

City & Guilds Level 2 Certificate of Competence in the Safe Use of All-terrain Vehicles (ATVs) (0014-32)

Version 2.0 (September 2026)

Assessment Pack – Candidate Version

Candidates are **not** permitted to refer to this document during the practical observation and questioning.

Version and date	Change detail	Section
1.0 February 2020	First version	
1.1 March 2020	Checklists moved to appendices	Appendices
	Introduction updated	Introduction
1.2 March 2025	Formatting	Throughout
2.0 September 2026	Updated content to include battery-powered machinery	Throughout

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Introduction

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

This assessment is for the following units and learning outcomes:

Unit 223 Prepare and operate a sit-astride all-terrain vehicle (ATV)

1. Know the hazards, risk assessment requirements and legislation for the use of sit-astride ATVs
2. Carry out pre-start checks to a sit-astride ATV
3. Operate a sit-astride ATV.

Unit 224 Prepare and operate a side-by-side all-terrain vehicle (ATV)

1. Know the hazards, risk assessment requirements and legislation for the use of side-by-side ATVs
2. Carry out pre-start checks to a side-by-side ATV
3. Operate a side-by-side ATV.

Unit 225 Operate an all-terrain vehicle with a trailer or trailed attachment

1. Operate an all-terrain vehicle with a trailer or trailed implement attached.

General guidance on the requirements for assessment can be found in the Assessor Guidance document available on the City & Guilds web site www.nptc.org.uk

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

Record of assessment (ROA)

A pre-populated record of assessment must be completed by the assessor following an assessment. **All** Assessment Criteria (AC) must be completed as either 'Met' or 'Not met' (except where exempt) for each unit on the ROA.

Assessment time

The expected assessment time for this qualification should take no longer than **1.5 – 3 hours**.

Practical observation descriptor table

223 – Prepare and operate a sit astride all-terrain vehicle (ATV)

Activity number and description from check list		Assessment criteria
1 (1.1 in QHB)	Carry out a site-specific hazard and risk assessment	May include: • slopes • ground conditions • contact with moving parts • manual handling • overhead obstructions • surface obstructions • people and/or animals • ditches/waterways • hot components • fuel and oil • biohazards • dust/fungal spores • electrical connections
		To include: • evaluate risks • implement appropriate control measures • confirm that the condition of the site is acceptable • confirm who they would report to if the site condition is unsuitable
2 (1.2 in QHB)	Describe the relevant health and safety legislation in relation to sit-astride all-terrain vehicle (ATV) operations	May include the following: • Health and Safety at Work Etc. Act (HASAWA): ○ duties imposed on the employer/employee/others • Provision and Use of Work Equipment Regulations (PUWER): ○ machine must be suitable for the task ○ machine must be properly maintained according to manufacturer's recommendations • Management of Health and Safety at Work Regulations (MHSWR): ○ risk assessments must be completed and communicated to all relevant persons • Manual Handling Operations Regulations (MHOR): ○ avoid manual handling where possible, use safe lifting techniques • Control of Substances Hazardous to Health (COSHH): ○ fuel handling and protection from contaminants • Personal Protective Equipment Regulations (PPE): ○ PPE must be provided, maintained and worn • The Control of Noise at Work Regulations: ○ hearing protection must be used over 85 decibels (dB)

		- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR): - certain categories of injuries must be reported - Wildlife and Countryside Act (WCA): - operations must be carried out avoiding disturbance to wildlife - Health and Safety (First Aid) Regulations: - need for an accident book and knowledge of where it is kept
		To include: - Health and Safety Executive (HSE) guidance (AIS33) - operator's manual
3 (1.3 in QHB)	Select and use the appropriate personal protective equipment (PPE)	May include: - head protection with chin strap - eye protection - protective footwear - gloves - non-snag outer clothing that covers arms and legs
4 (2.1 in QHB)	Identify and explain the function of all controls	To include: all controls and instrumentation applicable to the sit-astride ATV being used for the assessment
5 (2.2 in QHB)	5a. Carry out daily pre-use checks to the sit-astride ATV (fuel only)	To include: all pre-start checks applicable to the sit-astride ATV being used for the assessment – as specified in the manual
	5b. Carry out daily pre-use checks to the sit-astride ATV (battery only)	To include: - battery - battery charger May include: - inspection of cables and plugs - clean air intake and battery connections - no sparks or naked flames during battery charging - away from a heat source - battery to be disconnected prior to maintenance - check on/off switch
	5c. Carry out daily pre-use checks to the sit-astride ATV (battery only)	Connection (may include): - remove any covers - disconnect power lead from the battery - connect charging cable - check all connections - switch on the power. Disconnection (may include): - switch off the power - remove the charging cable - reconnect the power lead from the battery to the machine - check all connections - secure all covers
	5d. Carry out daily pre-use checks to	May include: do not burn

