

Technical Evaluation Record

V2 Jan 2020



QUALIFICATION:	Shredders in Amenity Operations	Qualification Code:	0014-30 (Ind) / 0014-25 (Int)			
		Units:	201			
Assessor Name:		Technical Verifier Name:				
Assessor No: NEW? DOB:		Technical Verifier No:				
Assessor Email:		Start Time:				
Invoice To: (Include Centre name if applicable)		End Time:				
CRITERIA: (Please refer to the following pages and current Qualification Guidance)		PERFORMANCE EVALUATION (Circle):				JUSTIFICATION:
1. Health and safety legislation and requirements explained		1	2	3	4	5
2. Site specific risk assessment completed. State the emergency planning process.		1	2	3	4	5
3. Show knowledge and experience of a range of cutting machines and cutting mechanisms		1	2	3	4	5
4. Select and use appropriate Personal Protective Equipment (PPE)		1	2	3	4	5
5. Identify guards, explain meaning of decals, identify and explain use of all controls and safety features		1	2	3	4	5
6. Carry out routine maintenance on the shredder		1	2	3	4	5
7. Removal and replacement of a blade/hammer		1	2	3	4	5
8. Prepare the shredder for transport and check for roadworthiness		1	2	3	4	5
9. State factors to consider when manoeuvring a range of shredders into the work position		1	2	3	4	5
10. Ensure that the site is safe for the operation of a shredder		1	2	3	4	5
11. State precautions to be observed when working adjacent to highways/public areas and on slopes		1	2	3	4	5
12. Knowledge of material presentation and preparation		1	2	3	4	5
13. Test start the machine and check for correct operation		1	2	3	4	5
14. Carry out the shredding operation in accordance with instructions or specification		1	2	3	4	5
15. State how to clear machine blockages		1	2	3	4	5
16. Describe cleaning, post-operative checks and storage		1	2	3	4	5
17. State the environmental and public hazard considerations when discharging/storing arisings		1	2	3	4	5
18. Assessment techniques <i>(new assessors only)</i>		1	2	3	4	5
PERFORMANCE EVALUATION COLUMN TOTALS:						= TOTAL SCORE:
Result of Technical Evaluation (tick):	MET	TOTAL SCORE REQUIRED TO ACHIEVE ASSESSOR STATUS:				72
	NOT MET	(NB. ACHIEVED IN PERFORMANCE EVALUATION COLUMNS 4 & 5 ONLY) <i>If an existing Assessor then please adjust total score required to 68</i>				

ACTION PLAN FOR ASSESSOR:

Please continue on reverse if necessary

ASSESSOR COMMENTS:

Please continue on reverse if necessary

TECHNICAL VERIFIER SIGNATURE:

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COST:
£200 Half Day
£300 Full Day

DATE:

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ASSESSOR SIGNATURE:

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Guidance

The following information provides indicative content of the technical evaluation. Applicants will be expected to demonstrate practical skills and knowledge greater than that of a candidate, including exemplary performances upon demand. These guidance notes should also be read in conjunction with the relevant Qualification Guidance.

Practical demonstration of assessment

(Not applicable for existing approved Assessors)

Applicants will need to be able to conduct an assessment, with the verifier acting as a candidate using a selected page from the relevant qualification guidance. E.g. page 9 or 10.

1. Health and safety legislation and environmental considerations

The person being evaluated should have knowledge of the key principles and practical relevance of the following legislation:

- Health and Safety at Work etc. Act
- Management of Health and Safety at Work Regulations
- Provision and Use of Work Equipment Regulations
- Personal Protective Equipment at Work Regulations
- Manual Handling Operations Regulations
- Control of Substances Hazardous to Health Regulations
- The Health and Safety (First-Aid) Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- Control of Noise at Work Regulations
- Control of Vibration at Work Regulations
- Wildlife and Countryside Act
- Countryside and Rights of Way Act
- European Protected Species Act
- New Road and Street Works Act

Applicants will be asked to demonstrate further knowledge of how they would make arrangements to comply with the above Regulations.

