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SAFE USE AND OPERATION OF FORKLIFTS: THE OPERATIONAL INSPECTION

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 5265
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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

5265 SAFE USE AND OPERATION OF FORKLIFTS: THE OPERATIONAL INSPECTION FACT SHEET

LENGTH: 2:10 MINUTES

PROGRAM SYNOPSIS:

The required “operational inspection” of a powered industrial truck should only take place after the completion of a “pre-operational” inspection. The purpose of the operational inspection is to test all driving and control functions. You need to make sure that all controls work properly, including brakes and horn, to ensure your vehicle is safe for your shift. If not, you will need to follow the proper steps to report and fix the issues.

PROGRAM OBJECTIVES:

After watching the program, the participant should be able to explain the following:

- The purpose of the operational inspection;
- The steps to check each operational function;
- What to do should any issues be found during inspection.

INSTRUCTIONAL CONTENT:

SAFE USE AND OPERATION OF FORKLIFTS: THE OPERATIONAL INSPECTION

- The required “operational inspection” of a powered industrial truck should only take place after the completion of a “pre-operational” inspection.
- The purpose of the operational inspection is to test all driving and control functions.
- First, inspect the area around and above the lift to ensure adequate clearance from all hazards prior to testing the full operating range of all controls. Then, safely board the lift and turn on or start the engine.
- Start by raising the mast and forks to their maximum position and lowering them back down. Then raise the forks to eye level and test the full range of the mast tilt.
- After returning the mast to the fully retracted position, shift the forks fully left and right if the forklift is equipped with this feature.
- Next, if the lift is an extended reach lift or a forklift with a telescopic boom, test the full range of its reach and then return it to the fully retracted position.
- After testing each control, lower the forks to a safe position just a few inches above the floor. Next, engage the parking brake and test its holding power against a slight acceleration.
- Then test the transmission, brakes and backup alarm by shifting into forward, traveling a short distance, and then stopping by applying the brakes. Then shift into reverse to test the backup alarm and then drive the lift in reverse to return to the original starting position.
- Also, confirm the operation of the horn, warning lights, dashboard or other control panels and the headlights and/or running lights if applicable.
- While testing the lift’s operation, all movements should be smooth and there should not be any excessive shaking, vibrations or unusual noises.
- If you discover any control mechanism or function that may be working improperly, tag the vehicle out of service and follow your organization’s policies to initiate a repair.

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ANSWERS TO THE REVIEW QUIZ

1. b

2. a

3. c

4. a

SAFE USE AND OPERATION OF FORKLIFTS: THE OPERATIONAL INSPECTION
REVIEW QUIZ

Name _____ Date _____

The following questions are provided to determine how well you understand the information presented in this program.

1. The required operational inspection of a forklift may be conducted before or after the completion of the pre-operational inspection.
 - a. True
 - b. False

2. During the operational inspection, each control should be tested through its full range of movement.
 - a. True
 - b. False

3. While testing the transmission in forward and reverse, you should also verify the operation of the _____.
 - a. Fire extinguisher and horn
 - b. Seatbelt and mast tilt
 - c. Brakes and backup alarm

4. While testing a forklift's operation, all movements should be smooth and there should not be any excessive shaking, vibrations or unusual noises.
 - a. True
 - b. False