

# CITY & GUILDS NPTC LEVEL 2 AWARD IN FOREST MACHINE OPERATIONS – STATIC LOADER (QCF) 601/0430/2



## QUALIFICATION GUIDANCE

### Integrated Assessment

### Essential Qualification Information

Not to be used by the Candidate during Assessment

You will require some of this information to accurately complete the Record of Assessment (ROA)

<b>Qualification Group No</b>	0   0   2   0	Forestry and Arboriculture Level 2
<b>Qualification Programme No</b>	0   0   2   0   -   2   8	Award in Forest Machine Operations - Static Loader
<b>Unit(s)</b>	2   1   8	Prepare and Operate a Loader
<b>Learning Time (LT)</b>	2   0   8	LT 35 (4 Credits) <i>(* see note on page 2)</i>
<b>Recommended Assessment Duration</b>		0.5 – 1.5 hours per Candidate

# City and Guilds NPTC Level 2 Award in Forest Machine Operations – Static Loader (QCF) Qualification Guidance

## Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

- Publish
  - Scheme regulations
  - Qualification guidance
  - Training materials
  - Trainers support materials
- Approve centres to co-ordinate and administer the scheme
- Set standards for the training of Verifiers and Assessors
- Recruit, train and deploy Verifiers
- Issue certificates to successful Candidates

## The Qualification

The qualification will be awarded to Candidates who achieve the required level of competence in the units to which their certificate relates.

## What is the Qualifications and Credit Framework?

OFQUAL have introduced the Qualifications and Credit Framework (QCF) to increase flexibility for learners and employers. Qualifications may be built up from individual units according to rules of combination. The units are derived from the National Occupational Standards, which are compiled by Lantra SSC, the Sector Skills Council for the Land-based industries.

## Instruction

Attendance at a course of instruction is not a pre-requisite for an application for an assessment but potential Candidates are strongly advised to ensure that they are up to the standards that will be expected of them when they are assessed.

### \* Learning Time (LT)

**Learning Time (LT)** is a better indicator of the time requirement needed for a candidate to achieve competence in this qualification. It has replaced Guided Learning Hours (GLH) which are defined as *“tutor or teacher led hours”*. LT is defined as **“a notional measure of the learning time a typical learner might be expected to take to complete and achieve all learning outcomes”**. It takes into account prior learning and encompasses: formal learning (including classes, tutorials, on line tuition), coaching and mentoring, practical work, relevant IT activity, information retrieval, expected private study and revision, work-based activity which leads to assessment, practice to achieve competence, formative assessment, programme planning and feedback.

## Access to Assessment

Assessment centres will be responsible for arranging assessment on behalf of the Candidate.

The minimum age limit for Candidates taking Certificates of Competence is 16 years. There is no upper age limit.

The assessment consists of **one** compulsory unit:

Unit 218	Prepare and Operate a Loader Outcome
	1. Be able to work safely (1)
	2. Be able to operate a loader (2)
	3. Know how to operate a loader (3)
	4. Know relevant health and safety legislation and environmental good practice (4)

**There are no endorsements for this Award.**

## Quality Assurance

Verification is a process of monitoring assessment; it is an essential check to confirm that the assessment procedures are being carried out in the way City & Guilds has laid down. The overall aim of verification is to establish a system of quality assurance that is acceptable in terms of both credibility and cost effectiveness.

Approved Assessors will be subject to a regular visit by the verifier at a time when assessments are being undertaken.

A selection of assessment reports completed by the Assessor will be evaluated by a City & Guilds approved verifier.

Compliance with the verification requirements is a pre-requisite for Assessors remaining on the list of approved Assessors.

After assessment has been completed the Qualification Guidance is to be forwarded to the centre and retained by the centre until after the annual centre visit has taken place by a Quality Systems Consultant (QSC).

As part of the quality assurance process, a minimum of **two** observations are required to be undertaken for each qualification that is assessed by a Trainer/Assessor. These will be carried out by an internal Verifier appointed by the Centre. One observation will be conducted in the presence of the Quality Systems Consultant. In respect of risk management, there is an expectation that additional observations up to a maximum of **four** will be carried out for the inexperienced or newly qualified Trainer/Assessor or Assessors.

