



# City & Guilds Level 2 Certificate of Competence in Felling Utility Poles (0039-27)

September 2025 Version 1.3

**Assessment Pack – Centre and Candidate Version**

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| Version and date   | Change detail   | Section   |
|--------------------|---|---|
| 1.0 October 2021   | First version   |   |
| 1.1 August 2022    | Logo updated<br>Formatting changes<br>Unit number updated from 207 to 208<br>Amended typo in numbering<br><br>Updated 'practical table' checklist to match wording of criteria in the 'practical observation descriptor tables' | Front cover<br>Throughout<br>Throughout<br><br>Practical observation descriptor table<br>Appendix 1 |
| 1.2 March 2025     | Formatting changes  | Throughout  |
| 1.3 September 2025 | ROA paragraph updated, reference to ARAS form removed.  | Introduction  |

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# Introduction

This assessment relates to the unit in the Qualification handbook. The assessment can be achieved at pass only. If any task is not yet met the candidate is unsuccessful.

This assessment is for unit 208 Utility pole felling covering the following learning outcomes:

1. Fell utility poles

General guidance on the requirements for assessment can be found in the Assessor Guidance document available on the City & Guilds web site [www.nptc.org.uk](http://www.nptc.org.uk)

The assessor must complete the Practical Table mark sheet for each candidate which should be kept by the assessor for a minimum period of twelve months.

## **Record of assessment (ROA)**

A prepopulated record of assessment must be completed by the assessor following an assessment and returned to the centre within two working days.

## **Assessment Time**

The expected assessment time for this qualification is 2 hours.

## **Site/workshop requirements:**

Utility poles prepared for felling

## **Equipment/Machinery:**

A hand/powered winch and/or appropriate pulling system and compatible ancillary equipment, chainsaw, felling aids

## **Consumables:**

Fuel and chainsaw oil

This is not an open book assessment, however additional technical information may be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication.

## Practical observation descriptor table

### Unit 208 Utility pole felling

| Activity number and description from check list |   | Assessment criteria   |
|---|---|---|
| 1   | Identify the hazards, risks and controls associated with the site, task and machine | Identify hazards, risks and controls relevant to the site task and machine  |
| 2   | Explain the emergency procedures relevant to the site                               | Emergency procedures relevant to the work site  |
| 3   | State factors to consider when planning a utility pole felling operation            | <p>Factors to consider when planning a utility pole felling operation may include:</p> <ul style="list-style-type: none"> <li>• accurate geographical and electrical location confirmed</li> <li>• poles to be removed identified</li> <li>• the conditions of the site, (terrain, soil, weather)</li> <li>• safe working distance of at least two pole lengths from others not involved in the felling operation must be maintained</li> <li>• no-one directly below on steep slopes</li> <li>• operators on site should all have a whistle to raise the alarm in the event of an accident</li> <li>• ensure that all underground and overhead wayleaves have been accurately identified before felling commences</li> <li>• signs must be erected warning others of the work being carried out in accordance with signing of street works and road works regs</li> <li>• additional measures taken if any person could enter the two pole length exclusion zone, e.g., banks person</li> <li>• the method of extraction or conversion</li> <li>• set up a felling bench if required</li> <li>• remove vegetation from around pole to working height</li> <li>• other</li> </ul> |

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|---|---|---|
| 4 | State the factors to consider with disposal of contaminated utility poles                   | <p>The factors to consider with disposal of contaminated utility pole disposal may include:</p> <ul style="list-style-type: none"> <li>• control of substances hazardous to health<br/>COSH assessment</li> <li>• personal protective equipment PPE</li> <li>• dust/fume inhalation</li> <li>• the pole may be heavily impregnated with creosote or preservatives that may become a hazard to health</li> <li>• safe removal and disposal in line with industry best practice and current legislation</li> </ul>  |
| 5 | State factors to consider in relation to utility pole infrastructure when felling           | <p>Factors to consider in relation to utility pole infrastructure when felling may include:</p> <ul style="list-style-type: none"> <li>• ensure cables/ conductors are disconnected and have been removed by the utility company</li> <li>• remove metalwork as appropriate from around the pole to working height</li> <li>• identify any adjacent live electrical apparatus</li> <li>• metal collar around the base of the pole</li> <li>• nails, screws and other metalwork on or in the pole could cause chainsaw damage or kick back</li> <li>• the pole may be heavily impregnated with creosote or preservative that may become a hazard to health</li> <li>• other</li> </ul> |
| 6 | State factors when selecting pulling/winchng equipment                                      | <p>Pulling equipment selection to include:</p> <ul style="list-style-type: none"> <li>• utility pole size</li> <li>• consider system loading</li> <li>• configuration of components</li> <li>• compatibility of components</li> <li>• safe working load</li> <li>• other</li> </ul>   |
| 7 | Select appropriate equipment for the felling operation                                      | <p>Appropriate equipment selected which may include:</p> <ul style="list-style-type: none"> <li>• chainsaw</li> <li>• winches</li> <li>• ropes, strops, connectors</li> <li>• felling aids</li> <li>• pulleys/blocks</li> <li>• other</li> </ul>  |
| 8 | Select and inspect winch and ancillary equipment and comment on condition and compatibility | <p>Select and inspect work equipment:</p> <ul style="list-style-type: none"> <li>• check for signs of damage or fatigue to equipment</li> <li>• ensure winch, strops, chokers, winch rope, cable fittings, shackles, other ancillary equipment are compatible</li> <li>• winch overload prevention device in place</li> <li>• winch components secure</li> </ul>  |

