



ABA Category A Pallet/Stacker Truck
(ABA categories: A1, A2 and A3, A4, A5, A6, A7)
Basic Operating Skills Test

Developed by the Accrediting Bodies Association for Workplace Transport (ABA)





BASIC OPERATING SKILLS TEST

ABA Category A Pallet/Stacker Trucks

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BASIC OPERATING SKILLS TEST

ABA Category A Pallet/Stacker Trucks

1. Introduction

This test has been developed and adopted by the Accrediting Bodies Association for Workplace Transport (ABA) as of 01/08/2019 for implementation no later than 01/12/2019 as a means of ensuring national, uniform standards for the testing of Category A lift truck operators. Only lift truck instructors and examiners who have been trained in its application should carry out this testing process.

Continuous assessment of operator's progression will naturally be undertaken during training by instructors, and subsequently by immediate supervisors at the operator's workplaces. This is routine and would normally be conducted fairly informally.

The test shall be administered by a lift truck instructor/examiner who is qualified in accordance with the Health and Safety Executive Approved Code of Practice (ACoP) and supplementary guidance "Rider operated lift trucks: operator training and safe use". The ACoP and guidance gives advice to employers on lift truck operator training and testing. Successful completion of basic operator training should be followed by job specific and familiarisation training, and supervision as described in the ACoP and guidance.

This test can be used as:

- a. Validation of a course of basic training
- b. Confirmation of existing ability
- c. Pre employment assessment
- d. Post incident assessment.

Successful completion of this test without prior training does not indicate that adequate training as described in the ACoP and guidance has been provided. Nor does it mean that accredited training and testing has been provided.

HOW DO WE TEST NON-ENGLISH SPEAKERS

ABA Category A Pallet/Stacker Trucks

Many training providers/instructors are now training and testing non-English speakers. You must ensure in all such cases that the applicable legal requirements are met. You should seek specialist legal advice if you are unsure what is required of you/your organisation.

As basic training covers technical information there is a need to ensure that the trainee has the underpinning knowledge in the operation and safety requirements of the equipment category, The Accrediting Bodies Association for Workplace Transport (ABA) strongly recommends that an accredited translator is used and that the answers given by the trainee are translated and written onto the answer sheet.

The translator must print and sign their name, and record their accrediting organisation and registration number, if any, for auditing purposes.

If the translator is not formally accredited the organisation must provide some other written evidence of the translator's competence, impartiality and suitability to provide translation for the test. This must be attached to the test documentation for auditing purposes. If such information is not available at audit the test may be invalidated.

The translator used must not be a co-trainee on the same course and must not alter the sense of any answers given by the trainee. Any evidence of material changes or assistance being made by the translator to benefit a trainees response will invalidate the test and lead to revocation of any certificate or registration awarded. Additionally sanctions against the instructor/examiner and the training provider may also be actioned.

TEST OBJECTIVES

ABA Category A Pallet/Stacker Trucks

2. Test Objectives

The overall objective of this formal, predetermined and validated test is to verify the candidate's ability to meet a minimum recognised basic safety standard.

Candidates must pass all elements of the test in order to be successful overall.

The test requires candidates to:

- a. Demonstrate understanding of **pre use checks**, identifying faults and deficiencies and taking the appropriate reporting/remedial action (see section 3)
- b. Undertake a **practical test**:
 - Manoeuvring a laden and unladen lift truck, forward and reverse
 - Carrying out a series of stacking and de-stacking exercises within the main aisle
 - Manoeuvring twice in each direction, laden, through a chicane
 - Culminating in depositing a load and parking the lift truck correctly (see section 4).
- c. Undertake an **associated knowledge test**, written or oral (see section 5)

PRE-USE INSPECTION

ABA Category A Pallet/Stacker Trucks

3. Pre-Use Inspection

The candidate will be required to carry out a pre-use inspection, and clearly demonstrate understanding of it. The pre-use inspection is a visual and functional safety check. It must be carried out in accordance with the Lift Truck manufacturer's recommendations and/or the candidate's company organisational procedures.

3.1 Marking

The examiner will assess whether the candidate meets the minimum standards necessary to carry out a pre use inspection correctly and efficiently.

14 of the elements described in the pre-use inspection have been deemed safety critical and if missed/not checked there may be a significant risk to the health and safety of the operator and or any persons and infrastructure in the location of the lift truck. The following list of components are deemed as mandatory component checks. A candidate must carry out a full and correct check of these items, failure to do so will result in an automatic referral in this element of the test.

- Fork Arms/Attachment
- Carriage Plate*
- Mast*
- Mast Rollers and Slides*
- Lift Chains*
- Lift Chain Pulleys *
- Rated Capacity Plate
- Hydraulic Systems
- Wheels
- Tyres
- Hydraulic Controls
- Drive and Braking
- Repel pad
- Steering

*Not found on A1/A2

The remaining elements described and listed on the inspection sheet are still required to be appropriately inspected and the examiner will decide if the overall inspection was adequate or not and will pass/refer as appropriate.

The list of items on the pre-use inspection sheet should not be considered complete or finite. It is important to remember that all pre use inspections are to be carried out in accordance with the lift truck manufacturers recommendations.

The pre-use inspection sheets must be retained for future reference and the result recorded on the practical test marking sheet.

PRE-USE INSPECTION SHEET

ABA Category A Pallet/Stacker Trucks

Operator Use

CANDIDATE NAME				
No.	ITEM	CHECK COMPLETE	DEFECT REPORTED	NOT APPLICABLE
1	FORK ARMS/ATTACHMENT			
2	CARRIAGE PLATE			
3	BACKREST EXTENSION			
4	MAST			
5	MAST ROLLERS/SLIDES			
6	LIFT CHAINS			
7	CHAIN PULLEYS			
8	HYDRAULIC SYSTEMS			
9	WHEELS			
10	TYRES			
11	EXTERNAL CONDITION			
12	RATED CAPACITY PLATE			
13	OPERATING POSITION			
14	FOLD DOWN PLATFORM			
15	OPERATORS SEAT			
16	STARTING PROCEDURE ELECTRIC TRUCKS			
17	STARTING PROCEDURE ENGINE TRUCKS			
18	REPEL PAD			
19	LIGHTS			
20	AUDIBLE WARNINGS			
21	HYDRAULIC CONTROLS			
22	DRIVE & BRAKING			
23	STEERING			

All Pre-Use checks must be carried out in accordance with the specific instructions published in the relevant manufacturers operating handbook.

PRE-USE INSPECTION SHEET

ABA Category A Pallet/Stacker Trucks

Examiner/Instructor Use

Candidate Name:		Test Date:
Lift Truck Type:		Model:
Make:	ABA Category:	Motive Power:

No.	ITEM	CHECK COMPLETE	NOT APPLICABLE
1	FORK ARMS/ATTACHMENT (MC)		
2	CARRIAGE PLATE (MC)		
3	BACKREST EXTENSION		
4	MAST (MC)		
5	MAST ROLLERS/SLIDES (MC)		
6	LIFT CHAINS (MC)		
7	CHAIN PULLEYS (MC)		
8	HYDRAULIC SYSTEMS (MC)		
9	WHEELS (MC)		
10	TYRES (MC)		
11	EXTERNAL CONDITION		
12	RATED CAPACITY PLATE (MC)		
13	OPERATING POSITION		
14	FOLD DOWN PLATFORM		
15	OPERATORS SEAT		
16	STARTING PROCEDURE ELECTRIC TRUCKS		
17	STARTING PROCEDURE ENGINE TRUCKS		
18	REPEL PAD (MC)		
19	LIGHTS		
20	AUDIBLE WARNINGS		
21	HYDRAULIC CONTROLS (MC)		
22	DRIVE & BRAKING (MC)		
23	STEERING (MC)		
24	FAULT REPORTING PROCEDURE		

Candidate Result	PASS		REFERRED	
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Candidate Signature:
Examiners Name:
Examiners Signature:
Examiners Registration Number:

All Pre-Use checks must be carried out in accordance with the specific instructions published in the relevant manufacturers operating handbook.
 MC = Mandatory component check - automatic referral if not fully completed.

PRE-USE INSPECTION

ABA Category A Pallet/Stacker Trucks

Explanation of the Criteria

No.	CRITERIA	EXPLANATORY NOTES
1	Fork Arms/Attachment Mandatory Component	Each fork arm should be checked for wear, cracks and distortion. Check for wear causing thin, jagged edges at the fork tip. Particular attention should be paid to the fork hooks and carriage plate, constant movement between these points causes wear and fracture. The fork arms should be equally spaced on the carriage with the fork retaining pins engaged and secure. Any attachment fitted must be attached appropriately and secure on the carriage plate (if applicable). Locking pins, welded joints, pivots should not be worn, cracked or seized. The attachment must not be bent, twisted or distorted and must be in good, functional working order. For A1, A2 fixed fork tyres, where the wheels locate on these forks, check for debris at the tip end and the hole that allows the wheels to retract into.
2	Carriage Plate Mandatory Component	The carriage plate should have no obvious damage and sit square to the mast. The end stop bolts must be engaged and secure. The fork locking pins must fully engage into the castellations.
3	Back Rest Extension	The back rest extension or load guard should be attached securely to the carriage plate, retaining bolts should be in place and adequately fastened, the guard should be free from distortion and allow for any load to fully heel up, welded joints should be crack free.
4	Mast Mandatory Component	Checks should be made to the outer mast sections for damage, distortions and cracks. In addition the inner mast channels or runners must be inspected for undue wear, scoring, excessive dirt or any debris which may be fouling the mechanism.
5	Mast Rollers/Slides Mandatory Component	The mast guide rollers, including reach channel rollers must not show signs of uneven wear, incorrect tracking, flat spots and scoring. Mast slides must be intact and not loose.
6	Lifts Chains Mandatory Component	Check lift chains for evidence of deterioration, loose or worn pins, damaged pin rivet heads, worn, cracked or missing links and signs of rust on link plates. Chain anchor points must be inspected for damage, even adjustment and security of the locking nuts or retaining pins.
7	Chain Pulleys Mandatory Component	Chain pulleys should have no obvious damage, uneven wear and flat spots. The chains running over pulleys should show signs of tracking correctly between the riveted end of the chain pins and the walls of the pulley flanges.

