

# CITY & GUILDS NPTC LEVEL 2 AWARD IN FOREST MACHINE OPERATIONS – FELLING QAN 600/9104/6



## 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   -   1   7	Award In Forest Machine Operations - Felling
<b>Unit(s)</b>	2   1   0	Prepare and operate machinery to fell trees
<b>Pre-Requisite Units</b>	2   0   8	Base Machine
<b>Guided Learning Hours (GLH)</b>	2   1   0	GLH 38 (Credit Value 5)
<b>Total Qualification Time (TQT)</b>		50 Hours
<b>Recommended Assessment Duration</b>		1 – 2 hours per Candidate

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

# City and Guilds NPTC Level 2 Award in Forest Machine Operations - Felling

## Qualification guidance

### Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

- Publish
  - Scheme regulations
  - Qualification guidance
  - Training material
  - Trainers support 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 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 consists of **one** compulsory unit:

Unit 210	Prepare and operate machinery to fell trees Outcome
	<ol style="list-style-type: none"><li>1. Be able to work safely (1)</li><li>2. Be able to select and prepare machinery (2)</li><li>3. Be able to drive and manoeuvre machinery (3)</li><li>4. Be able to fell trees (4)</li><li>5. Know how to prepare, drive and manoeuvre machinery (5)</li><li>6. Know how to fell trees (6)</li><li>7. Know relevant health and safety legislation and industry good practice (7)</li></ol>

Candidates must successfully achieve **all** assessment activities in Mandatory unit 210.

**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).

### 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. Subject to H&S restrictions 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 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 NPTC. ([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 measured on unladen vehicle 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
1.1 <b>1</b>	Identify the hazards and risks associated with the working area and the proposed work	<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>	<p>Identify hazards (anything with the potential to cause harm) and risks (who might be harmed), relevant to:</p> <p>The work area/work to be done</p> <p>Hazards</p> <ul style="list-style-type: none"> <li>• power lines <input type="checkbox"/></li> <li>• terrain <input type="checkbox"/></li> <li>• access routes <input type="checkbox"/></li> <li>• chain shot <input type="checkbox"/></li> <li>• risk zones <input type="checkbox"/></li> <li>• struck by timber <input type="checkbox"/></li> <li>• other _____ <input type="checkbox"/></li> </ul> <p>Risks</p> <ul style="list-style-type: none"> <li>• others on site <input type="checkbox"/></li> <li>• operator <input type="checkbox"/></li> <li>• public <input type="checkbox"/></li> <li>• other machine operators <input type="checkbox"/></li> <li>• other _____ <input type="checkbox"/></li> </ul> <p>The machine</p> <p>Hazards</p> <ul style="list-style-type: none"> <li>• struck by machine <input type="checkbox"/></li> <li>• access and egress <input type="checkbox"/></li> <li>• moving parts <input type="checkbox"/></li> <li>• hot surfaces <input type="checkbox"/></li> <li>• working at heights <input type="checkbox"/></li> <li>• high pressure fluids <input type="checkbox"/></li> <li>• other _____ <input type="checkbox"/></li> </ul> <p>Risks</p> <ul style="list-style-type: none"> <li>• public <input type="checkbox"/></li> <li>• operator <input type="checkbox"/></li> <li>• environment <input type="checkbox"/></li> <li>• other _____ <input type="checkbox"/></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
1.2 1	Use appropriate tools, equipment and Personal Protective Equipment	<p>Assessor to observe appropriate tools, equipment and PPE are used in accordance to industry good practice</p> <p><b>All</b> applicable to the task at hand</p>	<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> <p>Personal Protective Equipment identified could include:</p> <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"/>
7.1 7	Outline current health and safety legislation, codes of practice and any additional requirements	<p>The Candidate to state <b>two</b> relevant points of <b>each</b> of the following:</p> <p>Health and Safety at Work Act (HSWA) (1974)</p> <p>Provision and Use of Work Equipment Regulations 1998 (PUWER 98)</p> <p>Lifting Operations and Lifting Equipment Regulations (1998) (LOLER)</p> <p>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)</p> <p>Working at Heights</p>	<p>Outline key points from the legislation listed below:</p> <p>Health and Safety at Work Act (HSWA) (1974) –</p> <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> <p>Provision and Use of Work Equipment Regulations 1998 (PUWER 98) –</p> <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> <p>Lifting Operations and Lifting Equipment Regulations (1998) (LOLER)</p> <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> <p>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)</p> <ul style="list-style-type: none"> <li>reporting of accidents</li> <li>reporting of dangerous occurrences</li> <li>other _____</li> </ul> <p>Working at Heights</p> <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"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE				
				A	B	C	D	
7.1 cont...		Control of Substances Hazardous to Health (COSHH) Regulations (2002)	Control of Substances Hazardous to Health (COSHH) Regulations (2002)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<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 four factors regarding working near power lines	Power lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<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"/>	
7.3 7	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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<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"/>	
7.2 7	Explain why it is important to maintain good communication and team work within the working environment	State <b>one</b>	Importance of communication could include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<ul style="list-style-type: none"> <li>health and safety</li> <li>site planning/co-ordination</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"/>	