	the sit-astride ATV (battery only)	- do not open - not in general refuse - check local authority disposal requirements
	5e. Carry out daily pre-use checks to the sit-astride ATV (fuel and battery)	To include: - interpretation of information and warning symbols - interpretation of decals
		May include: - wheels - cooling fan - drive shafts - hot components
		To include: - brake operation in accordance with the operator's manual - braking efficiency commented upon - check parking brake is operating effectively
6 (3.1 in QHB)	Describe legal and safety requirements	May include: - comply with the road vehicle lighting requirements - be registered and taxed - be approved for use on the road - appropriate insurance - be ridden by somebody holding a suitable driving licence - observe legal/manufacture's speed limit
		May include: - manufacturer's minimum age recommendations may apply - sit-astride ATV's are not normally designed to carry passengers - SAFE STOP procedures followed
7 (3.2 in QHB)	Outline the factors to be considered when operating a sit-astride ATV on various terrain	To include: - weight on uphill side of ATV riding across slopes - weight kept forwards on ATV riding up a slope - weight kept to the rear of ATV riding down a slope - leaning to aid cornering if ATV not fitted with differential
		May include: - holes - tree stumps - slopes - other unseen obstacles
		May include: - increases stopping distance - makes the ATV more unstable - could lead to ATV overturning
		May include: - unsuitable combination of gear and braking - insufficient revs to engage 'positive' drive

8 (3.3 in QHB)	Describe the potential hazards that could arise when operating a sit-astride ATV	May include: • loss of control • braking distance is increased
		May include: • avoid excessive speed • be aware of increased stopping distances and the need to brake earlier • using engine braking to slow the machine
		May include: • overturning • instability
		May include: • avoid sharp turns • turns need to be taken slowly • appropriate body position
		May include: • sit-astride ATV could stall or run away • loss of traction
		May include: • appropriate low gear should be selected before encountering slopes • maintain positive drive when descending slopes • appropriate body position
		May include: • load shifting • operator injury
		May include: • maintain low speed to reduce 'bouncing' • try to avoid potholes and bumps • load should be secured to prevent movement
		May include: • load shifting • overturning
		May include: • maintain slow speed when driving across slopes • maintain a low centre of gravity • appropriate body position
		May include: • severity of the slope • stability of the sit-astride ATV • direction of turn • type of attachment (i.e. mounted, trailed, full or empty) • ground conditions • appropriate body position
9 (3.4 in QHB)	How to operate a laden sit-astride ATV on various terrain	To include: • racks/carriers are correctly loaded • loads should be secured

		• load will raise centre of gravity, which may lead to greater instability on slopes • live loads
10 (3.5 in QHB)	Ride the sit-astride ATV around a specified course	To include: • mount machine in safe manner • correct and safe starting procedure • apply brake before engaging gear • all round observation before moving off • assess terrain and remain aware of surroundings at all times • select appropriate gear/range for conditions • ride at a safe, suitable speed • safely manoeuvre around specified course • correct active riding positions • positive drive maintained • SAFE STOP procedures followed
11 (3.6 in QHB)	Know how to clean and inspect the sit-astride ATV and reasons for cleaning	May include: • prevent corrosion • facilitate maintenance and adjustments • prevent personal contamination • prevent hazardous operating conditions • prevent soiling of roads
		May include: • identify PPE to be used • identify a suitable site
		May include: • compressed/blown air • water • brush
		May include: • inspect to establish any wear, damaged and/or missing components through use • ensures any defects are rectified before it is next used • could prevent another operator from using it if in a potentially dangerous condition

