

CITY & GUILDS NPTC LEVEL 3 AWARD IN EMERGENCY TREWORK OPERATIONS



QAN 600/6437/7

VERSION 3

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 1	Forestry & Arboriculture Level 3
Qualification Programme No	0 0 2 1 - 0 5	Award In Emergency Treework Operations
Unit(s)	3 0 5	Carry out emergency treework operations
Learning Time (LT)	3 0 5	LT 33 (5 Credits) <i>(* see note on page 2)</i>
Recommended Assessment Duration		1.5 – 3 hours per Candidate
Pre-Requisite Units	2 0 1	Carry out maintenance of chainsaw and cutting system
	2 0 2	Cross-cut timber using a chainsaw
	2 0 3	Fell and process trees up to 380mm

City and Guilds NPTC Level 3 Award In Emergency Treework Operations (QCF)

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.

What is the Qualifications and Credits Framework?

OFQUAL have introduced the Qualifications and Credit Framework (QCF) to increase flexibility for learners and employers. Qualifications may be built up from individual units according to rules of combination. The units are derived from the National Occupational Standards, which are compiled by Lantra SSC, the Sector Skills Council for the Land-based industries.

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.

* Learning Time (LT)

Learning Time (LT) is a better indicator of the time requirement needed for a candidate to achieve competence in this qualification. It has replaced Guided Learning Hours (GLH) which are defined as *“tutor or teacher led hours”*. LT is defined as **“a notional measure of the learning time a typical learner might be expected to take to complete and achieve all learning outcomes”**. It takes into account prior learning and encompasses: formal learning (including classes, tutorials, on line tuition), coaching and mentoring, practical work, relevant IT activity, information retrieval, expected private study and revision, work-based activity which leads to assessment, practice to achieve competence, formative assessment, programme planning and feedback.

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 is **one** Mandatory unit:

Unit 305	Carry out emergency treework operations
	Outcomes
	1. Be able to promote health and safety and industry good practice (1) (Criteria 1.1 – 1.5)
	2. Be able to carry out emergency treework operations (2) (Criteria 2.1 – 2.11)
	3. Understand relevant health and safety legislation and industry good practice (3) (Criteria 3.1 – 3.7)
	4. Understand how to carry out emergency treework operations (4) (Criteria 4.1 – 4.10)

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

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 other operator's manual should be available for the Candidate to use during the assessment if required.

All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.

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.

Safe Practice

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

The Assessor must ensure that a site specific risk assessment is carried out.

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

All ancillary equipment, when detached, must be safely parked.

Failure to operate safely and comply with these requirements will result in the Candidate not meeting the required standard.

Warning signs stating that an assessment is in progress should be available.

The Assessor may stop the assessment on the grounds of safety at any time at his/her discretion.

Before any assessments take place, Assessor & Candidate should to be aware of any local or national issues to prevent breach of security, safety and any cross contamination or damage to the local environment.

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.

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.

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

Assessment Requirements

- Minimum 2, maximum 4 fully uprooted trees within the last 12 months.
- Stems between 18" and 30".
- A hand winch must be used to secure 1 root plate.
- Open spreading crowns with branches and/or stem under tension and compression.
- Crown may be conifer or broadleaved.
- Removal of branches/limbs (over approx 100mm (4") in diameter): minimum 20, max 30.
- Sections of stem (length/diameter in accordance with site specification): minimum 4, max 12.
- Minimum 1 maximum 2 standing tree(s) for assisted felling up to 380mm diameter.

Chainsaw Safe Practice

At all times during the assessment, equipment must be used in accordance with industry good practice, whatever the task being carried out.