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
2.2 2	Plan work and the work site to maintain safe working areas to operate the timber processor	Following industry good practice  State five  State four	<p>Planning work may include:</p> <ul style="list-style-type: none"> <li>• with minimal damage to the worksite</li> <li>• standing trees</li> <li>• tracks</li> <li>• roads</li> <li>• drains</li> <li>• environment</li> <li>• in accordance with the site and job specification</li> <li>• other _____</li> </ul> <p>Utilise additional safeguards such as:</p> <ul style="list-style-type: none"> <li>• barriers</li> <li>• banksman</li> <li>• signs</li> <li>• other workers</li> <li>• risk zone e.g. adjacent roads and tracks</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	Carry out pre and post-start checks to test all operating functions of the equipment	<p>Assessor to observe candidate carrying out the pre and post start checks of the machine</p> <p>Candidate to comment on machines serviceability</p> <p>Assessor is to use their own discretion as to whether a seat belt/lap restraint is to be worn during assessment</p> <p>Check security of loader to base</p> <p>Check security of loader attachment</p> <p>Check attachment</p>	<p>Pre and post start checks on base machine according to the operators handbook and to include:</p> <ul style="list-style-type: none"> <li>• machine on level ground</li> <li>• ensure machine services in neutral and lowered where applicable</li> <li>• engine stopped and key removed</li> <li>• check engine oil, transmission/hydraulic oil, coolant and fuel level, engine air filter</li> <li>• importance of cleanliness</li> <li>• seat, steering mechanism and mirror adjustment</li> <li>• operator seat restraint is functional (where applicable)</li> <li>• check operator protection systems</li> <li>• check relevant access and egress points</li> <li>• check wheel nuts</li> <li>• check pin bush wear and security</li> <li>• check for cracks/fatigue</li> <li>• check for hydraulic leaks</li> <li>• security of components</li> <li>• check safety decals</li> <li>• LOLER certificate (if required)</li> <li>• radiators (coolant and hydraulic)</li> <li>• fuel filters and/or water trap</li> <li>• grease where and when appropriate</li> </ul> <p>• bolts cracks leaks</p> <p>• bolts cracks</p> <ul style="list-style-type: none"> <li>• security</li> <li>• condition</li> <li>• hydraulic leaks</li> <li>• pin and bushes</li> <li>• pipe work</li> <li>• guarding</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
2.1 cont...		Maintenance of forwarder  Assessor to observe candidate adhering to environmental best practice and COSHH regulations	Chassis/ Frame				
			• cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• pin security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• bushes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• cylinders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• attachment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• loose or broken bolts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• cables and connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• guarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			De-limbing mechanism				
			• security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• sharpness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• pins and bushes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• lubricant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Saw chain (if fitted)				
			• sharpness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• tension (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• wear and tear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• broken tie straps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• lubricant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• guarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Guide bar (if fitted)				
			• straight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• overheating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• sprocket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• nose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• lubricant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Sheers (if fitted)							
• sharp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• straight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• alignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• lubricant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• guarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Circular saw (if fitted)							
• sharp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• straight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• missing teeth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• lubricant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• guarding	<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
2.1 cont...			Hydraulic hoses <ul style="list-style-type: none"> <li>• leaks</li> <li>• cracks</li> <li>• cuts</li> <li>• abrasions</li> <li>• security</li> <li>• guarding</li> </ul> Environmental considerations <ul style="list-style-type: none"> <li>• disposal</li> <li>• storage of oils on site</li> <li>• spill kit mats used</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"/>