224 – Prepare and operate a side-by-side all-terrain vehicle (ATV)

Activity number and description from check list		Assessment criteria
1 (1.1 in QHB)	Carry out a site-specific hazard and risk assessment	May include: • slopes • ground conditions • contact with moving parts • manual handling • overhead obstructions • surface obstructions • people and/or animals • ditches/waterways • hot components • fuel and oil • biohazards • dust/fungal spores • electrical connections
		To include: • evaluate risks • implement appropriate control measures • confirm that the condition of the site is acceptable • confirm who they would report to if the site condition is unsuitable
2 (1.2 in QHB)	Describe the relevant health and safety legislation in relation to side-by-side all-terrain vehicle (ATV) operations	May include the following: • Health and Safety at Work Etc. Act (HASAWA): ◦ duties imposed on the employer/employee/others. • Provision and Use of Work Equipment Regulations (PUWER): ◦ machine must be suitable for the task ◦ machine must be properly maintained according to manufacturer's recommendations • Management of Health and Safety at Work Regulations (MHSWR): ◦ risk assessments must be completed and communicated to all relevant persons • Manual Handling Operations Regulations (MHOR): ◦ avoid manual handling where possible, use safe lifting techniques • Control of Substances Hazardous to Health (COSHH): ◦ fuel handling and protection from contaminants • Personal Protective Equipment Regulations (PPE): ◦ PPE must be provided, maintained and worn • The Control of Noise at Work Regulations: ◦ hearing protection must be used over 85 decibels (dB) • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR): ◦ certain categories of injuries must be reported • Wildlife and Countryside Act (WCA): ◦ operations must be carried out avoiding disturbance to wildlife • Health and Safety (First Aid) Regulations: ◦ need for an accident book and knowledge of where it is kept
		To include: • Health and Safety Executive (HSE) guidance (AIS33) • operator's manual

3 (1.3 in QHB)	Select and use the appropriate personal protective equipment (PPE)	May include (subject to risk assessment): • head protection with chin strap • eye protection • protective footwear • gloves • non-snag outer clothing that covers arms and legs
4 (2.1 in QHB)	Identify and explain the function of all controls	To include: • all controls and instrumentation applicable to the side-by-side ATV being used for the assessment
5 (2.2 in QHB)	5a. Carry out daily pre-use checks to the side-by-side ATV (fuel only)	To include: • all pre-start checks applicable to the side-by-side ATV being used for the assessment – as specified in the manual
	5b. Carry out daily pre-use checks to the side-by-side ATV (battery only)	To include: • battery • battery charger
		May include: • inspection of cables and plugs • clean air intake and battery connections • no sparks or naked flames during battery charging • away from a heat source • battery to be disconnected prior to maintenance • check on/off switch
	5c. Carry out daily pre-use checks to the side-by-side ATV (battery only)	Connection (may include): • remove any covers • disconnect power lead from the battery • connect charging cable • check all connections • switch on the power Disconnection (may include): • switch off the power • remove the charging cable • reconnect the power lead from the battery to the machine • check all connections • secure all covers
	5d. Carry out daily pre-use checks to the side-by-side ATV (battery only)	May include: • do not burn • do not open • not in general refuse • check local authority disposal requirements
	5e. Carry out daily pre-use checks to the side-by-side ATV (fuel and battery)	To include: • mirrors adjusted for clear view • steering wheel adjusted to suit operator • seat adjusted to suit operator • condition and function of seatbelt To include: • interpretation of information and warning symbols • interpretation of decals