No.	CRITERIA	EXPLANATORY NOTES
8	Hydraulic Systems Mandatory Component	All hydraulic rams, seals and couplings must be checked for damage and leaks. Particular attention should be given to where the piston emerges from the outer cylinder for any oil, corrosion and scoring on the piston. Examine all visible hydraulic hoses/pipes for kinks, damage, crushing, abrasion leaks or signs of fouling which could result in a possible hydraulic leak. Any hose reel mechanisms (if fitted) should be undamaged and running freely with no evidence of hydraulic oil leaks.
9	Wheels Mandatory Component	There should be no obvious missing or loose wheel nuts. The wheel rim and hub should be examined for damage, cracks and scoring. Inspect the stub axles and steering assembly for excessive dirt or any foreign bodies especially polythene shrink wrap, banding etc. which may be fouling the mechanism.
10	Tyres Mandatory Component	Individual tyres should be checked for punctures and pressures [pneumatics], adequate and even tread across the same axle, damage, flat spots and deep cuts. All swarf, nails, flints, etc. should be removed from the tread. Incorrect wheel alignment results in uneven wear of the tyres and if the fault is great the steering ability of the truck is affected. Check the tyre side wall for evidence of deterioration and cracks.
11	External Condition	Examine the general condition and security of the machine's, overhead guard, battery or engine covers/ access panels should be complete, damage free and secure. Inspect the bodywork for damage, rust, broken hinges, or locks, which could be detrimental to the trucks safe operation. Mirrors [if fitted], lights and warning devices should be in working order, clean, and free from damage. When walking around the truck, the operator should check on top of the mast section, tie bars, overhead guard or cab, for articles which may have been left there which could fall when the truck is operated. The linkages that connect the lifting wheel to the front wheels [if applicable] In addition the operator should ensure there are no water, oil, fuel or any other type of fluid leaks. The truck's reach legs, channels or pantograph should be free from damage and debris, any wheel guards or covers must not be in contact with the tyres. The tiller arm, should be spring loaded and be capable of returning to its non-operational position.
12	Rated Capacity Plate Mandatory Component	The rated capacity plate must be fitted, it must be secure, clear and legible and display, at least, the maximum weight the lift truck can pick up, the load centre and the maximum lift height, appropriate to the lift truck and or any attachments fitted.

No.	CRITERIA	EXPLANATORY NOTES
13	Operating Position	The floor and cockpit area should be dry and clear of dirt or any foreign bodies, which may be fouling the operating controls, safety switches or devices. Foot and hand operated controls and instruments should be intact, undamaged and functional. Side support arms should lower into the correct place and be able to be stowed correctly. Visual gauges, decals and instruments should be unobstructed, clean and intact.
14	Fold Down Platforms	Should be able to lock into position both up and down, check any interlocks, platform distortion. Check any non-slip surfaces, side support arms should lower into the correct place and be able to be stowed correctly.
15	Operator's Seat	Check anchor points, runners/slides and end stops are engaged, secure and undamaged . Ensure that under the seat is clear of any foreign bodies which may be fouling the adjusters and any safety interlock switches and weight function indicators. Check the seat and back rest adjusters to ensure they are intact, damage free and functional.
16	Starting Procedure - Electric Trucks	The traction battery is secure and the power supply cable is intact, connected and secure. Confirm adequate charge. Ensure the on/off key switch system activates the power and the isolator switch [if fitted] functions correctly. Physically and visually check any additional interlocks or gauges to ensure they are functioning in accordance with the specific manufacturer's operating handbook.
17	Internal Combustion Engine Trucks* *Although not common, provision has been made for this variant	Confirm adequate fuel level. Ensure that the ignition key switch and combined starter function correctly, any ignition lights should illuminate and the starter turns the engine, the key switch should also satisfactorily stop the engine. If appropriate the cold start and stop controls should be intact and functional. It is especially important that any oil pressure and charging lights are working. Physically and visually check any interlocks, instruments and gauges to ensure they are functioning in accordance with the manufacturer's operating handbook. Coolant and Oil levels should be checked only if it is safe to do so.
18	Repel Pad Mandatory Component	The repel pad, is located on the top of the tiller arm and is to reduce the risk of the operator becoming trapped between the truck and an obstacle (eg racking). To fully test the pad, stand to one side of the truck and operate the directional control so the truck is travelling repel pad first. Place one hand onto the pad to simulate the body. the truck should stop and move a short distance in the opposite direction before stopping. Do not try this against a body.

No.	CRITERIA	EXPLANATORY NOTES
19	Lights	Any service lights fitted should be in working order. This includes direction indicators, reversing lights, brake lights, flashing beacons, road lights, presence lights, spot/working lights etc. Lenses should be free from damage, clear of debris, secure and be able to be seen at a reasonable distance by others.
20	Audible Warning Devices	The machine must not be operated if the horn is defective. If there is an audible warning device, check that it activates and can be heard, e.g. if you leave the cockpit without switching off the power or fail to apply the parking brake, selecting reverse gear, height, weight and pressure limit switches, etc.
21	Hydraulic Controls Mandatory Component	All hydraulic driven parts (mast height, reach carriage, tilt mechanisms etc.) must be run to their end positions, to lubricate all the moving parts, checking for their serviceability, smooth operation, obvious leaks and that there is sufficient oil in the tank.
22	Drive and Braking Mandatory Component	Forward and reverse should be engaged to ensure their smooth operation and positive response to the accelerator pedal, as well as the tiller arm thumb control switches. The parking brake should be tested by slowly driving and then apply the brake, the truck must stop. The efficiency of the foot brake should be tested in both directions, braking must be even. The brake pedal should not travel to the cockpit floor. Lift trucks may be fitted with hydrostatic, rheostatic regenerative or opposite direction braking systems, in addition to mechanical brakes, these must be checked to ensure they are functional in accordance with the manufacturers operating handbook.
23	Steering Mandatory Component	Check for excessive play in the steering wheel before starting the truck. Check the tiller arm has a full range of motion and all thumb controls are fully functional. Avoid turning the wheels of the truck whilst stationary, this may subject the steering mechanism and tyres to unnecessary wear or strain. The operator should move the truck in both directions checking the steering operation fully on both locks. 180 and 360 degree steering systems should function correctly and any steering instrument indicators should correlate to the wheel position.
24	Fault Reporting	The candidate must satisfactorily explain the action to be taken in the event of discovering a fault on the truck at the start or during any operating period, i.e. isolating the truck, displaying of warning signage, any company policies and procedures, reporting to managers, supervisors etc, completion of documentation.

NOTE:

- a. The Pre-Use inspection information provided, has been determined as the minimum number of items to be checked on a lift truck before operation and is not definitive.
- b. All pre-use checks and attachment inspections must be carried out in accordance with the specific instructions published in the manufacturers operating handbook.

PRACTICAL TEST OF BASIC OPERATING SKILLS

ABA Category A Pallet/Stacker Trucks

4. Practical Test of Basic Operating Skills

This test has been devised to examine the critical skills required of a lift truck operator, these are:

- Starting and stopping the truck
- Driving forward and in reverse, including braking
- Steering accuracy
- Correctly placing a load on the forks
- Using hydraulic controls correctly and sympathetically
- Judging the position of fork tips at varying heights, laden and unladen
- Stacking and destacking accurately at various heights
- Observation of the working environment and judgement of speed, height, width and distance from within the confines of the machine.

The test is based on the safe application of these operations at a reasonable working pace. Care has been taken to design a course which covers all the critical skills, while being easily constructed on most company premises. The course selected will depend on whether it is a stacking or non stacking variant.

4.1 Setting up the Practical Test Course

Test Course Materials

The course has been designed to take advantage of existing pallets, loads, stacks, racking or other permanent constructions, subject to critical dimensions and machine type. All loads handled by the lift truck during the test should be of identical width, height, length and weight to simulate realistically the candidate's work. Where a candidate's work requires it, undercutting, with appropriate derating, may be necessary.

Chicane

The chicane may be constructed using hurdles, empty pallets or existing features and consist of the minimum one left and one right turn in either sequence. Care should be taken during construction to create the correct distance between each turn to be negotiated (see plan of course). Traffic cones and other materials which permit gaps in the chicane are not suitable for this purpose. The distance from the chicane to the test aisle is not critical.

However, care should be taken to allow sufficient separation distance so that the candidate, when emerging from the chicane, may position the truck correctly prior to undertaking the first stacking operation.

Note: If using empty pallets, care must be taken to ensure that the pallets are secured and stable, this is in order to reduce the risk of damage or injury to persons in the event of a pallet falling over.

Critical Dimensions

The width of the chicane will be the practical minimum negotiating width for the laden lift truck plus a clearance of 75mm at the critical points, (pivot point, truck and load extremities) of each turn (see plan of course).

Main Aisle

The width of the main aisle will be the manufacturer's minimum 90 degree stacking aisle width for that particular truck and any load overhang (from the tips of the forks to the front leading edge of the load).

The theoretical minimum 90 degree stacking aisle width may be obtained from the manufacturer if not already published in the technical literature supplied with the truck.

Loads along the main aisle should be stacked or racked in line at the appropriate levels with 75mm spacing between the loads or the racking uprights where applicable. The space at 'D' (see plan of course) should likewise allow for the width of load with 75mm spacing on either side.

Note: The dimension quoted by the manufacturer may be affected if additional components have been fitted. In addition, the dimension will normally relate to use with standard pallets where the 1200mm face is across the forks.

Stacking Heights

On completion of the low level test the candidate will have stacked and destacked at low level. On completion of the medium level test the candidate will have stacked and destacked at low level and medium level. On completion of the high level test the candidate will have stacked and destacked at high, medium and low level heights.

