

# CITY & GUILDS NPTC LEVEL 2 AWARD IN FOREST MACHINE OPERATIONS - DRAINAGE OR MOUNDING (QCF) 600/9109/5



## QUALIFICATION GUIDANCE

**Independently Assessed**

### 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   -   3   2	Award in Forest Machine Operations – Drainage or Moulding
<b>Unit</b>	2   1   5	Prepare and Operate Machinery for Drainage or Moulding
<b>Endorsement(s)</b>	0   0   1 0   0   2	Drainage Moulding
<b>Pre-Requisite Units</b>	2   0   8	Base Machine
<b>Learning Time (LT)</b>	2   1   5	LT 35 (4 Credits) <i>(* see note on page 2)</i>
<b>Recommended Assessment Duration</b>		1 – 2 hours per Candidate

# City and Guilds Level 2 Award in Forest Machine Operations – Drainage or Mounding (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 215	Prepare and Operate Machinery for Drainage or Mounding Outcome
	1. Be able to work safely (1)
	2. Be able to operate the machine (2)
	3. Know relevant health and safety legislation and industry good practice (3)
	4. Know how to operate the machine (4)

Candidates must successfully achieve **all** assessment activities in the above unit.

**Endorsement:** The assessment may be taken on a machine with any type of:

001	Drainage
002	Mounding

The certificate will be endorsed accordingly. Candidates are encouraged to take their assessment with different machines to broaden their certification.

**Only two endorsements can be taken in any one registration.**

## 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 only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body. The Assessor must be independent **and cannot have been involved with the training of the Candidate**. Please see City & Guilds Centre Manual for guidance.

The Candidate is to be notified of the place and time of assessment and when formal assessment commences and ceases. Assessors are reminded that assessment is a formal process and that assessment must be carried out using this Qualification Guidance. All relevant assessment criteria must be assessed against the criterion 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. After assessment has been completed the Qualification Guidance document is to be retained by the assessor and provided if required by a Quality Systems consultant (QSC).

### 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 done on unladen 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

