

# CITY & GUILDS NPTC LEVEL 2 AWARD IN CHAINSAW MAINTENANCE AND CROSS-CUTTING (QCF)



## QAN 600/6161/3

VERSION 3

### QUALIFICATION GUIDANCE

**Independently Assessed**

#### Essential Qualification Information

**Not to be used by the Candidate during Assessment**

You will require some of this information to accurately complete the Record of Assessment (ROA)

<b>Qualification Group No</b>	0   0   2   0	Forestry & Arboriculture Level 2
<b>Qualification Programme No</b>	0   0   2   0   -   0   3	Award in Chainsaw Maintenance and Cross-cutting
<b>Unit(s)</b>	2   0   1	Carry out maintenance of chainsaw and cutting system
	2   0   2	Cross-cut timber using a chainsaw
<b>Learning Time (LT)</b>	2   0   1	LT 15 (2 Credits)
	2   0   2	LT 8 (1 Credits) <i>(* see note on page 2)</i>
<b>Recommended Assessment Duration</b>		2.5 – 3 hours per Candidate

# City and Guilds NPTC Level 2 Award in Chainsaw maintenance and Cross-cutting (QCF)

## Qualification guidance

### Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

- Publish
  - Scheme regulations
  - Qualification guidance
  - Training material
  - Trainers support material
- Approve centres to co-ordinate and administer the scheme
- Set standards for the training of verifiers and assessors
- Recruit, train and deploy verifiers
- Manage verification
- Issue certificates to successful Candidates

### The Qualification

The qualification will be awarded to candidates who achieve the required level of competence in the units to which their certificate relates.

### What is the Qualifications and Credits Framework?

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

### \* 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.

### 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.

### 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 divided in to **two** Mandatory units:

- |          |   |
|----------|---|
| Unit 201 | Carry out Maintenance of Chainsaw and Cutting System (M)<br>Outcomes: <ol style="list-style-type: none"><li>1. Be able to work safely (M1) <b>(Criteria 1.1 – 1.5)</b></li><li>2. Be able to carry out maintenance of chainsaw and cutting system (M2) <b>(Criteria 2.1 – 2.6)</b></li><li>3. Be able to carry out operational chainsaw checks (M3) <b>(Criteria 3.1 – 3.3)</b></li><li>4. Know relevant health and safety legislation and industry good practice (M4) <b>(Criteria 4.1 – 4.5)</b></li><li>5. Know how to carry out maintenance of chainsaw and cutting system (M5) <b>(Criteria 5.1 – 5.7)</b></li></ol> |
| Unit 202 | Cross-cut Timber Using a Chainsaw (CC)<br>Outcomes: <ol style="list-style-type: none"><li>1. Be able to work safely (CC1) <b>(Criteria 1.1 – 1.4)</b></li><li>2. Be able to cross-cut timber using a chainsaw (CC2) <b>(Criteria 2.1 – 2.8)</b></li><li>3. Know relevant health and safety legislation and industry good practice (CC3) <b>(Criteria 3.1 – 3.4)</b></li><li>4. Know how to cross-cut timber using a chainsaw (CC4) <b>(Criteria 4.1 – 4.6)</b></li></ol>  |

### Quality Assurance

Verification is a process of monitoring assessment; it is an essential check to confirm that the assessment procedures are being carried out in the way City & Guilds has laid down. The overall aim of verification is to establish a system of quality assurance that is acceptable in terms of both credibility and cost effectiveness.

Approved Assessors will be subject to a regular visit by the verifier at a time when assessments are being undertaken.

A selection of assessment reports completed by the Assessor will be evaluated by a City & Guilds approved verifier.

Compliance with the verification requirements is a pre-requisite for Assessors remaining on the list of approved Assessors.

After assessment has been completed the Qualification Guidance is to be forwarded to the centre and retained by the centre until after the annual centre visit has taken place by a Quality Systems Consultant (QSC).

## Performance Evaluation

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

- M =** Met Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge. If the Criterion has been MET, a tick  is to be put in the box provided in the left-hand column.
- NM =** Not Met being Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or deficient in underpinning knowledge. If the Criterion is NOT MET, a cross  is to be put in the box provided in the left-hand column.

## Appeals and Equal Opportunities

Centres must have their own auditable, appeals procedures. If a Candidate is not satisfied with the examination conditions or a Candidate feels the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however the problem cannot be resolved, City & Guilds will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

## Additional Information

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

Questions should be related to the background or employment aspirations of the candidate and, where possible, product labels used should be representative of products typically used in that sector or industry.

