City & Guilds NPTC Level 2 Award in Safe Use of Manually Fed Wood-chipper (0020-61)

Version 1.3 (October 2026)

Qualification Handbook

Qualification at a glance

Subject area	Forestry and Arboriculture
City & Guilds number	0020-61
Age group approved	16+
Entry requirements	Candidate must meet minimum age requirements Centers must ensure that any pre-requisites stated in the Who is this qualification for? section are met.
Assessment	To gain this qualification, candidates must successfully achieve the following assessments: Practical assessment with oral questioning by a City & Guilds NPTC approved Assessor. The Assessor can be the same individual who carried out the training or could be a different person. The Assessor **must** be approved and registered with City & Guilds NPTC. The assessment must be a stand-alone process that is separate to the training, and **cannot** be spread out across the length of the training course ie the assessment is conducted at the end of the training course or on a separate day.
Grading	Met/Not Met
Approvals	Full Centre approval required
Support materials	Qualification Handbook (candidates). Assessment materials (approved assessment Centres only).
Registration and certification	Consult the Walled Garden/Online Catalogue for last Registration and Certification dates.

Title and level	City & Guilds qualification number	Regulatory reference number	GLH	TQT
City & Guilds NPTC Level 2 Award in Safe use of Manually Fed Wood-chipper	0020-61	601/2267/5	8	10

Version and date	Change detail	Section
1.0 September 2024	Initial version	All
1.1 February 2025	Update of CASS Statement Update of 'Delivering the qualification' section Formatting throughout	Centre requirements Delivering the qualification All
1.2 June 2025	Minor typographical errors corrected	Introduction
1.3 October 2026	Removal of the prerequisite requirement for 0020-30 Forest Machine Operations - Base Machine raised through DAR	P11

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1 Introduction

This document tells you what you need to do to deliver the **City and Guilds NPTC Level 2 Award in Safe use of Manually Fed Wood-chipper (0020-61)**

Area	Description
Who is the qualification for?	This is a Non-independent Assessed qualification. Type of Learner: Individuals who operate forestry machinery as part of their work in arboriculture, forestry or other industries. It will provide the individual with the knowledge, understanding and skills required to maintain machinery safely and to industry standards in line with current legislation. Qualification Overview: This qualification is designed specifically for those who wish to operate manually fed wood-chippers. What you need to do: Candidates to undertake an oral and practical assessment
What does the qualification cover?	This qualification covers the requirements for the correct operation of manually fed wood-chippers. Please refer to the Qualification Handbook for more detail.
What opportunities for progression are there?	Recommended progression: This qualification will support progression into employment where operating forestry machinery is part of the role. Safe operational skills are key to efficient use, good working practice and preventing accidents, leading to business benefits in terms of less machinery damage and down time. Once a candidate has successfully completed this qualification, they will be able to operate manually fed wood-chippers. Individuals who successfully complete this qualification could go on to increase their level of proficiency through consolidation practice within a working environment.
Who did we develop the qualification with?	Developed with City & Guilds NPTC Stake holders, associates, and industry representatives.
Is it part of an apprenticeship framework or initiative?	No

Assessment Guidance for the Candidate

A list of registered Assessment Centres is available from City & Guilds NPTC. (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 the candidates' 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.

2 Qualification Structure

To achieve the **City & Guilds NPTC Level 2 Award in Safe use of Manually Fed Wood-chipper (0020-61)** learners must achieve:

City & Guilds unit number	Unit title	GLH
Mandatory unit:		
Learners must achieve or must have achieved this mandatory unit.		
222	Prepare and operate a manually fed woodchipper	8

Total Qualification Time (TQT)

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT consists of the following two elements:

- the number of hours that an awarding organisation has assigned to a qualification for guided learning
- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike guided learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Title and level	GLH	TQT
City & Guilds NPTC Level 2 Award in Safe use of Manually Fed Wood-chipper	8	10

3 Centre requirements

Approval

Full approval

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the document **Centre Approval process: Quality Standards** for further information. Please email **qasupport@cityandguilds.com** for further information on the approval process.

Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following requirements:

- be technically competent in the areas in which they are delivering
- be able to deliver across the breadth and depth of the content of the qualification being taught
- have recent relevant teaching and assessment experience in the specific area they will be teaching, or be working towards this
- demonstrate continuing CPD.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before delivering a course programme.

