CITY & GUILDS NPTC LEVEL 2 AWARD IN CHAINSAW MAINTENANCE AND OPERATIONS – OCCASIONAL USER

QUALIFICATION GUIDANCE

Integrated Assessment

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 9	Accredited Non Specific
Qualification Programme No	0 0 2 9 - 0 5	Award In Chainsaw Maintenance and Operations – Occasional User
Unit(s)	0 0 1	Maintenance and felling operations for trees up to 150mm
Guided Learning Hours (GLH)	0 0 1	GLH 21 (Credit Value 2)
Total Qualification Time (TQT)		N/A
Recommended Assessment Duration		2 – 4 hours per Candidate

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

City & Guilds NPTC Level 2 Award in Chainsaw Maintenance and Operations – Occasional User Qualification Guidance

Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

Publish - Scheme regulations
- Qualification guidance
- Training materials
- Trainers support materials

Approve centres to co-ordinate and administer the scheme
Set standards for the training of Verifiers and Assessors
Recruit, train and deploy Verifiers
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 001 Maintenance and Felling operations for trees up to 150mm

Outcomes

1. Be able to work safely (1)
2. Carry out essential maintenance to the engine, chain, drive and guidebar (2)
3. Carry out pre-start and safety check (3)
4. Prepare for felling and fell trees (4)
5. Take down a small hung up tree (5)
6. Cross-cut and stack timber on the ground of varying diameters to a given specification (6)
7. Remove branches safely (7)
8. Know how to work safely whilst carrying out chainsaw activities (8)

Candidates must successfully achieve **all** assessment activities in (both) the above unit(s).

There are no endorsements for this Award.

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).

As part of the quality assurance process, a minimum of **two** observations are required to be undertaken for each qualification that is assessed by a Trainer/Assessor. These will be carried out by an internal Verifier appointed by the Centre. One observation will be conducted in the presence of the Quality Systems Consultant. In respect of risk management, there is an expectation that additional observations up to a maximum of **four** will be carried out for the inexperienced or newly qualified Trainer/Assessor or Assessors.

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. 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.

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 Trainer/Assessor

This qualification can be assessed by a Trainer who has trained the Candidate (a Trainer/Assessor) or by a third party (an Assessor) not directly involved with training of the Candidate providing they are suitably qualified and meet the requirements of the awarding body. Please see City & Guilds Centre Manual for guidance.

It is envisaged that assessment will be carried out after all of the training has been completed. However assessment may take place at intervals after each 'period' of training and may be effectively integrated into the training programme. The Candidate must be informed when assessment is taking place in terms of when formal assessment commences and when its ceases. **It is not permissible to assess whilst training is being carried out. Assessment must be a separate activity.**

Trainer/Assessors are reminded that assessment is a formal process. Assessment must be carried out using the Qualification Guidance. All relevant assessment criteria must be assessed against the criteria 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. Trainer/Assessors are reminded that feedback from the Candidate is required on the Record of Assessment that is sent to City & Guilds as part of the quality assurance process. After assessment has been completed the assessment schedule 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).

The Candidate may only have a maximum of 3 attempts for assessment. Thereafter, re-assessment cannot take place until further training has been provided.

Assessment Guidance for Candidate

A list of registered assessment centres is available from City & Guilds Land Based Services. (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

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 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.

Guide bar size 15"

