CITY & GUILDS NPTC LEVEL 3 AWARD IN FELLING AND PROCESSING TREES OVER 380MM QAN 600/6163/7

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	0021	Forestry & Arboriculture Level 3
Qualification Programme No	0021-01	Award In Felling and Processing Trees Over 380mm
Unit(s)	301	Fell and process trees over 380mm
Guided Learning Hours (GLH)	301	GLH 19 (Credit Value 3)
Total Qualification Time (TQT)		30 Hours
Recommended Assessment Duration		2.5 – 3.5 hours per Candidate
Pre-Requisite Units	201	Carry out maintenance of chainsaw and cutting system
	202	Cross-cut timber using a chainsaw
	203	Fell and process trees up to 380mm

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

City and Guilds NPTC Level 3 Award In Felling and Processing Trees Over 380mm 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 is **one** Mandatory unit:

Unit 301 Fell & Process Trees Over 380mm

Outcomes

1. Be able to promote health and safety and industry good practice (1) **(Criteria 1.1 – 1.5)**
2. Be able to fell trees and process trees over 380mm (2) **(Criteria 2.1 – 2.14)**
3. Understand relevant health and safety legislation and industry good practice (3) **(Criteria 3.1 – 3.7)**
4. Understand how to fell and process trees over 380mm (4) **(Criteria 4.1 – 4.9)**
5. Understand how to remove branches from felled trees using a chainsaw (5) **(Criteria 5.1 – 5.8)**
6. Understand how to take down hung up trees (6) **(Criteria 6.1 – 6.6)**

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).

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.

Validation of Equipment

A Manufacturer's instruction book or other operator's manual should be available. **It is permissible for the Candidate to use this during formal assessment.**

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 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 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 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.**

Assessment Guidance for the Trainer/Assessor continued

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. 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

Assessment Requirements

All assessment is to be carried out according to the size of the trees.
Size: over 380mm (15")
Maximum required guide bar is 18"

Learner must prove operator competence appropriate felling methods for 2 of the following tree types:
At least 1 tree to be 560mm + (22.5"+)
Upright - Minimum 1, maximum 2
Backward leaning - Minimum 1, maximum 2
Trees heavily leaning/weighted in the intended felling direction - Minimum 1, maximum 2

Branch removal
All felled trees must have all branches removed flush with the stem.

Cross-cut
All felled trees must be cross-cut

Hung Up Trees
It is not necessary for this tree to be 560mm+ in diameter; however it should be at least 380mm.
1 felled tree must be hung up.
An additional felled tree must be hung up from the minimum 2 required within the felling requirements.
It is acceptable for the assessor to 'hang' the tree if there is not one available for the assessment

Appropriate hand/aide tools for felling trees up to twice guide bar (36") in 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 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.