Load at 'A' (see plan of course)

The height of the load is not critical, but should be high enough to obscure candidate's vision, thus requiring them to make blind judgements of positioning while negotiating the chicane during stacking and destacking operations in the main aisle, and when depositing the load at the vertical face.

The part of the course forming the vertical face should be of sufficient height and width to permit the candidate to see it clearly when approaching it load leading.

The first load at 'A' should be positioned squarely within 150mm of, but not touching, the vertical face.

High Level at 'B'

Refers to the maximum stacking height normally to be found in the candidate's working environment for the lift truck and loads in use on the test. High level is 3000mm and above stacking height.

Medium Level at 'C'

Refers to the stacking position which requires the forks to be inserted at a height corresponding to the a level which is between 301mm and 2999mm stacking height.

Low Level at 'D'

Refers to the stacking position at, or about, ground level to a maximum height of 300mm.

Note: Should racking be involved, the levels referred to will correspond as closely as possible to the above requirements, depending on the level of beams available.

4.2 Alternative Test Construction

Every effort should be made to construct the course in one continuous area as shown in **test course A**, but, where the area is insufficient to construct the complete test course, the chicane may be entirely separate from the main aisle, effectively dividing the test into two parts. In addition, the main aisle of the test course can be laid out as shown in the alternative at **test course B**.

Part 1.

Will start at the position shown on the course plan and will comprise picking up the load from the vertical face, driving through the chicane load leading and load trailing twice, depositing the load close to the vertical face and finally parking the truck at the finishing line. The examiner must record the time taken to complete Part 1 accurately.

Part 2.

Covering the various stacking and destacking operations will begin at the point where the end of the chicane nearer the main aisle might otherwise have been sited.

4.3 Administration and Testing Procedure

Duration of the Test

Candidates are tested not just on their ability to operate correctly and skillfully, but also to do so without undue slowness, hesitancy or excessive speed. Examiners should, therefore, determine a fair and reasonable time for completion of the test.

This will be affected by a number of factors which may include: actual stacking heights, lift speed, general manoeuvrability of the truck being used, distances between stacking positions, chicane and the main aisle, etc.

The examiner should carry out the complete test at a normal working pace, making careful note of the time taken. For the purpose of the test time penalties, this will be referred to as **the rehearsed time**.

Testing procedure

Prior to the test, the examiner must complete the various sections of the marking sheet, i.e. candidate's details, description of the truck, capacity, etc. (see the Practical Skills Test Marking Sheet).

During the test, only the candidate and the examiner should be in the immediate vicinity of the test area. This will eliminate any potential distractions or hazards to the examiner and candidate.

Before the test begins the examiner must ensure that the:

- Lift truck is correctly parked, in a secure state at a distance from the first load that requires the lift truck to be placed into the travel position and travel to the first load
- Tiller arm or steering wheel of the truck are in the straight line position
- Spread of the forks is both equidistant and suitable for the loads to be used, if applicable
- If fitted with a fold down platform, this is to be used to and from the drive to pallet A from the start/finish point

Walk through the test course

At this point, the examiner will walk the candidate through the course, giving a brief explanation of each operation to be carried out during the test. They should be told that these instructions will be repeated, a step at a time, while the test is in progress. The test is undertaken to assess their operating skills and is not intended to check their memory.

Explanation of the marking sheet

The examiner must explain how the marking system works. Why some faults are more heavily weighted than others, areas of disqualification and the pass/fail cut off criteria. The examiner will explain that where a candidate commits in excess of 3 faults (i.e. 4 or more) in any one fault area where the penalty award is 5 points then that candidate will have not met the required test standard and will have been deemed to have failed the practical element of the test.

The examiner will direct the candidate through the course giving stage-by-stage directions on the operation to be carried out.

During the practical skills test the examiner must maintain a position where the candidate can be continuously observed without causing a distraction or hazard.

The practical skills test should be carried out as follows, (see plan of **course A for A1 & A2**):

1. The candidate shall take control or mount the truck at the start position
- 1a. If a fold down platform is used the candidate will lower the platform, mount the machine and drive to load **A** and dismount. Then stow the fold down
2. Drive forward, forks leading and pick up load at low level **A**
3. Drive through the chicane with load leading
4. Deposit the load at position **B**
5. Withdraw from the load and reverse with forks trailing towards the chicane
6. Pick up the load from position **C**
7. Withdraw from the load and reverse with load trailing from the main aisle through the chicane to the start/finish line
8. Drive forward through the chicane into the main aisle and deposit the load at position **C**
9. Withdraw from the load and reverse with forks trailing towards the chicane
10. Pick up the load from position **B**
11. Withdraw and reverse with load trailing through the chicane
12. Place the load squarely at low level **A** within 150mm of, but not touching, the vertical face
13. Withdraw the forks and reverse the truck until the fork tips are behind the start/finish line
- 13a. If a fold down platform is used the candidate will lower the platform, mount the machine and reverse to the start/finish line. Dismount, then stow the fold down

14. Park the truck correctly
15. Dismount from the truck. (Where applicable)

The practical skills test should be carried out as follows, (see plan of **course A for A3, A4, A5, A6 & A7**):

1. The candidate shall take control or mount the truck at the start position
- 1a. If a fold down platform is used the candidate will lower the platform, mount the machine and drive to load **A** and dismount then stow the fold down
2. Drive forward, forks leading and pick up load at low level **A**
3. Drive through the chicane with load leading
4. Stack the load at high level **B**
5. Withdraw from the stack and reverse with forks trailing towards the chicane
6. Destack the load from medium level **C**
7. Reverse with load trailing towards the chicane
8. Stack the load at low level **D** squarely and in line with the adjacent stack
9. Withdraw from the stack and reverse with forks trailing towards the chicane
10. Destack the load from high level **B**
11. Withdraw from the stack and reverse with load trailing from the main aisle through the chicane to the start/finish line
12. Drive forward through the chicane into the main aisle and stack the load at medium level **C**
13. Withdraw from the stack and reverse with forks trailing towards the chicane
14. Pick up the load at low level **D**
15. Withdraw and reverse with load trailing through the chicane (where applicable)
16. Place the load squarely at low level **A** within 150mm of, but not touching, the vertical face
17. Withdraw the forks and reverse the truck until the fork tips are behind the start/finish line
- 17a. If a fold down platform is used the candidate will lower the platform, mount the machine and reverse to the start/finish line. dismount, then stow the fold-down
18. Park the truck correctly
19. Dismount from the truck (where applicable)

Notes

- a. All elements of the test must be completed for the **appropriate truck type**
- b. Throughout the practical test course, critical dimensions and layout must be maintained.

- c. Each time candidates have to withdraw the truck from a stacking or destacking position in the main aisle, they should be instructed to drive forks/load trailing towards the chicane, this is to ensure both left and right hand approaches are included in the test. Upon successful completion, the test course must be restored to its original state, ready for further use without re-arrangement, except if loads need to be tidied up.

Explanation of the practical skills test result

The examiner will explain to the candidate, what faults occurred and why, time taken and the pass/fail result and where appropriate give recommendations.

4.4 Marking

It is important that faults should be carefully and quickly recorded as they occur during the test, and the test must be administered by an examiner who is well acquainted with the faults list on the marking sheet (see the marking sheet and explanation of faults). Reference to the marking sheet will show that a penalty has been allocated to each of the faults listed. Those faults deemed to be more serious for the purpose of the test have been allocated weighted penalties accordingly.

On each occasion when a candidate commits a fault, a cross should be marked against the appropriate fault. At the end the examiner must:

- Multiply the number of crosses recorded against each fault by the allocated penalty and enter the result in the award column
- Add up the recorded penalties and enter the total
- Add to this any time penalties incurred to arrive at the final total of penalties.

Where a candidate commits in excess of 3 faults (i.e. 4 or more) in any one area where the penalty award is 5 points then that candidate will have not met the required test standard and will have been deemed to have failed the practical test.

Time Penalties

The **set time** for completion of the test **without penalty**, will be **2 x rehearsed time** (twice the time recorded by the examiner taken to complete the test course when operating at a normal working pace). Clearly, it would be unfair for candidates to be judged against an exceptionally quick test drive by the examiner. Equally, an over cautious test drive would be undesirable, as it would effectively produce a set time for candidates which is too generous.

If the test drive is properly conducted, the resulting **set time** will closely match the time

subsequently taken by an average candidate.

Examiners must monitor this aspect of their test results carefully. Wherever a wide variation occurs consistently between the **set time** and candidate's performance times, it would be wise to investigate whether a test drive conducted at above or below normal working pace is a contributory factor.

Candidates who take in excess of the **set time** will incur one penalty for each full or part minute in excess of the set time. Time lost through interruption of the test will not incur penalties.

The maximum test time allowed before disqualification will be 3 x rehearsed time.