		May include: - wheels - cooling fan - drive shafts - hot components
		To include: - brake operation in accordance with the operator's manual - braking efficiency commented upon - check parking brake is operating effectively
		May include: - apply the parking brake - park across slopes ensuring wheels are turned up hill - use wheel chocks
6 (3.1 in QHB)	Describe legal and safety requirements	May include: - comply with the road vehicle lighting requirements - be registered and taxed - be approved for use on the road - appropriate insurance - be driven by somebody holding a suitable driving licence - observe legal/manufacture's speed limit
		May include: - manufacturer's minimum age recommendations may apply - SAFE STOP procedures followed
7 (3.2 in QHB)	Outline the factors to be considered when operating a side-by-side ATV on various terrain	May include: - holes - tree stumps - slopes - other unseen obstacles
		May include: - increases stopping distance - makes the ATV more unstable - could lead to ATV overturning
		May include: - unsuitable combination of gear and braking - insufficient revs to engage 'positive' drive
8 (3.3 in QHB)	Describe the potential hazards that could arise when operating a side-by-side ATV	May include: - loss of control - braking distance is increased
		May include: - avoid excessive speed - be aware of increased stopping distances and the need to brake earlier - using engine braking to slow the machine
		May include: overturning; instability
		May include: - avoid sharp turns - turns need to be taken slowly - make wider turns
		May include: - side-by-side ATV could stall or run away - loss of traction

		May include: • appropriate low gear should be selected before encountering slopes • maintain positive drive when descending slopes
		May include: • load shifting • operator injury
		May include: • maintain low speed to reduce 'bouncing' • try to avoid potholes and bumps • load should be secured to prevent movement
		May include: • load shifting • overturning
		May include: • maintain slow speed when driving across slopes • maintain a low centre of gravity
		May include: • severity of the slope • stability of the side-by-side ATV • direction of turn • type of attachment (i.e. mounted, trailed, full or empty) • ground conditions
9 (3.4 in QHB)	Demonstrate knowledge of operating a laden side-by-side ATV on various terrain	To include: • cargo body correctly loaded • loads should be secured • load will raise centre of gravity, which may lead to greater instability on slopes • live loads
10 (3.5 in QHB)	Drive the side-by-side ATV around a specified course	To include: • correct and safe starting procedure • apply brake before engaging gear • all round observation before moving off • assess terrain and remain aware of surroundings at all times • select appropriate gear/range for conditions • drive at a safe, suitable speed • safely manoeuvre around specified course • positive drive maintained • SAFE STOP procedures followed
11 (3.6 in QHB)	Demonstrate knowledge of cleaning and inspection of the side-by-side ATV and reasons for cleaning	May include: • prevent corrosion • facilitate maintenance and adjustments • prevent personal contamination • prevent hazardous operating conditions • prevent soiling of roads
		May include: • identify PPE to be used • identify a suitable site
		May include: • compressed/blown air • water • brush

		May include: - inspect to establish any wear, damaged and/or missing components through use - ensures any defects are rectified before it is next used - could prevent another operator from using it if in a potentially dangerous condition
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225 – Operate an All-Terrain Vehicle and Trailer or Trailed Attachment

Activity number and description from check list		Assessment criteria
1 (1.1 in QHB)	Describe how to operate an ATV that has a trailer or trailed implement attached, on various terrain	May include: - correct weight ratio between trailer and ATV in accordance with manufacturer's specifications - swivel hitch used to improve safety - loads should be secured - loaded trailer will raise centre of gravity, which could lead to greater instability
		May include: - trailer/trailed implement is safe and fit for purpose - hitch condition and compatibility
2 (1.2 in QHB)	Manoeuvre the ATV around a specified course with a trailer or trailed implement attached (including reversing)	To include: - safe hitching procedure - apply brake before engaging gear - all round observation before moving off - assess terrain and remain aware of surroundings at all times - awareness of position of attachment at all times - select appropriate gear for conditions - operate at safe, suitable speed - manoeuvre around specified course safely - positive drive maintained - reverse around a right-angle bend - avoidance of jack-knifing - safe procedures on slopes - safe unhitching procedure - SAFE STOP procedure followed

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 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 assessment: 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**.

About City & Guilds

City & Guilds is the global skills partner, empowering people, organisations and economies to develop the skills they need for growth. With almost 150 years of trusted expertise, we support people into work, help them develop on the job and move into the next job.

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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