1. Assessors must hold a current 'First Aid at Work' Certificate.
2. All chainsaws used in assessments must comply with relevant Arboriculture and Forestry Advisory Group (AFAG) guidance and HSE Chainsaws at Work INDG317(rev1), in terms of safety features, and be a model and size suited to the task(s) required.
4. Recommended guide bar lengths should be observed, although variations may be accepted at the discretion of the assessor where this is appropriate to the task.
5. Candidates should be familiar with the machinery, equipment and tools that they are going to use.
6. During chainsaw based assessments a spare working chainsaw must be available.
7. Appropriate Personal Protective Equipment (PPE) must be worn at all times by both the candidate and the assessor. All PPE used must comply with relevant AFAG guidance, industry good practice, Health and Safety Executive publications and current legal requirements in terms of specification and use.
8. A First Aid kit meeting current regulations, of the appropriate size for the number of persons on site, must be available, along with appropriate fire fighting and suitable welfare facilities e.g. hand cleansing wipes.
9. The use of personal first aid kits must be in line with current industry good practice.
10. The assessor must ensure a site specific risk assessment has been carried out, sufficient control measures implemented and appropriate emergency procedures recorded. All recorded risk assessment information should be clearly legible and accessible to candidates and completed for all locations where assessment activities are scheduled to take place.
11. Manual handling techniques must comply with current legislation and industry good practice.
12. Any necessary permission must have been granted, and notifications made as appropriate.
13. All equipment being used for this assessment must comply with relevant legislative requirements.
14. Information may be sought from the relevant operator manuals or any other appropriate training or safety publication.
15. The current regulations for transport, handling and storage of fuel and oils must be complied with.
16. Provision must be made to avoid the risk of environmental pollution.
17. 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.
18. At all times during the assessment, candidates must act in a way so as not to endanger themselves, the assessor or any other person or equipment. Work must be carried out to achieve the requirements of the assessment criteria in accordance with all relevant and current legislation and good practice guidance.
19. If required, relevant records must be accurately kept.
20. Appropriate steps should be taken to maintain effective teamwork in respect of other persons on site during the assessment.
21. 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.
22. All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.
23. **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.**

This may include taking steps to ensure effective communication and safety precautions.