Example:

Rehearsed time = 15 minutes (examiner's time)

Set time = 30 minutes (2 x rehearsed time)

Disqualification time = 45 minutes (3 x rehearsed time)

ALTERNATIVE TEST COURSE B: PLAN AND ROUTE (A1 & A2)

Where the area is insufficient to construct the main aisle as shown in **test course A**, the main aisle may be constructed as shown in **test course B**. The alternative practical skills test for course B should be carried out as follows:

1. The candidate shall take control or mount the truck at the start position
- 1a. If a fold down platform is used. The candidate will lower the platform, mount the machine and drive to load **A**, and dismount. Then stow the fold down
2. Drive forward, forks leading and pick up load at low level **A**
3. Drive through the chicane with load leading
4. Deposit the load at position **B**
5. Withdraw from the load and reverse with forks trailing away from the chicane
6. Pickup the load from position **C**
7. Withdraw from the load and reverse with load trailing from the main aisle through the chicane to the start/finish position
8. Drive forward through the chicane load leading
9. Deposit the load at position **C**
10. Reverse with forks trailing away from the chicane
11. Pick up the load from position **B**
12. Withdraw and reverse with load trailing through the chicane to the start/finish position
13. Place the load within 150mm of, but not touching, the vertical face at **A**
- 13a. If a fold down platform is used the candidate will lower the platform, mount the machine and reverse to the start finish line. Dismount, then stow the fold down
14. Withdraw the forks and reverse the truck until the fork tips are behind the start/finish line
15. Park the truck correctly
16. Dismount from the truck (where applicable)

ALTERNATIVE TEST COURSE B: PLAN AND ROUTE (A3, A4, A5, A6 & A7)

Where the area is insufficient to construct the main aisle as shown in **test course A**, the main aisle may be constructed as shown in **test course B**. The alternative practical skills test for course B should be carried out as follows:

1. The candidate shall take control or mount the truck at the start position
- 1a. If a fold down platform is used the candidate will lower the platform, mount the machine and drive to load **A**, and dismount. Then stow the fold down
2. Drive forward, forks leading and pick up load at low level **A**
3. Drive through the chicane with load leading
4. Stack the load at high level **B**
5. Withdraw from the stack and reverse with forks trailing away from the chicane
6. Destack the load from medium level **C**
7. Reverse the load trailing towards the chicane
8. Stack the load at low level **D** squarely and in line with the adjacent stack
9. Withdraw from the stack and reverse with forks trailing away from the chicane
10. Destack the load from high level **B**
11. Withdraw from the stack and reverse with load trailing from the main aisle through the chicane to the start/finish position
12. Drive forward through the chicane load leading
13. Stack the load at medium level **C**
14. Reverse with forks trailing away from the chicane
15. Pick up the load at low level **D**
16. Withdraw and reverse with load trailing through the chicane to the start/finish position
17. Place the load within 150mm of, but not touching, the vertical face at **A**
- 17a. If a fold down platform is used the candidate will lower the platform, mount the machine and reverse to the start/finish line, dismount, then stow the fold down
18. Withdraw the forks and reverse the truck until the fork tips are behind the start/finish line
19. Park the truck correctly
20. Dismount from the truck (where applicable)

Note: The practical test of basic operating skills is not only designed to ensure candidates demonstrate safe lift truck operation, it is also designed to test their efficiency. Should undue hesitancy or a lack of confidence be shown by a candidate undergoing the test (even if the disqualification time has not been exceeded) examiners should consider referring the candidate.

Pass/Fail Criteria

The cut off for the practical skills test at basic operator level is **40** penalty points for high level, **30** penalty points for medium level and **20** penalty points for low level. Where penalties are incurred in excess of these figures (according to machine type), candidates will be deemed to have failed the test.

- **Low level** testing up to a maximum lift height of 300mm
- **Medium level** testing between 301mm - 2999mm
- **High level** testing 3000mm and above

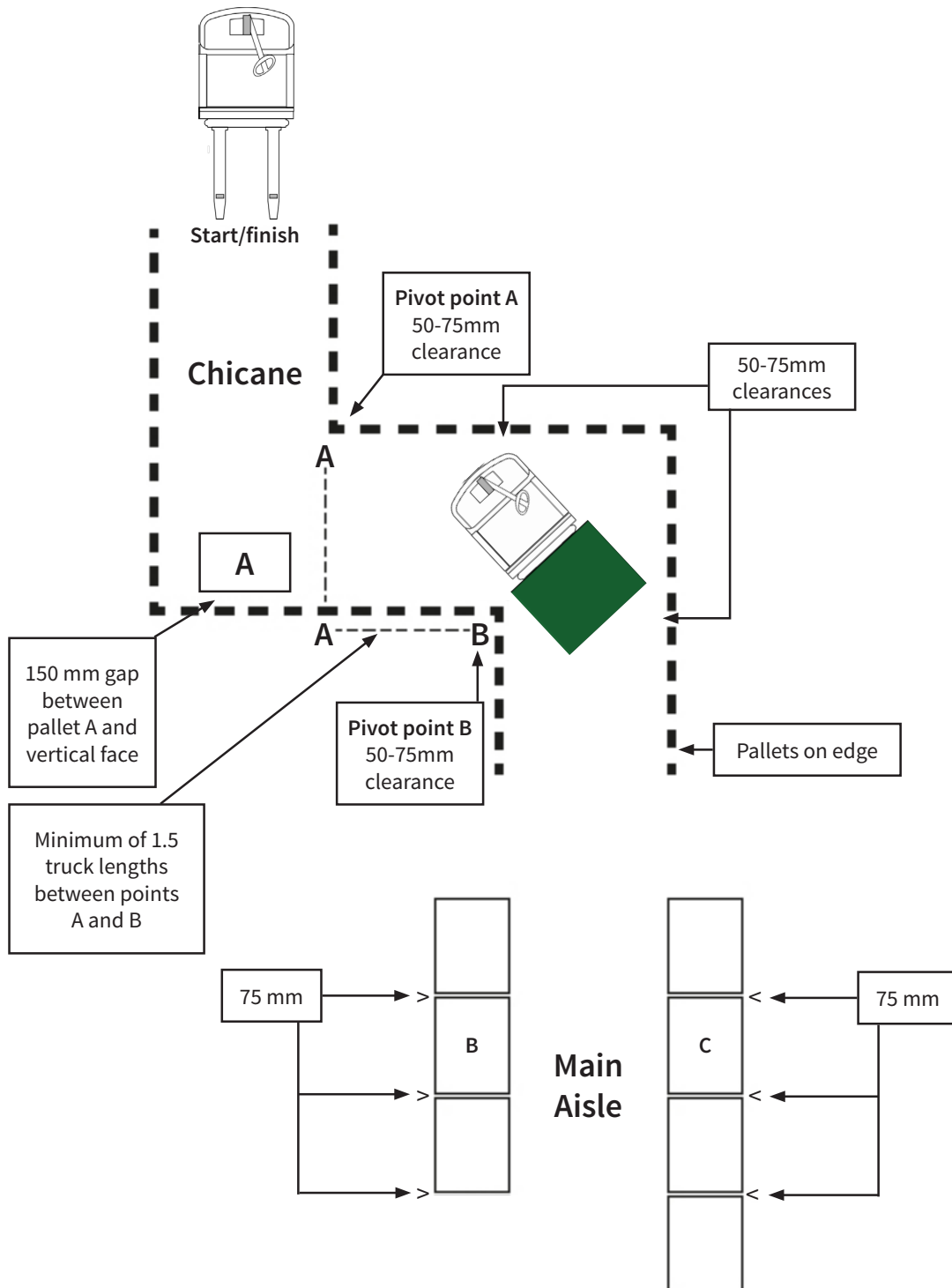
In addition, candidates will be disqualified for:

- **Unsafe stacking:** Where examiners observe a load or stack is to be left in a potentially unsafe state, they should act immediately to overcome the problem and disqualify the candidate
- **Violent collision:** Where the candidate allows any part of the lift truck or load to violently strike any part of the course
- **Operating dangerously:** Where the candidate operates dangerously or erratically, and the examiner considers it unsafe to continue the test
- **Incurring more than 3 (i.e 4 or more) 5 point penalties in one area**
- **Unnecessarily dismounts:** Where the candidate dismounts the truck unnecessarily whilst the test is taking place
- **Exceeds maximum time:** Where the candidate exceeds the maximum time set by the examiner

Where failures occur, it would be sensible to study the marking sheet for evidence of any particular areas in which the candidate might be given further tuition prior to undertaking the test in the future. Any retest should not be made too soon, ample time should be allowed for the candidate to be effectively retrained before undergoing a further test.