Chainsaw Safe Practice continued

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
3.1 **3**	Explain the importance of risk assessment	**Two** reasons	Risk assessment is important due to: • legislative requirements • helps provide and maintain safe places of work • other _____ **Met✓ Not Met X**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
1.1 **1**	Identify the hazards and risks associated with the working area and the proposed work	Three hazards and risks with the working area 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: • the work area • the work to be done **Met ✓ Not Met X**	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
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: • location name • grid reference • designated meeting place • site location name • nearest access point • street name/district • type of access (public road/light vehicles, four-wheel drive) • suitable helicopter landing area • phone number of nearest doctor • location of nearest accident and emergency hospital and phone number • works manager contact details • your own contact number/mobile number • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
3.3 **3**	Summarise current health and safety legislation and industry good practice	**Two** points from Health and Safety at Work Act 1974 Provision and Use of Work Equipment Regulations 1998 (PUWER 98), Regulation 9 State where industry good practice is found Arboriculture Forestry Advisory Group (AFAG)	Outline key points from the legislation and industry good practice listed below: Health and Safety at Work Act (HSWA): • general duties for employers and employees • maintain safe places of work • other _____ Provision and Use of Work Equipment Regulations (PUWER): • operators adequately trained • equipment fit for purpose • other _____ Arboriculture Forestry Advisory Group (AFAG) information: • providers of industrial good practice • other _____ State the appropriate safe working distances from other operators during felling: • two times tree length **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
4.9 **4**	Describe the additional safeguards to implement when felling in proximity to: • Paths • Roads or areas with public access • Underground/ Overground wayleaves	**One** safeguard for in proximity to paths **One** safeguard for Roads or areas with public access **One** safeguard for Underground/overground wayleaves	Additional safeguards may include: In proximity to paths: • warning signs ☐ ☐ ☐ ☐ • barrier tape ☐ ☐ ☐ ☐ • banksman ☐ ☐ ☐ ☐ Roads or areas with public access: • signs ☐ ☐ ☐ ☐ • traffic management ☐ ☐ ☐ ☐ • permissions granted ☐ ☐ ☐ ☐ Underground/overground wayleaves: • increase safe working distances ☐ ☐ ☐ ☐ • wayleaves shutdown ☐ ☐ ☐ ☐ • permit work ☐ ☐ ☐ ☐ **Met ✓ Not Met X** ☐ ☐ ☐ ☐				
3.7 **3**	Explain the legal requirements and constraints for felling trees in different circumstances	**Two** legal - must include felling licences and Tree Preservation Order (T.P.O.) **Two** constraints	Legal requirements relating to felling operations may include: • Felling licences ☐ ☐ ☐ ☐ • Tree Preservation Order (T.P.O.) ☐ ☐ ☐ ☐ • Conservation Areas ☐ ☐ ☐ ☐ • wildlife considerations e.g. nesting birds/bats ☐ ☐ ☐ ☐ Constraints may include: • presence of wayleaves ☐ ☐ ☐ ☐ • site conditions inc. terrain ☐ ☐ ☐ ☐ • condition of trees ☐ ☐ ☐ ☐ • operator competency levels ☐ ☐ ☐ ☐ **Met ✓ Not Met X** ☐ ☐ ☐ ☐				
3.5 **3**	Describe the potential environmental damage that could occur and how to respond appropriately	**One** cause **One** prevention	Potential environmental damage may include: • damage to retained trees ☐ ☐ ☐ ☐ • contamination of watercourses ☐ ☐ ☐ ☐ • wildlife disturbance ☐ ☐ ☐ ☐ Appropriate prevention may include: • 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 ☐ ☐ ☐ ☐ **Met ✓ Not Met X** ☐ ☐ ☐ ☐				
4.1 **4**	Explain how to identify which trees need to be felled	State **two**	Trees for felling may be identified: • by having trees marked ☐ ☐ ☐ ☐ • by using maps ☐ ☐ ☐ ☐ • by their species ☐ ☐ ☐ ☐ **Met ✓ Not Met X** ☐ ☐ ☐ ☐				

2.3
2
	Prepare trees appropriately to the condition and the specification for the site	Brashing to be demonstrated or simulated	Prepare trees for felling by:
			• brashing lower branches taking into account:
			  ◦ correct “break-in” ☐ ☐ ☐ ☐
			  ◦ position of the saw in relation to the operator, bar on opposite side of stem ☐ ☐ ☐ ☐
			  ◦ height to which branches are removed ☐ ☐ ☐ ☐
			  ◦ saw body not above shoulder height ☐ ☐ ☐ ☐
			  ◦ operating technique ☐ ☐ ☐ ☐
			  ◦ brashing close to the stem ☐ ☐ ☐ ☐
			• removing climbing vegetation and other obstructions as appropriate ☐ ☐ ☐ ☐
			• buttresses removed appropriately ☐ ☐ ☐ ☐
			• inspecting the tree for signs of rot or decay ☐ ☐ ☐ ☐
			Met ✓ Not Met X ☐ ☐ ☐ ☐				

