

CITY & GUILDS NPTC LEVEL 2 AWARD IN THE SAFE USE OF BRUSH-CUTTERS AND TRIMMERS (QCF) QAN 601/1299/2



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 1 4	Machinery
Qualification Programme No	0 0 1 4 - 2 1	L2 Award in the Safe Use of Brush-cutters and Trimmers
Unit(s)	2 0 1	Trimmer and brushcutter operations
Endorsement(s)	0 0 1	Trimmer
	0 0 2	Brushcutter
Learning Time (LT)	2 0 1	LT 23 (3 Credits) <i>(* see note on page 2)</i>
Recommended Assessment Duration		1.5 – 3 hours per Candidate

City and Guilds NPTC Level 2 Award in the Safe Use of Brush-cutters and Trimmers (QCF) 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.

What is the Qualifications and Credit Framework?

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

Instruction

Attendance at a course of instruction is not a pre-requisite for an application for an assessment but potential Candidates are strongly advised to ensure that they are up to the standards that will be expected of them when they are assessed.

* Learning Time (LT)

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

Access to Assessment

Assessment centres will be responsible for arranging assessment on behalf of the Candidate.

The minimum age limit for Candidates taking Certificates of Competence is 16 years. There is no upper age limit.

The assessment consists of **one** compulsory unit:

Unit 201	(Mandatory)	(Credit Value 3)
Outcome 1.	know how to carry out a risk assessment	(Criteria 1.1 – 1.1)
Outcome 2.	Know the health and safety legislation that underpins trimmer and brushcutter operations	(Criteria 2.1 – 2.1)
Outcome 3.	Know the appropriate Personal Protective Equipment (PPE) for trimmer and brushcutter operations	(Criteria 3.1 – 3.1)
Outcome 4.	Know the health and safety features of the equipment being used	(Criteria 4.1 – 4.1)
Outcome 5.	Know how to maintain the trimmer / brushcutter	(Criteria 5.1 – 5.5)
Outcome 6.	Know how to operate a trimmer / brushcutter	(Criteria 6.1 – 6.2)
Outcome 7.	Understand different operating techniques	(Criteria 7.1 – 7.2)
Outcome 8.	Know how to store equipment safely and appropriately	(Criteria 8.1 – 8.1)

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

Endorsement: The assessment may be taken on a machine with any type of cutting mechanism for example:

- 001** Trimmer
- 002** Brushcutter

The certificate will be endorsed accordingly. Candidates are encouraged to take their assessment with different cutting mechanisms to broaden their certification.

Only two endorsements can be taken in any one registration.

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.

Quality Assurance continued...

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 it 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. 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 the candidate's 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