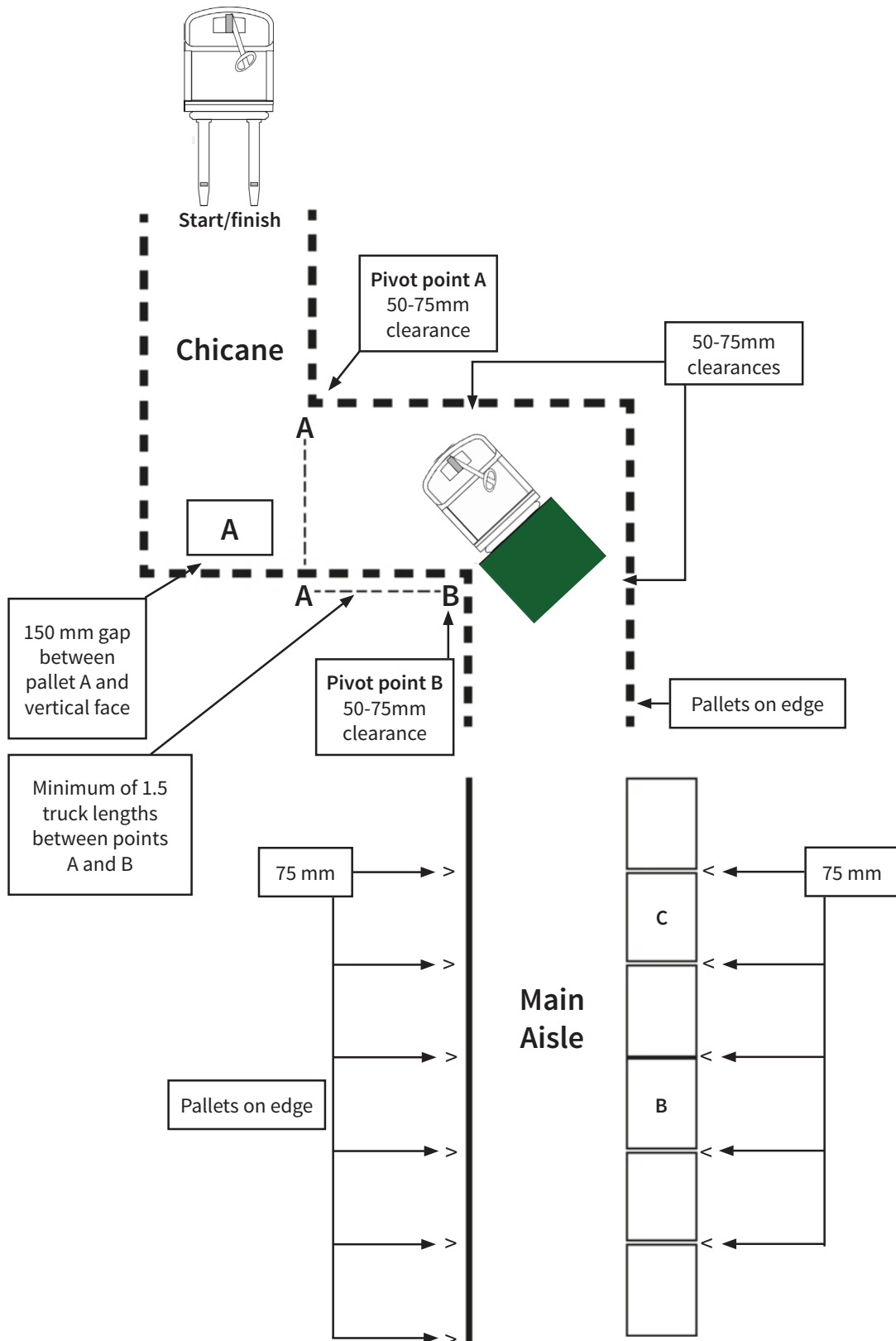
PLAN OF TEST COURSE A

For A1, A2
Not to Scale



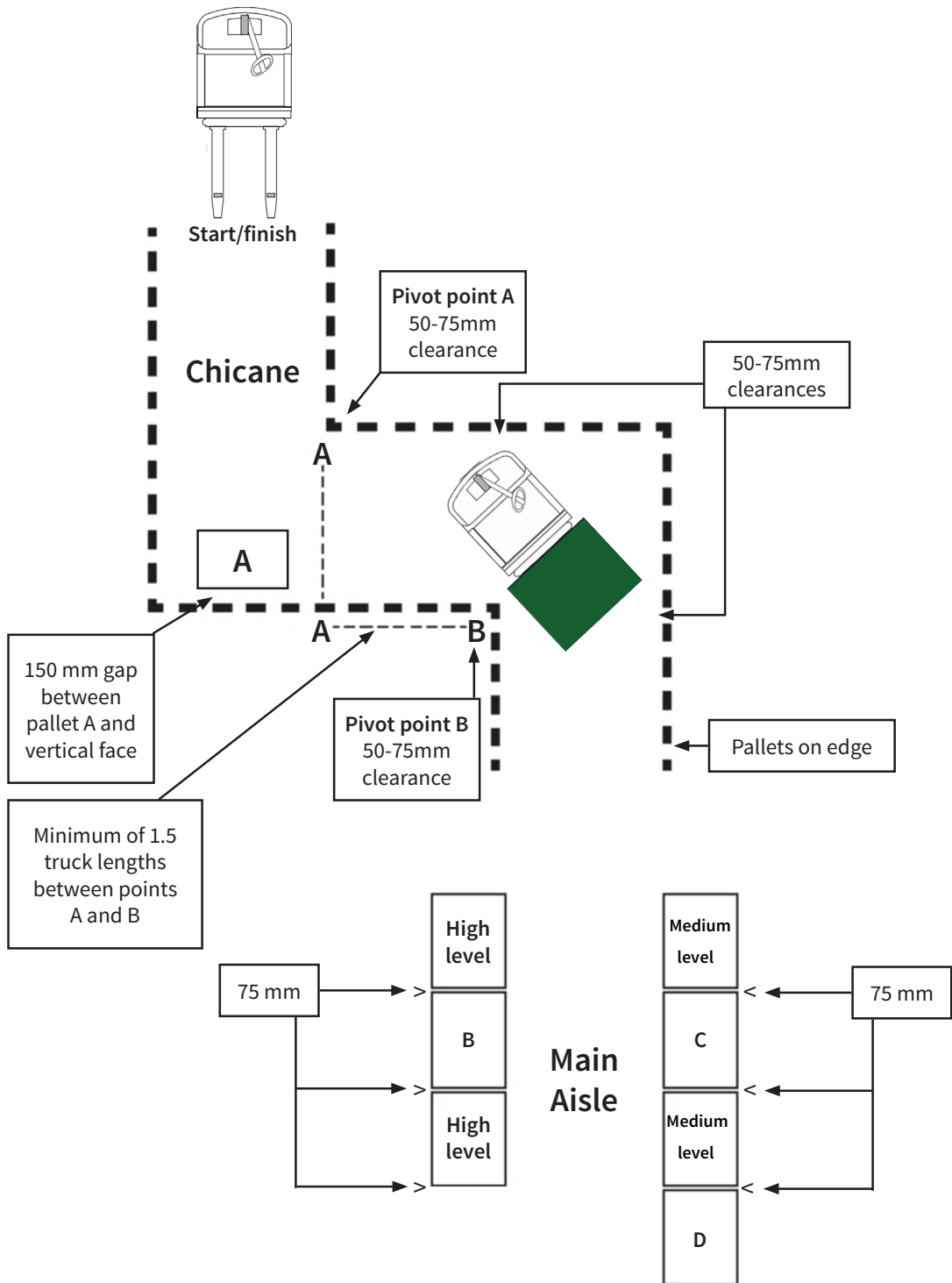
PLAN OF TEST COURSE B

For A1, A2
Not to Scale



PLAN OF TEST COURSE A

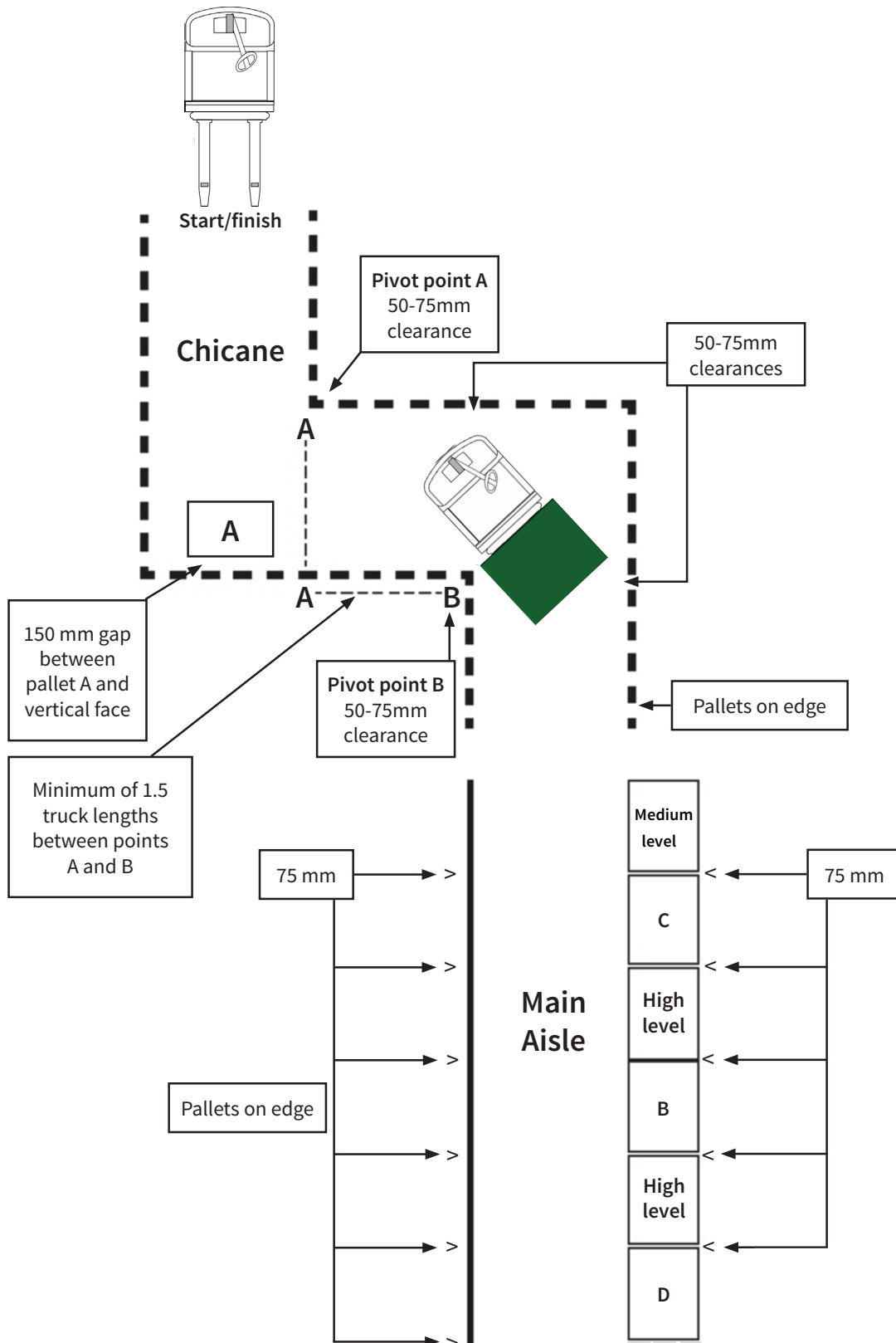
For A3, A4, A5, A6, A7
Not to Scale



PLAN OF TEST COURSE B

For A3, A4, A5, A6, A7

Not to Scale



Training Organisation:

PRACTICAL TEST OF BASIC OPERATING SKILLS

ABA Categories: A1 & A2

STANDARD MAX PENALTY POINTS ALLOWED

Operator Low Level 20pts Upto 300mm

Date of Test:	Truck Type:	Time	
Candidate Full Name:	ABA WT Category:		
	Address:	Make:	A. Set Time:
Model:		B. Start Time:	
Motive Power:		C. Finish Time:	
Rated Capacity:		D. Duration:	
Load Centre:		Excess Time (D minus A)	
Height:		Max. penalty free time allowed = 2 x Rehearsed time	
Attachment:		Faults to be recorded as they occur by marking "X"	
Fold down platform:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	