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
4.3 **4**	Describe how to recognise signs of disease and decay in trees and modify felling methods accordingly	**Two** signs	Recognition of disease and decay in trees may include: • fungal growth/cavities • flaking/missing bark • discolouration of timber/bark • other _____	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			
		Two modifications	Modification of felling methods may include: • placing felling cuts higher up the stem in sound timber • use of assisted felling techniques to ensure accurate felling direction • non removal of buttresses roots/basal flare to provide more holding timber • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			
4.8 **4**	State how to recognise when a tree is difficult to fell	State **one**	Recognising a tree is difficult to fell may include: • tree form, size or weight • above competency of the operator • presence of decay or rot is found • site specific hazards exist e.g. power lines **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			
4.5 **4**	Explain the advantages of setting up or using a natural felling bench, brash mat or similar support prior to felling	**Two** explanations	Advantages of setting up supports prior to felling may include: • to provide an ergonomic working height for further processing • to ease the turning of trees • to reduce the need for manual handling • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			
4.2 **4**	Describe recognised felling methods for the following: • Upright trees • Backward leaning trees • Trees heavily leaning/weighted in the intended felling direction		Felling techniques for trees may include: • upright trees – bore and sweep felling cut, danish/pie/safe corner cut with the use of appropriate aid tools e.g. wedges • backward leaning – standard felling cut with the introduction of felling aids, split level, danish/pie/safe corner cut. Assisted felling techniques • trees heavily leaning/weighted in the intended felling direction – Dogs tooth/holding cut Boring of the centre of the sink (heartwood cuts) may be undertaken: • to allow trees greater than double the length of the guidebar to be felled • to reduce the chances of a timber "pull" **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			
4.4 **4** **Continued**	Explain how felling methods are modified for: • Double stems • Hanging branches • Long limbs • Large cavities • Foreign bodies		Felling methods may be modified by: Double stems: • stems felled individual or below the stem divide • assisted or mechanical • other _____ Hanging branches: • attempt made to remove the hanging branch, no felling activities directly beneath • assisted or mechanical • other _____	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Cont… **4.4** **4**			Long limbs: • alter sink dimensions • assisted felling • other ____________________________________ Large cavities and foreign bodies: • fell above or below the cavity/foreign body • assisted or mechanical • other ____________________________________ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
4.7 **4**	Explain how to fell standing stems and additional safeguards required	**One** technique **One** safeguard	Felling of standing stems: • conventional felling method • alternative felling method Additional safeguards may include: • assisted felling techniques • use of aid tools to provide adequate leverage **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
4.6 **4**	Explain how and when to use additional equipment, to assist with the felling of trees and the additional safeguards required	**One** explanation of each	How: • placing felling levers in the felling kerf • wedges placed in the felling kerf • assisted felling techniques • other ____________________________________ When: • additional leverage is required • risk exists of tree sitting back and trapping the saw • tree form, size or weight dictates • other ____________________________________ Safeguards • safe working distances • equipment inspections • safe working loads • other ____________________________________ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
3.4 **3**	Explain the importance of maintaining tools, equipment and personal protective equipment	**Three** reasons	The importance of maintaining tools, equipment and PPE may include: • operator safety • ensuring equipment works when required • reduces downtime • reduces emissions and possible environmental damage • other ____________________________________ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
1.4 **1**	Carry out work to minimise environmental damage	Assessor to observe	• It is ensured that any possible environmental damage is minimised at all times during tree felling activities **Met ✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐
1.3 **1**	Work in a way which maintains health and safety and is consistent with relevant legislation and industry good practice	Assessor to observe	• all activities must be completed in a way which protects the operator and those around him or her **Met ✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐
1.2 **1**	Use appropriate tools, equipment and personal protective equipment (PPE)	Assessor to observe and risk assess	• all tools, equipment and Personal Protective Equipment is used in line with industry good practice e.g. AFAG/INDG **Met ✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
2.4 **2**	Carry out pre-start checks and setting of the chainsaw	Assessor to observe	Pre start checks and setting of the machine to include:				
			• 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	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
2.5 **2**	Demonstrate safe starting of the chainsaw	Assessor to observe If any of the post start checks identify the chainsaw as unfit for use, it must not be used for the assessment	The safe starting procedure of a chainsaw should include:				