Physical resources

Centres must be able to demonstrate that they have access to the equipment and technical resources required to deliver this qualification and its assessments.

Assessment Guidance for the Assessor

Staff assessing these qualifications must be approved Certificate of Competence City & Guilds NPTC Assessors. They do not have to be independent, but can be, and can have been involved with the training of the Candidate. This qualification can only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body.

Certificate of Competence City & Guilds NPTC Assessors must meet the following requirements:

- show competence and provide evidence of industry expertise in the qualification/s they wish to assess
- hold the qualification as a candidate and have been technically evaluated as an Assessor
- be up to date with their verification and relevant first aid
- demonstrate continuing technically relevant CPD Compliance with these requirements is a pre-requisite for Assessors remaining on the list of approved Assessors.

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 and 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 Quality Consultant.

Safe Practice

Appropriate PPE must be worn at all times

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

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

Validation of Equipment

Any item(s) equipment used for the assessment must comply with current legal requirements.

Additional information may be sought from the relevant manufacturer's instruction book, operators' manual, product label/database or any other Government/Government Agency publication.

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 a Principal Verifier may be approached to offer independent advice.

All appeals must be clearly documented by the Centre Manager and made available to the Principal Verifier or City & Guilds if advice is required.

Should occasions arise when Centres are not satisfied with any aspect of the verification process, they should contact the Quality Assurance Manager at City & Guilds NPTC, 5-6 Giltspur Street, London, EC1A 9DE, UK Access to the qualification is open to all, irrespective of gender, race, creed 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.

Quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications. Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres

are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance. All external quality assurance processes reflect the minimum requirements for verified and moderated assessments, as detailed in the Centre Assessment Standards Scrutiny (CASS), section H2 of Ofqual's General Conditions. For more information on both CASS and City & Guilds Quality Assurance processes visit: the **What is CASS?** and **Quality Assurance Standards** documents on the City & Guilds website.

Standards and rigorous quality assurance are maintained by the use of:

- Internal quality assurance
- City & Guilds external quality assurance.

In order to carry out the quality assurance role, Internal Quality Assurers must

- have appropriate teaching and vocational knowledge and expertise
- have experience in quality management/internal quality assurance
- hold or be working towards an appropriate teaching/training/assessing qualification
- be familiar with the occupation and technical content covered within the qualification.

External quality assurance for the qualification will be provided by City & Guilds EQA process. EQAs are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External quality assurance is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

The role of the EQA is to:

- provide advice and support to centre staff
- ensure the quality and consistency of assessments and marking/grading within and between centres by the use of systematic sampling
- provide feedback to centres and to City & Guilds.

Learner entry requirements

None

Age restrictions

This qualification is approved for learners aged 16 or above.

Access arrangements and reasonable adjustments

Access arrangements are adjustments that allow candidates with disabilities, special educational needs, and temporary injuries to access the assessment and demonstrate their skills and knowledge without changing the demands of the assessment. These arrangements must be made before assessment takes place.

The Equality Act 2010 requires City & Guilds to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

It is the responsibility of the centre to ensure at the start of a programme of learning that candidates will be able to access the requirements of the qualification.

Please refer to the JCQ access arrangements and reasonable adjustments and Access arrangements - when and how applications need to be made to City & Guilds for more

information. Both are available on the City & Guilds website:
http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library/policies-and-procedures/access-arrangements-reasonable-adjustments

4 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs
- support and guidance they may need when working towards their qualification.
- any units they have already completed or credit they have accumulated which is relevant to the qualification
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualification, their responsibilities as a learner and the responsibilities of the centre. This information can be recorded on a learning contract.

Inclusion and diversity

City & Guilds is committed to improving inclusion and diversity within the way we work and how we deliver our purpose which is to help people and organisations develop the skills they need for growth.

More information and guidance to support centres in supporting inclusion and diversity through the delivery of City & Guilds qualifications can be found here:

Inclusion and diversity | City & Guilds (cityandguilds.com)

Sustainability

City & Guilds are committed to net zero. Our ambition is to reduce our carbon emissions by at least 50% before 2030 and develop environmentally responsible operations to achieve net zero by 2040 or sooner if we can. City & Guilds is committed to supporting qualifications that support our customers to consider sustainability and their environmental footprint.