Candidates who undertake this assessment and have met the requirements are reminded of their legal obligation to receive/undertake appropriate additional training in the use of any equipment that differs from that used during the assessment, but which they are nevertheless qualified to use.

## Assessment Guidance for the Assessor

This qualification can only be assessed by an Assessor who is suitably qualified and meets the requirements of the awarding body. The Assessor must be independent **and cannot have been involved with the training of the Candidate**. Please see City & Guilds Centre Manual for guidance.

The Candidate is to be notified of the place and time of assessment and when formal assessment commences and ceases.

Assessors are reminded that assessment is a formal process and that assessment must be carried out using this Qualification Guidance. All relevant assessment criteria must be assessed against the criterion as specified in the Qualification Guidance. Assessment will be carried out by direct observation and by oral questioning of the Candidate. **Where a specific number of responses are required these may include other suitable answers not specified if they are deemed to be correct by the Assessor.** The performance of the Candidate is to be recorded on the Qualification Guidance as directed by completing the tick boxes. Space has been provided on the Qualification Guidance for the person assessing to record relevant information which can be utilised to provide feedback to the Candidate. After assessment has been completed the Qualification Guidance document is to be retained by the assessor and provided if required by a Quality Systems consultant (QSC).

## Assessment Guidance for Candidate

A list of registered assessment centres is available from City & Guilds Land Based Services. ([www.nptc.org.uk](http://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 and Site Requirements:

- The assessment for unit 201 should ideally be undertaken under workshop conditions. Maintenance of the saw can be completed at the work site, if the saw can be held securely for sharpening and the assessment can be conducted effectively without compromising other site work activities.
- The candidate should be equipped with a chainsaw appropriate to their normal working environment in good condition with a maximum recommended guidebar length of 380mm (15").
- The candidate should be equipped with the correct tools, equipment, product and maintenance manuals appropriate to the model of the saw to enable the chainsaw to be maintained and used in accordance with the manufacturer's guidance.
- Maintenance sections of the assessment can be completed on components from other machinery if required.
- Sufficient working space must be provided to each learner to allow the assessment to be conducted effectively without comprising other work site or assessment activities.
- Assessors should complete a pre-use inspection of all work equipment intended to be used during the course of the assessment. Ensuring equipment meets the requirements of suitability in terms of size, condition, safety features etc.
- The candidate should be equipped with sufficient fuel and oil, appropriate to the make and model of the chainsaw.
- Warning signs must be erected as appropriate to risk assessment.

## Assessment and Site Requirements continued...

- Open outdoor area to allow the safe fuelling, starting and operational checks of machinery to be undertaken in accordance with industry good practice.
- The candidate should be equipped with the correct tools if required for any remedial maintenance activity.
- The candidate should be equipped with any necessary aid tools for the lifting, carrying or movement of timber.
- Sufficient timber of suitable dimensions (200mm-380mm/8-15" diameter) and finish appropriate to the candidates normal working environment should be available to allow cuts to be completed safely and the cut produce stacked accordingly.
- The length and weight of the timber must be sufficient to exert tension and compression forces, which has the potential to trap the saw requiring the use of hand tools to release the trapped saw.
- Sufficient working space must be provided to each candidate to allow the assessment to be conducted effectively without comprising other work site or assessment activities. E.g. multiple assessments being completed at one time.
- Assessors should complete a pre-use inspection of all work equipment intended to be used during the course of the assessment. Ensuring equipment meets the requirements of suitability in terms of size, condition, safety features etc.
- Warning signs must be erected as appropriate to risk assessment.
- Candidates will need to undertake a minimum of 10 severing cuts, maximum 20.
- Four cuts undertaken must be under tension/compression minimum 4 maximum 8
- Two bore cuts must be demonstrated, maximum of 4.

