

Training Course Professionals

FORKLIFT PRE-READING

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Please ensure you are familiar with all 97 questions before attending the course. Pay particular attention to questions marked with a ♣.

1. You are required to inspect your forklift truck before use. Name at least four liquid levels that would form part of your inspection?

**Brake fluid
Engine oil
Transmission fluid
Hydraulic fluid**

2. You are required to inspect your forklift truck before use. Name at least four parts which would form part of your inspection?

**Brakes
Lights
Steering
Controls**

♣3. What precautions should be taken by the operator when a leak in the fuel system is suspected or detected?

**Stop the FUEL leak
Remove the key
Tag the forklift
Report to the supervisor.**

4. During your pre operational check a hydraulic leak is detected. What action would you take?

**Remove the key
Tag the forklift
Report to the supervisor**

♣5. During your pre operational check you notice the Data Plate is missing or unreadable. What action would you take?

**Remove the key
Tag the forklift
Report to the supervisor**

6. Under what circumstances could an operator make minor repairs, alterations or adjustments to a forklift truck?

Only if competent and with permission from the supervisor

7. If you noticed a crack in the heel of a fork arm would you try and repair it yourself?

**No, Remove the key
Tag the forklift
Report to the supervisor**

8. A tyre is found to have low pressure. When would you attend to this problem?

Immediately

9. What important function does a load backrest perform on a forklift truck?

It stops the load from falling into the mast and onto the driver

10. To protect the operator from falling objects, what should be provided on a forklift truck?

An overhead guard and a load backrest

♣11. Should a forklift truck be refueled while the engine is running? Explain your answer.

No, as the running engine could ignite the fuel

♣12. What direction must the load face when travelling up a ramp?

Uphill with the forklift traveling forward

13. When travelling up a ramp, why must the load face uphill?

To keep the load and forklift stable.

♣14. What direction must the load face when travelling down a ramp?

Uphill with the forklift in reverse

♣15. Why is it unsafe to turn a forklift truck when it is on a ramp or sloping surface?

The forklift will tip over SIDEWAYS AND the load will move.

♣16. When operating a forklift why is it dangerous to turn a corner with the load raised?

The forklift will tip over SIDEWAYS AND the load will move

17. How should you drive a forklift truck across railway tracks?

Slowly at 45 degrees or use ramps

♣18. When travelling, at what height should the load and fork arms be?

BELOW the FRONT axle and as close to the ground as possible

19. When travelling name two items / conditions that would influence your speed of travel?

1) Speed signs

2) Weather conditions

♣20. A pallet contains an unbalanced load with one end heavier than the other. Which end should be against the heel of the fork arms?

The heavy end

21. What would you do if you noticed a badly damaged pallet supporting a load?

Restack on a new pallet

22. How should bagged goods be transported and stored?

On a pallet cross stacked and above 1.5 metres in a pyramid shape

♣23. What is the minimum distance you should keep your forklift truck and load away from the following types of powerlines?

0.5 metre from a live insulated overhead power line of less than 1,000 volts

1.0 metre from a live uninsulated overhead power line of more than 1,000 volts

3.0 metres from a live overhead power line between 1,000 and 33,000 volts

6.0 metres from a live overhead power line greater than 33,000 volts

24. What would you do if you drove your forklift truck mast into powerlines? List three actions.

1) Warn others to stay clear

2) Try to break contact with the powerlines

3) Stay on the forklift until told it is safe

♣25. Why is it dangerous to use internal combustion engines in confined spaces?

Gases from the exhaust can kill in 20 minutes

26. What is the most suitable type of forklift truck to use in confined spaces?
Battery powered

27. Why must batteries be charged in a well ventilated area?
To stop the build up of EXPLOSIVE gases

♣28. Why must you not smoke when charging or changing forklift truck batteries?
Because the gas given off by the batteries can explode if ignited

29. What type of forklift truck should be selected for working on rough or unstable terrain?
A four wheel drive (4WD)

30. What is meant by “collapsed height” in relation to a forklift truck?
It’s the distance from the ground to the top of the mast when the forks are fully lowered

31. What is meant by “overall extended height” in relation to a forklift truck?
It’s the distance from the ground to the top of the backrest when the forks are fully raised

32. When traveling with a large load that obscures your vision, what precautions would you take?
Reverse or use a guide

♣33. What should be provided when a forklift truck is working over a roadway, footpath or areas open to the public?
**1) Signs
2) Barricades
3) Flag person**

