

Trainee First Name _____ Last Name _____
Please Print Clearly

Address _____ City _____ Province _____

Postal Code _____ Phone _____ Email _____

OFFICE USE ONLY

Note to Trainer: Create and assign a unique SN for each trainee.

SN

Test Score

Note: This document MUST be completed in full, dated & signed!



Sit-Down Counterbalanced (Class 1/4/5) USA Final Exam

Instructor First Name _____ Last Name _____
Please Print Clearly

As a the designated Forklift Operator Trainer or Training Contractor for _____

I understand that 29 CFR 1910.178(l)(2)(iii) states: All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

I have covered Company Policies and Procedures, applicable forklift Operating Manuals, Forklift Features, Safety Equipment and Work Place Legislation.

I have presented the trainee instruction-led information (Theory), utilizing Porcellato Engineering's Forklift Operator Training material.

I have provided Hands-on Training under my direct supervision.

I have presented the trainee this exam to in an effort to confirm Knowledge Verification,

I have conducted a Practical Evaluation using the included Operator Evaluation section of this exam.

RELEASE AND INDEMNITY AGREEMENT Whereas the Purchaser of Porcellato Engineering's Employer Led Forklift Operator Training program agrees that Porcellato Engineering shall not be liable for any personal injuries (including death) to any person or for any loss or damage, either direct, indirect or consequential to any person or property whatsoever caused or contributed to by or otherwise arising out of the provision of the training or the operation of mobile equipment by the Trainee or any other person during the Training Process, whether or not caused or contributed to by Porcellato Engineering. The Trainee further agrees to indemnify and hold Porcellato Engineering harmless from and against any and all claims, actions, suits, debts, dues, demands and liability of every kind and nature whatsoever for personal injuries (including death) to any person or for any loss or damage, either direct, indirect or consequential, whether to property of the Trainee or to any other property, caused or contributed to by the participation by the Trainee in the Training or by the operation of mobile equipment by the Trainee during the Training, whether or not caused or contributed to by Porcellato Engineering.

Instructor Signature

Date

1. By law, all forklifts must display a capacity plate. **True or False**
2. The number one type of forklift accident is _____
3. The number one cause of forklift accident is _____
4. Compromises in safety are acceptable for temporary increases in production? **True or False**
5. Read and fully understand the Operation and Maintenance Manual for the truck you will operate. **True or False**
6. Danger symbols indicate hazards that WILL cause death or serious injury if not avoided. **True or False**
7. Warning symbols indicate hazards that CAN cause death or serious injury if not avoided. **True or False**
8. Caution symbols indicate hazards that MAY cause death or serious injury if not avoided. **True or False**
9. Cushion forklift tires are not intended for wet, rough or uneven surfaces. **True or False**
10. The Operator Presence System (OPS), also known as a Presence Detection System or (PDS) senses may Disengage the transmission and hydraulics when the operator leaves the seat. A seat belt icon appears on the trucks display when the operator hasn't fastened the seat belt and, an indefinite alarm sounds when the operator leaves the seat and does not engage the parking brake. **True or False**
11. All forklifts are required to carry a warning that improper operation or maintenance could cause injury or death. **True or False**
12. Which is not a characteristic of a professional forklift operator?
 - 1) Wears the required protective clothing
 - 2) Has read the operator manual
 - 3) Maintains control of the forklift at all times
 - 4) Can unload a flat deck trailer in under 12 minutes

1) 2)

3) 4)
13. What is the difference between a forklift and a car?
 - 1) Steering
 - 2) Weight
 - 3) Braking
 - 4) All of the above

1) 2)

3) 4)
14. OH & S regulations require all forklift operators to be trained. **True or False**
15. You get better traction with a cushion tire versus a pneumatic forklift tire. **True or False**

16. If you are approaching a overhead hazard such as a doorway, what mast dimension should you be aware of?

- | | | |
|---------------------------|----|----|
| 1) Free fork height | | |
| 2) Maximum fork height | 1) | 2) |
| 3) Overall height raised | | |
| 4) Overall height lowered | 3) | 4) |

17. Lack of proper training of workers, for those portions of their jobs that involve interaction with forklifts, can lead to accidents.

True or False

18. Production factors such as excessive speed can be dangerous.

True or False

19. Behaviours such as horseplay, show-off driving and jerky driving are acceptable in large areas where collisions are not likely.