## Performance Evaluation

The result of each assessment activity is evaluated against the following criteria:

- M = Met** Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge. If the Criterion has been MET, a tick  is to be put in the box provided in the bottom right-hand column of each section.
- NM = Not Met** Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or being deficient in underpinning knowledge. If the Criterion is NOT MET, a cross  is to be put in the box provided in the bottom right-hand column of each section.

## Appeals and Equal opportunities

Centres must have their own auditable, appeals procedures. If a Candidate is not satisfied with the examination conditions or a Candidate feels the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however the problem cannot be resolved, City & Guilds will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

## Validation of Equipment

A Manufacturer's instruction book or operator's manual should be available for the Candidate to use during the assessment if required.

Vehicles must comply with department of Transport and road Traffic acts where relevant.

Any appropriate item of machinery complying with current legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

## Additional Information

May be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication.

Questions should be related to the background or employment aspirations of the candidate and, where possible, product labels used should be representative of products typically used in that sector or industry.

Candidates who undertake this assessment and have met the requirements are reminded of their legal obligation to receive/undertake appropriate additional training in the use of any equipment that differs from that used during the assessment, but which they are nevertheless qualified to use.

## Assessment Guidance for the Trainer/Assessor

This qualification can be assessed by a Trainer who has trained the Candidate (a Trainer/Assessor) or by a third party (an Assessor) not directly involved with training of the Candidate providing they are suitably qualified and meet the requirements of the awarding body. Please see City & Guilds Centre Manual for guidance.

It is envisaged that assessment will be carried out after all of the training has been completed. However assessment may take place at intervals after each 'period' of training and may be effectively integrated into the training programme. The Candidate must be informed when assessment is taking place in terms of when formal assessment commences and when it ceases. **It is not permissible to assess whilst training is being carried out. Assessment must be a separate activity.**

Trainer/Assessors are reminded that assessment is a formal process. Assessment must be carried out using the Qualification Guidance. All relevant assessment criteria must be assessed against the criteria as specified in the Qualification Guidance. Assessment will be carried out by direct observation and by oral questioning of the Candidate. **Where a specific number of responses are required these may include other suitable answers not specified if they are deemed to be correct by the Assessor.** The performance of the Candidate is to be recorded on the Qualification Guidance as directed by completing the tick boxes. Space has been provided on the Qualification Guidance for the person assessing to record relevant information which can be utilised to provide feedback to the Candidate. Trainer/Assessors are reminded that feedback from the Candidate is required on the Record of Assessment that is sent to City & Guilds as part of the quality assurance process. After assessment has been completed the assessment schedule is to be forwarded to the centre and retained by the centre until after the annual centre visit has taken place by a Quality Systems Consultant (QSC).

**The Candidate may only have a maximum of 3 attempts. Re-assessment cannot take place until further training has been provided.**

## Assessment Guidance for Candidate

A list of registered assessment centres is available from City & Guilds Land Based Services. ([www.nptc.org.uk](http://www.nptc.org.uk)) Assessment is a process by which it is confirmed that the candidate is competent in the unit(s) within the award to which the assessment relates. It is the process of collecting evidence about his/her capabilities and judging whether that evidence is sufficient to attribute competence. The Candidate must be registered through the City & Guilds approved assessment centre for this qualification prior to the assessment. The results of the assessment will be recorded on the Record of Assessment form (ROA). The qualification guidance contains criteria relating to:

- Observation of practical performance
- Assessment of underpinning knowledge

**Safe Practice:**

1. Assessors must hold a current 'First Aid at Work' Certificate.
2. It is strongly recommended that Candidates hold at least a recent, recognised 'Emergency First Aid' Training Certificate.
3. All forest machines used in the assessments must comply with relevant Arboriculture and Forestry Advisory Group (AFAG) Safety Guides
4. Candidates should be familiar with the machine that they are going to operate.
5. Appropriate Personal Protective Equipment (PPE) must be worn at all times.
6. A First Aid kit meeting current regulations, of the appropriate size for the number of persons on site, must be available.
7. The Assessor must ensure a Risk Assessment is carried out, and sufficient control measures implemented.
8. Any necessary permissions must have been granted, and notifications made as appropriate: (e.g. Forestry Commission, Forest Enterprise, Private owners etc).
9. All equipment being used for this assessment must comply with relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998 and Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.
10. Information may be sought from the relevant operator manuals or any other appropriate training or safety publication.
11. Provision must be made to avoid the risk of environmental pollution and adequate control measures must be implemented. (a suitable response kit to be available on the machine)
12. It is the responsibility of the Assessor and the Candidate to ensure that any additional requirements and provisions are met as relevant to this qualification.
13. Whenever the Candidate leaves the base machine, the parking brake must be applied.
14. When the Base Machine is parked and left unattended, or any attachments/detachments of equipment, must carry out the safe stop procedure.
15. The Base Machine must be operated in such a way that the Candidate, Assessor, other persons or equipment are not endangered.
16. All ancillary equipment, when detached must be left in a safe and stable condition.
17. Candidates must comply with current regulations when working at heights regulations 2005 amended
18. The assessment is carried out in accordance with the safety guidelines laid down in Arboriculture and Forestry Advisory Group (AFAG) Safety Guides, Health and Safety publications and current machinery directives.
19. A breach of Health and Safety that puts any person at risk during the assessment process will result in the assessment being terminated and the Candidate not meeting the required standard
20. Initial tonnage is measured on unladen vehicle weight

**Validation of Equipment:**

Any Base Machine complying with industry guidance and European directives is acceptable for the test, provided it is suitably equipped for **all** assessment activities to be carried out. Where a ROPs structure is fitted, an operator seat restraint is in place and functional.

**Any machine that can lift or suspend the load above the operator, who isn't protected by adequate/suitable FOPS and OPS, will be required to produce a current LOLER certificate to the Assessor**

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City & Guilds is a registered charity established to promote education and training

Candidate A	Name:	Date:	Start Time:	Duration:
Candidate B	Name:	Date:	Start Time:	Duration:
Candidate C	Name:	Date:	Start Time:	Duration:
Candidate D	Name:	Date:	Start Time:	Duration:

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
4.2 4	Outline the emergency planning relevant to the working area	The Candidate to state <b>five</b> factors in emergency planning	<p>Emergency planning procedures for a site could include:</p> <ul style="list-style-type: none"> <li>location name</li> <li>grid reference</li> <li>designated meeting place</li> <li>site location name</li> <li>nearest access point</li> <li>street name/district</li> <li>type of access</li> <li>suitable helicopter landing area</li> <li>phone number of nearest doctor</li> <li>location and phone number of nearest accident and emergency hospital</li> <li>works manager contact details</li> <li>your own contact number</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1 1	Identify the hazards and risks associated with the working area and the proposed work	<p>The Candidate to state <b>four</b> hazards and <b>four</b> risks with the working area/work to be done</p> <p>The Candidate to state <b>four</b> hazards and risks for the machine</p>	<p>Identify hazards (anything with the potential to cause harm) and risks (who might be harmed), relevant to:</p> <p>The work area/work to be done</p> <p>Hazards</p> <ul style="list-style-type: none"> <li>power lines</li> <li>terrain</li> <li>access routes</li> <li>chain shot</li> <li>risk zones</li> <li>struck by timber</li> <li>other _____</li> </ul> <p>Risks</p> <ul style="list-style-type: none"> <li>others on site</li> <li>operator</li> <li>public</li> <li>other machine operators</li> <li>other _____</li> </ul> <p>The machine</p> <p>Hazards</p> <ul style="list-style-type: none"> <li>struck by machine</li> <li>access and egress</li> <li>moving parts</li> <li>hot surfaces</li> <li>working at heights</li> <li>high pressure fluids</li> <li>other _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
1.1 cont...			<p>Risks</p> <ul style="list-style-type: none"> <li>public</li> <li>operator</li> <li>environment</li> <li>other _____</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 1	Use appropriate tools, equipment and personal protective equipment (PPE)	<p>Assessor to observe appropriate tools, equipment and PPE are used in accordance to industry good practice</p> <p><b>All</b> applicable to the task at hand</p>	<ul style="list-style-type: none"> <li>All tools, equipment and Personal Protective Equipment are used in line with industry good practice e.g. AFAG/HSE.</li> <li>During all on site operations PPE in accordance with industry good practice must be worn.</li> </ul> <p>Personal Protective Equipment identified could include:</p> <ul style="list-style-type: none"> <li>safety helmet (if required)</li> <li>hearing protection (where needed)</li> <li>suitable protective gloves</li> <li>protective boots</li> <li>non snag outer clothing</li> <li>high visibility clothing where risk assessment identifies it</li> <li>hand cleaning materials</li> <li>first aid kit</li> <li>other _____</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1 4	Outline the key health and safety legislation and industry good practice	<p>The Candidate to state <b>two</b> relevant points of <b>each</b> of the following:</p> <p>Health and Safety at Work Act (HSWA) (1974)</p> <p>Provision and Use of Work Equipment Regulations 1998 (PUWER 98)</p> <p>Lifting Operations and Lifting Equipment Regulations (1998) (LOLER)</p>	<p>Outline key points from the legislation listed below:</p> <p>Health and Safety at Work Act (HSWA) (1974) –</p> <ul style="list-style-type: none"> <li>general duties for employers and employees</li> <li>maintain safe places of work</li> <li>other _____</li> </ul> <p>Provision and Use of Work Equipment Regulations 1998 (PUWER 98) –</p> <ul style="list-style-type: none"> <li>record keeping</li> <li>operators adequately trained</li> <li>equipment fit for purpose</li> <li>other _____</li> </ul> <p>Lifting Operations and Lifting Equipment Regulations (1998) (LOLER)</p> <ul style="list-style-type: none"> <li>main requirements of the LOLER required by the machine</li> <li>risk zones</li> <li>safe working load</li> <li>inspection by a competent person</li> <li>operating controls labelled</li> <li>other _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
4.1 cont...		Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) <ul style="list-style-type: none"> <li>reporting of accidents</li> <li>reporting of dangerous occurrences</li> <li>other _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Working at Heights	Working at Heights <ul style="list-style-type: none"> <li>adequate precautions taken for safe working procedures</li> <li>any height constitutes working at heights</li> <li>other _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Control of Substances Hazardous to Health (COSHH) Regulations (2002)	Control of Substances Hazardous to Health (COSHH) Regulations (2002) <ul style="list-style-type: none"> <li>correct PPE to be identified</li> <li>correct storage and application</li> <li>disposal</li> <li>other _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		State <b>two</b> sources of industry good practice information	Industry Good Practice <ul style="list-style-type: none"> <li>Arboriculture Forestry Advisory Group (AFAG) information</li> <li>Health and safety in forestry</li> <li>Forest and water guidelines</li> <li>Operators manual</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		State <b>two</b> factors of lone working	Lone working <ul style="list-style-type: none"> <li>effective communication system</li> <li>fail to safe system</li> <li>reporting in times</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		