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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
1.2 1	Risk assessment for workshop activities	Candidate to state **three** hazards	• identify three hazards and the risks from the work area **Met ✓ Not Met X**	☐	☐	☐	☐
2.1 2	Clean around the engine	Assessor to observe	• power unit covers removed • engine fins cleaned if required **Met ✓ Not Met X**	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
2.2 2	Air filter maintenance or air intake maintenance on a battery powered chainsaw	The Candidate is **required** to explain why the air filter needs to be cleaned regularly Candidate to demonstrate how to clean the filter or the air intake on a battery powered chainsaw as per manufacturer's instructions	• air filter needs to be cleaned regularly because it prevents debris entering the carburettor and it needs to be clean to maintain air/fuel ratio and the performance of the saw Filter cleaned: • excess debris removed from around the filter before removal • protect the carburettor • filter removed • filter inspected • filter cleaned appropriately using the correct method, materials/tools/equipment • filter refitted correctly **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
2.3 2	Clean and inspect the condition of the chain brake mechanism and state action to take if it is worn	Candidate to demonstrate how to clean and inspect the chain brake mechanism Candidate to state what action to take if the components are worn	Chain brake maintenance: • remove cover • clear debris from chain brake mechanism/clutch • housing • chain brake checked for wear and condition commented on Action to take if the chain brake components are worn: • replace band • repair not possible label saw " not too be used, defective chain brake" **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
2.4 2	Clean and inspect the drive sprocket	Candidate to demonstrate how to clean around sprocket and comment on its condition	Clean and inspect drive sprocket: • remove debris • condition of sprocket is commented upon **Met ✓ Not Met X**	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
8.5 8	Explain why correct maintenance to the guide bar is essential	Candidate to explain providing **four** explanations	The explanation may include: • to reduce the possibility of the chain coming off the guide bar • to prevent damage to the chain from burrs • to prevent overheating of the bar • to reduce chain and sprocket wear • so that the chain runs evenly on the guide bar rails • to ensure that there is no blockage preventing oiling • to ensure that the saw cuts straight **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
2.5 **2**	Maintain the guide bar in accordance with manufacturers instructions	Candidates are required to demonstrate how to carry out remedial maintenance. **(Gloves may need to be worn if the risk assessment indicates that this is a requirement)**	The following should be carried out; • an inspection to identify uneven or damaged guide bar rails • the straightness of the bar is checked • blueing and cracking are identified • the bar is dressed are necessary (filed appropriately) • burrs are removed correctly • groove and oil-holes are cleaned • nose sprocket is greased (if applicable) • the bar (if refitted) is turned to reduce wear **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
2.6 **2**	Refit all components and tension chain	Assessor to observe and check security of side case nut	• bar mounted correctly • chain fitted correctly • chain tensioned correctly • side case secure **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
3.1 **3**	Identify the chain length, pitch, gauge and cutter type	Candidate to identify : length, cutter type pitch and gauge	• candidate to state the length, pitch, gauge and cutter type for their chain **Met ✓ Not Met X**	☐	☐	☐	☐
3.2 **3**	Sharpen a chain in accordance with manufacturers instructions	Candidates are required to sharpen **one** chain Before candidates carry out sharpening, they are to discuss the choice of tools and how they propose to carry out the task with the Assessor The manufacturer's information must be available (chain chart or box): Oregon Power-sharp systems may be used	The following are required: • identify correct sharpening angles and file size • check cutters for damage/wear • select appropriate cutter to start • chain held securely • cutters sharpened using correct file • top and side plate angles maintained • cutters sharpened to consistent length • burrs removed (if applicable) • depth gauges filed to appropriate height with the profile maintained • all cutters sharpened correctly **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
3.3 **3**	State the symptoms and effects of an incorrectly maintained chain	Candidates are required to state **three** symptoms which indicate poor cutting	The symptoms may include: • wood dust • fine slithers of wood • cuts may not be straight • vibration or kick back may occur **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
4.1 **4**	Identify and check the safety features of a chainsaw	The candidate is required to confirm that the safety features are present and working correctly Note: safety features present will depend on the design of the chainsaw	Confirmation that: • PPE sticker present • chain/bar cover is present • clearly marked on/off switch • front guard/chain brake lever is operational • throttle only operates when the interlock is depressed • chain catcher is present and sufficiently undamaged to be effective • rear hand guard is present and undamaged • anti-vibration mounts are undamaged • exhaust baffle (silencer) is intact • the chainsaw is fitted with a chain with low kickback characteristics **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
1.3 **1**	Select and wear appropriate personal protective equipment (PPE) for chainsaw activities	Assessors are to **observe** candidates during assessment and ensure compliance	Select and wear PPE to include: • chainsaw trousers • protective footwear (chainsaw boots) • chainsaw gloves • chainsaw helmet with ear and face/eye protection • personal first aid kit • whistle **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
4.2 **4**	Carry out pre-start checks	Candidate to **carry** out pre-start checks	Pre-start checks to include: • chain tension and condition • safety features present and working • external nuts and bolts secure • sufficient fuel and oil **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