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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
Unit 201 1.1	Carry out a risk assessment relevant to the operation to identify: <ul style="list-style-type: none"> significant hazards those at risk control measures emergency procedures 	Candidate to carry out a risk assessment by checking the site for hazards and report findings to the Assessor Candidate to state three possible risks when operating a brushcutter or trimmer	Candidate is required to: <ul style="list-style-type: none"> walk the site and remove or mark hazards report to the appropriate person if the site condition is unsuitable and state why or <ul style="list-style-type: none"> confirm that the condition of the site is acceptable for the operation to take place set out warning signs position barriers to exclude public/animals (if appropriate) implement suitable controls to protect themselves state the emergency procedures in the event of an incident May include: <ul style="list-style-type: none"> contact with underground hazards flying debris bio hazards machine getting caught in vegetation kickback moving parts coming in contact with limbs <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 2.1	Describe the relevant health and safety legislation in relation to trimmer and brushcutter operations	(Note: Any three required by name and an outline of the implication on brushcutter/ trimmer operation) (Any implications considered to be valid by the Assessor may be accepted)	May include the following: <ul style="list-style-type: none"> The Health & Safety at Work Act 1974 – specified duties under the act as an employee The Management of Health and Safety at Work Regulations 1999 – a risk assessment must be carried out for all activities Personal Protective Equipment Regulations 1992 – PPE must be supplied and worn Manual Handling Operations Regulations 1992 – avoid manual handling where possible, use safe lifting techniques The Control of Vibration at Work Regulations 2005 – to reduce the risk to health from vibrations Provision and Use of Work Equipment Regulations (PUWER) 1998 – requires that regular checks are made Noise at Work Regulations 2005 – hearing protection must be worn over 85db Countryside and Wildlife Act 1981 – operation carried out at times to minimise the impact on wildlife <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 3.1	Select the appropriate Personal Protective Equipment (PPE) for trimmer and brushcutter operations	Candidate to describe PPE required for operation Assessor Note: A mesh visor with additional eye protection is required for brushcutter operations and a clear plastic or polycarbonate face shield is required for trimmer operation	Unless other wise stated in the manufacturers handbook or operators manual, PPE should include: <ul style="list-style-type: none"> hard hat/helmet with visor face/eye protection ear defenders non snag clothing safety footwear <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
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Unit 201 4.1	Identify the Health and Safety features of the equipment being used	<p>The candidate is to identify the guarding requirements for the machine being used</p> <p>The candidate is required to state the meaning of the decals on the machine</p> <p>The candidate is to identify all the controls on the machine being used</p> <p>The candidate to state three safety precautions</p> <p>The candidate is required to state the maximum blade or head operating speed</p>	<p>May include:</p> <ul style="list-style-type: none"> all moving/hot parts to be guarded as defined in the operators handbook blade guard (brushcutter) <p>or</p> <ul style="list-style-type: none"> nylon guard and trimming knife (trimmer) <p>To include:</p> <ul style="list-style-type: none"> the operator protection decals bystander protection decals <p>To include all of the following:</p> <ul style="list-style-type: none"> on/off switch choke Operator Presence Control (OPC) throttle throttle lock primer bulb decompressor (if fitted) <p>Safety precautions may include:</p> <ul style="list-style-type: none"> risk assessment must be carried out before operation of the machine PPE must be worn at all times ensuring the safety of bystanders a minimum safe working distance of 15 metres must be maintained at all times maximum blade or head rotation speed as identified by manufacturer <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 5.1	Describe the pre operational checks that should be made to the trimmer/brushcutter	<p>Candidate to carry out pre-operational checks to the machine and describe what they are doing to the Assessor</p> <p>Candidate to state two safety precautions that should be observed with flammable liquids</p>	<p>These may include:</p> <ul style="list-style-type: none"> inspecting the machine for damage (including the blade or nylon head) checking that there is sufficient nylon cord (trimmer only) inspecting the machine for loose components and fixings checking the oil level (if applicable) checking the fuel level fuelling the machine (if required) <p>This may include:</p> <ul style="list-style-type: none"> no smoking/naked flames avoiding contact with hot surfaces fuel topped up to correct level allowing for expansion any spillage is dealt with using the correct method <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 5.2	Identify routine maintenance procedures for the trimmer/brushcutter	<p>The candidate is required to identify routine maintenance procedures for the brushcutter/trimmer</p> <p>This criterion will be met in 5.3, 5.4 and 5.5 and need not be assessed separately</p>	<p>It includes:</p> <ul style="list-style-type: none"> clean power unit and covers service the air filter service the spark plug service the recoil starter mechanism service fuel filter check angle drive and gearbox sharpen brushcutter blade <p>and /or</p> <ul style="list-style-type: none"> remove trimmer head and refit new cord or nylon blades <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 201 5.3	Describe the procedures for maintaining the engine of the trimmer/brushcutter	<p>The candidate is required to carry out the following activities and describe to the assessor what they are doing and why these activities are necessary</p> <p>The candidate to state the purpose of the air filter</p> <p>The candidate to state the relevance of the colour of the deposits on the spark plug</p> <p>The candidate to assess the recoil mechanism and comment on tension and condition of cord</p> <p>The candidate is required only to state how to service the fuel filter</p>	<p>Power unit and covers:</p> <ul style="list-style-type: none"> inspect for security and damage – damaged equipment should not be used external fixings present and secure debris removed from fins/air intake – allows for cooling of engine exhaust (muffler) is secure and intact – reduce noise and vibration <p>Service air filter:</p> <ul style="list-style-type: none"> air filter prevents debris from entering the carburettor and needs to be clean to maintain correct air/fuel ratio debris removed from around filter prior to removal filter removed (choke closed or protected) filter cleaned or new filter obtained (as appropriate) filter replaced and cover fitted <p>Service the spark plug:</p> <ul style="list-style-type: none"> if fuel rich – deposits dark brown to black if fuel weak – deposits light brown to white engine cover and spark plug removed plug cleaned appropriately wear/damage assessed (replaced if necessary) or gap size checked and set if necessary <p>Service starter recoil mechanism:</p> <ul style="list-style-type: none"> when