

CITY & GUILDS NPTC LEVEL 3 AWARD IN PREPARING AND AGREEING EMERGENCY TREWORK OPERATIONS QAN 600/6123/6



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)

Qualification Group No	0 0 2 1	Forestry & Arboriculture Level 3
Qualification Programme No	0 0 2 1 - 0 4	Award In Preparing And Agreeing Emergency Treework Operations
Unit(s)	3 0 4	Prepare for and agree emergency tree work operations
Guided Learning Hours (GLH)	3 0 4	GLH 33 (Credit Value 5)
Total Qualification Time (TQT)		50 Hours
Recommended Assessment Duration		1.5 – 3 hours per Candidate

Version and date	Change detail	Section
1.2 November 2017	Added TQT details Deleted QCF / Learning Time	Qualification at a glance, Structure Throughout

City and Guilds NPTC Level 3 Award In Preparing And Agreeing Emergency Treework Operations 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.

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.

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

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 is **one** Mandatory unit:

Unit 304	Prepare for and agree emergency treework operations
	Outcomes
	1. Be able to promote health and safety and industry good practice (1) (Criteria 1.1 – 1.5)
	2. Be able to prepare for and agree emergency treework operations (2) (Criteria 2.1 – 2.7)
	3. Understand relevant health and safety legislation and industry good practice (3) (Criteria 3.1 – 3.7)
	4. Understand how to prepare for and agree emergency treework operations (4) (Criteria 4.1 – 4.9)

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

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 other operator's manual should be available. **It is permissible for the Candidate to use this during formal assessment.**

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 Acts where relevant.

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

Safe Practice

Appropriate Personal Protective Equipment (PPE) must be worn at all times.

The Assessor must ensure that a site specific risk assessment is carried out.

All equipment must be operated in such a way that the Candidate, Assessor, other persons, or other equipment are not endangered.

All ancillary equipment, when detached, must be safely parked.

Failure to operate safely and comply with these requirements will result in the Candidate not meeting the required standard.

Warning signs stating that an assessment is in progress should be available.

The Assessor may stop the assessment on the grounds of safety at any time at his/her discretion.

Before any assessments take place, Assessor & Candidate should be aware of any local or national issues to prevent breach of security, safety and any cross contamination or damage to the local environment.

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.

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)

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

Chainsaw Safe Practice

At all times during the assessment, equipment must be used in accordance with industry good practice, whatever the task being carried out.

1. Assessors must hold a current 'First Aid at Work' Certificate.
2. All chainsaws used in assessments must comply with relevant Arboriculture and Forestry Advisory Group (AFAG) guidance and HSE Chainsaws at Work INDG317(rev1), in terms of safety features, and be a model and size suited to the task(s) required.
4. Recommended guide bar lengths should be observed, although variations may be accepted at the discretion of the assessor where this is appropriate to the task.
5. Candidates should be familiar with the machinery, equipment and tools that they are going to use.
6. During chainsaw based assessments a spare working chainsaw must be available.
7. Appropriate Personal Protective Equipment (PPE) must be worn at all times by both the candidate and the assessor. All PPE used must comply with relevant AFAG guidance, industry good practice, Health and Safety Executive publications and current legal requirements in terms of specification and use.
8. A First Aid kit meeting current regulations, of the appropriate size for the number of persons on site, must be available, along with appropriate fire fighting and suitable welfare facilities e.g. hand cleansing wipes.
9. The use of personal first aid kits must be in line with current industry good practice.
10. The assessor must ensure a site specific risk assessment has been carried out, sufficient control measures implemented and appropriate emergency procedures recorded. All recorded risk assessment information should be clearly legible and accessible to candidates and completed for all locations where assessment activities are scheduled to take place.
11. Manual handling techniques must comply with current legislation and industry good practice.
12. Any necessary permission must have been granted, and notifications made as appropriate.
13. All equipment being used for this assessment must comply with relevant legislative requirements.
14. Information may be sought from the relevant operator manuals or any other appropriate training or safety publication.
15. The current regulations for transport, handling and storage of fuel and oils must be complied with.
16. Provision must be made to avoid the risk of environmental pollution.
17. 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.
18. At all times during the assessment, candidates must act in a way so as not to endanger themselves, the assessor or any other person or equipment. Work must be carried out to achieve the requirements of the assessment criteria in accordance with all relevant and current legislation and good practice guidance.
19. If required, relevant records must be accurately kept.
20. Appropriate steps should be taken to maintain effective teamwork in respect of other persons on site during the assessment.
21. 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.
22. All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.
23. **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.**

This may include taking steps to ensure effective communication and safety precautions.