More information and guidance to support centres in developing sustainable practices through the delivery of City & Guilds qualifications can be found here:

Our Pathway to Net Zero | City & Guilds (cityandguilds.com)

Centres should consider their own carbon footprint when delivering this qualification and consider reasonable and practical ways of delivering this qualification with sustainability in mind. This could include:

- reviewing purchasing and procurement processes (such as buying in bulk to reduce the amount of travel time and energy, considering and investing in the use of components that can be reused, instead of the use of disposable or single use consumables)
- reusing components wherever possible

- waste procedures (ensuring that waste is minimised, recycling of components is in place wherever possible)
- minimising water use and considering options for reuse/salvage as part of plumbing activities wherever possible.

Support materials

The following resources are available for this qualification:

Description	How to access
Candidate Handbook	www.nptc.org.uk
Assessment Pack (available only to assessors)	www.nptc.org.uk

5 Assessment

Assessment of the qualification

Assessment types			
Unit	**Title**	**Assessment method**	**Where to obtain assessment materials**
222	Prepare and operate a manually fed wood-chipper	Oral Examination and Practical observation Centres may use the materials provided by City & Guilds.	www.nptc.org.uk

Assessment strategy

City & Guilds has written the practical observations with oral questioning to use with this qualification, live assessment materials can be downloaded by the assessor via the Assessment Pack from the NPTC website.

Time constraints

The following must be applied to the assessment of this qualification:

- Candidates must finish their assessment within 24 months of date of initial registration.
- Assessments should take no longer than 1.5 – 3 hours.
- Qualification registration is valid for two years.

Summary of responsibilities in the assessment process

Centre responsibilities	Candidate responsibilities	Assessor responsibilities
A suitable site is made available for the assessment to take place.		Ensuring that the site provided is suitable for the assessment to take place.
Machinery, equipment and materials are available to enable assessment of all the activities to take place.	To be familiar with the machinery/equipment being used for the assessment.	Ensuring that the machinery, equipment and materials provided satisfy the assessment requirements.
	To bring appropriate Personal Protective Equipment (PPE) to the assessment.	Ensuring that candidate's PPE complies with the requirements of the assessment.
		The Assessor must ensure a Risk Assessment is carried out, and sufficient control measures implemented.
Any necessary permissions must have been granted, and notifications made as appropriate: (e.g. Forestry Commission, Forest Enterprise, Private owners etc).		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.

6 Units

Structure of the units

These units each have the following:

- City & Guilds reference number
- title
- level
- guided learning hours (GLH)
- unit aim
- assessment type
- learning outcomes, which are comprised of a number of assessment criteria.

Guidance for delivery of the units

This qualification comprises one **unit**. A unit describes what is expected of a competent person in particular aspects of their job.

The **unit** is divided into l**earning outcomes** which describe in further detail the skills and knowledge that a candidate should possess.

Each **learning outcome** has a set of **assessment criteria** (performance and knowledge and understanding) which specify the desired criteria that must be satisfied before an individual can be said to have performed to the agreed standard.

Unit 222 Prepare and operate a manually fed wood-chipper

Level:	2
GLH:	8
Assessment type:	Practical activities with oral assessment.
Aim:	The aim of this unit is for the candidate to demonstrate safe operation of a manually fed wood-chipper

Learning outcome

The learner will:

LO1 Know the health and safety requirements for operating a wood-chipper (**Criteria 1.1-1.5**)

Assessment criteria

The learner can:

AC1.1 State legislation covering wood-chipping operations
AC1.2 Explain the risk assessment process
AC1.3 State emergency planning procedures relevant to the work area
AC1.4 State the environmental and public hazard considerations when discharging or storing woodchips
AC1.5 State precautions to be observed when working adjacent to highways

Topic 1.1

Legislation covering wood-chipping operations:

- The Management of Health and Safety at Work Regulations 1999 (a risk assessment must be carried for all activities)
- Personal Protective Equipment Regulations 1992 (PPE must be supplied and worn)
- Manual Handling Operations Regulations 1992 (not to manually handle, use safe lifting techniques)
- The Control of Vibration at Work Regulations 2005 (to reduce the risk to health from vibrations)
- Provision and Use of Work Equipment Regulations (PUWER) 1998 (requires that regular checks are made)
- Noise at Work Regulations 2005 (hearing protection must be worn over 85db)