ANY ALTERATION TO THIS FORM MAY INVALIDATE TEST

No.	Criteria observed	Faults	Penalty	Award
Operator safety and observation				
1	Mounts/dismounts incorrectly		3	
2	Limbs/body outside confines of truck		5	
3	Fails to check all round		5	
4	Fails to look in the direction of travel		5	
5	Fails to use appropriate safety device		5	
Steering and operating controls				
6	Travels in wrong direction		5	
7	Brakes harshly/erratically		3	
8	Fails to release parking brake		1	
9	Operates hydraulic controls when moving		5	
10	Selects wrong hydraulic control		3	
11	Excessive use of hydraulic controls		1*	
12	Rough use of hydraulic controls		3	
13	Fails to hold steering control/tiller when moving		5	
Manoeuvring and transporting				
14	Forks/load too high when travelling		5**	
15	Forks/load too low when travelling		5**	
16	Touche course/racking/load		5	
17	Shunts in chicane		3	
18	Incorrect personal positioning		5	
19	Fails to use fold down platform		3	
20	Fails to dismount from fold down platform		3	

No.	Criteria observed	Faults	Penalty	Award
Stacking/De-stacking				
21	Incorrect set down at vertical face		1	
22	Shunts when stacking/destacking		3*	
23	Fails to secure truck		5	
24	Fork arms not central under load		3**	
25	Fork arms rubbing (entry/withdrawal)		3**	
26	Fork arms not fully inserted		5**	
27	Fork tips touch stack/load		3**	
28	Load incorrectly stacked/deposited		3	
29	Wheels/tiller not straight		3	
Parking				
30	Fails to secure truck		5	
31	Fails to lower forks/fork arms		3**	
32	Fails to switch off/remove keys		3	
33	Wheels/tiller arm not straight		3	
			Add time penalties	
			Total Penalties	

* Allow 1 adjustment per operation

MANDATORY DISQUALIFICATION (Tick appropriate box and record comment overleaf)	
Operates dangerously	Exceeds 3 occurrences of any one 5 point fault
Exceeds maximum time	Violent collision
Dismounts unnecessarily	Unsafe stacking

Practical	PASS	REFER
Pre-use check	PASS	REFER
Associated knowledge	PASS	REFER
Overall Result	PASS	REFER

Examiner's Name: _____
Registered No. _____

Signature (Examiner) _____
Signature (Candidate) _____



Training Organisation: _____

PRACTICAL TEST OF BASIC OPERATING SKILLS

ABA Categories: A3, A4, A5, A6 & A7

STANDARD MAX PENALTY POINTS ALLOWED

Operator High Level 40pts 3000mm and above
 Operator Medium Level 30pts 301mm to 2999mm
 Operator Low Level 20pts Upto 300mm

Date of Test:	Truck Type:	Time
Candidate Full Name:	ABA WT Category:	
	Address:	Make:
Model:		B. Start Time:
Motive Power:		C. Finish Time:
Rated Capacity:		D. Duration:
Load Centre:		Excess Time (D minus A)
Height:		
Attachment:		
Fold down platform: Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

Max. penalty free time allowed = 2 x Rehearsed time
 Faults to be recorded as they occur by marking "X"

ANY ALTERATION TO THIS FORM MAY INVALIDATE TEST

No.	Criteria observed	Faults	Penalty	Award
Operator safety and observation				
1	Mounts/dismounts incorrectly		3	
2	Limbs/body outside confines of truck		5	
3	Fails to check all round		5	
4	Fails to look in the direction of travel		5	
5	Fails to use appropriate safety device		5	
Steering and operating controls				
6	Travels in wrong direction		5	
7	Brakes harshly/erratically		3	
8	Fails to release parking brake		1	
9	Rides foot brake		1	
10	Operates hydraulic controls when moving		5	
11	Selects wrong hydraulic control		3	
12	Excessive use of hydraulic controls		1*	
13	Rough use of hydraulic controls		3	
14	Fails to hold steering control/tiller when moving		5	
Manoeuvring and transporting				
15	Forks/load too high when travelling		5**	
16	Forks/load too low when travelling		5**	
17	Incorrect tilt when travelling		3	
18	Touches course/racking/load		5	
19	Shunts in chicane		3	
20	Incorrect personal positioning		5	
21	Fails to use fold down platform		3	
22	Fails to dismount from fold down platform		3	

No.	Criteria observed	Faults	Penalty	Award
Stacking/De-stacking				
23	Incorrect set down at vertical face		1	
24	Shunts when stacking/destacking		3*	
25	Fails to secure truck		5	
26	Fork arms not central under load		3**	
27	Fork arms rubbing (entry/withdrawal)		3**	
28	Fork arms not fully inserted		5**	
29	Mast base touches stack/load		3***	
30	Fork tips touch stack/load		3**	
31	Load/fork arms not level		3**	
32	Load incorrectly stacked/deposited		3	
33	Wheels/tiller arm not straight		3	
Parking				
34	Fails to secure truck		5	
35	Fails to apply forward tilt		3	
36	Fails to lower forks/fork arms		3**	
37	Fails to switch off/remove keys		3	
38	Wheels/tiller arm not straight		3	
Reach trucks only				
39	Lowers load onto reach legs		5	
40	Travels with reach extended		5	
				Add time penalties
				Total Penalties

* Allow 1 adjustment per operation
 ** The phrase 'fork arms' could include attachments, if applicable
 *** The term mast base also includes load arms/straddle legs

MANDATORY DISQUALIFICATION		
(Tick appropriate box and record comment overleaf)		
Operates dangerously	<input type="checkbox"/>	Exceeds 3 occurrences of any one 5 point fault
Exceeds maximum time	<input type="checkbox"/>	Violent collision
Dismounts unnecessarily	<input type="checkbox"/>	Unsafe stacking

Practical	PASS	<input type="checkbox"/>	REFER	<input type="checkbox"/>
Pre-use check	PASS	<input type="checkbox"/>	REFER	<input type="checkbox"/>
Associated knowledge	PASS	<input type="checkbox"/>	REFER	<input type="checkbox"/>
Overall Result	PASS	<input type="checkbox"/>	REFER	<input type="checkbox"/>

Examiner's Name: _____
 Registered No. _____

Signature (Examiner) _____
 Signature (Candidate) _____

PRACTICAL TEST OF BASIC OPERATING SKILLS

ABA Category A Lift Trucks for A1 and A2

Explanation of the Fault Criteria

FAULT No.	FAULT DESCRIPTION	EXPLANATORY NOTES
1	Mounts/dismounts incorrectly	Inserts key or turns the power on before mounting, fails to use secure and appropriate hand or foot holds correctly, holds steering wheel or a control lever, fails to look all round before dismounting and alights in the incorrect manner e.g. jumps off. Mounting and dismounting should be conducted facing the lift truck. A penalty should be awarded each time any of these faults occur.
2	Limb/body outside confines of truck	Drives with a limb outside confines of the truck. Fingers, hands, arms legs and feet must always remain inside the confines of the machine. Where an operator has to lean outside the confines of the lift truck for the purpose of observation or alignment, the truck must be secured and an all round visual check carried out before.
3	Fails to check all round	Fails to check all round before moving off and whilst operating. A thorough check all round is essential before moving off. Whilst manoeuvring observation of the rear end, fork and load swing and when operating the hydraulic controls e.g. raising/lowering tilting reaching etc. A perfunctory glance, i.e. merely 'going through the motions' is not sufficient and should result in a penalty.
4	Fails to look in direction of travel	Fails to look in the direction of travel whilst the truck is moving. Travelling with forks/load leading, this is self explanatory. When travelling with fork/load trailing, operators should be looking in the direction of travel with the occasional glance at the forks/load for possible fouling and to ensure load security.
5	Fails to use appropriate safety device	The lift truck horn should be used whenever there is the requirement to warn others of the lift truck presence if the operator suspects that they may not have seen or if the lift truck has to pass through a blind corner or entrance. Safety devices such as presence lights, flashing beacons should all be activated. Safety rails and bars are to be correctly deployed and locked into the correct position.
6	Travels in wrong direction	Unintentionally selects wrong direction control and moves under power before correcting.
7	Brakes harshly/erratically	Emergency type braking where it is not, necessary.

FAULT No.	FAULT DESCRIPTION	EXPLANATORY NOTES
8	Fails to release parking brake	Attempts to move the truck without releasing the parking brake in either direction. This will not apply on lift truck types that have 'auto release' type parking brakes.
9	Operates hydraulic controls when moving	Whenever the hydraulic controls are operated the lift truck is to be placed in a secure state i.e. parking brake applied and in neutral or tiller arm raised. Where the configuration of the lift truck does not facilitate neutral no penalties are to be awarded. Penalties are to be awarded for any adjustment of the hydraulic controls whilst the truck is in motion.
10	Selects wrong hydraulic control	Selects and operates wrong hydraulic function [operates wrong lever or operates lever/switch in wrong direction]. Fault to be recorded whenever the hydraulic pump motor is energised or mechanical movement of the mast/fork occurs.
11	Excessive use of hydraulic controls	Operators should not be penalised for failing to judge correct height of fork tips at first attempt during depositing operations. One adjustment is allowed per operation, but where more than one adjustment is made i.e. either by lowering or raising the fork's etc. faults should be recorded for each additional adjustment at each operation. Only record adjustments when movement actually occurs.
12	Rough use of hydraulic controls	Uses hydraulic controls roughly or unsympathetically. Harsh application, pumping with the levers and continuing to hold the lever in the engaged position (motor engaged) when the operation is complete.
13	Fails to hold steering control/ tiller when moving	The steering control, assistor or tiller (if fitted) must be held firmly by at least one of the operators hands whenever the truck is moving. Penalties should not be awarded if the candidate releases the steering wheel/assister when the lift truck is in a secure state i.e. park brake applied and in neutral.
14	Fork arms/load too high when travelling	Travels or turns with the forks/load above correct travel height. This refers to travelling [not inching forwards or reverse for alignment at face of stack] with heels of forks/ load more than 100mm above the height recommended for the truck in use (e.g. a recommended 100/150mm plus 100mm = 200/250mm).
15	Fork arms/load too low when travelling	Travels or turns with forks/load below the height recommended for the truck in use, where there is a risk of the forks/load coming into contact with the ground.