5.1  5	State the safety requirements, routine and functional checks required for machine and operator protection	All required	Level ground <ul style="list-style-type: none"> <li>• all fluid levels can be accurately checked</li> <li>• other _____</li> </ul> Machine Services <ul style="list-style-type: none"> <li>• security</li> <li>• unauthorised third party operation</li> <li>• other _____</li> </ul> Cleanliness <ul style="list-style-type: none"> <li>• personal contamination</li> <li>• system contamination</li> <li>• other _____</li> </ul> Adjustment <ul style="list-style-type: none"> <li>• ergonomics</li> <li>• visibility</li> <li>• other _____</li> </ul> Restraint systems <ul style="list-style-type: none"> <li>• personal safety</li> <li>• HSE requirement</li> <li>• other _____</li> </ul> Operator protection systems <ul style="list-style-type: none"> <li>• roll over protective structure (ROPS)</li> <li>• falling object protective structure (FOPS)</li> <li>• operator protection structure (OPS)</li> <li>• other _____</li> </ul> Access and Egress <ul style="list-style-type: none"> <li>• operator safety</li> <li>• PUWER</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
5.1 cont...		Candidate to identify <b>all</b> procedure for replacing a hydraulic hose	Wheel nuts				
			<ul style="list-style-type: none"> <li>visually</li> <li>torque wrench</li> <li>operators handbook</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Tension criteria				
			<ul style="list-style-type: none"> <li>according to manufacturers recommendations</li> <li>other _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Safe procedure for detection of leaks:				
			<ul style="list-style-type: none"> <li>hands not used for detection of leak</li> <li>use a piece of card or paper</li> <li>other _____</li> <li>appropriate PPE identified</li> <li>use of spill kit</li> <li>hydraulic system lowered and pressure relieved</li> <li>importance cleanliness</li> <li>vacuum pump (if fitted)</li> <li>shut off valve (if fitted)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Correct amount of tools chosen				
			Tools				
			<ul style="list-style-type: none"> <li>spanners x 2</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Identify the <b>four</b> main criteria for a replacement hose				
			Criteria for pipe replacement				
			<ul style="list-style-type: none"> <li>pressure rating</li> <li>length</li> <li>end fittings</li> <li>bore</li> <li>referred to Operators manual</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What factor needs to be taken into account when fitting the new hose							
<ul style="list-style-type: none"> <li>new hose fitted ensuring inside of hose and joints are clean</li> <li>correctly routed not twisted</li> <li>switch off vacuum pump (if fitted)</li> <li>open valve (if fitted)</li> <li>hydraulic oil topped up and checked as required</li> <li>start machine</li> <li>operate function</li> <li>check for leaks</li> <li>clean up spill kit</li> <li>re-check oil level</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Environmental considerations							
<ul style="list-style-type: none"> <li>waste bagged and labelled</li> <li>licensed disposal</li> <li>recycle</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"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
5.2 <b>5</b>	Describe safe driving techniques that should be used on site	<b>Three</b> of each        <b>Four</b> methods	Importance of loader position and machine stability  Loader position <ul style="list-style-type: none"> <li>maintain the centre of gravity</li> <li>over reaching</li> <li>over loading</li> <li>slope/steep ground</li> <li>loader parking position</li> </ul> Machine stability <ul style="list-style-type: none"> <li>use of legs (if fitted)</li> <li>oscillation lock</li> <li>ballast of tyres/traction aids</li> <li>ground condition</li> </ul> Safe driving techniques may be applied by <ul style="list-style-type: none"> <li>correct gear selection and engine speed</li> <li>route selection and planning</li> <li>patching and brash matt repair</li> <li>appropriate use of difflock</li> <li>appropriate use of traction aids</li> <li>stability</li> <li>avoid standing crop</li> <li>other _____</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 <b>5</b>	Explain the implications of terrain, ground conditions, season, weather and tree condition on planning access routes and driving the machine	Describe factors to consider when route planning  <b>One</b> example from each	Route planning may be achieved by assessing:  Terrain <ul style="list-style-type: none"> <li>roughness, slope</li> <li>other _____</li> </ul> Ground conditions <ul style="list-style-type: none"> <li>load to match ground conditions (ground bearing capacity)</li> <li>other _____</li> </ul> Seasonal <ul style="list-style-type: none"> <li>winter, summer</li> <li>other _____</li> </ul> Tree species <ul style="list-style-type: none"> <li>transport of brash from worked racks</li> <li>tree species relevant to brash availability</li> <li>other _____</li> </ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1 <b>6</b>  4.1 <b>4</b>	Describe how to recognise trees to be felled to meet the job specification  Identify trees in accordance with the job specification	Identify <b>four</b>	Tree Identification may include: <ul style="list-style-type: none"> <li>marking</li> <li>paint</li> <li>GPS and digital mapping</li> <li>site plan</li> <li>tape</li> <li>other _____</li> </ul> <b>Met ✓ Not Met X</b>	<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
