

RESOURCES

REQUIRED

Machine	<ul style="list-style-type: none"> • Telescopic Handler with: <ul style="list-style-type: none"> – standard forks – ROPS, FOPS and seatbelt – rough terrain capability (not applicable for Industrial Telescopic endorsement).
Area	<ul style="list-style-type: none"> • Flat surface for travelling on and for placing/stacking loads. • Rough undulating terrain, (not applicable for Industrial Telescopic). • Slope or slopes. • Clear straight run not less than 10 metres in length.
Other equipment	<ul style="list-style-type: none"> • Truck bed fitted with a headboard. • Loading-out tower built out of scaffolding, either tube and fitting or system (quick lock), that meets current legislation. • Items to create restrictions for manoeuvring.
Loads	<ul style="list-style-type: none"> • LOAD 1 1 x load at least 50% of the rated capacity of the telescopic-handler. • LOAD 2 3 x same-sized loads (on pallets) for stacking purposes. • LOAD 3 1 x load of a weight 30% less than the telescopic-handler's lift capacity at full reach (horizontal). • LOAD 4 A wide load at least 4 metres in length.
Notes	<ul style="list-style-type: none"> • The machine selected for the test must meet the specification for the required endorsement, be in serviceable condition and conform with current legislation. • The operator's manual must be with the telescopic-handler. • The weight of all loads must be known. • The loading-out tower must be of a height that allows LOAD 1 to be placed using at least 75% of telescopic-handler's full operating lift height. • The truck bed can be simulated but must conform to road haulage standard specifications, including the ground/bed height. • The slope must have at least an 15% (1:6:6) incline with sufficient manoeuvring area at the top, or a straight ramp with an up and down route with a flat area at the summit. • Items for LOAD 2 must be safe for stacking. • For Endorsements C and D, the machine must be equipped with stabilisers.

RESOURCES (continued)

Notes continued	If a machine having an operating height in excess of 16 metres is being used for the test, the following concession may be used as an alternative.	
	A loading-out tower having a height of 12 metres may be used providing there is a minimum distance, as shown in the table, from the base of the tower to the fork tips of the telescopic-handler when the tips of the forks are facing the tower.	
	Operating height (metres)	Minimum distance (metres)
	17	2
	18	2
	19 metres and above	3

ACTIVITY

INSTRUCTIONS

Sequence	<ul style="list-style-type: none"> • Activity 1 must be undertaken at the start of the test. • Activities 2–9 can be undertaken in any order. • Activity 9 may be incorporated during activities 5–8. • Activity 12 must be undertaken at the end of the test. <p>The test must be completed within a given time. The specifications' section gives further information.</p>
Preparing for work	1. Complete all manufacturers' pre-start and running checks and prepare the telescopic-handler for travel.
Travelling & manoeuvring (refer to specifications)	<p>2. In an un-laden state and with LOAD 1:</p> <ul style="list-style-type: none"> – travel up and down the slope. – travel over rough terrain. – pass through a chicane executing full right- and left-hand turns in a forward and reverse direction. – stop and restart on the incline whilst loaded. <p>3. With LOAD 4, Reverse in a straight line for at least 20 metres and pass through a restriction at the end of the run.</p>
Setting up for work	4. Prepare and set the telescopic-handler for each lift.
Working tasks (refer to specifications)	<p>5. Lift and place LOAD 1 onto the loading out tower. When placed, move the forklift away from the tower. Retrieve the load, lower to ground level and place at a given point.</p> <p>6. Lift and place 3 x LOAD 2 onto the truck bed. On completion, remove all loads (LOAD 2) from the truck bed.</p> <p>7. Stack 3 x LOAD 2 vertically on top of one another. On completion de-stack and place alongside each other in a straight line.</p> <p>8a. Endorsements A, B and C only – Lift LOAD 3 and place at ground level at an indicated point using full reach (horizontal) of the telescopic-handler.</p> <p>8b. Endorsement D only – Lift LOAD 3 and place at ground level at an indicated point, 240 degrees from the pick-up point using full reach (horizontal) of the telescopic-handler.</p> <p>9. Carry out undercutting when lifting and placing a load.</p>