FAULT No.	FAULT DESCRIPTION	EXPLANATORY NOTES
16	Touches course/racking/load	<p>Minor contact with or touches any part of the test course, due to a steering/judgement error. To be interpreted as making contact with any part of the truck/load however slight between:</p> <ul style="list-style-type: none"> a) sides of chicane or the working aisle b) racking uprights or beams (above and below) c) adjacent stacks or supporting stacks. <p>(see disqualification for violent collision)</p>
17	Shunts in chicane	<p>Shunts to negotiate chicane. A 'shunt' occurs when the operator's progress through the chicane is interrupted by the truck being manoeuvred in both directions in order to assist in alignment. A fault should be recorded for each shunt, regardless of distance travelled in opposite direction to that of the overall manoeuvre.</p>
18	Incorrect personal positioning	<p>The delegate walks in front of the tiller or crosses from one side of the machine to the other without firstly bringing it to a stop (this is in the forks trailing position).</p>
19	Fails to use fold down platform	<p>The delegate fails to use the fold down platform to drive from start to position A or from position A to the start position.</p>
20	Fails to dismount from fold down platform	<p>The delegate fails to dismount from the fold down prior to picking up the load at position A or when completing the test and arriving at the finish point.</p>
21	Incorrect set down at vertical face	<p>Fails to deposit load correctly at vertical face. The load must be deposited square on to the vertical face and within 150mm, but not touching. (See plan of course).</p>
22	Shunts when stacking/destacking	<p>At each stacking/destacking operation, operators should not be penalised for failing to line up correctly on the first attempt. One 'shunt' is to be allowed per operation, however where more than one adjustment is made i.e. where the truck moves away from the stack and then moves toward the stack, faults should be recorded for each additional shunt at each stacking/destacking operation.</p>
23	Fails to secure truck	<p>Fails to apply parking brake and place direction controls in neutral when operating the hydraulic controls. Holding the truck on the footbrake or inching pedal is not acceptable. Where the lift truck has automatic parking brakes or the configuration of the lift truck does not facilitate neutral, no penalties are to be awarded. The lift truck manufacturers hand book should be consulted for specific instructions on operating procedure.</p>

FAULT No.	FAULT DESCRIPTION	EXPLANATORY NOTES
24	Fork arms not central under load	Fork arms more than 40mm off centre when lifted. This fault can only be recorded when the operator engages the load by lifting it off the floor, stack or racking beam/shelf.
25	Fork arms rubbing (entry/withdrawl)	Wooden pallets: this refers to the forks rubbing against the top or bottom deck, fouling the dividing timbers or blocks. Corner post pallets/stillages/plastic boxes: applies to the forks rubbing against the underside of the pallet or the top of the lower pallet and/or its load, fouling the corner posts and cupped feet.
26	Fork arms not fully inserted	Load not housed as close as possible against the heel of both fork arms (see disqualification operating dangerously).
27	Fork tips touch stack/load	Tips of the fork arms or load make contact with pallet, rack, stack or vertical face This refers to the operators weakness in judging distances between the tips of the forks and a) the leading edge of a load b) pallets, racking, stacks or the vertical face. (see disqualification for violent collision)
28	Load incorrectly stacked/ deposited	This applies when a load has been actually deposited and the operation completed. When placed into a racking systems all loads must be uniformly distributed on the load bearing beams. Faults should be recorded when the load is: a) stacked out of alignment with the racking b) placed out of alignment with the adjacent stacks
29	Wheels/tiller not straight	On completion of the turn in the aisle prior to any hydraulic functions being performed any steering lock must be removed and the steering axle wheels aligned for straight ahead before attempting pallet engagement and pallet depositing.
30	Fails to secure truck	When preparing the lift truck for parking, the park brake and neutral must be applied. Where the lift truck has automatic parking brakes or the configuration of the lift truck does not facilitate neutral, no penalties are to be awarded. The lift truck manufacturer's hand book should be consulted for specific instructions on operating procedure.

FAULT No.	FAULT DESCRIPTION	EXPLANATORY NOTES
31	Fails to lower forks/fork arms	As far as reasonably practicable, after being tilted forward the forks should be lowered until full ground contact has been made with the chamfered underside of the forks. The heels of the forks should be as low as reasonably practicable. No penalty will be awarded in situations where the heels do not touch the ground but the fork chamfer is in full ground contact.
32	Fails to switch off/remove key	This must be completed before the operator dismounts. Penalty to be awarded in full if the operator switches off but fails to remove the key. Where key card or other electronic control systems are in use the lift truck must be shut down in accordance with the manufacturer's instructions prior to the operator dismounting.
33	Wheels/tiller arm not straight	Fails to leave wheels in a straight ahead position.

PRACTICAL TEST OF BASIC OPERATING SKILLS

ABA Category A Pallet/Stacker Trucks

Explanation of the Fault Criteria A3, A4, A5, A6 & A7

FAULT No.	FAULT DESCRIPTION	EXPLANATORY NOTES
1	Mounts/dismounts incorrectly	Inserts key or turns the power on before mounting, fails to use secure and appropriate hand or foot holds correctly, holds steering wheel or a control lever, fails to look all round before dismounting and alights in the incorrect manner e.g. jumps off. Mounting and dismounting should be conducted facing the lift truck. A penalty should be awarded each time any of these faults occur.
2	Limb/body outside confines of truck	Drives with a limb outside confines of the truck. When aligning the truck or its load in a confined area etc, fingers, hands, arms legs and feet must always remain inside the confines of the machine. Where an operator has to lean outside the confines of the lift truck for the purpose of observation or alignment, the truck must be secured and an all round visual check carried out before.
3	Fails to check all round	Fails to check all round before moving off and whilst operating. A thorough check all round is essential before moving off. Whilst manoeuvring observation of the rear end, fork and load swing and when operating the hydraulic controls e.g. raising/lowering tilting reaching etc. A perfunctory glance, i.e. merely 'going through the motions' is not sufficient and should result in a penalty.
4	Fails to look in direction of travel	Fails to look in the direction of travel whilst the truck is moving. Travelling with forks/load leading, this is self explanatory. When travelling with fork/load trailing, operators should be looking in the direction of travel with the occasional glance at the forks/load for possible fouling and to ensure load security.
5	Fails to use appropriate safety device	The lift truck horn should be used whenever there is the requirement to warn others of the lift truck presence if the operator suspects that they may not have seen or if the lift truck has to pass through a blind corner or entrance. If fitted seat belts should be worn, safety devices such as presence lights, flashing beacons should all be activated. Safety rails and bars are to be correctly deployed and locked into the correct position.
6	Travels in wrong direction	Unintentionally selects wrong direction control and moves under power before correcting.
7	Brakes harshly/erratically	Emergency type braking where it is not, necessary.

FAULT No.	FAULT DESCRIPTION	EXPLANATORY NOTES
8	Fails to release parking brake	Attempts to move the truck without releasing the parking brake in either direction. This will not apply on lift truck types that have 'auto release' type parking brakes.
9	Rides foot brake	Rides foot brake unnecessarily. No faults should be recorded whenever the truck requires to be controlled in this manner during tight manoeuvres. No more than one fault should be recorded under this heading at each stage of the test, irrespective of whether the fault occurs frequently during the stage.
10	Operates hydraulic controls when moving	Whenever the hydraulic controls are operated the lift truck is to be placed in a secure state i.e. parking brake applied and in neutral or tiller arm raised. Where the configuration of the lift truck does not facilitate neutral no penalties are to be awarded. Penalties are to be awarded for any adjustment of the hydraulic controls whilst the truck is in motion.
11	Selects wrong hydraulic control	Selects and operates wrong hydraulic function [operates wrong lever or operates lever/switch in wrong direction]. Fault to be recorded whenever the hydraulic pump motor is energised or mechanical movement of the mast/fork occurs.
12	Excessive use of hydraulic controls	Operators should not be penalised for failing to judge correct height of fork tips or tilt angle at first attempt during stacking/de stacking operations. One adjustment is allowed per operation, but where more than one adjustment is made, faults should be recorded for each additional adjustment at each operation. Only record adjustments when movement actually occurs. Penalties are to be awarded where a candidate uses one hydraulic control simultaneously.
13	Rough use of hydraulic controls	Uses hydraulic controls roughly or unsympathetically. Harsh application, pumping with the levers and continuing to hold the lever in the engaged position (motor engaged) when the operation is complete.
14	Fails to hold steering control/ tiller when moving	The steering control, assistor or tiller (if fitted) must be held firmly by at least one of the operators hands whenever the truck is moving. Penalties should not be awarded if the candidate releases the steering wheel/assister when the lift truck is in a secure state i.e. park brake applied and in neutral.
15	Fork arms/load too high when travelling	Travels or turns with the forks/load above correct travel height. This refers to travelling [not inching forwards or reverse for alignment at face of stack] with heels of forks/load more than 100mm above the height recommended for the truck in use (e.g. a recommended 100/150mm plus 100mm = 200/250mm).
16	Fork arms/load too low when travelling	Travels or turns with forks/load below the height recommended for the truck in use, where there is a risk of the forks/load coming into contact with the ground.