♣34. Name two safeguards to protect other personnel when loads are being moved by a forklift truck?
**1) Signs
2) Barricades
3) Lights and horns**

♣35. Why is “rear end” swing dangerous on forklift trucks fitted with rear end steering?
The fast rear end swing is dangerous to people and objects NEARBY

36. Why is a work permit to operate a forklift truck necessary at some work sites?
To make sure safety control measures are followed

37. May a load be carried by only one fork arm of the forklift truck?
Explain your answer.
No, as it could damage the fork arm or cause the forklift to tip over

38. Are you allowed to add additional counterweights to a forklift truck without referring to the forklift manufacturer? Explain your answer.
No, as the counterweights are designed for the maximum SWL

39. What precautions should the operator take when operating the forklift truck on wet or slippery surfaces?
**1) Turn slow and drive slow
2) Proceed with caution**

♣40. What checks must be made before using an attachment on a forklift truck?
**1)The attachment is listed on the Data Plate
2)The attachment is secure
3)The attachment is correct for the FORKLIFT and LOAD**

41. If you are required to use an attachment that you are not familiar with, what should you do?
Get extra training to become familiar with the attachment

42. Name three operating precautions that must be taken when using a jib attachment?

- 1) **Drive slow and turn slow**
- 2) **Keep the MAST on vertical or on backtilt**
- 3) **Keep the load as low as possible**

43. Is it permissible to use the forward tilt when lifting loads with a jib attachment? Explain your answer.
No the MAST must always be on vertical or on backtilt

44. What must be marked at each hook position on a jib attachment?
The SWL

45. When operating a forklift fitted with a carpet spike, what precautions would you take?

- 1) **Drive and turn slow**
- 2) **Be careful of the length and the reduced capacity**

46. Why should a side-shift attachment be centralized before travelling with a load?

To keep the load and forklift stable

47. When using a revolving attachment is it permissible to rotate the load while travelling? Explain your answer.

No, you must be stopped to rotate

48. What should be used to carry drums with a forklift truck?

Pallets or drum clamps

49. What must a lifting ring and the slings attached to it have in common?

Equal lifting capacity

Forklift Pre-Reading v 7.0

50. Should a jib attachment, lifting hook be fixed or able to swivel?

Swivel

51. For what reason must you ensure that a jib attachment hook is centred directly over a load before lifting?

To stop the load from swinging and tipping the forklift over

52. When should slings be inspected?
Before use

53. When inspecting wire rope slings, list five defects that would render the sling unsafe to use?

- 1) **Rust**
- 2) **Heat**
- 3) **Acid**
- 4) **No tags**
- 5) **Broken wires**

54. How would you determine the working load limit (WLL) for synthetic webbing slings?

Color coding or an SWL tag

55. Why is it important to secure the pin in a shackle?

To stop it from unscrewing

56. What percentage of wear in a shackle would make it unsafe to use?
10%

57. How would you determine the Safe Working

Load of a multi-leg chain sling?

The SWL tag ON THE CHAIN

♣58. Should a load be raised or lowered near or over people? Explain your answer.

No it is an unsafe work practice

59. What must be provided on a fork lift truck to allow a passenger to be carried?

An approved seat and footrest

♣60. Is it permissible to carry passengers on the bare fork arms or load? Explain your answer.

No it is against regulations

♣61. By what means can people be raised on a forklift truck?

On an approved work platform

62. When using a Work Platform to lift people, what position must the travel controls be in, and in what position must the parking brake be?

The controls in neutral and the park brake on

63. Where must the operator of a forklift remain when a person is raised in a Work Platform?

At the controls

♣64. Is a stepladder or other device allowed to be used to gain extra height whilst working from a Work Platform?

No it is an unsafe work practice

65. On an electric forklift what would you use to isolate the power supply in an emergency?

An emergency isolator

66. Give reasons why pre-operational checks are necessary before operating a forklift truck.

To check for damage and prevent accidents

67. If any defects are found or detected what must you do?

Remove the key

Tag the forklift

Report to the supervisor

68. Why is tyre pressure, and condition for pneumatic types, important to the stability of a forklift truck?

To stop the forklift from tipping over

69. Because of load length, two forklift trucks are used to handle the same load (simultaneous use). Name any three operating precautions that must be observed.