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| 9  | Explain the procedure for attaching an anchor rope or a winch to the pole and suitable anchor           | <p>The procedure for attaching an anchor rope or a winch to the pole may include:</p> <ul style="list-style-type: none"> <li>• work position attained by climbing or mobile elevating work platform MEWP</li> <li>• rope/ winch cable is attached to the pole</li> <li>• rope/ winch cable is lifted by a suitable means and attached using a secure system</li> <li>• suitable ladder is used to access the top of the pole in accordance with good practice</li> <li>• suitability of anchor points</li> <li>• position of pull system</li> <li>• re-direct pull system used as applicable</li> <li>• check compatibility of system</li> <li>• check system configuration</li> <li>• non-return system</li> <li>• operators at a safe distance and in an appropriate location</li> </ul> |
| 10 | Explain the necessity for offset pulling  | <p>Offset pulling should be used when:</p> <ul style="list-style-type: none"> <li>• safe working distance of two pole lengths cannot be maintained</li> <li>• working on sloping ground</li> <li>• moving an operator to a safer position</li> <li>• to divert pulling directions</li> <li>• other</li> </ul>  |
| 11 | State the dangers associated with utility poles once felling cuts are completed                         | <p>The dangers associated with utility poles once felling cuts are completed may be:</p> <ul style="list-style-type: none"> <li>• stay wires or cables may be still attached to both the pole and anchor points preventing the pole from falling</li> <li>• the pole may not move at all even when the back cut is completed to form an adequate hinge</li> <li>• the pole can bounce up or backwards off obstacles when it hits the ground</li> <li>• the pole can slide or roll on a slope</li> <li>• other</li> </ul>   |
| 12 | State the techniques to be used to fell a pole that has sat back against the intended felling direction | <p>The techniques to be used to fell a pole that has sat back against the intended felling direction:</p> <ul style="list-style-type: none"> <li>• insert felling lever to lift pole over</li> <li>• drive a wedge into the main felling cut to lift pole over</li> <li>• make a small cut into back of pole at position of felling cut and insert lever or wedge</li> <li>• make new felling cuts to fell pole in the direction of lean if site conditions allow</li> <li>• operate rope/winch assisting system</li> </ul>  |

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| 13 | Install adequate attachment points to the pole to be felled to give sufficient security and adequate leverage for the pulling system | <p>Using an appropriate method, pulling systems may be installed:</p> <ul style="list-style-type: none"> <li>• MEWP</li> <li>• pole system</li> <li>• safe ladder system</li> <li>• safe pole climbing system and team</li> <li>• other</li> </ul> <p>Attachment point security and position:</p> <ul style="list-style-type: none"> <li>• securely install attachment points within the pole to be felled using an appropriate method</li> <li>• attachment points installed to exert adequate leverage on the pole to be felled at a minimum of 2.2m above felling height</li> <li>• consider stability, strength condition and location of anchor points</li> </ul>   |
| 14 | Carry out pre-start checks and setting of the chainsaw   | <p>Pre-start checks and setting of the machine to include:</p> <ul style="list-style-type: none"> <li>• chain tension and condition checked for safe and effective use</li> <li>• safety features checked for condition and function</li> <li>• external nuts and bolts checked for security</li> <li>• chainsaw contains sufficient fuel and chain oil for operations</li> <li>• battery saw contains sufficient oil and charge</li> </ul>  |
| 15 | Demonstrate safe starting of the chainsaw  | Chainsaw is checked, started and function tested ready for use in accordance with manufactures information   |
| 16 | Prepare site and establish escape routes as appropriate  | <p>Prepare site and escape routes by:</p> <ul style="list-style-type: none"> <li>• ensuring the control measures identified in site specific risk assessment are applied</li> <li>• determining the felling direction</li> <li>• setting up a felling bench if required</li> <li>• removing debris from around the base of the poles to be felled and compact vegetation to facilitate felling at appropriate height</li> <li>• removing dead or suppressed trees and any other vegetation adjacent to the pole, in the felling direction or escape routes that may be a danger</li> <li>• inspecting the felling area and adjacent trees for dead wood and insecure branches</li> <li>• ensuring no unauthorized person is within two pole lengths</li> </ul> |