the spring is slack the cord does not fully retract over tight spring binds the cord before it can be fully extended recognise wear points; at base of toggle and where attached to pulley starter cover removed and ventilation slots cleaned cord inspected for wear cord and coil spring released and re-tensioned <p>Fuel filter (candidate required only to state how to service the fuel filter):</p> <ul style="list-style-type: none"> fuel cap to be removed filter to be located and removed from tank using an appropriate tool condition of the filter determined, replacement if necessary cleaning procedures include using non flammable detergents followed by rinsing and drying <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 5.4 Continued	Describe the procedures for maintaining the cutting heads	<p>The candidate is required to carry out the following activities and describe to the assessor what they are doing and why these activities are necessary</p> <p>Check angle drive and gearbox</p>	<p>Angle drive and gearbox:</p> <ul style="list-style-type: none"> access plug removed lubricant checked lubricant topped up (if appropriate) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
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Cont... Unit 201 5.4		Sharpen brushcutter blade (secured in vice or clamped to bench) and/or Remove trimmer head and refit new cord or nylon blades (as appropriate)	Sharpen brushcutter blade: <ul style="list-style-type: none"> gloves worn when handling brushcutter blade remove blade guard secure blade using appropriate method (locking pin, spanner etc) loosen and remove retaining nut (L/H thread) remove blade assembly check the blade for length check the blade for damage secure the blade for filing (any acceptable method used) blade sharpened correctly (blade template used if appropriate) blade balance checked blade re-checked for cracks/damage drive shaft and collar cleaned blade refitted, washer and lock replaced securely Remove trimmer head and refit new cord or nylon blades: <ul style="list-style-type: none"> secure nylon head using an appropriate method remove retaining nut Remove casing and comment on the condition of: <ul style="list-style-type: none"> casing ferrules retaining nut check cord or blades for damage refit existing or new cord or blades (as appropriate) refit nylon head refit washer and nut and secure appropriately nylon trimmed to recommended length <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 5.5	Describe the procedures for making adjustments to the trimmer/brushcutter	Candidate to describe how to make adjustments to the engine of a brushcutter or trimmer Candidate to demonstrate other adjustments that can be made to the machine Candidate is required to demonstrate how to adjust the harness correctly	May include: <ul style="list-style-type: none"> adjusting the engine idling screw (if applicable) adjusting the fuel mixture (if applicable) To include: <ul style="list-style-type: none"> handle bar adjustment as necessary moving/adjusting harness connection point To include: <ul style="list-style-type: none"> length of shoulder straps length of side straps position of chest plate position of hip guard correct working height and balance achieved <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 6.1	Carry out pre-cutting tests	Candidate to carry out a pre-cutting test	To include: <ul style="list-style-type: none"> remove and retain guard (brushcutter) correct starting procedure for the machine (on the ground) start machine, check controls are fully operational ensure blade or head is stationary at idling speed machine stopped using on/off switch <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
Unit 201 6.2	Prepare the site to be cut	Candidate to state three precautions to be considered when working in areas to which the public has pedestrian or vehicular access	May include: <ul style="list-style-type: none"> authorities informed about the work prior to commencement warning signs erected high visibility clothing worn an 'exclusion zone' could be set up road or dual carriageway lane closed or coned off <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 7.1	Describe the different operating techniques for grassland and scrub	Candidate to describe the different techniques for grassland and scrub	To include: <ul style="list-style-type: none"> scything technique swatting technique (brushcutter) direction of working to avoid clogging blade/head <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 7.2	Use appropriate operating techniques for the site being cut	Area to be cut approximately 30m² Candidate to operate the brushcutter demonstrating both the scything method and swatting method or Candidate to operate the trimmer using the scything method cutting around three obstacles without causing damage. The obstacles can be e.g. trees, shrubs, picnic tables or fence posts	To include: <ul style="list-style-type: none"> safe working distance maintained at all times plan work efficiently blade speed appropriate whist cutting use legs and hips to work machine cut vegetation using scything action cut vegetation using swatting method clear jammed blade safely (if occurs) vegetation cleared to specification To include: <ul style="list-style-type: none"> safe working distance maintained at all times plan work efficiently nylon cutting cord/blade speed appropriate whist cutting use legs and hips to work machine cut vegetation using scything action renew or replace nylon cord/blade as appropriate clear jammed head safely (if occur) damage to obstacles avoided vegetation cleared to specification <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit 201 8.1	Store equipment appropriately and in accordance with manufacturer's guidelines	Candidate is to state two advantages of regularly cleaning the machine after use Candidate to state two factors to consider when cleaning the machine Candidate to state one reason for inspecting the machine after use	May include, to: <ul style="list-style-type: none"> prevent corrosion facilitate maintenance and adjustments prevent personal contamination May include: <ul style="list-style-type: none"> using appropriate PPE removing unwanted residues using an appropriate method, which may include: <ul style="list-style-type: none"> compressed air hose and water brush waste disposed in line with company policy, environmental good practice and any legislative requirements May include: <ul style="list-style-type: none"> machine inspected to establish if there are any missing, damaged or worn components ensures that defects can be rectified before machine is required again for use <p style="text-align: right;">Met ✓ Not Met X</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Candidate A	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate B	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate C	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

Candidate D	Candidate has met all of the assessment criteria	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>	The Candidate has not met all of the assessment criteria; (state reason(s))	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
	Signed:		Date:	

For use by Internal Verifier ONLY if the assessment process was internally verified
 (Internal Verifier to complete **ONE** of the boxes below)

I observed an assessment process taking place and I am satisfied that the assessment was conducted in line with the qualification requirements and that the judgement of the Assessor was appropriate.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	Tick <input checked="" type="checkbox"/> <input type="checkbox"/>
Signed:	
Date:	