<b>Candidate A</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>
<b>Candidate B</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>
<b>Candidate C</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>
<b>Candidate D</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
3.3 3	Outline the emergency planning procedures relevant to the working area	The Candidate to state <b>five</b> factors in emergency planning	Emergency planning procedures for a site could include <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, the proposed work and the machine	<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 <b>three</b> risks for the machine</p>	Identify hazards (anything with the potential to cause harm) and risks (who might be harmed), relevant to:  The work area/work to be done  Hazards <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> Risks <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> The machine  Hazards <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...			Risks <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)	Assessor to observe appropriate tools, equipment and PPE are used in accordance to industry good practice  <b>All</b> applicable to the task at hand	<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> Personal Protective Equipment identified could include: <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"/>
3.1 3	Outline key health and safety legislation and industry good practice	The Candidate to state <b>two</b> relevant points of <b>each</b> of the following:  Health and Safety at Work Act (HSWA) (1974)  Provision and Use of Work Equipment Regulations 1998 (PUWER 98)  Lifting Operations and Lifting Equipment Regulations (1998) (LOLER)  Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)	Outline key points from the legislation listed below:  Health and Safety at Work Act (HSWA) (1974) – <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> Provision and Use of Work Equipment Regulations 1998 (PUWER 98) – <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> Lifting Operations and Lifting Equipment Regulations (1998) (LOLER) <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> 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"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
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3.1 cont...		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"/>
3.2 3	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"/>
2.3 2	Carry out pre and post-start checks to test all operating functions of the equipment	Assessor to observe	Pre and post start checks to include <ul style="list-style-type: none"> <li>hoses</li> <li>rams and ram mountings</li> <li>control spool valve mountings</li> <li>control lever mode of operation clearly marked</li> <li>examine the hitch for signs of wear and damage</li> <li>operator checklist completed</li> <li>all lubrication points identified</li> <li>use of the operators manual to identify how frequently lubrication should be undertaken</li> <li>grease lubrication points (as required)</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
2.3 cont...		<p>Check security of loader to base</p> <p>Check security of loader attachment</p> <p>Check attachment</p>	<ul style="list-style-type: none"> <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> <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	Describe how environmental damage can be caused and minimised	<p><b>Three</b> causes</p> <p><b>Three</b> preventions</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 practices</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 principles 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"/>
3.5 3	Describe the correct methods for disposing of waste	The Candidate to state <b>one</b> method	<p>Disposal of waste from workplace activities may include:</p> <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"/>
4.1 4	State safety precautions which should be put in place when working alongside public rights of way	<b>Four</b> precautions	<p>Precautions may include:</p> <ul style="list-style-type: none"> <li>adequate warning signs</li> <li>safe working distances</li> <li>possible problems are identified when working along side public rights of way</li> <li>the right of way is maintained</li> <li>ensure all footpaths are repaired and safe to be used before the signs are removed and the site is left</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"/>
2.1 2	Select bucket type suited to the work being undertaken	Candidate to select <b>one</b> bucket and to give a reason as to why the bucket was chosen	<p>Bucket type suitable to</p> <ul style="list-style-type: none"> <li>soil type</li> <li>operation</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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2.5 2	Manoeuvre the machine on site in a safe and effective way	<p>Assessor to visually observe the candidate carrying out correct starting techniques in accordance to manufacturers recommendations</p> <p>Assessor to observe the candidate drive the machine turning left and right, reverse, park, switch off and exit</p> <p>Assessor to observe and agree</p>	<p>Start engine</p> <ul style="list-style-type: none"> <li>isolator switch engaged</li> <li>parking brake applied</li> <li>gears in neutral</li> <li>clutch pedal depressed (if applicable)</li> <li>PTO disengaged (if applicable)</li> <li>hydraulic services in neutral (if applicable)</li> <li>start</li> </ul> <p>Candidate to drive machine</p> <ul style="list-style-type: none"> <li>safe access</li> <li>start in accordance with manufacturers recommendations</li> <li>appropriate gear selection</li> <li>smoothness of take off</li> <li>drive in a straight line</li> <li>left and right turn</li> <li>reverse (if applicable)</li> <li>appropriate speed for conditions</li> <li>appropriate use of brakes</li> <li>safe position on site chosen</li> <li>controls and attachments in neutral and lowered to the ground</li> <li>parking brake applied and effective</li> <li>safe egress</li> </ul> <p>Parking machine may include</p> <ul style="list-style-type: none"> <li>safe position on site chosen</li> <li>controls and attachments in neutral and lowered to the ground</li> <li>parking brake applied (if applicable)</li> <li>engine off</li> <li>key removed</li> <li>correct dismounting</li> <li>access and egress</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"/>
2.4 2	Carry out the operation in accordance with the job specification	<p>Assessor to observe</p> <p>A length of new drain must be created as part of the assessment</p> <p>Length of the drain must be at least 4 x maximum reach</p> <p><b>Eighty</b> new mounds to be created as part of this assessment</p>	<p><b>Either</b></p> <p><b>Drainage</b></p> <ul style="list-style-type: none"> <li>inspect sites for hazards: power cables, drainage outfalls, soft banks etc</li> <li>efficient smooth operation of machine</li> <li>safe procedures are observed for moving the machine during work</li> <li>suitable profile and fall</li> <li>suitable size of silt trap created</li> <li>maintain rate of work suited to site conditions and machine capabilities</li> </ul> <p><b>OR</b></p> <p><b>Mounding</b></p> <ul style="list-style-type: none"> <li>inspect site for hazards: power cables, drainage outfalls, soft banks etc</li> <li>efficient smooth operation of machine</li> <li>safe procedures are observed for moving the machine during work</li> <li>suitable profile and volume</li> <li>rate of work suited to site conditions and machine capabilities</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
4.4 4	State factors to consider when cleaning, servicing and storing the machine	State <b>two</b> advantages of regularly cleaning the machine  State <b>three</b> factors to consider for cleaning the machine  State <b>two</b> reasons for inspecting the machine after use	Machine is cleaned to: <ul style="list-style-type: none"> <li>prevent corrosion</li> <li>facilitate maintenance &amp; adjustments</li> <li>prevent hazardous operating conditions (e.g. fire)</li> <li>prevent soiling of roads</li> <li>prevention of cross contamination / bio security</li> <li>identify PPE to be used</li> <li>remove any unwanted residues safely using appropriate method: <ul style="list-style-type: none"> <li>blower</li> <li>compressed air</li> <li>water</li> <li>brush</li> </ul> </li> <li>dispose of waste material according to company policy and legislation</li> <li>machine inspected to establish any wear, damaged and/or missing components through use</li> <li>ensures any defects can be rectified before it is next used</li> <li>other operators / supervisor etc. can be informed through a reporting procedure that defects are present</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 good practice	Assessor to observe	<ul style="list-style-type: none"> <li>All activities must be completed in a way which protects the operator and those around them.</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"/>
1.4 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>	