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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
3.1 3	Explain the process of risk assessment	Five steps to risk assessment	<p>The steps to completing a risk assessment may include:</p> <ul style="list-style-type: none"> identify the hazards decide who might be harmed and how evaluate the risks and decide on precautions record your findings and implement them review the assessment and update if necessary <p style="text-align: right;">Met ✓ Not Met X</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>Three hazards and risks with the working area</p> <p>Three hazards and risks with the proposed work</p>	<p>Identify hazards (anything with the potential to cause harm) and risks (who might be harmed and how), relevant to:</p> <ul style="list-style-type: none"> the work area the work to be done <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 3	Outline the emergency planning procedures relevant to the working area	State five emergency procedures	<p>Emergency planning and procedures for the work area could include:</p> <ul style="list-style-type: none"> location name grid reference designated meeting place site location name nearest access point street name/district type of access suitable helicopter landing area phone number of nearest doctor location and phone number of nearest accident and emergency hospital works manager contact details your own contact number/mobile number other <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 3	Summarise current health and safety legislation and industry good practice	<p>Two key points from each:</p> <p>Health and Safety at Work Act 1974 (HSWA)</p> <p>Provision and Use of Work Equipment Regulations 1998 (PUWER), Regulation 9</p>	<p>Outline key points from the legislation and industry good practice listed below:</p> <p>Health and Safety at Work Act (HSWA):</p> <ul style="list-style-type: none"> general duties for employers and employees maintain safe places of work other <p>Provision and Use of Work Equipment Regulations (PUWER) :</p> <ul style="list-style-type: none"> operators adequately trained equipment fit for purpose other 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continued							