1) Use 1 experienced guide

2) Use 2 experienced drivers

3) Do not travel with the load

70. How would you establish the capacity and limitations of the forklift truck and equipment you are required to use?

1) The data plate

2) The manufacturer

71. What is meant by the term "Rated Capacity" in relation to a forklift truck?

It's the MAXIMUM weight a forklift can carry at a GIVEN height and a GIVEN load centre

♣72. What is meant by load centre distance?

It's the distance from the VERTICAL face of the FORKS to the LOADS CENTRE OF GRAVITY

♣73. How does increasing the load centre affect the capacity of a forklift truck?

It REDUCES the capacity

74. How will a forklift truck be affected if the load is not hard against the heel of the fork arms?

The stability will be affected and the capacity will be reduced

♣75. Where is the forward Point of Balance (fulcrum) for a forklift truck?

It's WHERE a VERTICAL line drawn through the CENTRE of the front axle meets the ground

♣76. Is all the weight behind the Point of Balance acting as a counter-weight?

Yes

♣77. The forklift trucks in Attachment A are rated at 2000 kg at 600 mm load centre, which one is overloaded?

A

♣78. A forklift truck in Attachment B is rated at 4500 kg at 600 mm load centre. Which of the loads are within the capacity of the forklift truck?

C

79. Give two reasons why you check the weight of a load against the forklift truck specifications.

To stop overloading and prevent accidents

♣80. How would you determine the weight of an unmarked load?

- 1) **Calculations**
- 2) **Consignment note**
- 3) **Weighbridge docket**

81. What is the approximate mass (weight) of a 200 Litre (44 gallon) drum full of water?

213kg

82. How many Kilograms are there in 1 Tonne? **1000kg**

83. What things should be considered when tiering (stacking) loads on top of each other?

- 1) **You must have a firm base**
- 2) **Put heavy items on the bottom**
- 3) **Make sure the stack is stable**

84. When should forward tilt of the mast be used?

When going in or out of a load and when parking

85. A pallet appears to be unsafely loaded. What would you do before attempting to lift it?

Restack it safely

♣86. Name three operating conditions that may cause a forklift truck to tip over sideways?

- 1) **Turning to fast**
- 2) **Turning with your load raised**
- 3) **Flat tyre**

♣87. Name three operating conditions that may cause a forklift truck to tip forward length- ways?

- 1) **Overloading**
- 2) **Severe braking**
- 3) **Operating on a slope**

88. What should be provided for the gap between a truck and a loading dock before shifting a load?

A SECURED dock plate and bridge plate

89. Which vehicles must you give right of way to during emergency situations?

All emergency vehicles

♣90. Name three locations within the workplace where you would not park your forklift truck.

- 1) **No less than 2 meters from a railway line**
- 2) **Walkways**
- 3) **Doorways**
- 4) **Fire exits**
- 5) **First aid stations**
- 6) **Refuelling sites**
- 7) **Blind corners**

91. Why would you not park your forklift in front of a doorway?

In case of emergency

92. If your forklift truck must be parked on an inclined surface, what precaution would you take?

Normal parking position and chock the wheels

93. When parking your forklift truck what must be done with the fork arms?

Lowered flat to the ground

94. Why do you turn off the LPG fuel valve after parking and before leaving your forklift truck?

To reduce the risk of explosion

95. Give 3 reasons why post operational checks are carried out on a forklift?

- 1) **To check for damage**
- 2) **To check for leaks**
- 3) **To make sure all systems are shut down**

96. Whilst carrying out a post operational check, you notice a fault, what do you do before leaving the forklift?

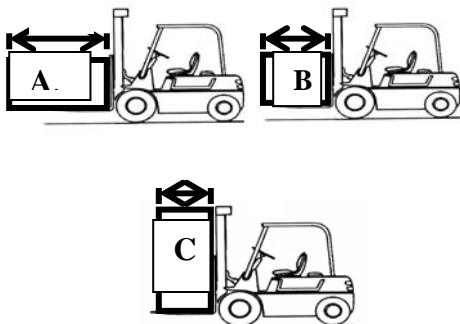
Remove the key, tag the forklift, report to the supervisor

97. What is the reason for removing the ignition key when leaving the forklift truck unattended?

To stop unauthorized use

Attachment A:

- A: 1400mm @ 2000kg
- B: 1200mm @ 2000kg
- C: 1000mm @ 2000 kg



Attachment B:

- A: 1400mm @ 4500kg
- B: 1300mm @ 4500kg
- C: 1000mm @ 4500 kg