True or False

20. Riders are permitted on the forklift or load.

True or False

21. Improper servicing of the forklift can cause accidents.

True or False

22. Poor communication during shared tasks can cause accidents.

True or False

23. Walking or working in the general area of a forklift is not dangerous.

True or False

24. Narrow or cluttered aisles can be a potential cause of accidents.

True or False

25. Intersections in shelving units or aisles can be dangerous.

True or False

26. Poor palletizing or pallets in poor condition are dangerous.

True or False

27. Unstable or loads blocking vision are not generally dangerous.

True or False

28. Report mechanical malfunctions as they can be safety issues.

True or False

29. Lifting loads above the rated capacity of the forklift is acceptable.

True or False

30. Noise, odors, toxic gases, dust and poor lighting are all hazards.

True or False

31. Forklift exhaust emissions can be very hazardous in confined areas with poor ventilation such as small warehouses.

True or False

32. A forklift without free lift may be used to stack loads in reefer trailer when stacking is required.

True or False

33. The balance point or fulcrum on a forklift is:

- | | | |
|---------------|----|----|
| 1) Steer tire | | |
| 2) Battery | 1) | 2) |
| 3) Drive tire | | |
| 4) Mast | 3) | 4) |

34. The imaginary point in a load around which all weight is evenly distributed is known as the:

- | | | |
|-------------------------|----|----|
| 1) Centre of gravity | | |
| 2) Stability triangle | 1) | 2) |
| 3) Principle of balance | | |
| 4) Load centre | 3) | 4) |

35. The load centre is:

- | | | |
|--|----|----|
| 1) The distance from the end of the load to the face of the forks | | |
| 2) The distance from the face of the forks to the load's centre of gravity | 1) | 2) |
| 3) The distance from the mast to the operator centre line | | |
| 4) The distance from the load's centre of gravity to the drive tire | 3) | 4) |

36. A forklift is designed much like a child's teeter-totter. The design is based on:

- | | | |
|---------------------------------|----|----|
| 1) The principle of gravity | | |
| 2) The principle of balance | 1) | 2) |
| 3) The Principle of stability | | |
| 4) The principle of Load centre | 3) | 4) |

37. The centre of gravity on a forklift always stays in the same place.

True or False

38. Both a "visual pre-start up check" & "operational pre-use check" are required.

True or False

39. When inserting forks into a pallet ensure that the forks are level, as wide apart as possible and all the way under the load.

True or False

40. When travelling on level ground raise the forks 15-20cm from the floor and tilt the load backwards so it rests against the load backrest.

True or False

41. You can handle unstable loads as long as you drive slowly.

True or False

42. Keep the forks pointed downhill without a load.

True or False

43. Keep the forks pointed uphill with a load.

True or False

44. Do not turn until you are on level ground.

True or False

45. When driving in reverse, the forklift has greater stability.

True or False

46. When parking a forklift there is no need to secure it with the parking brake due to the fact that it is very heavy.

True or False

47. Match speed to load and workplace conditions.

True or False

48. Do not exceed the recommended load limit of your forklift.

True or False

49. Add as much weight as you want to counter-balance an overload. **True or False**
50. Raise and lower the forks at any time when the forklift is moving. **True or False**
51. Overloading can cause a loss of steering control. **True or False**
52. Do not lift a load that extends above the height of the load backrest unless no part of the load can slide back toward the operator. **True or False**
53. A forklift "with a load" is less likely to tip over than a forklift without a load if both trucks turn too abruptly. **True or False**
54. Which one of the items listed below is not one of the supporting points of a forklifts stability triangle
- 1) Centre point of the steer axle
 - 2) Left or right drive tire
 - 3) Centre point of the drive axle
55. Which of the following will cause a forklift to tip over?
- 1) Turning too fast at excessive speeds
 - 2) Traveling with a load to high
 - 3) Overloading
 - 4) All of the above
56. The importance of the Pre-Operational inspection is to:
- 1) Reduce the risk of injury to the operator
 - 2) Ensure safe operation of the forklift
 - 3) Comply with OH &S regulations
 - 4) All of the above
57. If a forklift is used on a multi-shift basis, it needs to be examined only prior to the first shift. **True or False**
58. It is okay to make minor repairs to the forklift you are operating if you have not been trained to do so. **True or False**
59. If your horn fails during your shift:
- 1) Only operate the forklift in well lit areas
 - 2) Continued operation is ok
 - 3) Tag the forklift out of service until it is repaired
60. It is okay to reach through the mast rails with your hands as long as the forks are fully lowered. **True or False**
61. Notify your supervisor immediately if you are involved in a forklift accident that results in personal injury to you, others or company property. **True or False**