ACTIVITY continued

Completing work	<p>10. All loads to be placed at ground level following completion of each activity.</p> <p>11. Configure the forklift for road travel.</p>
Shutting down	<p>12. Park the telescopic-handler and carry out shut-down and securing procedures.</p>
Notes	<ul style="list-style-type: none"> • The forks must be set to the widest position at the start of the test • For the truck loading activity, 2 x loads must be placed square to the headboard • For item 5, another activity must be undertaken after placing the load at height • For Load 4, the restriction must be higher than the height of the load (the forks may not be raised during manoeuvring activities) • The stack must be at least 10 metres away from the truck bed • If the machine is hot, checks unable to be carried out (i.e. coolant) may be assessed by the Tester using verbal questions • For activity 6, the candidate must be instructed at the start of this activity to load the vehicle as though further loads are to be placed on the vehicle bed e.g. following the sequence whereby the vehicle is to be fully loaded. • On activity 6, should the load or pallet be narrower than fork carriage, the given measurement (maximum of 75mm) applies between the headboard and side of the carriage for the first load. • On completion of the third load being placed and machine moved away from the truck bed, all loads must be immediately removed again in the correct sequence before commencing another activity.

ACTIVITY MEASUREMENTS

Load placing	<ul style="list-style-type: none"> • 100 mm of a given position
Load placing (vehicle bed)	<ul style="list-style-type: none"> • Maximum of 75 mm clearance between all loads, and the loads and truck headboard
Load placing (stacking)	<ul style="list-style-type: none"> • Maximum of 75 mm clearance between each load when placing back at ground level (activity 7)
Manoeuvring	<ul style="list-style-type: none"> • Maximum clearance less than 300 mm or 10% of the machine's width (the greater applies) between the telescopic-handler and chicane/restriction sides when undertaking each turn, or passing through the restriction
Manoeuvring LOAD 4	<ul style="list-style-type: none"> • Maximum clearance less than 300 mm
Test timings	<ul style="list-style-type: none"> • The test must be completed within 2 hours

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Basic details	Test reference	Candidate name
	Tester name	Candidate ref.
	Tester ref.	Date of test
	Endorsement A <input type="checkbox"/>	Endorsement C <input type="checkbox"/>
	Endorsement B <input type="checkbox"/>	Endorsement D <input type="checkbox"/>
	Make and model	Duration

MANDATORY		Correctly carried out during the test?	Y / N
Preparing	1 All pre-start and running checks (or responses to relevant questions)		
Travelling	2 Tele-handler set for travel		
	3 Seat belt worn		
	4 Restrictions and hazards cleared		
	5 Full control maintained when ascending and descending slopes		
	6 Travel direction on slopes		
	7 No opposite movement of intended direction when restarting on slopes		
	8 Limbs and body kept within confines of cab (when travelling)		
	9 Straight line kept during reversing activity		
	10 Loads secure on forks		
	Setting up	11 Allocated area checked and clear of hazards prior to lifting	
12 Loads assessed for weight and condition prior to lifting			
13 Forks spaced to match loads			
14 Stabilisers set (if applicable) and forklift level prior to lifting or placing loads			
Working tasks	15 Lift capacity within safe limit		
	16 Machine's stability maintained at all times		
	17 Loads/pallets and surrounding area not damaged during operations		
	18 Sequence of loads placed and removed onto and from truck bed		
	19 Parking brake applied and neutral selected before lifting and placing loads		
	20 Undercut loads		
Completing	21 Loads left safe and secure		
Shutdown	22 All shut down and securing procedures		
Other	23 Legislation, manufacturers' and health and safety requirements complied with		
	24 Test completed within the given time		

All of these items must be awarded

Achieved / Not achieved

FAULTS		Candidate incorrectly carried out the following:	Fault	Mark	Penalty
Travelling	1	Forklift mounting and dismounting		1	
	2	Full observation before moving and reversing		3	
	3	Full observation whilst travelling		2	
	4	Full observation before slewing the upper structure (endorsement D only)		2	
	5	Gear ratios matched to ground and work speed		1	
	6	Travel speed matched to ground conditions and type		2	
	7	All loads placed at the given points within the given tolerance		2	
	8	Boom kept fully retracted during travel		1	
	9	Forks or loads kept low but clear of the ground during travel		2	
Working	10	Position and set the forklift when lifting or placing loads		2	
	11	Loads entered and exited cleanly		1	
	12	Loads heeled whilst travelling		1	
	13	Loads lowered within 1 metre after removing from truck bed		1	
	14	Sequence of using hydraulic/lifting controls		2	
	15	Smooth use of steering, braking, transmission and hydraulic controls		1	
Not exceeded eight penalties			Total penalties		
					Achieved / Not achieved