4.3 **4**	Start the chainsaw safely	Candidates to **select** an appropriate site for fuelling and test starting (if applicable)	Appropriate site selected for fuelling: • a safe distance from buildings • away from main fuel store • away from the work area and other equipment • a safe distance from sources of ignition • where minimal environmental damage would occur from a fuel spillage Appropriate site selected for test starting: • a site clear of other persons (5m exclusion) • a safe distance from the fuelling point • a level area free from obstructions which could foul the chain	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
		Candidates are to **carry out** starting of the chainsaw.	Starting procedure: • remove chain/bar cover • place saw on ground ensuring that no debris can become entangled in chain • secure rear handle • engage throttle lock • engage choke • apply decompressor (if fitted) • start/stop switch to on position • ensure chain brake is set according to manufacturers instructions • adopt a safe stance ensuring legs and feet are clear of any danger, the chainsaw is secure and that there is minimal risk of injury • pull toggle to find compression • pull starter cord sharply/firmly • choke released after engine has fired • half throttle released • chain brake released to rev saw for testing	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
		Candidate required to **carry** out operational checks of the chainsaw	Operation checks include: • on/off switch functions correctly • chain lubrication is functioning correctly • chain brake is operating correctly when applied • chain does not move at tick over (chain creep) **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
5.1 **5**	Explain tree felling safety considerations	Candidate to explain **four** considerations	Safety conditions may include: • weather and ground conditions • no one within two tree lengths • warning signs posted • no one below on steep slopes • location of overhead cables • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
1.1 **1**	Identify the hazards and state control measures	The candidate is required to identify **four** hazards on the site and state control measure	• identify three hazards and the control measures from the work area **Met ✓ Not Met X**	☐	☐	☐	☐
8.1 **8**	State the planning procedure for lone working	Candidate to state **four** of the procedures relevant to the site they are working at	Stated emergency procedures may include: • tell someone where you will be during the day • mark on the map where you are, also mark the route, and give the map to your contact person • always carry a mobile phone or communication radio • keep in regular contact with your contact person (a designated person), at least every three hours • have a transport vehicle when in the forest (if applicable) • observe all other safety procedures carefully **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
8.2 **8**	Describe possible causes of environmental damage	Candidates are required to describe **one** cause and **one** way of preventing damage to the environment	Possible causes of environmental damage: • incorrect storage of fuel and oil • defective machinery • poor work practices Possible ways of preventing environmental damage: • suitable site • non-spill spouts or funnel • remove all litter • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
5.2 **5**	Prepare 3 small trees for felling	The Candidate is to **prepare 3 trees** (the Candidate is required to comment on the proposed activities before carrying them out) **Two** trees up to 100mm (4") **One** trees up to 150mm (6")	Preparation includes: • dead trees or other vegetation in the felling direction are removed • debris are removed from around the base of the trees to be felled to facilitate access • low branches are removed by safe "brashing" Prior to felling includes: • determine a safe working zone • determine a safe felling method • determine safe felling direction • select and prepare escape route(s) • tree is inspected for signs of rot or decay, • buttresses removed where appropriate **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
8.4 **8**	State situations when it would not be safe to carry out felling activities	The candidate is required to state **two** situations where it would not be safe to carry out felling activities	Situations may include: • during high winds • when trees are in a dangerous condition • in close proximity to live power lines • when the task is beyond the level of training the operator has received **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
5.3 **5**	Demonstrate how to safely fell trees	Candidate to describe how to carry out the operation before work commences **Note: If the candidate is not able to explain how to carry out the operation or does not understand the risks, the assessor <u>should not permit</u> felling to take place until they receive satisfactory responses to their questions** The assessor is to ensure that **Two** trees are up to 100mm and **one** tree is up to 150mm **Step-cut** **Felling cut** **'V' cut**	Step-cuts are made using: • cuts at an appropriate height • "pushing" chain or "pulling" chain • cut is completed the chain brake is applied Felling carried out: • prepare a sink of the correct dimensions to determine felling direction using: • a safe stance • top sink cut is at an appropriate angle • bottom sink cut is level and as close the ground as is practicable • cuts are of appropriate depth • cuts meet accurately • sink cuts face chosen direction of fall • a hinge is retained of adequate dimensions • a felling aid is employed in an effective and safe manner • the prepared escape route is used as the tree begins to fall • the site is checked for safety once the tree is on the ground **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
8.6 **8**	Explain the potential risks when removing branches	The candidate is required to explain **three** of the risks when removing branches	Risks may include: • tripping over or falling onto obstacles • contacting obstructions with the chainsaw causing kick back or chain damage • tree rolling, especially if operating on a slope • spring back from cut branches or bent over saplings trapped when the tree fell • falling debris from surrounding trees **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