FAULT No.	FAULT DESCRIPTION	EXPLANATORY NOTES
17	Incorrect tilt when travelling	Fork arms/load not tilted correctly for travel. Whilst travelling with an unladen lift truck the fork arms should be adequately tilted back from the horizontal as recommended for the lift truck in use. On trucks which have above average available back tilt it is not always necessary to apply full tilt. Whilst travelling with a laden truck the amount of back tilt must be adequate and appropriate as recommended for the type of load being transported and the environment in which the truck is operating.
18	Touches course/racking/load	<p>Minor contact with or touches any part of the test course, due to a steering/judgement error. To be interpreted as making contact with any part of the truck/load however slight between:</p> <ul style="list-style-type: none"> a) sides of chicane or the working aisle b) racking uprights or beams (above and below) c) adjacent stacks or supporting stacks. <p>(see disqualification for violent collision)</p>
19	Shunts in chicane	Shunts to negotiate chicane. A 'shunt' occurs when the operator's progress through the chicane is interrupted by the truck being manoeuvred in both directions in order to assist in alignment. A fault should be recorded for each shunt, regardless of distance travelled in opposite direction to that of the overall manoeuvre.
20	Incorrect personal positioning	The delegate walks in front of the tiller or crosses from one side of the machine to the other without firstly bringing it to a stop (this is in the forks trailing position).
21	Fails to use fold down platform	The delegate fails to use the fold down platform to drive from start to position A or from position A to the start position.
22	Fails to dis-mount from fold down platform	The delegate fails to dismount from the fold down prior to picking up the load at position A or when completing the test and arriving at the finish point.
23	Incorrect set down at vertical face	Fails to deposit load correctly at vertical face. The load must be deposited square on to the vertical face and within 150mm, but not touching. (See plan of course).
24	Shunts when stacking/destacking	At each stacking/destacking operation, operators should not be penalised for failing to line up correctly on the first attempt. One 'shunt' is to be allowed per operation, however where more than one adjustment is made i.e. where the truck moves away from the stack and then moves toward the stack, faults should be recorded for each additional shunt at each stacking/destacking operation.

FAULT No.	FAULT DESCRIPTION	EXPLANATORY NOTES
25	Fails to secure truck	Fails to apply parking brake and place direction controls in neutral when operating the hydraulic controls. Holding the truck on the footbrake or inching pedal is not acceptable. Where the lift truck has automatic parking brakes or the configuration of the lift truck does not facilitate neutral, no penalties are to be awarded. The lift truck manufacturers hand book should be consulted for specific instructions on operating procedure.
26	Fork arms not central under load	Fork arms more than 40mm off centre when lifted. This fault can only be recorded when the operator engages the load by lifting it off the floor, stack or racking beam/shelf.
27	Fork arms rubbing (entry/withdrawl)	Wooden pallets: this refers to the forks rubbing against the top or bottom deck, fouling the dividing timbers or blocks. Corner post pallets/stillages/plastic boxes: applies to the forks rubbing against the underside of the pallet or the top of the lower pallet and/or its load, fouling the corner posts and cupped feet.
28	Fork arms not fully inserted	Load not housed as close as possible against the heel of both fork arms (see disqualification operating dangerously).
29	Mast base touches stack/load (this includes load arms and straddle legs)	If the mast base or reach mechanism including the reach legs comes into contact with any loads or racking systems whilst conducting stacking or destacking operations then a penalty should be awarded. (see disqualification for violent collision)
30	Fork tips touch stack/load	Tips of the fork arms or load make contact with pallet, rack, stack or vertical face This refers to the operators weakness in judging distances between the tips of the forks and a) the leading edge of a load b) pallets, racking, stacks or the vertical face. (see disqualification for violent collision)
31	Load arms not level	Fork arms not level during insertion or withdrawal. When laden the load must be level prior to depositing onto the floor/load bearing beams or structure. Faults are to be recorded at the point of actual deposit or lift.
32	Load incorrectly stacked	This applies when a load has been actually deposited and the operation completed. When placed into a racking systems all loads must be uniformly distributed on the load bearing beams. Faults should be recorded when the load is: a) stacked out of alignment with base load b) stacked out of alignment with the racking c) placed out of alignment with the adjacent stacks

FAULT No.	FAULT DESCRIPTION	EXPLANATORY NOTES
33	Wheels/tiller arm not straight	On completion of the turn in the aisle prior to any hydraulic functions being performed any steering lock must be removed and the steering axle wheels aligned for straight ahead before attempting pallet engagement and pallet depositing.
34	Fails to secure truck	When preparing the lift truck for parking, the park brake and neutral must be applied. Where the lift truck has automatic parking brakes or the configuration of the lift truck does not facilitate neutral, no penalties are to be awarded. The lift truck manufacturer's hand book should be consulted for specific instructions on operating procedure.
35	Fails to apply toward tilt (where applicable)	The forks are to be tilted forward so that the chamfered underside of the forks is substantially parallel to the ground. If the lift truck configuration does not allow for sufficient forward tilt movement, full forward tilt available should be applied. Tilt must be applied prior to lowering the forks.
36	Fails to lower forks/fork arms	As far as reasonably practicable, after being tilted forward the forks should be lowered until full ground contact has been made with the chamfered underside of the forks. The heels of the forks should be as low as reasonably practicable. No penalty will be awarded in situations where the heels do not touch the ground but the fork chamfer is in full ground contact.
37	Fails to switch off/remove key	This must be completed before the operator dismounts. Penalty to be awarded in full if the operator switches off but fails to remove the key. Where key card or other electronic control systems are in use the lift truck must be shut down in accordance with the manufacturer's instructions prior to the operator dismounting.
38	Wheels/tiller arm not straight	Fails to leave wheels in a straight ahead position.
39	Lowers load onto reach legs	This refers to when the operator unintentionally lowers the load/pallet onto the reach legs, before reaching out or when returning to the travel position with a laden truck after completing a destacking operation. When this occurs as a result of selecting the wrong hydraulic control (see item 11). Record under one fault heading only.
40	Travels with reach extended	The mast must be fully retracted during unladen or laden travel. This fault does not refer to inching with the reach extended when: a) carrying out minor adjustments for fork/load alignment b) ensuring fork arms are fully inserted.

ASSOCIATED KNOWLEDGE EXAMINATION

ABA Category A Pallet/Stacker Trucks

5. Theory Test

The theory test paper consists of 5 open and 20 multiple choice questions designed to establish the candidate's knowledge of the safe operating practices generally found within the industry and specific to the candidate's working environment.

A bank of open and multiple choice questions is included with this publication. The multiple choice questions are divided into 2 sections, Safety (MS) and Operational (MO).

5.1 Administration

Examiners should formulate several (we would suggest 3) theory question papers from the bank of questions supplied. The questions provided within the bank of questions **are the only questions that are allowed to be used for the associated knowledge examination**. Organisations wishing to use alternative questions must have **prior approval from the ABA**. The theory questions chosen will consist of 5 open questions, 10 Safety (MS) questions and 10 Operational (MO) questions.

Mandatory Questions

In the bank of multiple choice questions there are 5 that are in bold type. These are mandatory questions that must appear in every question paper. If a candidate gets any of the mandatory questions incorrect then the overall result of the associated knowledge examination will be a referral (regardless of the overall score).

Ideally, 20 questions should apply to all sectors of industry and, where practicable, 5 questions specific to the candidate's working environment.

By logical selection from the batches, a varied stock of test papers may be assembled, each of these must be allocated an appropriate identification (paper number), which must be recorded on the candidate's answer sheet and final assessment document by the examiner for future reference.

Where it has been determined that English is not their first language or the candidate experiences literacy and numeracy difficulties then the candidate may take the test orally. See notes on testing non English speaking candidates in the introduction section of this document.

The examiner must then pose the questions on an individual candidate basis and all answers must be documented and recorded on the final assessment document for future reference.

5.2 Marking

The minimum mark of **80%** is required to achieve a pass in the test.

Each **open** question is worth up to a maximum of 4 marks in proportion to the accuracy of the answer given i.e. if a question asks the candidate to name 4 items and the candidate only provides 3 answers that the examiner is satisfied with, then only 3 marks will be awarded, alternatively if only one answer is provided that satisfies the examiner then only 1 mark would be awarded.

Each multiple choice question is worth 4 marks for a correct answer and 0 for an incorrect answer, **proportional marking for multiple choice questions is not permitted.**

Errors must be explained to the candidate.

Examiners should accept suitable and appropriate answers should a candidate provide an answer for an open question that is not in the list of model answers provided

Candidates who do not pass the test should undergo the appropriate remedial tuition and at a later time re-take a new batch of 25 questions.

5.3 Conduct of Theory Test

This consists of 3 sets of questions:

- 5 open questions which will normally be presented in written form (or presented orally by the instructor/examiner if the candidate needs, this can be dictated).
- 10 multiple choice questions on Safety which will normally be presented in written form and requires the candidate to select the correct answer by ticking a box.
- 10 multiple choice questions on Operational matters which will normally be presented in written form and requires the candidate to select the correct answer by ticking a box.

TOTAL: 25 Questions

Each question in each set is worth a maximum of 4 marks making a total of 100 marks available.

Open Questions (O)

From the bank of questions supplied, the instructor/examiner selects 5.

Each of these can be presented orally or in written form.

Marking will be proportional to the answers given up to the maximum of 4 marks per question.

Safety Multiple Choice Questions (MS)

From the bank of safety questions the instructor/examiner selects 10 questions which ideally are related to the candidate's operational requirements and again these can be presented in written or oral form.

Each answer is worth either **4** marks for being correct or nothing. Proportional marking for multiple choice questions is not permitted.

Operational Multiple Choice Questions (MO)

From the bank of operational questions the instructor/examiner selects 10 questions which ideally are related to the candidate's operational requirements. These again can be presented in written or oral form.

Each answer is worth either **4** marks or nothing. Proportional marking for multiple choice questions is not permitted.

Administration

The questions used from each set and the subsequent marks awarded are to be recorded on the candidates answer sheet and final assessment document by the examiner for future reference.