



<b>PTW CHECKLIST - NO. 22</b>		<b>Title: Operation of Forklifts, Power Operated Elevating Work Platforms or Excavator</b>	
<b>Owner:</b> Capability Coordinator			
<b>Approver:</b> Capability Coordinator		<b>Max Validity Period: 5 yrs</b>	
<b>Permit No.:</b>		<b>Date:</b>	
<b>Latest Rev</b>	<b>Date</b>	<b>Details</b>	<b>Authorised By</b>
8.0	Jan 2016	Full revision	S Elliott

Other Checklists That May Be Relevant: [24](#), [57](#)

HRA Checklists:

**Note:** Checklist 24 and 88 not required if using this checklist.

**PRIOR TO PERMIT ISSUE:**

Tick when done

- |                                                                                                                     | Y                        | N                        | NA                       |
|---------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. Inspect area where equipment is to be used to ensure equipment is suitable for the ground conditions.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. JHA to identify any use of the machine near live process plant or overhead hazards ie power lines.               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Appoint a competent person to observe, who must be capable to operate the machinery from the ground. Name: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**PREPARATION:**

Tick when done

- |                                                                                                                                                 | Y                        | N                        | NA                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 4. Vehicle is in sound condition and has a current WOF/COF or test certificate.                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The rated capacity of the machine and the loads to be lifted have been checked beforehand to ensure compatibility.                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Wearing of harness connected to a suitable anchor point is mandatory for all lift type cages such as cherry pickers and scissor lifts.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Four Wheel Drive Elevated Work Platforms (e.g. JLG) shall not be driven with the boom up or with more than one person in the work platform). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Machine must not be left unattended whilst engine is running.                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Tools and other equipment shall have a lanyard attached                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Drop zone established and barriered off or actively managed by observer.                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**PREPARATION cont'd:**

Y	N	NA
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9 Operators of this equipment must hold the required competencies as listed below:

Position/Role	Required Competencies And Qualifications (Unit Standards)	Competency held by:
Access Platform Operator	<p>Must have passed an access platform operator training course from a STL approved training facility appropriate for the equipment to be used and must hold the following NZQA Unit Standard:</p> <ul style="list-style-type: none"> <li>• 23966 – Describe types of elevating work platforms (EWP's), and legislative requirements for their use.</li> </ul> <p><b>AND</b></p> <p>Must hold <b>at least one</b> of the following NZQA Unit Standards as appropriate to the equipment being operated:</p> <ul style="list-style-type: none"> <li>• 23960 – Assess the worksite, prepare and operate a scissor lift elevating work platform (EWP)</li> <li>• 23961 - Assess the worksite, prepare and operate a truck mounted elevating work platform (EWP)</li> <li>• 23962 - Assess the worksite, prepare and operate a self propelled boom lift elevating work platform (EWP)</li> <li>• 23963 - Assess the worksite, prepare and operate a trailer mounted elevating work platform (EWP)</li> <li>• 23964 - Assess the worksite, prepare and operate a vertical lift elevating work platform (EWP)</li> </ul>	
Fork Lift Operator	<p>Must have passed a forklift truck operator training course appropriate for the equipment to be used and hold the appropriate NZQA Unit Standards as listed below</p> <p>Must hold <b>at least one of</b> the following NZQA Unit Standards:</p> <ul style="list-style-type: none"> <li>• 10851 – Operate a powered industrial lift truck fitted with forks (forklift) or OSH forklift certificate</li> <li>• 10852 - Operate a powered industrial lift truck (PILT) fitted with attachments on a worksite</li> <li>• 18409 – Use a forklift mounted safety platform in the workplace (if used for personnel lifting)</li> <li>• 18496 – Demonstrate knowledge and skills for driving a forklift on a road for Endorsement F (if the forklift is taken on to a NZ public road)</li> </ul>	