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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
1.1 1	Identify the hazards and risks associated with the working area and the proposed work	Identify three hazards and risks with the working area Identify three hazards and risks with the proposed work	Identify hazards (anything with the potential to cause harm) and risks (who might be harmed and how), relevant to: <ul style="list-style-type: none">the work areathe work to be done <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	Explain the importance of risk assessment	Five steps to risk assessment	The risk assessment process may contain the following five steps: <ul style="list-style-type: none">identify the hazardsdecide who might be harmed and howevaluate the risks and decide on precautionsrecord the findings and implement themreview and update the assessment as necessary <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 3	Outline the emergency planning procedures relevant to the working area	State five emergency procedures	Emergency procedures relevant to a work site may include: <ul style="list-style-type: none">location namegrid referencedesignated meeting placesite location namenearest access pointstreet name/districttype of access (public road/light vehicles, four-wheel drive)suitable helicopter landing areaphone number of nearest doctorlocation of nearest accident and emergency hospital and phone numberworks manager contact detailsyour own contact number/mobile numberother <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8 4	Describe the procedures for dealing with emergencies and emergency services	State four	Procedures for dealing with emergencies: <ul style="list-style-type: none">initial contactcorrect paperworkquick response timerisk assessmentliaise with other agencies on sitework strategy agreedwork carried outother <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 4	Explain the importance of initiating and maintaining communication and team working when carrying out emergency treework operations	Explain three reasons	Importance of communication: <ul style="list-style-type: none">Maintain a safe work environmentall operatives understand their roles within the operation being carried outclear lines of communicationsite specific risk assessmentwork efficiencyother <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			
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3.3 3	Summarise current health and safety legislation and industry good practice	Summarise two points from each: Health and Safety at Work Act 1974 (HSWA) Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Provision and Use of Work Equipment Regulations 1998 (PUWER) Work at Height Regulations 2005 State one point Arboriculture Forestry Advisory Group (AFAG) / Forestry Industry Safety Accord (FISA)	Outline key points from the legislation and industry good practice listed below: Health and Safety at Work Act (HSWA) – <ul style="list-style-type: none"> • general duties for employers and employees • maintain safe places of work • other _____ The main requirements of the LOLER regulations relating to the inspection of climbing equipment include: <ul style="list-style-type: none"> • equipment should be subject to a pre use check by the climber • a written recorded interim inspection should be kept for equipment subject to high levels of wear such as friction cord or possibly ropes • a thorough examination should be carried out at least every 6 months • equipment should be marked for unique identification • other _____ Provision and Use of Work Equipment Regulations (PUWER) – <ul style="list-style-type: none"> • operators adequately trained • equipment fit for purpose • other _____ The main requirements of the Work at Height regulations relating to arboricultural operations include: <ul style="list-style-type: none"> • all work at height is properly planned and organised • those involved with work at height are competent • the risks from work at height are assessed and appropriate work equipment is selected and used • equipment for work at height is properly inspected Arboriculture Forestry Advisory Group (AFAG) / Forestry Industry Safety Accord (FISA) information: <ul style="list-style-type: none"> • providers of industrial good practice • other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.10 4 Continued	Explain the potential hazards of working in different types of sites and situations covering: <ul style="list-style-type: none"> • In close proximity to buildings • In close proximity to the highway • In close proximity to water • Fallen trees • Damaged buildings • Appalling weather • Damaged overhead power lines which may be live • Damaged underground utilities • Burst drains • Environmental disasters – raw sewage etc. • Under artificial lights 	Explain one hazard from each	Hazards to be identified: In close proximity to buildings: <ul style="list-style-type: none"> • collision with building In close proximity to the highway: <ul style="list-style-type: none"> • collision with vehicles In close proximity to water: <ul style="list-style-type: none"> • drowning Fallen trees: <ul style="list-style-type: none"> • struck by timber Damaged buildings: <ul style="list-style-type: none"> • falling masonry Appalling weather: <ul style="list-style-type: none"> • exposure Damaged overhead power lines which may be live: <ul style="list-style-type: none"> • electrocution Damaged underground utilities: <ul style="list-style-type: none"> • explosion 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
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Cont... 4.10 4			Burst drains: <ul style="list-style-type: none"> flooding Environmental disasters – raw sewage etc.: <ul style="list-style-type: none"> contamination Under artificial lights: <ul style="list-style-type: none"> shadows <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7 3	Explain the records required for management and legislative purposes and the importance of maintaining them	Explain three records Explain one reason for each	Records required for management and legislative purposes may include: <ul style="list-style-type: none"> risk assessments method statements/safe systems of work equipment checklists/maintenance records accident/incident records other _____ The importance of maintaining them may include <ul style="list-style-type: none"> legislative requirement requirement of company policy or procedures industry good practice to do so provides an auditable paper trail 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 potential environmental damage that could occur and how to respond appropriately	Describe one cause Describe one prevention	Potential environmental damage may include: <ul style="list-style-type: none"> damage to retained trees contamination of watercourses wildlife disturbance Appropriate prevention may include: <ul style="list-style-type: none"> containment and clearance of spills good housekeeping, use of spill mats etc work sequence chosen to minimise subsequent damage to retained trees wildlife assessments completed prior to work <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 2	Make working area safe with suitable access routes as required	Assessor to observe	The work area is made safe by ensuring: <ul style="list-style-type: none"> operator escape routes are kept clear and maintained throughout the operation access routes for vehicles, third parties and other operators are kept clear <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1 2	Deploy the emergency response kit	Assessor to observe	<ul style="list-style-type: none"> tools and equipment selected as appropriate <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	Work in a way which maintains health and safety and is consistent with relevant legislation and industry good 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"/>
3.4 3	Explain the importance of maintaining tools, equipment and personal protective equipment	Explain three reasons	The importance of maintaining tools, equipment and PPE may include: <ul style="list-style-type: none"> operator safety ensuring equipment works when required reduces downtime reduces emissions and possible environmental damage 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