5.4 **5**	Safely remove branches	The candidate is required to demonstrate branch removal. Any safe efficient method consistent with good practice is acceptable	Good practice will include: • correct stance and support of the saw • thumb around the front handle • neither handle released while chain is moving • applying chain brake if reaching across bar • applying chain brake when negotiating obstacles • good positioning of the saw and systematic sequence of cuts as appropriate for the tree • all branches removed flush with the stem **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
6.1 **6**	Prepare the site appropriately in preparation to take down a hung up tree	The assessor to observe	Preparation of the site includes: • assessing the position of the tree • checking the condition of the hinge (if present) • removing debris and obstacles from around the tree • prepare escape routes • selecting and putting in position appropriate felling aids/tools • ensuring that there is a safe zone **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
6.2 **6**	Make the necessary cuts to facilitate taking down a hung up tree	**The assessor is to confirm with the candidate that they know the correct procedure**	Good practice will include: • correct stance and support of the saw • correct position and angle of cuts for removal of appropriate part of the hinge(if present) • chain brake applied and saw place in safe position **Met ✓ Not Met X**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
6.3 **6**	Take down the tree using hand tools	A tree that will not turn or fall can be walked down with a suitably prepared short pole or tongs. The candidate is expected to attempt to take down the tree using hand tools; if unsuccessful the Assessor is required to take over and if appropriate use a winch. **Note: The assessor must have a winch available in case a tree cannot be taken down using hand tools.**	Taking down a hung up tree:				
			• the aid tool is positioned and attached securely	☐	☐	☐	☐
			Aid tool operated using:				
			• straight back	☐	☐	☐	☐
			• correct grip	☐	☐	☐	☐
			• correct pushing technique	☐	☐	☐	☐
			• correct lifting and dragging technique	☐	☐	☐	☐
			• aid tool repositioned if necessary	☐	☐	☐	☐
			• operator did not work in danger area	☐	☐	☐	☐
			• aid tool released as tree falls	☐	☐	☐	☐
			• escape route(s) used	☐	☐	☐	☐
			• the tree is left in a stable condition	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
8.3 **8**	Safe lifting and handling of timber	Candidate to describe **three** ways to safely lift or handle timber	Safe lifting:				
			• avoid lifting if there is a viable alternative	☐	☐	☐	☐
			• use aid tools where appropriate	☐	☐	☐	☐
			• pivot load rather than carry them	☐	☐	☐	☐
			• drag, roll or move end over end	☐	☐	☐	☐
			• keep the back straight, bend knees whilst lifting, and avoid twisting	☐	☐	☐	☐
			• only lift within personal capabilities	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
7.1 **7**	Cross-cutting timber on the ground	There should be sufficient timer of suitable diameter to undertake a minimum of 10 cuts. Candidate to **identify** tension and compression prior to cutting Tension/compression must be present for **four cuts**	During cross-cutting:				
			• PPE used correctly during all activities	☐	☐	☐	☐
			• safe starting procedure carried out	☐	☐	☐	☐
			• safe stance adopted whilst carrying out all activities	☐	☐	☐	☐
			• bar aligned to maintain accuracy of cuts	☐	☐	☐	☐
			• head kept out of line of chain	☐	☐	☐	☐
			• throttle use effectively to cut safely and efficiently	☐	☐	☐	☐
			• cuts completely severe timber	☐	☐	☐	☐
			• appropriate boring technique used	☐	☐	☐	☐
			• sequence of cuts prevent saw becoming trapped	☐	☐	☐	☐
			• appropriate aids are used for lifting, levering or rolling timber	☐	☐	☐	☐
			• chain brake used appropriately	☐	☐	☐	☐
			• saw switched off	☐	☐	☐	☐
			• bar covered	☐	☐	☐	☐
			• saw left in safe position	☐	☐	☐	☐
			• tension and compression correctly identified	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
7.2 **7**	Describe the procedure for removing a trapped saw	The candidate is to **describe** how to remove a trapped saw	To remove a trapped saw:				
			• switch off engine and/or apply the chain brake	☐	☐	☐	☐
			• apply chain brake	☐	☐	☐	☐
			• lever open timber to open up the cut	☐	☐	☐	☐
			• drive in a wedge	☐	☐	☐	☐
			• withdraw the saw	☐	☐	☐	☐
			• or use another saw to free the trapped saw cutting at least 300 mm (12") from the trapped saw	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
7.3 **7**	Demonstrate how to stack the product	The assessor is to determine the specification for stacking the timber	During stacking:				
			• use of appropriate aids to handle and move product	☐	☐	☐	☐
			• correct manual handling techniques are employed	☐	☐	☐	☐
			• stack positioned correctly and is appropriate	☐	☐	☐	☐
			• the stacking meets specification	☐	☐	☐	☐
			• manual stack left in a safe stable condition	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
1.4 **1**	Leave the site safe and tidy	The candidate is to leave the site in a safe and tidy condition as specified by the Assessor	• roads and footpaths are left free of debris and waste material • the site is left tidy Activities may include: • ensuring no branches are left on fences, roads, paths, timber stacks, over young trees, or in waterways • brash is tacked as required in readiness for processing (if applicable) **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐

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

Candidate A	Candidate **has met** all of the assessment criteria	**Tick** ✓	The Candidate **has not** met all of the assessment criteria; **(*state reason(s)*)**	**Tick** ✓
	Signed:	**Date:**		
Candidate B	Candidate **has met** all of the assessment criteria	**Tick** ✓	The Candidate **has not** met all of the assessment criteria; **(*state reason(s)*)**	**Tick** ✓
	Signed:	**Date:**		
Candidate C	Candidate **has met** all of the assessment criteria	**Tick** ✓	The Candidate **has not** met all of the assessment criteria; **(*state reason(s)*)**	**Tick** ✓
	Signed:	**Date:**		
Candidate D	Candidate **has met** all of the assessment criteria	**Tick** ✓	The Candidate **has not** met all of the assessment criteria; **(*state reason(s)*)**	**Tick** ✓
	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** ✓
I observed an assessment process taking place. The following were noted as areas of concern.	**Tick** ✓
Signed: **Date:**	

