



NPTC

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**CITY & GUILDS NPTC LEVEL 2
CERTIFICATE OF COMPETENCE
IN THE SAFE OPERATION OF
DUMPER TRUCKS**

ASSESSMENT SCHEDULE

City & Guilds NPTC Level 2 Certificate of Competence in the Safe Operation of Dumper Trucks

Qualification information

This document contains the information that centres need to offer the following qualifications:

Qualification title and level	City & Guilds qualification number	Ofqual accreditation number
City & Guilds NPTC Level 2 Certificate of Competence in the Safe Operation of Dumper Trucks	ADT02	100/2000/7

Guided Learning Hours (GLH) – 12 hours.

Total Qualification Time (TQT) – 14 hours.

City & Guilds NPTC Level 2 Certificate Of Competence In The Safe Operation Of Dumper

Trucks

Candidate Information

Introduction

The scheme will be administered by City & Guilds.

City & Guilds will:

- Publish
 - scheme regulations
 - assessment schedule
 - assessment 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 Certificate of Competence

Certificates of competence 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.

City & Guilds does **not** hold a register of instructors; however instruction will normally be available from recognised training providers and/or centres of further or higher education active in the areas covered by this certificate. Further information on training may be obtained from the local assessment centre.

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 a Candidate. Assessment may only be carried out by an Assessor approved by City & Guilds for that scheme. Under no circumstances can either instructors involved in the preparation of candidates, or the candidates' workplace supervisors, or anyone else who might have a vested interest in the outcome, carry out the assessment.

The minimum age limit for Candidates taking certificates of competence is 16 years. There is no upper age limit.

Assessment

Assessment is a process by which it is confirmed that the Candidate is competent in the Units within the award to which the assessment relates. It is a process of collecting evidence about his/her capabilities and judging whether that evidence is sufficient to attribute competence.

The candidate must be registered through a City & Guilds approved Assessment Centre for this qualification prior to assessment. The result of the assessment will be recorded on the assessment report form.

The schedule of assessment contains the criteria relating to:

- Observation of practical performance
- Assessment of knowledge and understanding

Performance Evaluation

The result of each assessment activity is evaluated against the following criteria:

- 4 = Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge, with no 'minor' or 'critical' faults. (Competent).
- 3 = Meets the requirements of the assessment criteria for both the practical performance and the underpinning knowledge, with some 'minor' faults but no 'critical' faults. (Competent).
- 2 = Does not fully satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or being deficient in underpinning knowledge leading to the recording of minor faults. (Not yet competent).
- 1 = 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 leading to the recording of a critical fault. (Not yet competent).

A list of registered Assessment Centres is available from NPTC. (www.nptc.org.uk)

Verification

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 that 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 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 Assessor's remaining on City & Guilds list of approved assessors.

Complaints and Appeals

City & Guilds and its Assessment Centres have a formal Complaints and Appeals procedure. In the event of any dissatisfaction with the arrangements and conditions of assessment, the candidate should first contact the Assessment Centre through whom the assessment was arranged and submit the complaint in writing.

For further information on NPTC's Equal Opportunities Policy and Complaints and Appeals Procedures, please refer to www.nptc.org.uk

Learning Outcomes

The candidate will be able to:

1. Identify **key** aspects of legislation which apply to the safe preparation and operation of a dumper truck
2. Prepare the dumper truck for work without risk to themselves, other people and the environment
3. Undertake a verbal hazard and risk assessment on the site and the machine
4. Carry out daily and routine maintenance on a dumper truck
5. State the identified knowledge that underpins understanding of driving a dumper truck
6. Manoeuvre the dumper truck and operate it safely without risk to themselves, other people and the environment
7. State procedures to be observed when cleaning and inspecting the dumper truck and reporting defects

Guidance Notes for Candidates and Assessors

The assessment is divided into 2 compulsory units:

1. Pre-Use Safety - Dumper Trucks
2. Operate the Dumper Truck

Candidates must achieve all assessment activities (unless specified under the assessment activity, candidates are expected to achieve all assessment criteria).

Certificate Endorsement

The Certificate will be endorsed according to the load capacity of dumper truck used for the assessment.

Either a) Less Than 10 Tons

Or b) More Than 10 Tons

Safe Practice

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

The Dumper Truck and any other equipment must be operated in such a way that the Candidate, Assessor, other persons or equipment are not endangered.

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

It is recommended that suitable barrier creams are used when necessary.

Validation of Equipment

A Manufacturer's instruction book or other operators' manual should be available.

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 type of dumper truck complying with legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

Additional Information

May be sought from the relevant manufacturers' operator manuals or any other appropriate training or safety publication.