State <b>two</b> procedures to be followed when machine contacts power line	Line contact possible procedures: <ul style="list-style-type: none"> <li>where possible, drive away to safe area</li> <li>if safe, stay in machine and contact power company/supervisor</li> <li>jump from machine, bunny hop as far as possible</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		State <b>four</b> factors regarding working near power lines	Power lines <ul style="list-style-type: none"> <li>designated crossing point (goal posts)</li> <li>liaison with power companies</li> <li>site maps</li> <li>AFAG</li> <li>electricity at work</li> <li>other _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3  4	Describe the types of records that may be required for management and legislative requirements	The Candidate to state <b>two</b> types of record keeping to meet PUWER	Records: <ul style="list-style-type: none"> <li>logbook</li> <li>service logbook</li> <li>time sheet</li> <li>maintenance schedule</li> <li>other _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
2.1  2	Carry out pre and post-start checks of the machine consistent with environmental good practice and manufacturers recommendations	<p>Assessor to observe candidate carrying out the pre and post start checks of the machine</p> <p>Candidate to comment on machines serviceability</p> <p>Assessor is to use their own discretion as to whether a seat belt/lap restraint is to be worn during assessment</p> <p>Check security of loader to base Check security of loader attachment</p> <p>Check attachment</p>	<p>Pre and post start checks on base machine according to the operators handbook and to include:</p> <ul style="list-style-type: none"> <li>• machine on level ground</li> <li>• ensure machine services in neutral and lowered where applicable</li> <li>• engine stopped and key removed</li> <li>• check engine oil, transmission/hydraulic oil, coolant and fuel level, engine air filter</li> <li>• importance of cleanliness</li> <li>• seat, steering mechanism and mirror adjustment</li> <li>• operator seat restraint is functional (where applicable)</li> <li>• check operator protection systems</li> <li>• check relevant access and egress points</li> <li>• check wheel nuts</li> <li>• check pin bush wear and security</li> <li>• check for cracks/fatigue</li> <li>• check for hydraulic leaks</li> <li>• security of components</li> <li>• check safety decals</li> <li>• LOLER certificate (if required)</li> <li>• radiators (coolant and hydraulic)</li> <li>• fuel filters and/or water trap</li> <li>• grease where and when appropriate</li> <li>• bolts cracks leaks</li> <li>• bolts cracks</li> <li>• security</li> <li>• condition</li> <li>• hydraulic leaks</li> <li>• pin and bushes</li> <li>• pipe work</li> <li>• guarding</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4  4	Describe how environmental damage can be caused and minimised	<p><b>Three causes</b></p> <p><b>Three preventions</b></p>	<p>Environmental damage may be caused by:</p> <ul style="list-style-type: none"> <li>• incorrect storage of fuel and oil</li> <li>• defective machinery</li> <li>• poor work practice</li> <li>• oil and fuel spillages</li> <li>• other _____</li> </ul> <p>Environmental damage may be prevented by:</p> <ul style="list-style-type: none"> <li>• following principals of industry good practice</li> <li>• good housekeeping</li> <li>• appropriately trained operators</li> <li>• spill kits are available</li> <li>• other _____</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
4.5 4	Describe the correct methods for disposing of waste	The Candidate to state <b>one</b> method	Disposal of waste from workplace activities may include: <ul style="list-style-type: none"> <li>• use of designated waste/recycle bins</li> <li>• waste oils placed in approved containers for disposal</li> <li>• other _____</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1 3	State the safety requirements and routine checks required for the machine	All required	Level ground <ul style="list-style-type: none"> <li>• all fluid levels can be accurately checked</li> <li>• other _____</li> </ul> Machine Services <ul style="list-style-type: none"> <li>• security</li> <li>• unauthorised third party operation</li> <li>• other _____</li> </ul> Cleanliness <ul style="list-style-type: none"> <li>• personal contamination</li> <li>• system contamination</li> <li>• other _____</li> </ul> Adjustment <ul style="list-style-type: none"> <li>• ergonomics</li> <li>• visibility</li> <li>• other _____</li> </ul> Restraint systems <ul style="list-style-type: none"> <li>• personal safety</li> <li>• HSE requirement</li> <li>• other _____</li> </ul> Operator protection systems <ul style="list-style-type: none"> <li>• roll over protective structure (ROPS)</li> <li>• falling object protective structure (FOPS)</li> <li>• operator protection structure (OPS)</li> <li>• other _____</li> </ul> Access and Egress <ul style="list-style-type: none"> <li>• operator safety</li> <li>• PUWER</li> <li>• other _____</li> </ul> Wheel nuts <ul style="list-style-type: none"> <li>• visually</li> <li>• torque wrench</li> <li>• operators handbook</li> </ul> Tension criteria <ul style="list-style-type: none"> <li>• according to manufacturers recommendations</li> <li>• other _____</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