2. Site specific risk assessment completed. State the emergency planning process

Applicants will be required to carry out a site specific risk assessment and demonstrate knowledge of the emergency planning process.

3. Show knowledge and experience of a range of cutting machines and cutting mechanisms

Applicant to demonstrate knowledge of different cutting machines and mechanisms including machine specific features e.g. remote-controlled, operator presence controls.

Demonstrate knowledge of Power Take Off systems and guarding requirements.

4. Select and use appropriate Personal Protective Equipment (PPE)

Applicants will be required to demonstrate knowledge of PPE requirements, suitability, CE marking, EN standards, inspection, maintenance, cleaning and storage. They should also have knowledge of impact protection ratings/requirements for eye and face protection.

5. Identify guards, explain meaning of decals, identify and explain use of all controls and safety features

The Applicant will be expected to identify and explain the function of a range of guards, controls and safety features of a shredder. They will also need to understand the information given by the manufacturer on the safety decals, in particular relating to vibration and decibel ratings.

6. Carry out routine maintenance on the shredder

Applicants will be expected to carry out maintenance of and diagnose common faults relating to the following:

Engine maintenance:

- Air, oil and fuel filters
- Spark plugs where applicable
- Battery
- Water levels
- Radiator
- Belts
- Electrical wiring

Drive system maintenance:

- Belts
- Chains
- Pulley wheel
- Hydraulics
- Tracks/tyres where fitted
- Greasing and lubrication

Demonstrate knowledge of commonly available cutter mechanisms and their inspection and maintenance.

Demonstrate knowledge of commonly available types of shredder blades and their inspection and mechanisms.

7. Removal and replacement of a blade/hammer

Specific reference is to be made to the inspection and maintenance of anvils. Applicant to remove and replace/refit at least one blade, using appropriate tools and techniques in accordance with

manufacturer's guidance. Knowledge of the importance of correct torque settings to be demonstrated.

8. Prepare the shredder for transport and check for roadworthiness

Applicant to demonstrate knowledge of how to secure all fixtures and fittings prior to transportation as per manufacturer's recommendations.

9. State factors to consider when manoeuvring a range of shredders into the work position

Applicant to demonstrate the safe manoeuvring of the machine in use as part of the technical evaluation, in accordance with both good practice and the operator's manual.

10. Ensure that the site is safe for the operation of a shredder

Applicant has undertaken a site specific risk assessment, has implemented any control measures, can demonstrate a knowledge of safe working distances and set up safety zones accordingly.

11. State precautions to be observed when working adjacent to highways/public areas and on slopes

Applicant to demonstrate knowledge of relevant signing, traffic management requirements, additional PPE requirements i.e. high viz, barriers, noise and stabilisation of machine on slopes.

12. Knowledge of material presentation and preparation

Considerations for discussion to include:

- Material preparation and processing including condition, foreign bodies and hazards presented to an operator from a range of material e.g. long length, diameter of material, dead, thorny, toxic

13. Test start the machine and check for correct operation

Machine to be started in accordance with manufacturer's recommendations. All safety features checked prior to use.

14. Carry out the shredding operation in accordance with instructions or specification

Applicant to carry out shredding operations in accordance with instructions or specification, manufacturer's guidance and industry good practice.

15. State how to clear machine blockages

Make machine safe and deal with blockages safely according to manufacturer's instructions.

16. Describe cleaning, post-operative checks and storage

Applicant will be expected to demonstrate knowledge of post-use cleaning, setting the machine for transportation, storage and appropriate disposal of any relevant waste.

17. State the environmental and public hazard considerations when discharging/storing arisings

Applicant to state any environmental/public hazard considerations associated with the discharge and storage of shredded debris including:

- Projection of material
- Smothering of flora/fauna
- Blocking of ditches/waterways/access routes
- Spreading of disease
- Fire hazard
- Damage to crops