- Control of Substances Hazardous to Health (COSHH) (hazard awareness of toxic vegetation/chemicals)
- Wildlife and Countryside Act 1981 (operation carried out at times to minimise the impact on wildlife)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations **(**RIDDOR**)** (reporting of dangerous occurrences and accidents).
- Provision and Use of Work Equipment Regulations (PUWER) 1998**:**
  - self propelled machines
  - Roll Overprotective structure (ROPs)
  - Power Take Off (PTO)
  - operator protection at in feed shoots.

Topic 1.2

The risk assessment process may contain the following five steps:

- identify the hazards
- decide who might be harmed and how
- evaluate the risks and decide on precautions
- record the findings and implement them
- review and update the assessment as necessary.

Topic 1.3

Emergency procedures relevant to a work site:

- location name
- grid reference
- designated meeting place
- site location name
- nearest access point
- street name/district
- type of access (public road/light vehicles, four-wheel drive)
- suitable helicopter landing area
- phone number of nearest doctor
- location of nearest accident and emergency hospital and phone number
- works manager contact details
- your own contact number/mobile number
- other.

Topic 1.4

Environmental and public hazard considerations when discharging or storing woodchips:

- fire hazard in chip stacks
- toxic run-off hazard from chip stacks
- physical hazard to public and others from unstable chip stacks
- hazard to road users from unstable chip stacks
- risk of blocking drains, watercourses etc from inappropriate discharge/chip stacks
- hazard to wildlife, plants and trees from inappropriate discharge/chip stacks
- hazard to property (eg fences) from inappropriate discharge/chip stacks.

Topic 1.5

Precautions observes:

- wear high visibility clothing
- warning signs deployed in accordance with department of transport requirements
- exclusion zone/barriers set up to protect both operators and public
- position machine safely
- discharge chips safely
- ensure constant awareness of traffic.

Learning outcome

The learner will:

LO2 Be able to carry out a risk assessment on a site **(Criteria 2.1-2.4)**

Assessment criteria

The learner can:

AC2.1 Identify hazards and risks associated with the working area and the proposed work
AC2.2 Identify safety features of the woodchipper
AC2.3 State factors to consider when manoeuvring a woodchipper to the work position
AC2.4 Carry out site inspection

Topic 2.1

Identify hazards (anything with the potential to cause harm) and risks (who might be harmed and how), relevant to:

- the work area
- the work to be done.

Topic 2.2

Safety features identified must include:

- roller feed safety trip bar
- warning/information symbols identified and interpreted
- in-feed and discharge chutes secured
- machine safety guards secured
- machine controls identified
- machine breaking/stabilising equipment.

Topic 2.3

Machine moved to work position in safe manner:

- awareness of slopes and obstacles on the ground

- use of banksman if required when reversing/moving woodchipper where visibility impaired
- machine moved at safe speed
- appropriate use of operator controls for self-propelled machines
- appropriate use of hitching attachment/three point linkage when manoeuvring a tractor mounted machine
- appropriate control of trailed woodchipper when manoeuvring on site
- machines have high centre of gravity therefore tendency to tip over
- chocking of wheels/tracks on slopes
- avoid turning on slopes/ramps with tracked machine
- operator must be on upper side when ascending or descending slopes
- extreme care when climbing over an obstacle (eg roots, holes, steps) or change of angle at top of ramp as machine can rear up/slew violently
- hydraulic fluid must be warm before negotiating uphill slope
- ensure ramps/bridging to support weight of machine are strong enough.

Check that, prior to operation:

- feed hopper and discharge chute are correctly set.

Topic 2.4

Site inspection:

- walk the site and remove or mark hazards
- confirm the condition of the site as acceptable for the operation to take place
- report to the appropriate person if the site condition is unsuitable
- set out warning signs and barriers (if appropriate) to advise or exclude public/animals
- implement suitable controls to protect the operator.