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 emergency treework operations <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	Use appropriate tools, equipment and personal protective equipment (PPE)	Assessor to observe and risk assess	<ul style="list-style-type: none"> all tools, equipment and Personal Protective Equipment is used in line with industry good practice e.g. AFAG/INDG <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 2	Carry out pre-start checks and setting of the machine for use	Assessor to observe	<p>Pre start checks and setting of the machine to include:</p> <ul style="list-style-type: none"> chain tension and condition checked for safe and effective use safety features checked for condition and function external nuts and bolts checked for security chainsaw contains sufficient fuel and chain oil for operations <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	Demonstrate safe starting of the chainsaw	<p>Assessor to observe</p> <p>If any of the post start checks identify the chainsaw as unfit for use, it must not be used for the assessment</p>	<p>The safe starting procedure of a chainsaw should include:</p> <ul style="list-style-type: none"> ensuring appropriate safe working distances from both fuel and other operators is maintained correct PPE worn remove guidebar cover place saw on ground, where appropriate, ensuring no debris can catch the chain secure rear handle controls set as recommended by the manufacturer ensure chain brake set according to manufacturer's recommendations adopt safe stance find compression pulling starter cord sharply and firmly choke released when engine fires half throttle released when engine runs <p>Post starting checks of a chainsaw should include:</p> <ul style="list-style-type: none"> ensuring the saw chain stops when the engine revs return to idle ensuring the chain brake functions according to the manufacturer's specification ensuring the stop switch works correctly ensuring lubrication to the guide bar and chain is working properly <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 factors to consider and additional safety precautions when using winches	<p>State two factors</p> <p>State two precautions</p>	<p>Factors to consider:</p> <ul style="list-style-type: none"> exceeding safe working loads load being moved compatibility of winching system other _____ <p>Safety precautions:</p> <ul style="list-style-type: none"> competence of operators availability of equipment fit for purpose other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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4.1 4	Explain how to secure the tree root-plate or other unstable structures with appropriate equipment	State two	<p>Root plate or other unstable structures could be secured by:</p> <ul style="list-style-type: none"> • hand winch • mechanical winch • machine • strapping/cablling • other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 2	Secure the tree root plate with appropriate equipment	<p>Assessor to observe</p> <p>One to be secured</p>	<p>Root plate secured with a winch should include:</p> <ul style="list-style-type: none"> • winch to be appropriate to the task and must have a minimum safe working load/working load limit of a 1.6 tonnes in a straight line pull • anchor point bearing capacity adequate for weight of tree and root plate • allowance made for any movement that may be applied to the system, especially on slopes • capacity and configuration of strop compatible with load to be applied • selection of strop / choker and method of attachment on stem correct • method to prevent cable cutting through root plate used if appropriate • placing of off-set/ redirect pulley if required • escape route available for winch operator • if a tree used as anchor point, chainsaw operator in a safe position in case of anchor point failure <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 2	Sever the root plates using a recognised severing method appropriate to the tree size and condition	<p>Minimum one, maximum two trees up to 15" diameter</p> <p>Minimum one, maximum two trees over 15" diameter</p>	<p>Severing techniques should include:</p> <ul style="list-style-type: none"> • ensure there is no risk to the operator from the root plate rolling or falling or the stem springing (including sideways) • identify tension and compression in stems and select severing methods which is appropriate to tree size and condition • appropriate use of aid tools as required • ensure tree and root plate are in a safe condition to enable subsequent operations <p>Reducing cut should include:</p> <ul style="list-style-type: none"> • a reducing cut is made into the timber on the opposite side to the final severing • final severing cuts are placed into the timber taking into account escape routes <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	Describe the reasons and circumstances where it is necessary to move trees to safer working area	<p>Describe two reasons</p> <p>Describe two circumstances</p>	<p>Reasons:</p> <ul style="list-style-type: none"> • to clear highway • allow access • trees are trapping utilities • trees are resting on buildings, walls or fences • other _____ <p>Circumstances:</p> <ul style="list-style-type: none"> • trees are in close proximity of moving traffic • reinstatement of utilities • to enable larger machinery to gain access • to enable access for emergency services • other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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4.5 4	Explain how to determine the appropriate pulling equipment for the assisted fell of a range of tree types/weights	Explain five factors which may include: length, SWH, weight of item, availability, method of installation	Factors to consider when determining appropriate pulling equipment may be: <ul style="list-style-type: none"> weight of load to be moved availability compatibility SWH length of rope/cable other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 2	Carry out assisted fell operations appropriate to tree form and site conditions	One with rope One with winch Tree diameter up to 380mm minimum one , maximum two	Attachment point security and position: <ul style="list-style-type: none"> securely install attachment points within the tree to be felled using an appropriate method attachment points installed in order to exert adequate leverage on the tree to be felled system must be lockable, retrievable and reversible Felling cuts to assist the felling of a tree to include: <ul style="list-style-type: none"> a sink of the appropriate dimensions - top sink cut should normally be at least 45° and 20 – 25% the diameter of the tree at felling height system must be lockable, retrievable and reversible felling cuts made and felling aid employed using a safe and effective felling method a hinge being retained of adequate dimensions - hinge thickness should be about 10% of tree diameter at felling height appropriate aid tools are used safely if required to fell tree escape routes being used as soon as the tree begins to fall stump height left appropriate to site specification <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 principles of tree crown breakdown with particular emphasis on supporting branches and tension and compression	State five principles	Principles of crown breakdown: <ul style="list-style-type: none"> working and clearing from the outside of the crown in clearing escape routes as you work leaving supporting branches appropriate cuts for tension and compression securing the tree/stem dealing with branches over shoulder height rolling tree/stem other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 2	Breakdown tree crowns	Open spreading crowns with branches and/or stem under tension and compression. Crown may be conifer or broadleaved.	Branch removal techniques should account for: <ul style="list-style-type: none"> correct stance and support of the saw on tree or right leg left thumb around the front handle neither handle released while the chain is moving apply chain brake if reaching across bar apply chain brake when negotiating obstacles not walking when the saw is on the same side of the tree as the operator without applying the chainbrake avoid working on lower side of tree on side slopes operator not reaching too far round with saw on far side of tree operators not cutting towards legs or body avoiding the use of the tip of guidebar avoiding overreaching with chainsaw not straddling the stem compression and tension forces assessed and appropriate cuts used using an under-sweep technique if applicable winch used as appropriate to restrain stem 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continued							