## Chainsaw Safe Practice

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

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

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

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City & Guilds is a registered charity established to promote education and training

<b>Candidate A</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>
<b>Candidate B</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>
<b>Candidate C</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>
<b>Candidate D</b>	<b>Name:</b>	<b>Date:</b>	<b>Start Time:</b>	<b>Duration:</b>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
<b>1.1</b> <b>M1</b> <b>CC1</b>	Identify the hazards and risks associated with the working area and the proposed work  <b>(RISK ASSESSMENT)</b>	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: <ul style="list-style-type: none"><li>the work area</li><li>the work to be done</li></ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.2/3.2</b> <b>M4</b> <b>CC3</b>	Outline the emergency procedures relevant to the working area  <b>(EMERGENCY PROCEDURES)</b>	State <b>five</b>	Emergency procedures relevant to a work site may include: <ul style="list-style-type: none"><li>location name</li><li>grid reference</li><li>designated meeting place</li><li>site location name</li><li>nearest access point</li><li>street name/district</li><li>type of access (public road/light vehicles, four-wheel drive)</li><li>suitable helicopter landing area</li><li>phone number of nearest doctor</li><li>location of nearest accident and emergency hospital and phone number</li><li>works manager contact details</li><li>your own contact number/mobile number</li><li>other</li></ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.1/3.1</b> <b>M4</b> <b>CC3</b>	Outline key health and safety legislation and industry good practice  <b>(LEGISLATION)</b>	<b>Two</b> points from  Health and Safety at Work Act 1974;  Provision and Use of Work Equipment Regulations 1998 (PUWER 98);  <b>One</b> purpose of Arboriculture Forestry Advisory Group (AFAG)	Outline key points from the legislation and industry good practice listed below:  Health and Safety at Work Act (HSWA): <ul style="list-style-type: none"><li>general duties for employers and employees</li><li>maintain safe places of work</li><li>other</li></ul> Provision and Use of Work Equipment Regulations (PUWER): <ul style="list-style-type: none"><li>operators adequately trained</li><li>equipment fit for purpose</li><li>other</li></ul> Arboriculture Forestry Advisory Group (AFAG) information <ul style="list-style-type: none"><li>providers of industrial good practice</li><li>other</li></ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.3</b> <b>M1</b> <b>CC1</b>	Work in a way which maintains health and safety and is consistent with relevant legislation and industry good practice  <b>(SAFE WORK)</b>	Assessor to observe	<ul style="list-style-type: none"><li>all activities must be completed in a way which protects the operator and those around him or her</li></ul> <b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
1.4 <b>M1</b> <b>CC1</b>	Carry out work to minimise environmental damage  (ENVIRONMENTAL AWARENESS)	Assessor to observe	<ul style="list-style-type: none"> <li>it is ensured that any possible environmental damage is minimised at all times during chainsaw maintenance activities</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 <b>M1</b> <b>CC1</b>	Use appropriate tools, equipment and Personal Protective Equipment (PPE)  (TOOLS, EQUIPMENT & PPE)	Assessor to observe and risk assess	<ul style="list-style-type: none"> <li>all tools, equipment and Personal Protective Equipment is used in line with industry good practice e.g. AFAG/INDG</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6 <b>M5</b>	Explain why it is important to maintain chainsaws to manufacturer's recommendations  (MANUFACTURERS RECOMMENDATIONS)	One reason	<p>The importance of maintaining chainsaws to manufacturers recommendations may include:</p> <ul style="list-style-type: none"> <li>safe to use</li> <li>reduces machinery repair downtime</li> <li>other</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1 <b>M5</b>	Explain the function(s) of all the safety features  (EXPLAIN SAFETY FEATURES)	State all	<p>Explain the function of all chainsaw safety features:</p> <ul style="list-style-type: none"> <li>on/off switch – stops engine</li> <li>combined chain brake and front hand guard – stops the chain rotating and protects the hand</li> <li>exhaust - directing away from the operator</li> <li>rear chain breakage guard – protects the rear hand</li> <li>chain with low- kickback characteristics – reduces kickback</li> <li>anti-vibration mounts – reduces vibration</li> <li>throttle trigger lockout – stops accidental throttle operation</li> <li>guide bar cover – protects and covers</li> <li>chain catcher – catches a derailed chain</li> <li>hand/eye/ear defender symbols – provides mandatory information</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1 <b>M2</b>	Check all safety features on the chainsaw are present and not damaged  (IDENTIFY