Learning outcome

The learner will:

LO3 Be able to prepare the equipment and site for wood-chipping operations **(Criteria 3.1-3.4)**

Assessment criteria

The learner can:

AC3.1 Carry out prestart checks on the woodchipper
AC3.2 Carry out safe starting and post operational checks
AC3.3 Prepare the material for chipping
AC3.4 Use Personal Protective Equipment (PPE) and machine safety features for woodchipper operations

Topic 3.1

For trailed woodchippers:

- jockey wheel lowered or hitch attachment on vehicle secure
- brakes, chocks, stabiliser(s) applied as appropriate
- turn-table (if fitted) is locked in position.

For 3-point linkage machines:

- attachment of lift arms, top link and stabilisers is secure
- machine is correctly aligned
- engagement of PTO shaft or other drive mechanisms is secure and safe
- all PTO guards are secure and in good condition.

For tracked woodchippers:

- tracks, rollers, sprockets etc are in safe condition and tensioned/aligned correctly
- hydraulic levelling/widening is employed as appropriate (if fitted).

Topic 3.2

Ensure that:

- safe starting zone selected
- all bystanders at an appropriate safety distance
- visual pre start checks carried out
- woodchipper started in accordance with
- manufacturers recommendations
- throttle control adjusted to achieve full working speed
- operator protection and restart mechanism checked for correct operation (if fitted)
- emergency stop control checked for effectiveness
- roller speed control is adjusted correctly (if applicable)
- woodchipper stopped safely and correctly, key removed.

Topic 3.3

To include:

- material for chipping stacked appropriately
- timber etc free from foreign objects
- hazardous materials not to be chipped identified
- dead and/or brittle material can shatter and pieces can hit operator
- bent material can move violently and injure the operator
- material can catch on clothing and drag operator or cause physical damage to operator.

Hazardous material that requires particular PPE:

- dry/fungus infested material produces dust (breathing and eye protection may be required)
- thorny material can cause injury (additional hand, arm and face protection may be required)
- toxic material (additional face, arm, hand and breathing protection may be required)

- contamination by other harmful material e.g. sewage/waste (face, body and breathing protection may be required).

Topic 3.4

As per manufacturers recommendations, PPE should include appropriate:

- safety helmet
- eye protection
- ear defenders
- gloves
- non snag clothing
- safety boots with protective toecaps
- personal first aid kits should be available
- additional PPE as required by the risk assessment.

Learning outcome

The learner will:

LO4 Be able to operate a wood-chipper **(Criteria 4.1-4.3)**

Assessment criteria

The learner can:

AC4.1 State different types of cutting mechanisms
AC4.2 Carry out the chipping operation
AC4.3 State how to clear machine blockages

Topic 4.1

Mechanism:

- flywheel
- drum
- spiral
- other.

Topic 4.2

Material to be chipped:

- brushwood/light branch wood
- long round wood
- short round wood
- up to diameter capacity of the chipper.

Ensure that:

- safe procedures are observed throughout operation
- timber feeding area is clear of other persons
- engine speed set to obtain optimum output
- stress control is set if applicable
- safe manual handling procedures are used to lift and feed material into chipper
- operator is to one side of in-feed chute
- no part of the body enters the in-feed chute
- push stick is used as appropriate
- discharge area checked during operations
- assistant (if present) is in a safe position and employed appropriately.

Shutdown machine as per manufacturers recommendations:

- remove key
- no further working on machine until all moving parts stationery.

Site checked and tidied:

- site is safe and secure
- debris cleared according to site specification
- breakdown the site.

Topic 4.3

Clearing blockages:

- stop machine using “safe stop” procedures
- ensure safe operating methods to gain access to blockage
- check and clear:
  - feed hopper
  - discharge chute
  - cutting mechanism.

Learning outcome

The learner will:

LO5 Carry out maintenance on a wood-chipper (**Criteria 5.1-5.4)**

Assessment criteria

The learner can:

AC5.1 Explain the maintenance and checks of the cutting system
AC5.2 State post operational checks to be carried out on the woodchipper
AC5.3 Carry out maintenance on the woodchipper
AC5.4 Reassemble the woodchipper to a functional and operational standard

Topic 5.1

Maintenance and checks of the cutting system:

- wear appropriate PPE
- ensure that machine is made safe
- key removed
- debris around blades removed
- remove knives/blades as appropriate
- replace, set and secure sharp, balanced set with correct torque settings
- set and secure anvil/counter knife
- check clearances are correct
- hazards and results of incorrect fitting and clearance of the blades/anvil commented on
- characteristics required of new or sharpened replacement blades commented on (Balanced etc).