			• 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	☐	☐	☐	☐
			Post starting checks of a chainsaw should include:				
			• 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	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
2.1 **2**	Prepare site and establish escape route(s) as appropriate	Assessor to observe	Prepare site and escape routes by:				
			• ensuring the control measures identified in site specific risk assessment are applied	☐	☐	☐	☐
			• determining the felling direction in relation to method of extraction or conversion	☐	☐	☐	☐
			• setting up a felling bench if required	☐	☐	☐	☐
			• removing debris from around the base of the trees to be felled and compact vegetation to facilitate felling at appropriate height	☐	☐	☐	☐
			• removing dead or suppressed trees and any other vegetation adjacent to the tree, in the felling direction or escape routes that may be a danger	☐	☐	☐	☐
			• inspecting the felling area and adjacent trees for dead wood and insecure branches	☐	☐	☐	☐
			• ensuring no unauthorised person is within 2 tree lengths	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
2.2 **2**	Assess the condition of the tree	Candidate to clarify all points with the assessor	Trees are visually assessed to include:				
			• tree's health identified to determine whether dead or alive	☐	☐	☐	☐
			• basal decay, defects or rot identified	☐	☐	☐	☐
			• hazards within the tree	☐	☐	☐	☐
			• tree identified and timber characteristics noted	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
2.6 **2**	Fell trees using recognised felling methods and felling aids	Candidate must be able to demonstrate appropriate felling methods for two of the following tree types: • Upright - minimum 1, maximum 2 • Backward leaning - minimum 1, maximum 2 • Heavily leaning/weighted in the intended felling direction - minimum 1, maximum 2 One tree must be at least 560mm(22.5") plus in diameter Boring through the sink must be demonstrated on at least one of the trees to be felled	Felling techniques should account for: • the felling method chosen and safe working zones • selection and preparation of escape route(s) • a sink of the appropriate dimensions - top sink cut should normally be at least 45º and 20 – 25% the diameter of the tree at felling height • felling cuts made and felling aid employed using a safe and effective felling method - the main felling cut should not be more than 50mm above the level of the bottom sink cut • a hinge being retained of adequate dimensions • appropriate aid tools are used safely if required to fell tree • escape routes being used as soon as the tree begins to fall • site checked for safety once tree has fallen • stump height left appropriate to site specification **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
6.1 **6**	Describe take down methods for a range of tree sizes using appropriate hand tools	**Two** methods	Take down methods may include: • hinge reduction - roll out • hinge removal – pole/drag back • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
6.2 **6**	Describe take down methods for trees using winches or other manual or mechanical means	**One** method for manual means **One** method for winches to assist **One** method for mechanical assistance	Following hinge reduction/removal takedown methods may also include the use of: Manual means: • longer felling lever used to roll the tree • turning strap used to roll the tree • other _____ Winches to assist with: • pulling/dragging • rolling/turning • other _____ Mechanical assistance: • forwarder/harvester • skidder • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
6.3 **6**	Describe how to set up a winch for the take down of hung up trees	**All** required	Winch set up for the take down of trees may include: • remove debris and obstacles from take down route • prepare new escape routes as appropriate • select and position winch equipment as required **Met ✓ Not Met X**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
6.4 **6**	Explain the factors to consider and additional safety precautions when using winches	**Seven** required**, first five** are to be stated	Factors and Precautions to consider should include: • capacity of the winch • communication method between operators • security of anchor points • compatibility of components/strength loss of equipment in certain configurations • serviceability and inspection of all components • PPE required for winching operations • competency of operators • roles and responsibilities understood by all parties • danger zones including during off-set winching • safe working distances **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
2.9 **2**	Select take down method which is relevant to the hung-up tree size, form and condition	Candidate to choose take down method	Take down methods may include: • hinge reduction - roll out • hinge removal – drag back • other ________________________________ **Met ✓ Not Met X**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
6.5 **6**	Explain where the danger areas are in relation to the trees being taken down	State **all**	Danger areas in relation to hung up trees include: • directly under a hung up tree • directly behind a hung up tree • recognised danger areas involved with winching **Met ✓ Not Met X**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