SAFETY FEATURES)	Assessor to observe	<p>All safety features are present and not damaged in line with HSE Chainsaws at Work INDG317:</p> <ul style="list-style-type: none"> <li>on/off switch</li> <li>combined chain brake and front hand guard</li> <li>exhaust (directing away from the operator)</li> <li>rear chain breakage guard</li> <li>chain with low- kickback characteristics</li> <li>anti-vibration mounts</li> <li>throttle trigger lockout</li> <li>guide bar cover</li> <li>chain catcher</li> <li>safety decals, hand/eye/ear defender symbols</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7 <b>M5</b>	State steps to be taken when a chainsaw is not repairable, faulty or non-operational  (FAULTY CHAINSAW)	Two responses	<p>Steps to take when a chainsaw is not repairable, faulty or non-operational may include:</p> <ul style="list-style-type: none"> <li>labelling of the chainsaw and removing from service</li> <li>operator maintenance</li> <li>arranging for repair of the chainsaw</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 <b>M2</b>	Select appropriate maintenance tools for the power unit and cutting systems in accordance with operators handbook  (SELECT TOOLS)	Assessor to observe	<ul style="list-style-type: none"> <li>appropriate tools for the maintenance of both the chainsaw power unit and guidebar/chain are selected</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></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
5.2  M5	Explain the function and maintenance requirements of individual components <ul style="list-style-type: none"> <li>spark plug</li> <li>air filter</li> <li>chainbrake</li> <li>cooling system</li> <li>exhaust system</li> <li>clutch/drive system</li> <li>sprocket</li> <li>starter mechanism</li> <li>greasing/lubrication</li> <li>guide bar</li> <li>chain</li> <li>Fuel and oil filters</li> </ul> (EXPLAIN MAINTENANCE)	All aspects explained  colour of spark plug deposits is to be mentioned	Spark plug: <ul style="list-style-type: none"> <li>provides ignition, maintenance may include inspection, cleaning and checking of electrode gap. Comment made upon colour of spark plug deposits</li> </ul> Air filter: <ul style="list-style-type: none"> <li>prevents debris entering the carburettor and helps maintain the correct air/fuel ratio, maintenance may include inspection and thorough cleaning</li> </ul> Chainbrake: <ul style="list-style-type: none"> <li>stops the chain, maintenance may include inspection of the chainbrake system, cleaning or replacement</li> </ul> Cooling system: <ul style="list-style-type: none"> <li>keeps the engine cool and prevents the engine from over heating. Maintenance may include inspection, and cleaning</li> </ul> Exhaust system: <ul style="list-style-type: none"> <li>directs fumes away from the operator, maintenance may include inspection, security of nuts/bolts and removal of residue</li> </ul> Clutch/drive system: <ul style="list-style-type: none"> <li>provides drive to the chain; maintenance may include inspection, cleaning and removal of the clutch</li> </ul> Sprocket: <ul style="list-style-type: none"> <li>drives/pushes the chain along the guidebar, maintenance may include inspection and replacement due to wear exceeding manufacturers tolerances</li> </ul> Starter mechanism: <ul style="list-style-type: none"> <li>engages the flywheel, maintenance may include cleaning, inspection</li> </ul> Greasing/lubrication: <ul style="list-style-type: none"> <li>may help prevent excessive wear of components</li> </ul> Guidebar: <ul style="list-style-type: none"> <li>carries the chain; maintenance may include inspection, general upkeep, cleaning or replacement</li> </ul> Chain: <ul style="list-style-type: none"> <li>carries the cutting components; maintenance may include inspection and sharpening</li> </ul> Fuel and oil filters: <ul style="list-style-type: none"> <li>prevent debris entering engine components, maintenance may include cleaning as appropriate or replacement</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3  M2          Continued	Maintain power unit in accordance with operators handbook using appropriate tools  (MAINTAIN POWER UNIT)	The candidate is to be questioned about sprocket/clutch removal along with oil and fuel filter maintenance rather than actually perform the replacement	Spark plug: <ul style="list-style-type: none"> <li>engine cover and spark plug removed</li> <li>plug cleaned or replaced as necessary</li> <li>wear/damage assessed</li> <li>gap size checked and set if necessary</li> </ul> Air filter: <ul style="list-style-type: none"> <li>excess debris removed from around filter prior to removal</li> <li>filter removed, protecting carburettor</li> <li>filter inspected maintained and cleaned appropriate to condition</li> <li>filter refitted correctly</li> </ul>	<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
