

V3 Sept25

NPTC
by City & Guilds

QUALIFICATION:	Safe Manual Handling of Objects	Qualification Code:	0018-04			
		Units:	205			
Assessor Name:		Technical Verifier Name:				
Assessor BP No: NEW? DOB:		Technical Verifier BP No:				
Assessor Email:		Start Time:				
Invoice To: (Include Centre name if applicable)		End Time:				
CRITERIA: (See qualification guidance and notes overleaf for more information)		PERFORMANCE EVALUATION (Circle):			JUSTIFICATION:	
Current Legislation and Industry Best Practice	1	2	3	4	5	
Explain function of and issues with (discs, muscles, ligaments, tendons, cartilage, vertebra,)	1	2	3	4	5	
Knowledge of MSD, RSI, trapped nerves, referred pain	1	2	3	4	5	
Principles of safe lifting (knowledge of MHOR & L23)	1	2	3	4	5	
Knowledge of suitable PPE	1	2	3	4	5	
Complete a Risk Assessment for a manual handling task	1	2	3	4	5	
Understand consequences of noncompliance with H&S	1	2	3	4	5	
Demonstrate suitable warm-up and cool-down exercises and reasons for exercising	1	2	3	4	5	
Demonstrate safe manual handling techniques	1	2	3	4	5	
Demonstrate safe team lifting	1	2	3	4	5	
Demonstrate safe use of manual handling aids	1	2	3	4	5	
Assessment techniques (new assessors only) Standard setting (all assessors)	1	2	3	4	5	
PERFORMANCE EVALUATION COLUMN TOTALS:						
		= TOTAL SCORE:				
Result of Technical Evaluation (tick):	MET	TOTAL SCORE REQUIRED TO ACHIEVE ASSESSOR STATUS: (NB. ACHIEVED IN PERFORMANCE EVALUATION COLUMNS 4 & 5 ONLY)				48
	NOT MET					
TECHNICAL VERIFIER COMMENTS (ACTION PLAN):						
<i>Please continue on reverse if necessary</i>						
ASSESSOR COMMENTS:						
<i>Please continue on reverse if necessary</i>						
TECHNICAL VERIFIER SIGNATURE:				COST: £200 Half Day £300 Full Day	DATE:	
ASSESSOR SIGNATURE:						

TECHNICAL EVALUATION RECORD

0018-04 Level 2 Certificate of Competence in the Safe Manual Handling of Objects.

Unit 001 Manual Handling of Objects

Knowledge of H&S regulations and industry best practice

Key principles and practical relevance.

- ☐ Health and Safety at Work etc. Act 1974 (HASAWA)
- ☐ Management of Health and Safety at Work Regulations 1999 (MHSWR)
- ☐ Provision and Use of Work Equipment Regulations 1998 (PUWER)
- ☐ Personal Protective Equipment at Work Regulations 1992 (PPE regs)
- ☐ Control Of Substances Hazardous to Health Regulations (COSHH)
- ☐ The Health and Safety (First Aid) Regulations 1992
- ☐ Reporting of Injuries Diseases Dangerous Occurrence Regulations (RIDDOR)
- ☐ Manual Handling Operations Regulations 1992
- ☐ Employees duties with regard to manual handling and health and safety

Explain the functions and issues associated with the following

- ☐ Discs
- ☐ Muscles
- ☐ Hernia
- ☐ Bones
- ☐ Ligament
- ☐ Tendon
- ☐ Nerves

Explain each of the following

- ☐ Muscular Skeletal Disorders
- ☐ Upper limb disorders
- ☐ Repetitive Strain Injury
- ☐ Trapped nerves
- ☐ Referred pain

Explain the principles of safe lifting

- ☐ Information given to cover the requirements of L23

Knowledge of suitable PPE required to perform a lifting task

- ☐ Safety footwear
- ☐ Non snag clothing
- ☐ Gloves
- ☐ Head and/or eye protection
- ☐ Other as necessary

Carry out SSRA

- ☐ Assessor to complete a Site-Specific Risk Assessment, using provided template.
- ☐ Hazards, risks and controls identified relative to site, task and equipment.

State the consequences of H&S non-compliance

- ☐ Consequences of not complying with H&S in the workplace
- ☐ Consequences of not reporting faults in a timely manner

Demonstrate suitable warm up and cool down exercises

- ☐ Four different exercises demonstrated
- ☐ Give reasons for exercising

Demonstrate safe manual handling techniques.

General considerations for all manual handling activities to be included

- ☐ Planning and load correctly assessed
- ☐ Safe route
- ☐ Correct lifting techniques

Loads to include

- ☐ Balanced load
- ☐ Asymmetrical load
- ☐ Live load

Lift and lower loads

- ☐ Floor to table and return
- ☐ Table to shoulder and return
- ☐ Floor to shoulder and return

Demonstrate team lifting

- ☐ Organisation of the lift
- ☐ Lifting a long or awkward load

Demonstrate use of lifting aids

- ☐ Wheeled aids
- ☐ Non-wheeled aids

Assessment techniques

- ☐ Clear and concise questions/instructions
- ☐ Question/instruction relative to unit.

(Please note: this section only needs to be completed by new assessors).