62. Always enter a vehicle, elevator or confined space with the load end first. **True or False**
63. 7% of all forklift accidents occur when forklifts fall off docks. **True or False**
64. Never make on the go directional changes when carrying a load. **True or False**
65. When handling hazardous materials:
- 1) Refer to Material Safety and Data Sheets (MSDS)
 - 2) Know how to handle
 - 3) Know how to clean up spills
 - 4) Know what medical actions to take if you are exposed to the material
 - 5) All of the above
- 1) 2)
 5)
3) 4)
66. Never raise anyone on the forks. About 12% of forklift accidents occur when personnel fall from elevated forks. **True or False**
67. About 18% of all forklift accidents occur when pedestrians are struck by the machine, another 14% occur when falling loads strike pedestrians. **True or False**
68. When parking your forklift using the attended parking method: keep the engine running, be within 25 feet and in full view of the truck, set the parking brake, place the directional control in neutral, engage the directional control lock if the forklift is equipped with one, lower the forks to the ground with fork tips down and chock wheels if you must park on an incline. **True or False**
69. In some circumstances it's OK to give pedestrian a ride on your forklift. **True or False**
70. SOUND your horn and slow down when approaching blind corners, intersections, door and ramp openings, pedestrians, other vehicles and when backing up. **True or False**
71. **EE Forklifts** Although designed for use in environments where explosive or flammable materials are in sealed containers, Type **EE forklifts** do not protect against static discharges, explosive mixtures of gases or dusts, electrical system failures or auto ignition temperatures. **True or False**
72. When parking a forklift, it is important that:
- 1) It is easily seen
 - 2) The controls are neutralized, the forks are lowered to the ground, and the parking brake is set.
 - 3) The controls are neutralized, and the parking brake is set.
 - 4) The parking brake is set.
- 1) 2)
3) 4)
73. When you are loading a tractor-trailer, you should make sure:
- 1) The trailer wheels are chocked and the trailer is anchored to the dock
 - 2) The dock is properly positioned
 - 3) The condition of the floor will support the truck and its load
 - 4) All of the above
- 1) 2)
3) 4)

74. When traveling with a load on your forks you should:

- | | | |
|---|----|----|
| 1) Travel with the load pointing up the ramp, regardless of direction | 1) | 2) |
| 2) Travel with the load pointing down the grade | | |
| 3) It does not matter | | 3) |

75. It is OK to hang legs and arms outside of the operators compartment when carrying a wide load.

True or False

76. KEEP at a minimum three forklift truck lengths between you and another forklift when following.

True or False

77. When loading and unloading ensure the vehicle's brakes are set and its wheels are chocked.

True or False

78. Back down and drive up hills when loaded.

True or False

79. It's okay to tow or push rail cars with a forklift.

True or False

80. Do not enter any elevator unless authorized to do so.

True or False

81. Ensure that dock plates are secure before driving on them.

True or False

82. Do not park a forklift within 3 metres of railway tracks.

True or False

83. It's okay to open railway car doors with forklift forks.

True or False

84. Set brakes, wheel blocks & de-railer before entering railway car.

True or False

85. Cross railway tracks on a diagonal.

True or False

86. Forklift batteries contain sulphuric acid and should be handled by trained and authorized personnel. They produce explosive mixtures of hydrogen and oxygen and should be charged in approved battery charging areas.

True or False

87. Neutralize spilled or splashed electrolyte with baking soda solution. Then rinse with clean water.

True or False

88. Ventilation is not required in the space where batteries are charged.

True or False

89. Inspect for defective cables, loose connections, corrosion, cracked cases and covers, loose hold downs and deformed or loose terminal posts.

True or False

90. Use a self leveling filler which automatically fills the battery to a predetermined level. Battery cells should never be filled above the level indicator.