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Cont... 2.4 2			Choice of work method should account for: <ul style="list-style-type: none"> a systematic sequence of cuts and position of the saw to remove branches as appropriate for the branching habit the top cut at an appropriate diameter top removed with a safe method of cutting <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 3	Explain the appropriate methods for disposing of waste	State two methods	Disposal of waste from workplace activities may include: <ul style="list-style-type: none"> use of designated waste/recycle bins empty containers removed from site e.g. oil litter taken home with operators other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 4	Explain planning requirements for any subsequent work and clear up to take place	State three requirements	Planning requirements for subsequent work: <ul style="list-style-type: none"> leave site safe and secure report to management clear up team dispatched other _____ <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 2	Dispose of arisings in line with the site specifications, safety and environmental requirements	Assessor to observe	<ul style="list-style-type: none"> remove arisings in accordance with site/job requirements at the time work is carried out <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 1	Dispose of waste safely in line with legislation	Assessor to observe	<ul style="list-style-type: none"> All waste produced from maintenance activities is disposed of in line with legislation, good practice and/or site requirements <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11 2	Clean and tidy working area	Assessor to observe	<ul style="list-style-type: none"> ensure no branches are left on fences, paths, roads, timber stacks, young trees etc. or in ditches, ponds, waterways etc brush stacked tidily, if appropriate, ready for subsequent handling (e.g. for a wood chipper) <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10 2	Restore and secure the site prior to departure	Assessor to observe	Restoring and securing site may include: <ul style="list-style-type: none"> as far as practicable re-bury rootplate rootplates may need moving mechanically to be made safe after severing winch may be needed to place rootplate in hole emergency services may be stood down carriageway re opened traffic management removed <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9 4	Explain why some activities need to be carried out at the time of the emergency and why some can be carried out until a later time	State two activities State two post emergency activities	Initial activities: <ul style="list-style-type: none"> a hazard evaluation done order of priority established dangerous trees to be dealt with first trees hampering the progress of emergency services made a priority carriageways re opened other _____ Post emergency activities: <ul style="list-style-type: none"> removal of arisings re establishment of utilities reinstate or remove root plates lower priority trees to be worked on other _____ <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: _____	