Cont... <b>2.3</b> <b>M2</b>			Chainbrake: <ul style="list-style-type: none"> <li>clear debris from chain brake mechanism /clutch housing</li> <li>chain brake band checked for wear</li> </ul> Cooling system: <ul style="list-style-type: none"> <li>remove covers where appropriate and remove excess debris from fins and cylinder</li> </ul> Exhaust system: <ul style="list-style-type: none"> <li>check all nuts and bolts for security</li> <li>remove excess residue from the silencer</li> </ul> Clutch/drive system Inboard clutch: <ul style="list-style-type: none"> <li>remove retaining clip</li> <li>dismantle sprocket assembly</li> <li>sprocket checked for wear and condition</li> <li>clean crankshaft stub and grease needle cage where appropriate</li> <li>re-assemble</li> </ul> Outboard clutch: <ul style="list-style-type: none"> <li>if appropriate piston locked as per manufactures guidance</li> <li>unscrew clutch weights according to manufacturers guidance</li> <li>clean crankshaft stub and grease needle cage where appropriate</li> <li>re-assemble</li> </ul> Sprocket: <ul style="list-style-type: none"> <li>sprocket checked for wear and condition</li> </ul> Starter mechanism: <ul style="list-style-type: none"> <li>starter cover removed and air ways cleared</li> <li>cord and coil spring released</li> <li>cord inspected for wear</li> <li>cord and coil spring re-tensioned</li> <li>re-coil checked to ensure spring tension is correctly applied</li> <li>pull toggle checked for security</li> </ul> Greasing/lubrication (as appropriate): <ul style="list-style-type: none"> <li>greasing of component parts as appropriate</li> </ul> Fuel and oil filter: <ul style="list-style-type: none"> <li>fuel/oil cap removed</li> <li>filter located and removed where applicable from tank using appropriate tool</li> <li>condition of filter determined</li> <li>cleaning procedures using non flammable detergents followed by rinsing and drying or replacement as appropriate</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.5</b> <b>M5</b>	Identify different chain types and their application  <b>(CUTTER TYPES)</b>	Chisel Semi-chisel	Cutter types may include: <ul style="list-style-type: none"> <li>chisel chain</li> <li>semi-chisel chain</li> <li>application may depend on experience of the operator, timber type and personal preference</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></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
5.4 M5	Explain how to select the correct filing information for chain and why this is necessary  (FILING INFORMATION)	Learners are expected to talk through the file selection process with the assessor and are only expected to obtain the filing information required for their chain  <b>Two</b> reasons filing angles  <b>One</b> reason cutter length  <b>Two</b> reasons depth gauge	<ul style="list-style-type: none"> <li>Explain how to select the correct file size and identify the required sharpening angles through use of chain charts, manufactures information, chain box etc. for the chain being sharpened</li> </ul> <p>Reasons for maintaining correct filing angles may include:</p> <ul style="list-style-type: none"> <li>enhances cutting performance</li> <li>ensures chain is sharpened as per manufacturers recommendations</li> <li>other</li> </ul> <hr/> <p>Equal cutter length prevents:</p> <ul style="list-style-type: none"> <li>increased vibration</li> <li>inaccurate cutting</li> <li>increased risk of kick back</li> <li>other</li> </ul> <hr/> <p>The correct depth gauge setting:</p> <ul style="list-style-type: none"> <li>reduces the risk of kick back</li> <li>reduces chain vibration</li> <li>achieves optimum cutting speed</li> <li>other</li> </ul> <hr/> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 M2	Maintain cutting system in accordance with operators handbook using appropriate tools  (MAINTAIN BAR & CHAIN)	Assessor to observe	<p>In accordance with the manufacturers recommendations guidebar maintenance should include:</p> <ul style="list-style-type: none"> <li>identification of uneven and damaged rails and maintain as appropriate</li> <li>checking the straightness of bar</li> <li>checking the bar groove depth</li> <li>Identification of any blueing, cracking and burring</li> <li>removal of burrs</li> <li>clearing the bar groove and oil holes</li> <li>Inspecting the sprocket nose for security and condition</li> <li>greasing the bar nose sprocket if applicable</li> <li>turning the bar following maintenance to reduce wear</li> </ul> <p>In accordance with the manufacturers recommendations chain maintenance should include:</p> <ul style="list-style-type: none"> <li>checking cutters for damage and selecting the first cutter to sharpen</li> <li>having the chain secured in a chain vice or on bar in a bench vice or timber vice</li> <li>selecting and using a file of the correct size with a handle fitted to sharpen all of the cutters</li> <li>maintenance of top and side plate angles throughout sharpening of the whole chain</li> <li>ensuring a consistent cutter length is maintained</li> <li>removing burrs when applicable</li> <li>maintaining the height and profile of depth gauges</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></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
