

CITY & GUILDS NPTC LEVEL 2 AWARD IN FOREST MACHINE OPERATIONS – SKIDDER QAN 600/9107/1



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)

Qualification Group No	0 0 2 0	Forestry and Arboriculture Level 2
Qualification Programme No	0 0 2 0 - 2 0	Award in Forest Machine Operations - Skidder
Unit	2 1 3	Prepare and operate a Skidder
Guided Learning Hours (GLH)	2 1 3	GLH 35 (Credit Value 4)
Total Qualification Time (TQT)		40 Hours
Endorsement(s)	0 0 1 0 0 2	Line Grapple
Recommended Assessment Duration		1 – 2 hours per Candidate
Pre-Requisite Units	2 0 8	Base Machine

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

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

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 213	Prepare and Operate a Skidder
	Outcomes
	1. Be able to work safely (1)
	2. Be able to operate the skidder (2)
	3. Know relevant health and safety legislation and industry good practice (3)
	4. Know how to operate the skidder (4)

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

Endorsement: The assessment may be taken on a machine with any type of:

001	Line skidder
002	Grapple

The certificate will be endorsed accordingly.

Only two endorsements can be taken in any one registration.

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)

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 done on unladen 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.

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City & Guilds is a registered charity established to promote education and training

Candidate A	Name:	Date:	Start Time:	Duration:
Candidate B	Name:	Date:	Start Time:	Duration:
Candidate C	Name:	Date:	Start Time:	Duration:
Candidate D	Name:	Date:	Start Time:	Duration:

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
3.3 3	Outline the emergency planning procedures relevant to the working area	The Candidate to state five factors in emergency planning	Emergency planning procedures for a site could include <ul style="list-style-type: none"> • location name • grid reference • designated meeting place • site location name • nearest access point • street name/district • type of access • suitable helicopter landing area • phone number of nearest doctor • location and phone number of nearest accident and emergency hospital • works manager contact details • your own contact number <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1 1	Identify the hazards and risks associated with the working area, the proposed work and the machine	<p>The Candidate to state four hazards and four risks with the working area/work to be done</p> <p>The Candidate to state four hazards and risks for the machine</p>	Identify hazards (anything with the potential to cause harm) and risks (who might be harmed), relevant to: <p>The work area/work to be done</p> <p>Hazards</p> <ul style="list-style-type: none"> • power lines • terrain • access routes • chain shot • risk zones • struck by timber • other _____ <p>Risks</p> <ul style="list-style-type: none"> • others on site • operator • public • other machine operators • other _____ <p>The machine</p> <p>Hazards</p> <ul style="list-style-type: none"> • struck by machine • access and egress • moving parts • hot surfaces • working at heights • high pressure fluids • other _____ 	<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
1.1 cont...			<p>Risks</p> <ul style="list-style-type: none"> public operator environment other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 1	Use appropriate tools, equipment and personal protective equipment (PPE)	<p>Assessor to observe appropriate tools, equipment and PPE are used in accordance to industry good practice</p> <p>All applicable to the task at hand</p>	<ul style="list-style-type: none"> All tools, equipment and Personal Protective Equipment are used in line with industry good practice e.g. AFAG/HSE. During all on site operations PPE in accordance with industry good practice must be worn. <p>Personal Protective Equipment identified could include:</p> <ul style="list-style-type: none"> safety helmet (if required) hearing protection (where needed) suitable protective gloves protective boots non snag outer clothing high visibility clothing where risk assessment identifies it hand cleaning materials first aid kit other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1 3	Outline key health and safety legislation and industry good practice	<p>The Candidate to state two relevant points of each 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>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"> general duties for employers and employees maintain safe places of work other _____ <p>Provision and Use of Work Equipment Regulations 1998 (PUWER 98) –</p> <ul style="list-style-type: none"> record keeping operators adequately trained equipment fit for purpose other _____ <p>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)</p> <ul style="list-style-type: none"> reporting of accidents reporting of dangerous occurrences other _____ <p>Working at Heights</p> <ul style="list-style-type: none"> adequate precautions taken for safe working procedures any height constitutes working at heights other _____ 	<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 cont...		Control of Substances Hazardous to Health (COSHH) Regulations (2002)	Control of Substances Hazardous to Health (COSHH) Regulations (2002) <ul style="list-style-type: none"> correct PPE to be identified correct storage and application disposal other _____ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		State two sources of industry good practice information	Industry Good Practice <ul style="list-style-type: none"> Arboriculture Forestry Advisory Group (AFAG) information Health and safety in forestry Forest and water guidelines Operators manual 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		State two factors of lone working	Lone working <ul style="list-style-type: none"> effective communication system fail to safe system reporting in times 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		State two procedures to be followed when machine contacts power line	Line contact possible procedures: <ul style="list-style-type: none"> where possible, drive away to safe area if safe, stay in machine and contact power company/supervisor jump from machine, bunny hop as far as possible 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		State four factors regarding working near power lines	Power lines <ul style="list-style-type: none"> designated crossing point (goal posts) liaison with power companies site maps AFAG electricity at work other _____ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Met ✓ Not Met X				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 3	Describe the types of records that may be required for management and legislative requirements	The Candidate to state two types of record keeping to meet PUWER	Records: <ul style="list-style-type: none"> logbook service logbook time sheet maintenance schedule other _____ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Met ✓ Not Met X				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1 4 2.1 2	Explain the fitting, condition, operation and control system of the extraction equipment Check fitting, condition, operation and control system of extraction equipment as fitted to vehicle	All required	<ul style="list-style-type: none"> nuts, bolts all present extraction equipment secured to base cracked frame report defects maintenance records control system warning/safety decals guarding requirements oil levels checked (if applicable) greasing other _____ 	<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
4.1/2.1 cont...			<p>Either</p> <p>Line skidder</p> <ul style="list-style-type: none"> • rope test certificate • fair lead rollers/pulleys • rope compatible with winch • rope condition • rope termination • extraction system • chokering system is compatible • chain adjustment and guarding • PTO guards • clutch adjustment • brake adjustment • free spool adjustment • other _____ <p>OR</p> <p>Grapple</p> <ul style="list-style-type: none"> • hydraulic tongs • hydraulic pipes • grapple operation • other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 3	Describe how environmental damage can be caused and minimised	<p>Three causes</p> <p>Three preventions</p>	<p>Environmental damage may be caused by:</p> <ul style="list-style-type: none"> • incorrect storage of fuel and oil • defective machinery • poor work practices • oil and fuel spillages • other _____ <p>Environmental damage may be prevented by</p> <ul style="list-style-type: none"> • following principles of industry good practice • good housekeeping • appropriately trained operators • spill kits are available • other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 3	Describe the correct methods for disposing of waste	The Candidate to state one method	<p>Disposal of waste from workplace activities may include</p> <ul style="list-style-type: none"> • use of designated waste/recycle bins • waste oils placed in approved containers for disposal • other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 4	Explain the procedure for woodland driving	<p>State six procedures to be followed when driving a line/ grapple skidder through woodland</p> <p>AFAG guides and industry best practice are to be referred to for Overhead hazards</p>	<ul style="list-style-type: none"> • safety belt fastened (if fitted) • stacking blade/butt plate fully raised (if fitted) • choice of gear/engine speed • use of differential lock • negotiation of stacks • negotiation of uphill slopes • negotiation of downhill slopes • negotiation of side slopes • use of independent brakes • overhead hazards • other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
2.2 cont...		Use winch to retrieve timber from behind an obstacle (Line only)	<p>OR</p> <p>Grapple</p> <ul style="list-style-type: none"> tongs lowered and opened <p>Timber retrieval</p> <p>Either</p> <p>Line</p> <ul style="list-style-type: none"> appropriate strop appropriate pulley appropriate anchor point appropriate shackle risk zones identified maximum angle of pull <p>OR</p> <p>Grapple</p> <ul style="list-style-type: none"> N/A <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 4	Explain alternative methods of chokering to the one used, where appropriate		<p>Alternative methods may include</p> <ul style="list-style-type: none"> polypropylene chains wire rope other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 2	Manoeuvre the machine on site in a safe and effective way		<ul style="list-style-type: none"> full safe stop procedure, hand brake on, gears in neutral, key removed and placed in pocket dismount safely <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 4	Explain the procedure for debogging	<p>One required from</p> <ul style="list-style-type: none"> self recovery other vehicle powered/ hand winch 	<p>Self recovery:</p> <ul style="list-style-type: none"> selection of equipment choice of anchor for debogging direction of winch rope through pulley correct gear engaged use of hand throttle correct winching/driving techniques vehicle stability equipment re-stowed on vehicle after use <p>Other vehicle:</p> <ul style="list-style-type: none"> selection of equipment appropriate attachment point choice of anchor for debogging direction of winch rope through pulley correct gear engaged use of hand throttle correct winching/driving techniques vehicle stability equipment re-stowed on vehicle after use 	<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
4.4 cont...			Powered or hand winch: <ul style="list-style-type: none"> • selection of equipment • choice of anchor for debogging • direction of winch rope through pulley • correct gear engaged • use of hand throttle • correct winching/driving techniques • vehicle stability • equipment re-stowed on vehicle after us <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 1	Work in a way which maintains health and safety and is consistent with relevant legislation and industry best practice	Assessor to observe	<ul style="list-style-type: none"> • All activities must be completed in a way which protects the operator and those around them. <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 1	Carry out work to minimise environmental damage	Assessor to observe	<ul style="list-style-type: none"> • It is ensured that any possible environmental damage is minimised at all times during on site operations <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary of Assessment (*The Assessor is to complete the following as appropriate*)

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

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

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

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

For use by Internal Verifier ONLY if the assessment process was internally verified
 (Internal Verifier to complete **ONE** of the boxes below)

I observed an assessment process taking place and I am satisfied that the assessment was conducted in line with the qualification requirements and that the judgement of the Assessor was appropriate.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
Signed:	
Date:	