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Cont... 3.3 3		<p>Four key points from Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</p> <p>Three key points from Work at Height Regulations 2005</p> <p>State where to find Industry Good Practice information: Arboriculture and Forestry Advisory Group (AFAG) Guides</p> <p>State the safe working distances between operators during Cross-cutting</p> <p>Felling</p>	<p>The main requirements of the LOLER regulations relating to the inspection of climbing equipment include:</p> <ul style="list-style-type: none"> equipment should be subject to a pre use check by the climber a written recorded interim inspection should be kept for equipment subject to high levels of wear such as friction cord or possibly ropes a thorough examination should be carried out at least every 6 months equipment should be marked for unique identification other <hr/> <p>The main requirements of the Work at Height Regulations relating to arboricultural operations include:</p> <ul style="list-style-type: none"> all work at height is properly planned and organised those involved with work at height are competent the risks from work at height are assessed and appropriate work equipment is selected and used equipment for work at height is properly inspected <p>Arboriculture Forestry Advisory Group (AFAG) information:</p> <ul style="list-style-type: none"> providers of industrial good practice other <hr/> <p>Safe working distances between operators:</p> <p>Cross-cutting:</p> <ul style="list-style-type: none"> 5 metres or twice the length of the longest product <p>Felling:</p> <ul style="list-style-type: none"> two tree lengths <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 4	Explain contingency planning for different emergencies	Two explained	<p>Contingency planning explained:</p> <ul style="list-style-type: none"> being able to deal with any eventuality practised for different eventualities other <hr/> <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 3	Describe the potential environmental damage that could occur and how to respond appropriately	<p>Two damages</p> <p>Two response</p>	<p>Potential environmental damage may include</p> <ul style="list-style-type: none"> damage to retained trees contamination of watercourses wildlife disturbance <p>Appropriate responses may include</p> <ul style="list-style-type: none"> containment and clearance of spills good housekeeping, use of spill mats etc work sequence chosen to minimise subsequent damage to retained trees wildlife assessments completed prior to work <p style="text-align: right;">Met ✓ Not Met X</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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3.7 3	Explain the records required for management and legislative purposes and the importance of maintaining them	Three records One reason for each	Records required may be: <ul style="list-style-type: none"> call out sheet: information given by local authority, police or client officer with proposed works risk assessment: identify risks and reduce to an acceptable level to carry out work completed job sheet: detailing actual works carried out other <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1 4	Explain the importance of responding appropriately to the urgency of the emergency	Two reasons	Urgent response is necessary: <ul style="list-style-type: none"> to stop the situation escalating to a higher level if life is in danger in extreme weather conditions other <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8 4	Explain how the complexity of the situation can impact on the treework operations	Three complexities	The dynamics of the work site can change due to : <ul style="list-style-type: none"> weather conditions trees/timber movement changes in site conditions other <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9 4	Explain how to prioritise emergencies	Two levels of priority	Prioritising emergencies could be: <ul style="list-style-type: none"> level 1 low priority no immediate danger level 2 medium priority attend when available level 3 high priority immediate action required other <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 4	Explain why it is important to have the vehicles and kit prepared in anticipation of any emergency	Three reasons	Importance may be to: <ul style="list-style-type: none"> enable fast response times meet contractual obligations provide fast efficient service other <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 3	Explain the importance of maintaining tools, equipment and personal protective equipment	State three reasons	The importance of maintaining tools, equipment and PPE may include: <ul style="list-style-type: none"> operator safety ensuring equipment works when required reduces downtime reduces emissions and possible environmental damage other <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1 2	Prepare vehicle(s) and equipment in anticipation of an emergency		Vehicle preparation should include: <ul style="list-style-type: none"> vehicle prepared and checked treework equipment prepared and checked anticipated equipment necessary for emergency treework operations loaded other <p style="text-align: right;">Met ✓ Not Met X</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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4.3 4	Investigate how to research advance warning of emergencies, such as weather	State two	Advance warnings to include: <ul style="list-style-type: none"> • Meteorological Office • internet • TV • radio • other <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 2	Match the skills and experience of personnel to the treework operations and the complexity of the situation		Skill and experience of personnel: <ul style="list-style-type: none"> • designated roles • work tasks applicable to operatives skill level • qualified personnel selected <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 4	Explain how to deploy the workforce efficiently and effectively	One reason	Deploying the workforce to include: <ul style="list-style-type: none"> • standby rota • pager/phone • other <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 4	Agree and establish an efficient and effective communication system with all the other services on site		Establish efficient and effective communications: <ul style="list-style-type: none"> • hierarchy of command established • agreed methods of communication observed • other <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 4	Explain how to identify the presence and significance of utilities	Two identifications Two significance of each	Identifying utilities could be done by: <ul style="list-style-type: none"> • inspect site for overhead and underground way leaves • service plans • liaison with utility companies • other <p>Significance of utilities may be:</p> <ul style="list-style-type: none"> • will impact on how emergency work is carried out • additional assistance • other <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 4	Explain how to secure sites for safe and effective working including the correct location and positioning of warning signs and access controls	Two reasons	Securing sites may include: <ul style="list-style-type: none"> • in accordance with chapter 8 • as per signing lighting and guarding requirements • Road Traffic Management Act • other <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 2	Agree and establish an emergency plan and a method of work that is appropriate to the safety of those involved, the working area and the complexity of the situation	Candidate to outline proposed plan of work	Establish an emergency plan and method of work could include: <ul style="list-style-type: none"> • evaluate the site • site specific risk assessment • allocate roles and responsibilities • communicate with all other agencies on site <p style="text-align: right;">Met ✓ Not Met X</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
2.4 2	Check appropriate traffic management systems are in place to protect the workforce		<p>Appropriate traffic management system checks may include:</p> <ul style="list-style-type: none"> receives authorisation from traffic management officer all appropriate traffic management paperwork checked and signed all operatives on site informed that traffic management is in place and operational all additional services are informed traffic management is in place and operational <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 2	Check that the emergency services have taken all necessary actions prior to undertaking treework operations	This is not the responsibility of the call out crew Candidate to liaise with emergency services to ensure all systems are in place and a safe working zone is established	<p>Necessary actions taken by emergency services may include:</p> <ul style="list-style-type: none"> all appropriate emergency services are in place site manager to establish communications with emergency services safe working zone established safe system of work agreed additional emergency services on standby where appropriate <p style="text-align: right;">Met ✓ Not Met X</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"> It is ensured that any possible environmental damage is minimised at all times during emergency treework activities <p style="text-align: right;">Met ✓ Not Met X</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 and risk assess	<ul style="list-style-type: none"> all tools, equipment and Personal Protective Equipment is used in line with industry good practice e.g. AFAG/INDG <p style="text-align: right;">Met ✓ Not Met X</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"> all activities must be completed in a way which protects the operator and those around him or her <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 3	Explain the correct methods for disposing of waste	Two methods	<p>Disposal of waste from workplace activities may include:</p> <ul style="list-style-type: none"> use of designated waste/recycle bins empty containers removed from site e.g. oil litter taken home with operators other <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 1	Dispose of waste safely in line with legislation	Assessor to observe	<ul style="list-style-type: none"> all waste produced from maintenance activities are disposed of in line with legislation, good practice and/or site requirements <p style="text-align: right;">Met ✓ Not Met X</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*)

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

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

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

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

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.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
Signed:	
Date:	