

Safety Tips from the WorkSafe People

Instructions

This manual contains four written tests covering the operation of a powered industrial truck, along with a Performance Test and a Knowledge Summary.

The pre-test may be given as a pre-test or as a stand-alone post-training test. If it is given as a post-training test, each test question will be worth two points, for a total of 40 points. Anything less than 90% is a failing grade.

Tests for sections 1, 2 and 3 may be used with the Powered Industrial Truck Training Manual, following the appropriate section, or as stand-alone post-training tests. To obtain an overall passing grade on all three written tests, participants must achieve a cumulative score of 90% or better.

The Performance Test must be given along with the written exams (regardless of which test option is chosen — stand-alone post-training tests, or in conjunction with the training manual). The participant must perform each of the 25 tasks correctly to obtain a passing score.

The Powered Industrial Truck Knowledge Summary is designed to provide an overview of the participant's results, as well as aid in the recordkeeping process.

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Powered Industrial Truck Pre-Test

Please take the pre-test *prior* to reading the manual.

Circle the *correct* answer True (T) or False (F).

- T F 1. The pivot of a powered industrial truck is the front wheels.
- T F 2. The weight-lifting capacity of a powered industrial truck is reduced the farther out a load is placed on the forks.
- T F 3. A pre-operational check must be made and recorded daily.
- T F 4. When starting the powered industrial truck, it should be in gear.
- T F 5. With the load, you should back down a decline.
- T F 6. The powered industrial truck steers with the rear wheels, causing exaggerated tail-swing in turns.
- T F 7. Heavy loads can cause loss of steering.
- T F 8. When transporting a load the lift should be centered, leveled or tilted back slightly and low to the ground.
- T F 9. While transporting a load you must back down or drive up all grades.
- T F 10. Lifting speed is controlled by both the engine speed and amount you pull on the lifting lever.
- T F 11. When lowering the forks, increased engine speed will increase the lowering speed.
- T F 12. When removing stacked loads, once the load has cleared the stack, you can travel to the destination without lowering the forks.
- T F 13. Blocks in the same stack should always be placed directly under each other.
- T F 14. The powered industrial truck should be refueled when the gasoline gauge indicates below full.

15. List the 5 rules of a properly parked powered industrial truck:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

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Section 1 Test

Circle the *correct* answer True (T) or False (F).

- T F 1. The balance or pivot point of a powered industrial truck is the front wheels.
- T F 2. The weight-lifting capacity of a powered industrial truck is reduced the farther out a load is placed on the forks.
- T F 3. A powered industrial truck has a three point balance system.
- T F 4. The rear wheels are the drive wheels on a powered industrial truck.
- T F 5. Raising a heavy, wide load too high and tilting it back too far could tip a powered industrial truck over sideways.
- T F 6. A pre-operational check must be made and recorded daily.
- T F 7. When starting the engine, the powered industrial truck should be in gear.
- T F 8. Always shift into a forward or reverse motion while moving.
- T F 9. The proper steps in shifting are as follows:
1) Release the accelerator
2) Depress the clutch
3) Shift the gear
4) Release the clutch slowly
5) Increase the accelerator
- T F 10. You should always go down an incline in low gear.

Score: _____

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Section 2 Test

Circle the *correct* answer True (T) or False (F).

- T F 1. Powered industrial trucks steer with rear wheels, causing exaggerated tail swings during turns.
- T F 2. Loss of steering can be caused by heavy loads.
- T F 3. By increasing speed with heavy loads, you decrease the chances of losing your steering.
- T F 4. When backing up, you must sound your horn.
- T F 5. When transporting a load the lift should be centered, low to the ground and leveled/tilted as far back as safely possible.
- T F 6. You must drive up and back down all grades.
- T F 7. Push forward on the lift control to lift a load.
- T F 8. Engine speed and the amount you pull on the lifting lever controls the lifting speed.
- T F 9. Beyond a set engine speed, lifting speed will not increase.
- T F 10. When lowering the forks, increased engine speed will increase the lowering speed.
- T F 11. Forks should be spread as far apart as possible when lifting a load.
- T F 12. For normal travel, loads should be level or slightly tilted forward.
- T F 13. If a load is picked up crooked, it is recommended that you put the load against a solid object to straighten before you move load.
- T F 14. When positioning to remove the top lift off a stack, the boom should be tilted back before blades are placed under lift.
- T F 15. You can travel to new locations once the load has cleared the stack.
- T F 16. Lower speed of forks is not controlled by engine speed.
- T F 17. Different types/sizes of materials may require different amounts of blocks during stacking.
- T F 18. Blocks in the same stack should always be placed directly under each other.
- T F 19. Special care must be observed when loading a customer's vehicle with a powered industrial truck.
- T F 20. When stacking 12' lumber, three blocks should be used.