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| 17 | Fell utility poles accurately in the required direction  | <p>Fell utility poles accurately in the required direction:</p> <ul style="list-style-type: none"> <li>• pole inspected for signs of rot or decay</li> <li>• the felling method chosen and safe working zones</li> <li>• selection and preparation of escape routes</li> <li>• sink of the appropriate dimensions</li> <li>• felling cuts made and felling aid employed using a safe and effective felling method</li> <li>• a hinge being retained of adequate dimensions</li> <li>• appropriate aid tools are used safely if required to fell the pole</li> <li>• escape routes being used as soon as the pole begins to fall</li> <li>• site checked for safety once pole has fallen</li> </ul> |
| 18 | Check utility pole is in an appropriate and safe position  | Utility pole should be left in a safe, stable condition and appropriate position   |
| 19 | Dispose of waste safely in line with legislation   | All waste produced is disposed of in line with legislation, good practice and site requirements  |
| 20 | Used appropriate tools, equipment and personal protective equipment (PPE)  | All tools, equipment and personal protective equipment is used in line with industry good practice   |
| 21 | Carried out work to minimise environmental damage  | It is ensured that any possible environmental damage is minimised at all times   |
| 22 | Worked in a way which maintains health and safety and is consistent with relevant legislation and industry good practice | All activities must be completed in a way which protects the operator and those around them  |

# Appendix 1 Practical table

## Unit 208 Utility pole felling

All criteria must be achieved.

| Activity number and description  | Achieved |
|--|----------|
| 1. Identify the hazards, risks and controls associated with the site, task and machine   |          |
| 2. Explain the emergency procedures relevant to the site   |          |
| 3. State factors to consider when planning a utility pole felling operation  |          |
| 4. State the factors to consider with disposal of contaminated utility poles   |          |
| 5. State factors to consider in relation to utility pole infrastructure when felling   |          |
| 6. State factors when selecting pulling/winch equipment  |          |
| 7. Select appropriate equipment for the felling operation  |          |
| 8. Select and inspect winch and ancillary equipment and comment on condition and compatibility   |          |
| 9. Explain the procedure for attaching an anchor rope or a winch to the pole and suitable anchor   |          |
| 10. Explain the necessity for offset pulling   |          |
| 11. State the dangers associated with utility poles once felling cuts are completed  |          |
| 12. State the techniques to be used to fell a pole that has sat back against the intended felling direction                              |          |
| 13. Install adequate attachment points to the pole to be felled to give sufficient security and adequate leverage for the pulling system |          |
| 14. Carry out pre-start checks and setting of the chainsaw   |          |
| 15. Demonstrate safe starting of the chainsaw  |          |
| 16. Prepare site and establish escape routes as appropriate  |          |
| 17. Fell utility poles accurately in the required direction  |          |
| 18. Check utility pole is in an appropriate and safe position  |          |
| 19. Dispose of waste safely in line with legislation   |          |
| 20. Used appropriate tools, equipment and personal protective equipment (PPE)  |          |
| 21. Carried out work to minimise environmental damage  |          |
| 22. Worked in a way which maintains health and safety and is consistent with relevant legislation and industry good practice             |          |

## Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. To download the documents and to find other useful documents, go to the *Centre Document Library* on [www.cityandguilds.com](http://www.cityandguilds.com) or click on the links below:

### *Quality Assurance Standards: Centre Handbook*

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on

- Centre quality assurance criteria and monitoring activities
- Administration and assessment systems
- Centre-facing support teams at City & Guilds / ILM
- Centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the Centre Contract.

### *Quality Assurance Standards: Centre Assessment*

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements, or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre-assessments.

*Access arrangements - When and how applications need to be made to City & Guilds* provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The *Centre Document Library* also contains useful information on such things as:

- Conducting examinations
- Registering learners
- Appeals and malpractice

### **Useful contacts**

Please visit the Contact Us section of the City & Guilds website, *Contact us*

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