and shape of load
- AK0402 Practices of determining centre of gravity in relation to lift truck related rated capacity

Internal Assessment Criteria

- IAC0401 Length, weight, width, height and shape of load measured and identified in accordance with manufacturer/company procedures
- IAC0402 Centre of gravity identified and capacity of load rated in accordance with manufacturer's instructions and specifications (SWL = safe working load)

3.2.5 PM-03-PS05: Submit completed documents and follow hand-over processes

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures and procedure information available the learner must be able to:

- PS0501 Complete reports, Driver trip-sheet/log-sheet and Drivers checklists
- PS0502 Follow and complete job cards, worksheets, bay/stack plans, mobile display units/vehicle mounted unit, work instructions

Applied Knowledge

- AK0501 Standard documentation and checklists
- AK0502 Applied communication practices
- AK0503 Applications of lift truck work history

Internal Assessment Criteria

- IAC0501 Lock-out, non-conformance and accident/incident reports, drive trip-sheet and Drivers checklists are completed and submitted according to standard operating procedures
- IAC0502 Reports and records are kept of the history of the lift truck as per statutory requirements and/or company policy to reflect performance indicators (i.e. measuring productivity, downtime of the lift truck, maintenance; and common faults and failures) of the lift truck

3.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Access to a Counterbalanced Lift Truck F4 and environment/work area
- Categories of tools, equipment, attachments, safe operating procedures, manufacturer's specifications and processes in order for learners to apply correct and safe operating methods, principles and techniques of Counterbalanced Lift Truck F4 operations

Human Resource Requirements:

- Facilitator: Should be a licensed and experienced Counterbalanced Lift Truck F4 Driver with at least 3 years relevant experience working within a Counterbalanced Lift Truck F4 environment as a Driver and qualified as a Facilitator.
- Assessor: Should be a licensed and experienced Counterbalanced Lift Truck F4 Driver with at least 3 years relevant experience working within a Counterbalanced Lift Truck F4 environment as a Driver and qualified as an Assessor.
- Practical coach/learner ratio 1 to 4

Legal Requirements:

- Compliance to SHERQ
- Compliant with Road Traffic Act, where applicable
- Compliant with National Code of Practice in line with the Driven Machinery Regulations Act

3.4 Exemptions

The relevant QCTO Recognition of Prior Learning (RPL) Policy applies.

4. 900082-000-00-PM-03, Refuel/Energise Counterbalanced Lift Truck F4 in the designated area, NQF Level 3, Credits 1

4.1 Purpose of the Practical Skill Module

The focus of the learning in this module is on providing the learner an opportunity to refuel or energise a Counterbalanced Lift Truck F4 in the designated area. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 1.25 days.

The learner will be required to:

- PM-04-PS01: Identify the refuelling/energising area and associated hazards and risks of refuelling/energising
- PM-04-PS02: Identify different lift trucks by fuel/propulsion types and their related refuelling/energising procedures and methods

4.2 Guidelines for Applications

4.2.1 PM-04-PS01: Identify the refuelling/energising area and associated hazards and risks of refuelling/energising

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures and procedure information available the learner must be able to:

- PS0101 Move lift truck toward designated refuelling/energising area
- PS0102 Identify potential hazards and risks in refuelling/energising area
- PS0103 Identify necessary resources such as spill kits, drip tray, fire extinguisher, etc

Applied Knowledge

- AK0101 Applied methods for moving lift truck toward designated refuelling/energising area
- AK0102 Practices identifying potential hazards and risks in refuelling/energising area
- AK0103 Resources identified for refuelling/energising of lift truck

Internal Assessment Criteria

- IAC0101 Lift truck moved toward designated refuelling/energising area in accordance with safe working practices and manufacturer's specifications
- IAC0102 Potential hazards and risks in refuelling/energising area identified in accordance with company procedures and manufacturer's specifications
- IAC0103 Different resources identified for refuelling/energising of lift trucks in accordance with standard operating procedures

4.2.2 AM-04-PS02: Identify different lift trucks by fuel/propulsion types and their related refuelling/energising procedures and methods

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures and procedure information available the learner must be able to:

- PS0201 Identify the fuel/propulsion type used by the Counterbalanced Lift Truck F4
- PS0202 Identify procedures and methods of refuelling/energising the lift truck

Applied Knowledge

- AK0201 Principles of fuel/propulsion type according to lift truck
- AK0202 Applied methods of refuelling/energising lift truck

Internal Assessment Criteria

- IAC0202 Lift truck refuelled/energised in accordance with company procedures and manufacturer's specifications

4.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Access to a Counterbalanced Lift Truck F4 and environment/work area
- Categories of tools, equipment, attachments, safe operating procedures, manufacturer's specifications and processes in order for learners to apply correct and safe operating methods, principles and techniques of Counterbalanced Lift Truck F4 operations

Human Resource Requirements:

- Facilitator: Should be a licensed and experienced Counterbalanced Lift Truck F4 Driver with at least 3 years' relevant experience working within a Counterbalanced Lift Truck F4 environment as a Driver and qualified as a Facilitator.
- Assessor: Should be a licensed and experienced Counterbalanced Lift Truck F4 Driver with at least 3 years' relevant experience working within a Counterbalanced Lift Truck F4 environment as a Driver and qualified as an Assessor.
- Practical coach/learner ratio 1 to 4

Legal Requirements:

- Compliance to SHERQ
- Compliant with Road Traffic Act, where applicable
- Compliant with National Code of Practice in line with the Driven Machinery Regulations Act

4.4 Exemptions

The relevant QCTO Recognition of Prior Learning (RPL) Policy applies.