Possible causes of damage to blade/knife:

- anvil/counter-knife and blade/knife contact
- loose mountings/bolts/nuts
- over-tightened bolts/nuts
- soil damage
- damage from metal/stone/hard objects.

Possible consequences of poorly maintained blades/knives:

- machine not working efficiently
- cutting mechanism overheats/warps
- increased likelihood of jamming
- other.

Topic 5.2

Post operational checks:

- woodchipper inspected and cleaned to establish any wear, damaged and/or missing components through use
- ensures any defects can be rectified before it is next used
- other operators/supervisor etc can be informed through a reporting procedure that defects are present.

Topic 5.3

Maintenance tasks carried out as outlined in manufacturers or operators' instruction book:

- wear appropriate PPE
- ensure that machine is made safe
- key removed
- oil level sufficient
- air filter inspected and cleaned
- cooling system inspected and cleaned and coolant level checked (if appropriate)
- fuel system and level checked
- electrical system checked for damage
- greasing and lubricating points

- pulleys, clutches, shafts etc inspected (if accessible)
- drive belts in good condition and tensioned correctly (if fitted)
- hydraulic system checked for leaks or damage (hoses, pump, motors, spool valves, filters etc)
- linkages, pivots, springs etc inspected and lubricated
- feed rollers in safe condition.

Inspect blades/knifes:

- safety trip bar and reset mechanism in safe condition
- stress control components intact and free of debris/dirt (if accessible)
- hydraulic oil level correct.

Cutting system checks:

- blades/knives and anvil/counter-knife are secure
- blades/knives and anvil/counter-knife etc checked for wear or damage
- blade/anvil clearance correct (if appropriate)
- flywheel, drum, bearings, paddles etc checked (as appropriate to machine)
- bearings in good order
- mechanism free of debris, string, wire etc.

Topic 5.4

Reassembled according to manufacturer's recommendations

Convert to transport position:

- isolate power source as per manufacturer's recommendations
- secure in-feed and out-feed chutes for transport
- raise stabilisers, lock turntable etc. as appropriate to machine.

Supporting information

Evidence requirements

One to one practical assessment with oral questioning by an NPTC City & Guilds approved assessor.

Unit guidance

Candidates must successfully achieve all assessment activities in the unit.

Safe Practice

Assessors must hold a current ‘First Aid at Work’ Certificate.

It is strongly recommended that Candidates hold at least a recent, recognised ‘Emergency First Aid’ Training Certificate.

All forest machines used in the assessments must comply with relevant Forest Industry Safety Accord (FISA) Safety Guides

Candidates should be familiar with the machine that they are going to operate.

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

A First Aid kit meeting current regulations, of the appropriate size for the number of persons on site, must be available.

The Assessor must ensure a Risk Assessment is carried out, and sufficient control measures implemented.

Any necessary permissions must have been granted, and notifications made as appropriate: (eg Forestry Commission, Forest Enterprise, Private owners etc).

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.

Information may be sought from the relevant operator manuals or any other appropriate training or safety publication.

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).

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.

Whenever the Candidate leaves the base machine, the parking brake must be applied.

When the Base Machine is parked and left unattended, or any attachments/detachments of equipment, must carry out the safe stop procedure.

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

All ancillary equipment, when detached must be left in a safe and stable condition.

Candidates must comply with current regulations when working at heights regulations 2005 amended

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.

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

Initial tonnage is measured on unladen vehicle weight

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.

Suggested learning resources

Forestry Industry Safety Accord FISA Guides.
Manufactures handbooks, manuals.
Safety Bulletins.

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centre document library** on **www.cityandguilds.com** or click on the links below:

Centre Handbook: Quality Assurance Standards

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.

Centre Handbook: Quality Assurance Standards

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**

City & Guilds

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We work with Governments, employers, training providers, colleges and industry stakeholders to design and deliver high-quality training, qualifications, assessments and credentials that lead to meaningful career progression. We understand the life changing link between skills development, social mobility and success. Our solutions span critical sectors including construction, engineering, transport, energy and electrical, serving over 1 million learners annually.

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City & Guilds
Giltspur House
5–6 Giltspur Street
London
EC1A 9DE

cityandguilds.com