2.10 **2**	Take down hung up tree(s) using tools or equipment appropriate to the tree size, condition and take down methods	Take down hung up trees must include use of an appropriate winch	The take down of hung up trees using an appropriate winch should include: • assessing the position of tree and checking the condition of the hinge • removal of debris and obstacles from take down route • deciding on the final felling direction • preparing new escape routes as appropriate • selecting and positioning aid tools as required • ensuring no unauthorised person(s) are within two tree lengths or directly below on steep slopes • correct operator stance and safe position • appropriate position and angle of cuts using a cutting technique for the removal of an appropriate part of the hinge • safe withdrawal of the saw • leaving approximately 10% -20% of hinge to support the tree on each/either side appropriate to take down method utilised • supporting remnants of hinge is taken off with e.g. small angled cuts from side of tree • safe placement of the saw on completion of cuts Winch is setup taking into consideration: • appropriate PPE used • position and anchorage of winch • danger zones and safe working distances • offset system used with e.g. a snatch block on steep slopes or around obstacles when appropriate • position of winch operator • position of the strop on the butt • attachment of winch cable to strop • communication with winch operator is clearly established (if applicable) Winch is operated during which the following is taken into account: • winch operator remains under direct control of chainsaw operator where applicable • winch operator observant of tree movements • repositioning of the strop at the butt or repositioning of the anchor as appropriate • use of escape route(s) if applicable • tree is winched until in a stable condition to be processed • winch handle released or controlled as tree falls if applicable • upon completion strops are removed, checked and stowed and the winch rope rewound correctly **Met ✓ Not Met X**	☐ ×25 Met: ☐	☐ ×25 Met: ☐	☐ ×25 Met: ☐	☐ ×25 Met: ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
5.1 **5**	Describe how the method of removing branches will vary with tree species, form and condition		The method of branch removal may vary owing to tree species, branch form and pattern:				
		One Conifer	Conifer branch removal may include:				
			• lever method	☐	☐	☐	☐
			• pendulum method	☐	☐	☐	☐
			• other ______________________________	☐	☐	☐	☐
		One Broadleaved	Broadleaf branch removal may include:				
			• lever method	☐	☐	☐	☐
			• pendulum method	☐	☐	☐	☐
			• de-limb	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
5.2 **5**	Describe how to identify tension and compression in branches	Candidate to describe	Identification of tension and compression in branches may be completed:				
			• visually	☐	☐	☐	☐
			• manually	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
5.3 **5**	Outline the implications on choice of severing method	State **two**	The implications from choice of branch severing method may include:				
			• the saw may become trapped	☐	☐	☐	☐
			• timber may break or split	☐	☐	☐	☐
			• timber may move suddenly or unexpectedly	☐	☐	☐	☐
			• other ______________________________	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
5.5 **5**	Describe process for removing branches above shoulder height	**One** technique	Removal of branches above shoulder height may include:				
			• felling/removal of branch to bring it to a lower working height	☐	☐	☐	☐
			• rolling of the stem to allow for a safer working height	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
5.4 **5**	State how and when to use equipment to assist with the snedding/de-limbing of trees	State **one**	Equipment used to assist may include:				
			• winch used to restrain timber if it could role towards operator	☐	☐	☐	☐
			• felling aid used to turn stem to aid subsequent snedding/de-limbing	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
2.7 **2**	Remove branches from felled trees using a recognised method	Any safe and effective method in line with current good practice guidelines is acceptable. All felled trees must have all branches removed flush with the stem	Branch removal techniques should account for:				
			• 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	☐	☐	☐	☐
			• operator's 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	☐	☐	☐	☐
Continued			• winch used to restrain timber if it could roll towards the operator	☐	☐	☐	☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Cont… **2.7** **2**			Choice of work method should account for: • 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 **Met ✓ Not Met X**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
2.8 **2**	Turn tree and remove under branches using appropriate aid tools and method(s) where appropriate		Tree turned and under branches removed taking account of: • the stem turned using appropriate aid tools/ techniques • using the stem for protection when removing remaining branches as appropriate • using a safe and effective method to sever remaining branches • all branches being removed flush with the stem **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
5.6 **5**	Explain the advantages of leaving a clean stem after snedding/de-limbing	**Three** advantages	Advantages of a clean stem may include: • reducing possible injury to the person moving the timber • reduce friction/collecting debris when pulling timber along the ground • prevent damage to other trees when extracting timber • allowing timber to easily enter machines (e.g. chipper, peeler or saw bench) • easier stacking or loading **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
5.7 **5**	State how and when to deal with severed branches	**Two** how **Two** when	How to deal with branches: • left where it lands • brash piling or stacking • further processed e.g. mulching, baling, chipping • other _____ When to deal with branches: • severed branches/limbs may be left in a work area to form a brash mat or similar • severed branches/limbs may be dealt during the work process using a cut and clear method to maintain escape routes • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
5.8 **5**	State how to deal with brash and branches after snedding/de-limbing	**Three** ways	brash may be dealt with in the following ways: • left where it lands • brash piling or stacking • windrowing • further processed e.g. mulching, baling, chipping • burning **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐

2.11
2
 	
Continued
	Cross-cut timber to length in accordance with the specification	A reduction cut must be demonstrated	Crosscutting of timber to length should include:
			• ensuring appropriate safe working distances from both fuel and other operators is maintained
			• correct use of PPE
			• timber is in a safe and appropriate position
			• safe starting procedure adopted
			• safe stance adopted including:
			  • legs and feet are clear of the chain
			  • chainsaw is stable/secure/supported during crosscutting
			  • minimal risk of muscular/skeletal injury
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CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Cont… 2.11 2			• bar aligned to maintain accuracy	☐	☐	☐	☐
			• head out of line of chain	☐	☐	☐	☐
			• use of throttle to cut safely and efficiently	☐	☐	☐	☐
			• cutting techniques employed to complete severance of timber	☐	☐	☐	☐
			• appropriate boring technique used if applicable	☐	☐	☐	☐
			• sequence of cuts undertaken to prevent saw becoming trapped	☐	☐	☐	☐
			• appropriate aids used for lifting, rolling or levering if applicable	☐	☐	☐	☐
			• accuracy of measurement within site specification and reasonable tolerances	☐	☐	☐	☐
			• tension and compression cuts should meet	☐	☐	☐	☐
			• chain brake used appropriately	☐	☐	☐	☐
			• saw switched off and left in safe position, bar cover replaced if appropriate	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
2.12 2	Stack produce for subsequent operations using appropriate aids and tools	In accordance with the site requirements	Stacking of timber should take into account:				
			• site specification/requirements	☐	☐	☐	☐
			• use of appropriate aids to handle / move products	☐	☐	☐	☐
			• correct stance during lifting	☐	☐	☐	☐
			• avoiding excessive lifting by levering, sliding, rolling	☐	☐	☐	☐
			• quality of stacking must be to an agreed job specification	☐	☐	☐	☐
			• tidy stacking of timber	☐	☐	☐	☐
			• position of stack appropriate to method of extraction	☐	☐	☐	☐
			• manually constructed stacks are limited to 1 metre high	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
2.13 2	Check timber is in an appropriate and safe position		• timber should be left in a safe, stable condition and appropriate position	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
2.14 2	Clean and tidy working area		A clean and tidy working area should be left ensuring:				
			• no branches are left on fences, paths, roads, timber stacks, young trees etc or in ditches, ponds, waterways etc	☐	☐	☐	☐
			• brash left as per site specification	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
3.6 3	Explain the correct and appropriate methods for disposing of waste		Disposal of waste from workplace activities may include:				
			• use of designated waste/recycle bins	☐	☐	☐	☐
			• empty containers removed from site e.g. oil	☐	☐	☐	☐
			• litter taken home with operators	☐	☐	☐	☐
			• other _____	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
1.5 1	Dispose of waste safely in line with legislation	Assessor to observe	• all waste produced from maintenance activities is disposed of in line with legislation, good practice and/or site requirements	☐	☐	☐	☐
			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:**	