5. 900082-000-00-PM-04, Park, secure and shut down a Counterbalanced Lift Truck F4 in the designated secure area, NQF Level 3, Credits 1

5.1 Purpose of the Application Skill Module

The focus of the learning in this module is on providing the learner an opportunity to park, secure and shutdown a Counterbalanced Lift Truck F4 in the designated secure area. The learning contract time, which is the time that reflects the required duration of enrolment for this module, is at least 1.25 days.

The learner will be required to:

- PM-05-PS01: Remove load and any attachments, where applicable
- PM-05-PS02: Park lift truck in designated area
- PM-05-PS03: Lower forks / attachments, apply park brake and neutralise controls
- PM-05-PS04: Adhere to lock-out/hand-over procedures

5.2 Guidelines for Applications

5.2.1 **PM-05-PS01: Remove load and any attachments, where applicable**

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures and procedure information available the learner must be able to:

- PS0101 Remove load and attachment, where applicable
- PS0102 Store load and related attachments safely

Applied Knowledge

- AK0101 Applied methods removing loads and/or attachments safely
- AK0102 Practices of safe storage of loads and attachments

Internal Assessment Criteria

- IAC0101 Loads and attachments removed in accordance with safe working practices and manufacturer's specifications
- IAC0102 Loads and attachments stored in a safe and secure manner and in accordance with company procedures and manufacturer's specifications

5.2.2 PM-05-PS02: Park lift truck in designated area

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures and procedure information available the learner must be able to:

- AA0201 Identify and establish safe parking area
- AA0202 Park lift truck

Applied Knowledge

- AK0201 Applied methods of safely parking lift trucks

Internal Assessment Criteria

- IAC0201 Designated parking area checked for obstructions in accordance with safe operating practices
- IAC0202 Lift truck parked in designated area according to environment and standard operating procedures

5.2.3 PM-05-PS03: Lower forks / attachments, apply park brake and neutralise controls

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures and procedure information available the learner must be able to:

- PS0301 Lower forks / attachments to ground level
- PS0302 Apply park brake and ensure all controls are neutralized, where applicable
- PS0303 Switch off ignition, lights, and lock out lift truck
- PS0304 Secure lift truck cab, where applicable
- PS0305 Ensure safe egress from cab

Applied Knowledge

- AK0301 Applied methods of lowering forks / attachments
- AK0302 Applying park brakes and neutralising all controls
- AK0303 Methods of safe egress and securing of cab

Internal Assessment Criteria

- IAC0301 Lower forks / attachment to ground level and apply park brakes in accordance with safe operating practices and manufacturers specification
- IAC0302 All levers and controls (such as ignition, lights, joystick control and main isolator) secured and neutralised in accordance with company procedures and manufacturers specifications
- IAC0303 Windows and doors are closed and lift truck is tidied according to company policies and procedures
- IAC0304 Safe egress and apply chock blocks according to manufacturer’s specifications

5.2.4 PM-05-PS04: Adhere to lock-out/hand-over procedures

Scope of Application

Given work instructions, checklists, work area, case study, activity documents, templates, forms, safety and quality principles, standard operating procedures and procedure information available the learner must be able to:

- PS0401 Follow lock-out procedures and documentation in accordance with statutory, manufacturer's and company's specification
- PS0402 Follow hand-over procedures and documentation in accordance with statutory, manufacturer's and company's specification

Applied Knowledge

- AK0401 Lock-out procedures
- AK0402 Hand-over procedures

Internal Assessment Criteria

- IAC0401 Lock-out and hand-over procedures are adhered to in accordance with statutory, manufacturer's and company specifications

5.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Access to a Counterbalanced Lift Truck F4 and environment/work area
- Categories of tools, equipment, attachments, safe operating procedures, manufacturer's specifications and processes in order for learners to apply correct and safe operating methods, principles and techniques of Counterbalanced Lift Truck F4 operations

Human Resource Requirements:

- Facilitator: Should be a licensed and experienced Counterbalanced Lift Truck F4 Driver with at least 3 years' relevant experience working within a Counterbalanced Lift Truck F4 environment as a Driver and qualified as a Facilitator.
- Assessor: Should be a licensed and experienced Counterbalanced Lift Truck F4 Driver with at least 3 years' relevant experience working within a Counterbalanced Lift Truck F4 environment as a Driver and qualified as an Assessor.
- Practical coach/learner ratio 1 to 4

Legal Requirements:

- Compliance to SHERQ
- Compliant with Road Traffic Act, where applicable
- Compliant with National Code of Practice in line with the Driven Machinery Regulations Act

5.4 Exemptions

The relevant QCTO Recognition of Prior Learning (RPL) Policy applies.