Unit 1 Pre Use Safety – Dumper Trucks	
ASSESSMENT ACTIVITIES	ASSESSMENT CRITERIA
<p>1. Demonstrate knowledge of legal and safety requirements relating to the use of dumper trucks in the context of:</p> <p>What is involved in a Risk Assessment</p> <p>Statutory guarding requirements</p> <p>The use of a dumper truck on or near the public highway or other areas to which the public has access</p> <p>Personal Protective Equipment (PPE)</p> <p>Personal safety precautions to be taken when lifting materials in to the skip</p> <p>Fuel storage and transportation requirements</p>	<p>Risk Assessment must be specific to:</p> <ul style="list-style-type: none"> - Site - Task - Machine <p>Risk Assessment must contain:</p> <ul style="list-style-type: none"> - Identified hazards - Evaluated risk - Control measures to be implemented - Emergency procedures <p>- Risk Assessment must be communicated to operator</p> <p>- All moving parts, belts, pulleys and chains must be guarded</p> <p>Any self propelled machine driven on the public highway must:</p> <ul style="list-style-type: none"> - Be road legal - Have a current road fund licence (vehicle excise duty) and a minimum of third party insurance cover (to conform to Road Traffic Act requirements) - Be driven by somebody holding a suitable, valid drivers licence. - Have an orange flashing beacon when driven on dual carriageways (other road types subject to individual Risk Assessment). <p>- Warning signs erected</p> <p>- Police informed if there is going to be a lot of road use that may cause hold ups</p> <p>- PPE requirements are subject to individual Risk Assessment but must include:</p> <ul style="list-style-type: none"> • Safety boots • 'Non snag' clothing <p>- May also include hard hat, ear defenders, face/eye protection, "high vis" jackets (plus hand protection for maintenance work).</p> <p>For safe lifting and handling:</p> <ul style="list-style-type: none"> - Avoid manual handling where possible - Use mechanical aids - Use safe lifting techniques (bend knees and keep back straight) <p>Mobile containers used must:</p> <ul style="list-style-type: none"> - Be specifically designed for fuel storage - Have a no-spill spout - Be clearly labelled - Have securely fitting caps - Be kept away from sources of ignition
<p>2. Check the site for hazards</p>	<ul style="list-style-type: none"> - Walk the site and remove or mark hazards - Confirm that the condition of the site as acceptable for the operation to take place - Report to the appropriate person if the site condition is unsuitable

Unit 1 Pre Use Safety – Dumper Trucks (continued)	
ASSESSMENT ACTIVITIES	ASSESSMENT CRITERIA
<p>3. Demonstrate knowledge of the potential hazards that could arise when using a dumper truck and the correct procedure/precautions to be observed when driving with or without loads under the following conditions:</p> <p>Driving at speed</p> <p>Up and down slopes</p> <p>Over rough ground</p> <p>Across a slope</p> <p>Demonstrate knowledge of factors to be taken into account when turning on slopes</p>	<ul style="list-style-type: none"> - Driving at high speed increases risk of losing control of vehicle - Braking distance is increased - Avoid excessive speed - Avoid sharp turns - vehicle could stall or runaway - Loss of traction - Applying brakes during descent could result in skidding - Appropriate low gear should be selected before encountering slope - Clutch should not be disengaged during descent - Trailers with heavy loads should have additional auxiliary braking system. - Increased risk of load shifting - Weight of load could lead to excess “bouncing” of dumper truck and possibly driver injury - Maintain low speed to reduce “bouncing” - Try to avoid larger bumps and potholes - Loads should be secured to prevent movement - Increased risk of load shifting - Load will tend to pull down hill - Increased risk of vehicle rolling - Observe correct procedure in the event of overturning - Maintain slow speed when driving across slopes - Maintain low centre of gravity if possible - Using wide wheel track settings increases stability of vehicle - Severity of slope - Stability of vehicle - Type of load - Ground conditions
<p>4. Demonstrate knowledge of economic fuel use whilst maintaining maximum efficiency and work output</p>	<ul style="list-style-type: none"> - Ensure air cleaner is clean - Use of engine speed control - Correct payload - Ensure appropriate tyre pressures for the task