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3.5 3	Explain the function of all controls and how to interpret instrument readings	<p>The Candidate to explain the controls inside the cab and what are their functions</p> <p>State the instruments inside the cab, what are they and how should they be interpreted</p> <p>What action should be taken in the event of a warning light coming on</p> <p>What action should be taken to maintain/check the fire fighting system is operational</p>	<p>The function and setting of the following controls:</p> <ul style="list-style-type: none"> <li>• Pto lever engagement and speed range selector (if applicable)</li> <li>• hydraulic control decals</li> <li>• height restriction devices (if applicable)</li> <li>• load monitor (if applicable)</li> <li>• other controls provided</li> <li>• external services</li> <li>• lights, horn and any safety warning device (where applicable)</li> <li>• oil pressure gauge and oil filter warning lights</li> <li>• other warning lights (as applicable)</li> <li>• switch off (if applicable)</li> <li>• refer to operators manual</li> <li>• fire fighting system(s) tested (if fitted)</li> <li>• fire extinguishers maintained, checked and in date</li> <li>• access and egress points in the event of an emergency</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 3	Explain the safe procedure to follow for detecting leaks in high pressure hydraulic systems	Candidate to explain the safe procedure for detection	<p>Safe procedure for detection may include:</p> <ul style="list-style-type: none"> <li>• hands not used for detection of leak</li> <li>• use a piece of card or paper</li> <li>• other _____</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 3	Explain the procedure to follow when replacing a hydraulic hose	<p>Candidate to identify <b>all</b> procedure for replacing a hydraulic hose</p> <p>Correct amount of tools chosen</p> <p>Identify the <b>four</b> main criteria for a replacement hose</p>	<p>According to the operators manual and to include:</p> <ul style="list-style-type: none"> <li>• appropriate PPE identified</li> <li>• use of spill kit</li> <li>• hydraulic system lowered and pressure</li> <li>• importance of cleanliness</li> <li>• vacuum pump (if fitted)</li> <li>• shut off valve (if fitted)</li> </ul> <p>Tools:</p> <ul style="list-style-type: none"> <li>• spanners x 2</li> </ul> <p>Criteria for hose replacement</p> <ul style="list-style-type: none"> <li>• pressure rating</li> <li>• length</li> <li>• end fittings</li> <li>• bore</li> <li>• referred to operators manual</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
3.4 cont...		<p>What factors need to be taken into account when fitting the new hose</p> <p>Environmental considerations</p>	<ul style="list-style-type: none"> <li>new hose fitted ensuring inside of hose and joints are clean</li> <li>correctly routed not twisted</li> <li>switch off vacuum pump (if fitted)</li> <li>open valve (if fitted)</li> <li>hydraulic oil topped up and checked as required</li> <li>start machine</li> <li>operate function</li> <li>check for leaks</li> <li>clean up spill kit</li> <li>re-check oil level</li> <li>bagged and labelled</li> <li>licensed disposal</li> <li>recycle</li> <li>other _____</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 3	Describe the importance of loader position and machine stability	Three of each	<p>Loader position</p> <ul style="list-style-type: none"> <li>maintain the centre of gravity</li> <li>over reaching</li> <li>over loading</li> <li>slope/steep ground</li> <li>loader parking position</li> </ul> <p>Machine stability</p> <ul style="list-style-type: none"> <li>use of legs</li> <li>oscillation lock</li> <li>ballast of tyres/traction aids</li> <li>ground condition</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 2	Carry out the operation in accordance with the job specification	Assessor to observe	<p>All activities must be completed in a way which protects the operator and those around them.</p> <p>Operator to load/feed timber products:</p> <ul style="list-style-type: none"> <li>safely and efficiently</li> <li>grapple completely encloses product(s)</li> <li>grapple parked when moving</li> <li>load to capacity</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 1	Work in a way which maintains health and safety and is consistent with relevant legislation and industry goodpractice	Assessor to observe	<p>All activities must be completed in a way which protects the operator and those around them.</p> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 1	Carry out work to minimise environmental damage	Assessor to observe	<ul style="list-style-type: none"> <li>It is ensured that any possible environmental damage is minimised at all times during on site operations</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Summary of Assessment** (*The Assessor is to complete the following as appropriate*)

<b>Candidate A</b>	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

<b>Candidate B</b>	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

<b>Candidate C</b>	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

<b>Candidate D</b>	Candidate <b>has met</b> all of the assessment criteria	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate <b>has not</b> met all of the assessment criteria; ( <b>state reason(s)</b> )	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
	<b>Signed:</b>		<b>Date:</b>	

**For use by Internal Verifier ONLY** if the assessment process was internally verified  
*(Internal Verifier to complete ONE of the boxes below)*

I observed an assessment process taking place and I am satisfied that the assessment was conducted in line with the qualification requirements and that the judgement of the Assessor was appropriate.	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
<b>Signed:</b>	
<b>Date:</b>	