Score: _____

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Section 3 Test

Circle the *correct* answer True (T) or False (F).

- T F 1. The powered industrial truck must be shut off when the operator is out of view of the machine.
- T F 2. Refueling of the powered industrial truck must be done outside of all buildings.
- T F 3. When the gasoline gauge registers below 1/4 tank full, the powered industrial truck must be refueled.
- T F 4. When the powered industrial truck is being refueled, you must never sit on the machine.
- T F 5. The driver is the only person the powered industrial truck is designed to carry.

To properly park a powered industrial truck, the following five conditions must be observed:

- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Score: _____

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Test Scores

Test Scores

Section 1 Test: _____

Section 2 Test: _____

Section 3 Test: _____

TOTAL: _____

Grading Scale

Number Correct:	Definition:
40	Superior
39 – 38	Excellent
37 – 36	Good
35 – 34	Fair
33 – 32	Needs Work
31 – 0	Review Session

Name: _____ Date: _____

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Performance Test for Powered Industrial Truck Operators

Employee: _____ Time of Evaluation: _____ Date: _____

- 1. Shows familiarity with truck controls.
- 2. Gave proper signals when turning.
- 3. Slowed down at intersections.
- 4. Sounded horn at intersections.
- 5. Obeyed signs.
- 6. Kept a clear view of direction of travel.
- 7. Turned corners correctly — was aware of rear-end swing.
- 8. Yielded to pedestrians.
- 9. Drove under control and within proper traffic aisles.
- 10. Approached load properly.
- 11. Lifted load properly.
- 12. Maneuvered properly.
- 13. Traveled with load at proper height.
- 14. Lowered load smoothly/slowly.
- 15. Stops smoothly/completely.
- 16. Load balanced properly.
- 17. Forks under load all the way.
- 18. Carried parts/stock in approved containers.
- 19. Checked bridgeplates/ramps.
- 20. Placed load within marked area.
- 21. Stacked loads evenly and neatly.
- 22. Drove backward when required.
- 23. Checked load weights.
- 24. Placed fork flat on the floor when parked, controls neutralized, brake on set, power off.
- 25. Followed proper instructions for maintenance — checked both at beginning and end.

Total Rating: _____ Evaluator: _____

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Powered Industrial Truck Knowledge Summary

Employee: _____ No.: _____
Department: _____ Shift: _____

	PASS	FAIL
1. Test Results	<input type="checkbox"/>	<input type="checkbox"/>
2. Knowledge of Equipment	<input type="checkbox"/>	<input type="checkbox"/>
3. Knowledge of State Safety Standard	<input type="checkbox"/>	<input type="checkbox"/>
4. Operating Ability	<input type="checkbox"/>	<input type="checkbox"/>
5. Knowledge of Daily Procedures	<input type="checkbox"/>	<input type="checkbox"/>
6. Physical Requirements	<input type="checkbox"/>	<input type="checkbox"/>
7. Valid Michigan Drivers License No. _____	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Acceptable Declined

Signature of Tester: _____ Date: _____

Answer Sheet for Powered Industrial Truck Tests

Pre-Test

1. T
2. T
3. T
4. F
5. T
6. T
7. T
8. T
9. T
10. T
11. F
12. F
13. T
14. T
15.
 - 1) Never leave a powered industrial truck unattended at a distance of over 25 ft. while the motor is running or not in sight of an operator.
 - 2) Lower the forks to the floor.
 - 3) Set the brake.
 - 4) Shift into neutral position.
 - 5) Turn ignition off and remove the key.

Section 1 Test

1. T
2. T
3. T
4. F
5. T
6. T
7. F
8. F
9. T
10. T

Section 2 Test

1. T
2. T
3. F
4. T
5. T
6. T
7. F
8. T
9. T
10. F
11. F
12. F
13. F
14. F
15. F
16. T
17. T
18. T
19. T
20. T

Section 3 Test

1. T
2. T
3. T
4. T
5. T
6. Never leave a powered industrial truck unattended at a distance of over 25 ft. while the motor is running or not in sight of an operator.
7. Lower the forks to the floor.
8. Set the brake.
9. Shift into neutral position.
10. Turn ignition off and remove the key.

