

WAREHOUSE OPERATIONS: FORKLIFT OPERATOR (FUNDAMENTALS) (180 hrs)

Course No.: 79-90-70

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signature verifies completion of course competencies)

A. ORIENTATION/INTRODUCTION (8 hrs)

- _____ 1. Basic content of course
- _____ 2. Historical development of warehousing
- _____ 3. Uses & purposes of warehousing procedures
- _____ 4. Classroom rules and procedures

B. SAFETY (20 hrs)

- _____ 1. Identify warning and protective devices
- _____ 2. Industrial safety practices
- _____ 3. Safety test with 100% accuracy
- _____ 4. Industrial Hazards test with 100% accuracy
- _____ 5. Toyota Operator Program in Safety video
- _____ 6. Pass test on T.O.P.S. with 100% accuracy

C. PRINCIPLES OF MODERN WAREHOUSING (8 hrs)

- _____ 1. Warehouse uses of one-story type building
- _____ 2. Use of direct-flow assembly line practices
- _____ 3. Pallet use and material handling equipment
- _____ 4. Effective warehouse & storage layout plan
- _____ 5. Balance manpower and equipment
- _____ 6. Purpose of material handling equipment

D. PRINCIPLES OF SPACE LAYOUT (6 hrs)

- _____ 1. Demonstrate maximum utilization of space
- _____ 2. Practice protection of supplies & equipment
- _____ 3. Identify commodity factors
- _____ 4. Identify capacity factors
- _____ 5. Know layout of aisles
- _____ 6. Identify layout factors
- _____ 7. First-in, first-out; last-in, first-out factors

E. IDENTIFICATION OF STORAGE AREAS (8 hrs)

- _____ 1. Identify bulk locations
- _____ 2. Identify rack locations
- _____ 3. Interpret identification symbols
- _____ 4. Identify available storage locations

- _____ 5. Identify bin locations
- _____ 6. Pass competency exam with 100% accuracy

F. PROCESSING AND PREPARING RECEIPTS FOR STORAGE (12 hrs)

- _____ 1. Ability to check delivery documents
- _____ 2. Check purchase orders against receipts
- _____ 3. Determine quantity received
- _____ 4. Identify overage, shortage, and damage
- _____ 5. Know how to contact vendors
- _____ 6. Know how to write grievance letters
- _____ 7. Receive merchandise with 100% accuracy

G. STOCK LOCATOR SYSTEM (6 hrs)

- _____ 1. Operate a stock locator system
- _____ 2. Know how to audit stock locator records
- _____ 3. Review data card information
- _____ 4. Develop a stock locator system
- _____ 5. Know relocation procedures
- _____ 6. Know when & how to consolidate items
- _____ 7. Determine future available space.

H. STORAGE OBJECTIVES: RECEIVING (8 hrs)

- _____ 1. Determine available space and labor
- _____ 2. Correct storage for accessibility
- _____ 3. Determine proper class of stock
- _____ 4. Know supplies and equipment rotation
- _____ 5. Know temperature control
- _____ 6. Identify improper receiving storage practices
- _____ 7. Identify hazardous items
- _____ 8. Identify security items

I. CARE AND PRESERVATION OF SUPPLIES AND EQUIPMENT (8 hrs)

- _____ 1. Identify proper storage of combustible items
- _____ 2. Identify proper storage of textile goods

- _____ 3. Possible temperature/humidity problems
- _____ 4. Identify combustible items
- _____ 5. Know effect of corrosive influences
- _____ 6. Know how to handle unsafe materials
- _____ 7. Identify spontaneous combustion hazards

J. SECURITY, HOUSEKEEPING, AND FIRE

PREVENTION (12 hrs)

- _____ 1. Adequate & proper housekeeping practices
- _____ 2. Integrate practices into daily operation
- _____ 3. Prepare for weekly safety inspection
- _____ 4. Rehearse various safety procedures
- _____ 5. Recognize high risk and security items
- _____ 6. Prepare routine schedule for security check
- _____ 7. Systematic removal of waste materials

K. CONTROL AND METHOD ORDER-PROCESSING

(8 hrs)

- _____ 1. Prepare control register
- _____ 2. Demonstrate progressive order filling
- _____ 3. Demonstrate simultaneous order filling
- _____ 4. Perform stock selection procedures
- _____ 5. Meet order deadlines
- _____ 6. Classify priority orders
- _____ 7. Write shipping orders
- _____ 8. Perform error free order processing
- _____ 9. Keep accurate records

L. BASIC PACKING PRINCIPLES AND REGULATIONS

(8 hrs)

- _____ 1. Apply packing terminology
- _____ 2. Know disbursing units
- _____ 3. Identify standard pack
- _____ 4. Select appropriate packing material
- _____ 5. How to prevent common types of damages
- _____ 6. Identify standard shipping labels
- _____ 7. Rehearse standard shipping procedures
- _____ 8. Determine proper documentation
- _____ 9. Develop check and balance shipping system
- _____ 10. Know basic interstate shipping regulations

M. MATERIAL HANDLING EQUIPMENT (50 hrs)

- _____ 1. Material Handling Equipment
- _____ 2. Keep accurate maintenance records
- _____ 3. Uses and purposes for pieces of equipment
- _____ 4. Understand charging procedures
- _____ 5. Identify unsafe equipment
- _____ 6. Identify malfunctions in equipment
- _____ 7. Understand maintenance programs
- _____ 8. Operate mobile equipment
- _____ 9. Operate counter-balance L.P.G. Forklifts
- _____ 10. Operate forklift (electric)

- _____ 11. Operate forklift (gas)
- _____ 12. Operate straddle-arm stacker
- _____ 13. Operate walkie-rider
- _____ 14. Operate stock-picker
- _____ 15. Operate order-picker
- _____ 16. Operate tow-motor
- _____ 17. Operate stack tractor
- _____ 18. Operate stock chaser
- _____ 19. Operate pallet jack
- _____ 20. Operate skip jack
- _____ 21. Operate transporter (electric)
- _____ 22. Operate 2-wheel dollie
- _____ 23. Operate 4-wheel dollie

N. OPERATION PROBLEMS (4 hrs)

- _____ 1. Solve warehousing and forklift problems
- _____ 2. Use proper forklift terms in word contact
- _____ 3. Make warehousing decisions

O. EVALUATION (10 hrs)

- _____ 1. Pass warehousing test with 100% accuracy
- _____ 2. Pass forklift test with 100% accuracy
- _____ 3. Pass industrial safety test with 100% accuracy
- _____ 4. Driving skills test through obstacle course

P. EMPLOYABILITY SKILLS (4 hrs)

- _____ 1. Identify specialty areas for employment
- _____ 2. Sources for employment information
- _____ 3. Working conditions and pay scales
- _____ 4. Prepare cover letter and resume
- _____ 5. Complete application forms
- _____ 6. Role-play basic interview skills
- _____ 7. Discuss work habits required to hold a job