3.1 & 3.2 2	Drive the machine on site in a safe and effective way  Manoeuvre the machine on site and in a safe and effective way	Assessor to observe the candidate drive the machine turning left and right, reverse, park, switch off and exit	Candidate to drive or manoeuvre machine  <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</li> <li>appropriate speed for conditions</li> <li>appropriate use of brakes</li> <li>parking brake applied and effective</li> <li>stop in accordance with manufacturers recommendations</li> <li>safe egress</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"/>
6.2 6	Describe how to assess trees to determine felling method	Candidate to state <b>five</b> methods	Tree assessment may include: <ul style="list-style-type: none"> <li>operators manual</li> <li>maximum felling diameter</li> <li>machine handling limit</li> <li>stability of the machine</li> <li>species of the tree</li> <li>tree size</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"/>
4.2 4	Fell trees in accordance with the job specification	Candidate directionally fells a minimum of <b>five</b> trees requiring a single felling cut  Directionally fell <b>five</b> trees requiring multiple felling cuts	Single cuts: <ul style="list-style-type: none"> <li>use machinery in accordance with relevant legislation and manufacturer's instructions</li> <li>identify and fell trees in accordance with job specification</li> <li>correct felling sequence i.e. tree selection</li> <li>correct positioning of base machine</li> <li>correct positioning of felling head</li> <li>stem gripped correctly</li> <li>tree felled in correct direction</li> <li>avoid damage to remaining crop</li> <li>low stump height</li> <li>stump treatment (if applicable)</li> <li>avoidance of splits, spikes and shattered butts</li> <li>environmental and conservation requirements complied with</li> <li>industry recognised guidelines are followed</li> </ul> Multiple cuts <ul style="list-style-type: none"> <li>use machinery in accordance with relevant legislation and manufacturer's instructions</li> <li>identify and fell trees in accordance with job specification</li> <li>correct felling sequence i.e. tree selection</li> <li>correct positioning of base machine</li> <li>correct positioning of felling head</li> <li>stem gripped correctly</li> <li>first cut placed in the intended felling direction</li> <li>second cut level or slightly above first cut</li> <li>tree felled in correct direction</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
4.2 cont...		Multiple cut cont....  Thinning operations	<ul style="list-style-type: none"> <li>avoid damage to remaining crop</li> <li>low stump height</li> <li>stump treatment (if applicable)</li> <li>avoidance of splits, spikes and shattered butts</li> <li>environmental and conservation requirements complied with</li> <li>industry recognised guidelines are followed</li> </ul> Thinning <ul style="list-style-type: none"> <li>fell to prevent damage to the stems</li> <li>machine positioned to avoid root, stem and branch damage</li> <li>position of product relative to standing trees</li> <li>thinning regime identified</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"/>
6.3  6	Explain how to carry out windblow clearance and other difficult and dangerous operations	Candidate to describe <b>five</b> factors to consider when severing windblown stems  Candidate to describe <b>all</b> factors to consider when severing forked or mis-shaped trees  Explain how to sever a hung up tree	Windblown <ul style="list-style-type: none"> <li>correct positioning of machine</li> <li>grips tree correctly (stem)</li> <li>be alert to the possibility of stem and other material movement</li> <li>make every endeavour to replace the severed root plate</li> <li>stump treatment as directed by management</li> <li>presentation of stems for processing</li> <li>industry recognised guidelines are followed</li> <li>other _____</li> </ul> Forked or mis-shaped tree <ul style="list-style-type: none"> <li>machine capability</li> </ul> Alternative methods: <ul style="list-style-type: none"> <li>motor manual</li> <li>assisted felling</li> </ul> Sever a hung up tree: <ul style="list-style-type: none"> <li>use machinery in accordance with relevant legislation and manufacturer's instructions</li> <li>identify and fell trees in accordance with job specification</li> <li>correct felling sequence i.e. tree selection</li> <li>correct positioning of base machine</li> <li>correct positioning of felling head</li> <li>stem gripped correctly</li> <li>be alert to stem and other material movement</li> <li>tree felled in direction of lean</li> <li>avoid damage to remaining crop</li> <li>rootplate re-instated</li> <li>stump treatment (if applicable)</li> <li>avoidance of splits, spikes and shattered butts</li> <li>environmental and conservation requirements complied with</li> <li>industry recognised guidelines are followed</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"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
1.3 1	Carry out work specification in accordance with relevant legislation, industry good practice and maintains health and safety	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"/>
4.3 4	Use machinery in accordance with relevant legislation and manufacturer's instructions	Assessor to observe	<p>Use machinery in accordance:</p> <ul style="list-style-type: none"> <li>relevant legislation and manufacturer's instructions</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"/>

**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>	