



NPTC

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**Level 2 CERTIFICATE OF COMPETENCE IN
THE SAFE USE OF TURF MAINTENANCE EQUIPMENT**

ASSESSMENT SCHEDULE

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NPTC Level 1 Certificate of Competence in Safe Manual Handling – Operator

Candidate Information

Introduction

The scheme will be administered by NPTC.

NPTC will:

- Publish
 - scheme regulations
 - assessment schedule
 - assessment material
- Approve centres to co-ordinate and administer the scheme
- Set standards for the training of Verifiers and Assessors
- Recruit, train and deploy Verifiers
- Manage verification
- Issue certificates to successful Candidates

The Certificate of Competence

Certificates of Competence will be awarded to Candidates who achieve the required level of competence in the Units to which their Certificate relates.

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.

NPTC does **not** hold a register of instructors; however instruction will normally be available from recognised training providers and/or centres of further or higher education active in the areas covered by this certificate. Further information on training may be obtained from the local Assessment Centre.

Access to Assessment

Assessment Centres will be responsible for arranging assessment on behalf of a Candidate. Assessment may only be carried out by an Assessor approved by NPTC for that scheme. Under no circumstances can either instructors involved in the preparation of candidates, or the candidates work place supervisors, or anyone else who might have a vested interest in the outcome, carry out the assessment.

The minimum age limit for Candidates taking certificates of competence is 16 years. There is no upper age limit.

Assessment

Assessment is a process by which it is confirmed that the Candidate is competent in the Units within the award to which the assessment relates. It is a process of collecting evidence about his/her capabilities and judging whether that evidence is sufficient to attribute competence.

The candidate must be registered through an NPTC approved Assessment Centre for this qualification prior to assessment.

The result of the assessment will be recorded on the assessment report form.

The schedule of assessment contains the criteria relating to:

- Observation of practical performance
- Assessment of knowledge and understanding

Performance Evaluation

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

- 4 = Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge, with no 'minor' or 'critical' faults. (Competent).
- 3 = Meets the requirements of the assessment criteria for both the practical performance and the underpinning knowledge, with some 'minor' faults but no 'critical' faults. (Competent).
- 2 = Does not fully satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or being deficient in underpinning knowledge leading to the recording of minor faults. (Not yet competent).
- 1 = 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 leading to the recording of a critical fault. (Not yet competent).

A list of registered Assessment Centres is available from NPTC. (www.nptc.org.uk)

Verification

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 that NPTC 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 visit by the Verifier at a time when assessments are being undertaken.

A selection of assessment records completed by the Assessor will be evaluated by an NPTC approved Verifier.

Compliance with the verification requirements will be a pre-requisite of Assessors remaining on NPTC's list of approved assessors.

Complaints and Appeals

NPTC and its Assessment Centres have a formal Complaints and Appeals procedure. In the event of any dissatisfaction with the arrangements and conditions of assessment, the candidate should first contact the Assessment Centre through whom the assessment was arranged and submit the complaint in writing.

For further information on NPTC's Equal Opportunities Policy and Complaints and Appeals Procedures, please refer to www.nptc.org.uk

Guidance Notes for Candidates and Assessors

The assessment is divided into 2 compulsory Units:

Unit 1	Pre Use Safety – Turf Maintenance Equipment (compulsory)
Unit 2	Operate Turf Maintenance Equipment (compulsory)

The assessment may be taken on any type of turf maintenance equipment and the qualification will be endorsed as:
either (a) pedestrian controlled
or (b) tractor mounted

Candidates must successfully achieve all Assessment Activities in both of the units, assessed in the context of either pedestrian controlled turf maintenance equipment or tractor mounted turf maintenance equipment, unless otherwise specified

Safe Practice

Appropriate Personal Protective Equipment (PPE) must be used when necessary

All equipment must be operated in such a way that the candidate, assessor or other persons or equipment are not endangered or put at risk

All ancillary equipment, when detached must be safely parked

If these conditions are not observed this will result in the candidate not meeting the required standard

It is recommended that suitable barrier creams are used when necessary

Validation of equipment:

- Manufacturers instruction books should be available
- All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998
- Vehicles must comply with Department of Transport and Road Traffic Legislation where appropriate.
- Any appropriate type of turf maintenance equipment is acceptable for the assessment, provide it is suitably equipped for all assessment items to be carried out. For example: Scarifier; Slitter; Aerator

Candidates who undertake this assessment and are judged 'competent' 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

Additional Information:

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

Unit 1 Pre-Use Safety – Turf Maintenance Equipment	
Assessment Activities	Assessment Criteria
<p>1. Identify any hazards specific to the site, task and machine.</p>	<ul style="list-style-type: none"> - Walk the site and remove or mark hazards - Confirm that the condition of the site as acceptable for the operation to take place - Report to the appropriate person if the site condition is unsuitable - Set out warning signs and barriers (if appropriate) <ul style="list-style-type: none"> • Advising public of hazards • Exclude public/animals • Implement suitable controls to protect operator <p>Unless otherwise stated in manufacturers handbook, PPE should include:</p> <ul style="list-style-type: none"> - Safety boots - Ear defenders - Face/eye protection - Suitable gloves for maintenance - Other protection as highlighted by the Risk Assessment <ul style="list-style-type: none"> - Avoid manual handling where possible - Use mechanical aids - Use safe lifting techniques (bend knees and keep back straight)
<p>2. Carry out pre-start checks to the power unit and attachments</p> <p>Demonstrate knowledge of statutory guarding requirements</p>	<ul style="list-style-type: none"> - Pre-start checks carried out in accordance with manufacturer's handbook/operators manual - Frequency of checks undertaken - Report findings as appropriate - Act on findings where appropriate - Carry out visual inspection to ensure safety of the turf maintenance equipment <p>All moving parts / belts / pulleys / chains must be guarded as defined in operator's manual/manufacturers handbook.</p>
<p>3. Demonstrate knowledge of safe re-fuelling and safety procedures for working with flammable liquids</p> <p>Demonstrate knowledge of fuel storage and transportation requirements</p>	<ul style="list-style-type: none"> - No smoking - No naked flames - Avoid contact with hot surfaces - Fuel level topped up safely as required - Any spillage dealt with safely <p>Fuel containers used must:</p> <ul style="list-style-type: none"> - Be specifically designed for fuel storage - Have a non-spill spout - Be clearly labelled - Have securely fitting caps - Be kept away from any sources of ignition
<p>4. Identify instruments, controls and safety decals on the machine</p>	<ul style="list-style-type: none"> - Function identified of all the instruments and controls on the turf maintenance equipment (and power unit if applicable). - Information given on any instruments interpreted - Fitted warning decals identified and interpreted.

Unit 2 Operate Turf Maintenance Equipment (Either Pedestrian Controlled or Tractor Mounted)	
ASSESSMENT ACTIVITIES	ASSESSMENT CRITERIA
1. Attach turf maintenance equipment to tractor (for tractor mounted equipment only)	<p>For the turf maintenance equipment being used:</p> <ul style="list-style-type: none"> - Ensure that tractor and turf maintenance equipment are compatible and appropriate for the purpose required - Select and use appropriate hand tools - Ensure all guards are securely in place - Check machine is level and centralised
2. Test start engine and turf maintenance equipment	<ul style="list-style-type: none"> - Ensure all gears are in neutral - Start engine and test run the turf maintenance equipment safely - Check operation of safety interlocks (operator presence controls) - Stop the turf maintenance equipment and prepare for transport to site
<p>3. Demonstrate knowledge of legal and safety requirements relating to the use of turf maintenance equipment in the context of:</p> <p>The use or movement on or near the public highway or other areas to which the public has access</p>	<p>Any self propelled machinery used on or near the public highway must:</p> <ul style="list-style-type: none"> - Be road legal - Have a minimum of third party insurance cover (to conform to Road Traffic Act requirements) - Be driven by someone holding an appropriate licence (where applicable) - Be under the control of someone aged 16 yrs. or over - Have an orange flashing beacon when used on dual carriageways. (For other road types, subject to individual Risk Assessment). <p>Appropriate precautions that can be made to protect the operator and public</p> <ul style="list-style-type: none"> - Authorities informed about work - Warning signs erected - High visibility clothing worn - "Exclusion zone" set up - Road or dual carriageway lane closed/coned off
4. Safely move the machine and attachment to the working area	<ul style="list-style-type: none"> - Machine and attachment moved to the working area with due regard to the safety of the operator, public and the environment
5. Operate turf maintenance equipment	<ul style="list-style-type: none"> - Move the equipment to the appropriate starting point for job on the selected site - Adjust turf maintenance equipment for specified operation (if appropriate) - Follow starting procedure and start the turf maintenance equipment - Check quality of work after initial runs and make adjustments as required - Maintain the area to comply with job specification avoiding excessive overlap

Unit 2 Operate Turf Maintenance Equipment (Either Pedestrian Controlled or Tractor Mounted) (continued)	
ASSESSMENT ACTIVITIES	ASSESSMENT CRITERIA
6. Leave work area tidy	<ul style="list-style-type: none"> - Clean and tidy work areas - Dispose of waste according to job specification and current legislation
7. Demonstrate knowledge of the reasons for cleaning the turf maintenance equipment and factors to consider when cleaning	<p>Reasons for cleaning include:</p> <ul style="list-style-type: none"> - Prevent corrosion - Facilitate maintenance and adjustments - Prevent personal contamination <ul style="list-style-type: none"> - Identify PPE to be used - Remove any unwanted residue using appropriate methods <ul style="list-style-type: none"> • Water • Degreasing agent • Compressed air • Brush - Dispose of waste material according to company policy and legislation
8. Demonstrate knowledge of the need to inspect the turf maintenance equipment after use	<ul style="list-style-type: none"> - Inspect machine for <ul style="list-style-type: none"> • Wear • Damaged or missing parts - Use operators instruction book as appropriate - Report findings to appropriate person to ensure defects corrected before machine is next used
9. Detach turf maintenance equipment from tractor and move to temporary store (for tractor mounted equipment only)	<ul style="list-style-type: none"> - Select the appropriate hand tools (if required) and remove turf maintenance equipment from tractor - Turn off tractor engine before disconnecting PTO - Adopt safe lifting and carrying procedures - Store turf maintenance equipment in appropriate location - Make safe/attach guards to tractor attachment points (as appropriate)