

ASSESSMENT RECORDS — COUNTERBALANCE FORKLIFT TRUCK A16

Candidate signature set (complete in ink)

Field	Entry
Candidate	
Assessment date(s)	
Machine make / model / serial	

1. Unit knowledge & understanding — sign-off record

The assessor has questioned the candidate against the unit knowledge bank; responses met the required standard for each unit signed below.

Unit	Unit title	Candidate signature	Assessor / date
1072	Health, Safety and Security at Work		
7780	Prepare the Forklift Truck for Driving or Manoeuvring		
7781	Operate, Move or Manoeuvre the Forklift Truck		
7782	Select, Transfer and Position Loads Using a Forklift Truck		
7783	Load the Container, Vehicle, Vessel or Craft Using a Forklift Truck		
7784	Unload the Container, Vehicle, Vessel or Craft Using a Forklift Truck		
7785	Undertake Post-operational Checks on Forklift Trucks		
9451	Obtain Information on the Collection and/or Delivery of Loads		
7913	Keep Work Areas Clean in an Industrial/Construction Operations Environment		
7914	Moving and/or Handling Goods in an Industrial/Construction Operations Environment		

7933	Sort Goods and Materials for Recycling or Disposal
7917	Wrap and Pack Goods in an Industrial/Construction Operations Environment

2. Technical theory test — marking record

Field	Entry
Date	
Machine make/model used	
Delivery method (verbal / written)	
Questions answered correctly (of 71)	
Safety-critical questions all correct? (Y/N)	
Result (Pass / Refer)	
Re-sit details (if any)	

Candidate signature	Assessor signature	Date
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3. Practical assessment

Mark each criterion C (competent) or NYC (not yet competent). ANY dangerous act terminates the assessment (automatic refer). All criteria must reach C for the unit to be achieved.

Exercise 1 — Pre-use inspection and preparation (Units 7780, 1072)

Observed performance criterion	C	NYC
Carries out full walk-round check to manufacturer's specification		
Checks tyres, mast, chains and hydraulics for damage/leaks		
Checks forks, carriage and attachment security		
Confirms rating plate present and correct for configuration		
Records checks and reports defects correctly		

Exercise 2 — Travel and manoeuvre, laden and unladen (Unit 7781)

Observed performance criterion	C	NYC
Controls speed appropriate to load and conditions		
Correct mast/fork position for travel (low, tilted back)		
Negotiates confined areas and slopes correctly		
Maintains pedestrian awareness and exclusion		
Reverses under control with effective all-round observation		

Exercise 3 — Stacking and de-stacking at height (Unit 7782)

Observed performance criterion	C	NYC
Approaches racking square and level		
Correct mast/tilt technique when placing and withdrawing		
Load stable, heeled, and centred on the forks		
Maintains visibility or uses correct technique when view obscured		

Exercise 4 — Load and unload a vehicle (Units 7783, 7784)

Observed performance criterion	C	NYC
Vehicle security checked before starting (brakes, chocks)		
Loads placed correctly and evenly on the vehicle bed		
Unloading sequence checked for shifted loads first		
Vehicle left safely loaded/unloaded and reported		

Exercise 5 — Goods handling, wrapping and housekeeping (Units 7913, 7914, 7917, 7933, 9451)

Observed performance criterion	C	NYC
Obtains and confirms load information before moving loads		
Handles goods without damage		
Wraps/packs goods correctly where required		
Segregates waste materials to correct streams; work area kept clear		

Exercise 6 — Park and shutdown (Unit 7785)

Observed performance criterion	C	NYC
Parks in safe authorised position		
Forks lowered flat, mast neutral, brake on		
Shutdown sequence correct; key removed; machine isolated		
Completes post-use checks and reports condition		

Overall practical decision

Decision	Detail
All exercises competent (Y/N)	
Referred exercises and reason	
Re-assessment arrangements	

Candidate signature	Assessor signature	Date
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4. Certification decision

All 12 units signed off (section 1)

Theory test passed — 57/71 (section 2)

Practical assessment competent in all exercises (section 3)

I confirm the above are complete and award the Competence Based Vocational Qualification (VQ), COUNTERBALANCE FORKLIFT TRUCK A16. Certificates issued: VQ Award + Certificate of Unit Credit.

Assessor name & signature

Candidate signature

Date