True or False

91. Position propane tank so liquid will come in contact with the relief valve.

True or False

92. Avoid contact with propane. Rapid vaporization causes frostbite.

True or False

93. It's OK to allow propane cylinders to become heated.

True or False

94. Defective cables, and loose connections on batteries are only a problem if the forklift is exposed to heavy use. **True or False**
95. In some cases, filling batteries beyond the predetermined level is acceptable, such as in high temperature applications. **True or False**
96. When driving a forklift on a ramp with a load, you should:
- 1) Travel with the load pointing up the ramp
 - 2) Travel with the load pointing down the ramp regardless of direction
 - 3) It does not matter
97. It's OK to mount more than 2 propane cylinders on a forklift. **True or False**
98. Exchange removable cylinders outdoors or in a well ventilated area, away from sources of ignition. **True or False**
99. Wear eye protection & gloves when changing (LPG) cylinders. **True or False**
100. With cylinder valve closed, run the forklift until it stops. This ensures that the supply hose is empty and it is now safe to change the cylinder. **True or False**
101. After unscrewing the supply hose nut, inspect the valves for leakage. **True or False**
102. Once a replacement cylinder is locked into place, screw the supply hose nut on to the cylinder (do not use metal tools to tighten) and check for leaks. **True or False**
103. If small leaks are found after tank installation, resume operation. **True or False**
104. A daily visual inspection of the forks by the operator is not required. **True or False**
105. If bent or distorted, forks can't be straightened. **True or False**
106. Forks are constantly subjected to abrasion by concrete floors, steel shelving etc. This abrasion can reduce the thickness of the fork until it is not capable of lifting to design capacity. **True or False**
107. Custom designed forks are needed for unusual lifting conditions such as those found in spark-free work areas. **True or False**
108. Make sure the forklift is equipped with these safety devices: back-up alarm, fire extinguisher and rear view mirror. **True or False**
109. Forklifts should be painted a high visibility colour, with the back of the forklift striped with reflective tape. **True or False**
110. When elevating personnel on a maintenance platform it is ok to leave the machine as long as you set the parking brake and turn off the engine. **True or False**
111. It is OK to shove a load around with your forks to get it into the proper position. **True or False**

112. If the load you are carrying obstructs your forward vision, you should:

- | | | |
|--|----|----|
| 1) Stick your head outside of the operator's compartment to better see | 1) | 2) |
| 2) Travel in reverse | | |
| 3) Continue forward cautiously | 3) | 4) |
| 4) Raise the load so you can see better | | |

113. You should never turn or travel with the load raised above the travel position, 6-8" off the ground.

True or False

114. When placing a load on a stack, you can tilt the mast forward past the vertical position.

True or False

115. When picking up a load, you should:

- | | | |
|---|----|----|
| 1) Spread the forks as wide as the load permits | | |
| 2) Make sure the load touches the back of the forks | 1) | 2) |
| 3) Carefully pick up the load and tilt the mast back slightly | | |
| 4) All of the above | 3) | 4) |

116. If you have a tip-over situation, you should:

- | | | |
|--|----|----|
| 1) Hold on tight | | |
| 2) Never jump | 1) | 2) |
| 3) Brace your feet and lean forward and away from the fall | | |
| 4) All of the above | 3) | 4) |

117. When refueling a forklift, you should:

- | | | |
|--------------------------|----|----|
| 1) Follow company policy | | |
| 2) Never smoke | 1) | 2) |
| 3) Shut off the engine | | |
| 4) All of the above | 3) | 4) |

118. Never attempt to change an LP tank unless you have been specifically trained to do so.

True or False

119. What can happen on some forklifts if the service valve on the LP tank is opened too quickly?

- | | | |
|---|----|----|
| 1) The supply line may rupture | | |
| 2) The back pressure check valve will close | 1) | 2) |
| 3) The tank will freeze | | |
| 4) The injector may seize up | 3) | 4) |

120. LP gas is lighter than air when released to atmosphere.

True or False

121. It is OK to change an LP tank in a confined space like a trailer as long as the service valve is closed.

True or False

122. You should never place your hand on a frosted LP nozzle because:

- | | | |
|--|----|----|
| 1) The cold temperature can cause hand cramping | 1) | 2) |
| 2) The nozzle may warm to quickly and crack | | |
| 3) Your skin could be severely frostbitten | 3) | 4) |
| 4) The tank can collapse due to high negative pressure | | |

123. When parking an LP fueled forklift over night, you should always turn off the service valve.

True or False

124. Overfilling an LP tank can cause vapor to vent and create a fire hazard.

True or False

125. When changing an LP tank, you should:

- | | | |
|---|----|----|
| 1) Wear the appropriate PPE | | |
| 2) Be trained to change tanks | 1) | 2) |
| 3) Never smoke or expose the tank to flame or spark | | |
| 4) All of the above | 3) | 4) |