Unit 1 Pre Use Safety – Dumper Trucks (continued)	
ASSESSMENT ACTIVITIES	ASSESSMENT CRITERIA
5. Identify and explain function of all controls	<ul style="list-style-type: none"> - All controls identified and function explained in accordance with the manufacturers handbook/operators manual. These must include: <ul style="list-style-type: none"> • Starting devices • Engine stop control • Skip controls and type
6. Interpret instrument readings	<ul style="list-style-type: none"> - Function and significance of the information displayed by the instruments and warning lights identified by manufacturers manual/operators handbook
7. Carry out daily maintenance and pre-use checks to the dumper truck	<ul style="list-style-type: none"> - Correct pre-use checks to be undertaken as recommended by the manufacturer's hand book/Operators manual. Observing relevant safety and cleanliness precautions <p>Check to ensure safety of operator and dumper truck:</p> <ul style="list-style-type: none"> - Steering - Wheel nuts secure - Tyres (visual inspection for condition and pressure) - Stop Control - Correct function of all lights and direction indicators if fitted - Security of roll bar - Crush zones clearly identified - Safety cut outs if fitted - Seat belts functioning - Skip prop fitted <p>Ensure:</p> <ul style="list-style-type: none"> - Fuel level is adequate - Engine oil is at correct level - Engine air cleaner is clean - Coolant is at correct level <ul style="list-style-type: none"> - Frequency of checks undertaken - Report findings where appropriate - Act on findings where appropriate
8. Demonstrate knowledge of the dangers when operating a dumper truck without wearing a seat belt	<p>Danger from being:</p> <ul style="list-style-type: none"> - Thrown travelling over rough ground - Thrown due to sudden release of load - Crushed by roll over protection system in the event of the machine rolling

UNIT 2 OPERATE THE DUMPER TRUCK	
ASSESSMENT ACTIVITY	ASSESSMENT CRITERIA:
1. Mount vehicle, carry out safety checks and start engine Demonstrate knowledge of the correct cold starting procedure	<ul style="list-style-type: none"> - Candidates must mount and dismount from vehicle using the hand and foot holds provided and face into the cab - Ensure engine is not under load before starting: <ul style="list-style-type: none"> • Gears in neutral position • Hydraulic services in neutral • Skip is not under load (ready to tip) - Engine started using correct procedure for engine condition (warm or cold) as stated in manufacturer's handbook. - Manufacturer's recommended procedure for cold starting relevant to the vehicle (if not demonstrated)
2. Check that brakes operate and the vehicle is safe to use	<p>Check:</p> <ul style="list-style-type: none"> - Brake operation in accordance with the manufacturer's instruction book - Brake balance at a suitably safe speed on a hard uniform surface - Stopping efficiency
3. Drive dumper truck to a given position, park, check parking brake, and stop engine Demonstrate knowledge of parking on steep slopes	<ul style="list-style-type: none"> - Check parking brake is operating effectively - Stop engine - Remove ignition key - Use wheel chocks - Park across steep slopes ensuring wheels are turned uphill
4. Move machine to working area	<ul style="list-style-type: none"> - Follow safe starting procedure - Hazard warning beacon (if required) is switched on - Negotiate terrain safely - Reverse safely
5. Ensure dumper truck is in suitable position to receive loads	<ul style="list-style-type: none"> - Type of material e.g. wind direction - Maintain clear communication with loader operator - Dumper truck positioned to give minimum travel for loader so far as is reasonably practicable - Dumper truck operator safety - Avoid over filling
6. Travel to unloading site	<ul style="list-style-type: none"> - Travel/manoeuvre with load - Negotiate bends - Negotiate slopes - Reverse - Select gears
7. Tip load in specified area	<ul style="list-style-type: none"> - Position for depositing load - Tip load as directed - Correct selection of gears and use of handbrake - Awareness of load sticking in skip - Awareness of tipping loads on slopes
8. Park dumper truck	<ul style="list-style-type: none"> - Clear and tidy work area as necessary - Move dumper to safe site - Apply handbrake - Switch engine off - Remove ignition key

UNIT 2 OPERATE THE DUMPER TRUCK (continued)	
ASSESSMENT ACTIVITY	ASSESSMENT CRITERIA:
9. Demonstrate knowledge of factors to consider when cleaning dumper trucks and reasons for cleaning	<ul style="list-style-type: none"> - Identify PPE to be used - Remove any unwanted residues safely using appropriate method <ul style="list-style-type: none"> • Compressed air • Water • Brush - Dispose of waste material according to company policy and legislation <p>Dumper truck is cleaned to:</p> <ul style="list-style-type: none"> - Prevent corrosion - Facilitate maintenance and adjustments - Prevent personal contamination - Prevent hazardous operating conditions - Prevent soiling of roads
10. Demonstrate knowledge of the need to inspect dumper truck after use	<ul style="list-style-type: none"> - Inspect dumper for: <ul style="list-style-type: none"> • Wear • Damaged and/or missing components - Use operator's instruction book as appropriate - Report findings to appropriate person to ensure defects are rectified before dumper truck is next used