126. Battery size affects:

- | | | |
|-----------------------|----|----|
| 1) Lifting Capacity | | |
| 2) Forklift stability | 1) | 2) |
| 3) Charge life | | |
| 4) All of the above | 3) | 4) |

127. If you are exposed to electrolyte, the first thing you should do is:

- | | | |
|---|----|----|
| 1) Call a doctor or visit a walk in clinic | | |
| 2) Go to the nearest eyewash station and flush the effected body part | 1) | 2) |
| 3) Wait until the shift is over | | |
| 4) None of the above | 3) | 4) |

128. After charging a battery, always turn the charger off first before disconnecting the battery from the charger.

True or False

129. Normally, you should only add water to a battery:

- | | | |
|--------------------------|----|----|
| 1) Before charging | | |
| 2) Add water when needed | 1) | 2) |
| 3) After charging | | |
| 4) None of the above | 3) | 4) |

130. You should remove all metallic jewelry before servicing or charging batteries, because:

- | | | |
|---|----|----|
| 1) Jewelry can demagnetize the battery | 1) | 2) |
| 2) If it touches the battery you could get burned | | |
| 3) Jewelry can get lost in the workings of the forklift | | 3) |

131. Pay attention to pedestrians, they have the right of way.

True or False

Operator evaluation - Please check to indicate successful completion



Physically fit

The trainee being tested is physically and mentally capable of operating the lift truck safely.

☐

Pre-Use Inspection

All items checked

Deficiencies discussed with Supervisor

☐

Travel without a Load

3-point mount

Engage operator restraint

Raise forks 10-15 cm (*tilt slightly back*)

Establish eye contact with pedestrians

Obey traffic controls (*applicable to location*)

Look in the direction of travel before moving

☐

Load Pick Up

(from ground level)

Stop and square to load

Forks spread (*sufficient to maintain load stability*)

Level the forks

Engage 2/3 load length (*forks do not contact load*)

Lift the load

Tilt load (*enough to stabilize*)

Look behind

☐

Travel with a Load

Raise load (*to clear obstructions*)

Engage load fully

Drive in reverse (*if vision blocked*)

☐

Stacking

Stop and square to deposit zone Level forks

Verify overhead clearance

Raise load to appropriate height

Drive forward (*load does not touch other material*)

Lower load (*load is stable/structure can support*)

Look behind

☐

Reverse from load (*forks do not contact load*)

Lower forks (*to travel position*)

☐

Destacking

Stop and square to deposit zone Level forks

Verify overhead clearance

Raise forks to appropriate height

Drive forward (*forks do not touch other material*)

Raise load (*tilt if required*)

Look behind

Drive reverse (*load does not contact other material*)

Lower load (*to travel position*)

☐

Travel on a Ramp

Approach grade straight

Load leading (*travel up the ramp*)

Load trailing (*travel down the ramp*)

☐

Comments

Operator evaluation - Please check to indicate successful completion



Travel on a Ramp (*walk behind only*)

- Approach grade straight
- Load leading (*travel up the ramp*)
- Load leading (*travel down the ramp*)

☐

Loading Trailer

- Restrain truck, trailer or railcar
- Secure dock/bridgeplate ramp
- Inspect trailer
- Uncoupled trailer (*nose support or jack stand*)

☐

Personnel Lifting

- Secure approved platform
- Ensure fall protection worn
- Establish communications
- Remain at controls
- Lift and Lower personnel only

☐

Shut down

- Clear of exits/emergency equipment
- Lower forks
- Parking brake on
- 3-point dismount
- Fuel source off

☐

Refuelling

- Shut down

☐

Electric

- Ignition off
- PPE Worn (*face shield/apron/gloves*)
- Raise seat
- Disconnect battery
- Attach hoist
- Remove battery
- Connect charger

☐

Gas/Diesel

- Shut down Ignition off
- PPE Worn (*face shield/pva gloves*)
- Nozzle contacts tank

☐

Propane/Natural Gas

- Shut down Ignition off
- PPE Worn (*face shield/neoprene gloves/long sleeves*)

☐

Elevators

- Verify capacity
- Sufficient clearance
- Enter slowly (*load end forward*)

☐

Attachments (*side shift/fork spreader/clamp/rotator*)

☐

Workplace specific hazards discussed with operator

☐

Comments