Cont... 4.1 CC4		State the procedure for removing trapped saw	Trapped saw: <ul style="list-style-type: none"> <li>• first switch off engine and/or apply chain brake</li> <li>• lever the timber to open the cut</li> <li>• drive a wedge into the closed kerf</li> <li>• withdraw the saw</li> <li>• use another saw to free the trapped saw cutting the timber at least 300mm (12") from the trapped saw</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 CC2	Cross-cut timber to length using a chainsaw in accordance with the job specification	The length and weight of the timber must be sufficient to exert tension and compression forces, which has the potential to trap the saw.  Candidates will need to undertake a minimum of 10 severing cuts, maximum 20.  Four cuts undertaken must be under tension/compression minimum 4 maximum 8	Crosscutting of timber to length should include: <ul style="list-style-type: none"> <li>• ensuring appropriate safe working distances from both fuel and other operators is maintained</li> <li>• correct use of PPE</li> <li>• timber is in a safe and appropriate position</li> <li>• safe starting procedure adopted</li> <li>• safe stance adopted including:               <ul style="list-style-type: none"> <li>• legs and feet are clear of the chain</li> <li>• chainsaw is stable/secure/supported during crosscutting</li> <li>• minimal risk of muscular/skeletal injury</li> </ul> </li> <li>• bar aligned to maintain accuracy</li> <li>• head out of line of chain</li> <li>• use of throttle to cut safely and efficiently</li> <li>• cutting techniques employed to complete severance of timber</li> <li>• appropriate boring technique used if applicable</li> <li>• sequence of cuts undertaken to prevent saw becoming trapped</li> <li>• appropriate aids used for lifting, rolling or levering if applicable</li> <li>• accuracy of measurement within site specification and reasonable tolerances</li> <li>• tension and compression cuts should meet</li> <li>• chain brake used appropriately</li> <li>• saw switched off and left in safe position, bar cover replaced if appropriate</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 CC2	Use appropriate boring cuts to initiate either tension or compression cuts	Minimum of <b>two</b> bore cuts must be demonstrated, maximum of <b>four</b>	<ul style="list-style-type: none"> <li>• candidate to use appropriate boring cuts to sever timber</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 CC4	State recognised methods required to cross-cut timber above guide bar length	<b>Two</b> methods	Timber above guide bar length may be crosscut by: <ul style="list-style-type: none"> <li>• use of reduction cuts</li> <li>• using a larger chainsaw/guide bar</li> <li>• rolling timber over</li> <li>• cutting from both sides</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 CC4	Describe how to apply ergonomic working methods	<b>Two</b> methods	Ergonomic work methods may be applied through: <ul style="list-style-type: none"> <li>• providing work areas at a comfortable height to avoid stooping</li> <li>• operators working in a pattern to prevent unnecessary repetitive movements</li> <li>• attempting to replace manual labour with machinery use where possible</li> </ul> <p style="text-align: right;"><b>Met ✓ Not Met X</b></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
4.4 CC4	Explain how to grade and present logs for extraction and further processing	One grading  One presentation	Grading may include: <ul style="list-style-type: none"> <li>firewood, chip, pulp, sawlogs etc</li> <li>graded/sorted in line with end use/client need</li> <li>other</li> </ul> <hr/> Presentation of logs may include: <ul style="list-style-type: none"> <li>shortwood techniques</li> <li>stacking for firewood or further processing</li> <li>other</li> </ul> <hr/> Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 CC4	Describe how to safely move timber <ul style="list-style-type: none"> <li>by hand</li> <li>with the use of aid tools</li> <li>mechanical assistance</li> </ul>	Two examples of each	Moving timber safely may include the following techniques: <p>By hand:</p> <ul style="list-style-type: none"> <li>moving timber within the operators personal lifting capacity</li> <li>lightest to the heaviest</li> <li>use of safe lifting techniques</li> </ul> <p>Aid tools:</p> <ul style="list-style-type: none"> <li>dragging</li> <li>rolling</li> <li>lifting</li> </ul> <p>Mechanical assistance:</p> <ul style="list-style-type: none"> <li>ensuring operators are outside of machinery risk zones</li> <li>communication established with machine operator</li> <li>machines capabilities not exceeded</li> </ul> Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 CC2	Stack produce for subsequent operations using appropriate aids and tools	Assessor to observe	Stacking of timber should take into account: <ul style="list-style-type: none"> <li>use of appropriate aids to handle / move products</li> <li>correct stance during lifting</li> <li>avoiding excessive lifting by levering, sliding, rolling</li> <li>quality of stacking must be to an agreed job specification</li> <li>tidy stacking of timber</li> <li>position of stack appropriate to method of extraction</li> <li>manually constructed stacks are limited to 1 metre high</li> </ul> Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 CC2	Clean and tidy working area	Assessor to observe	<ul style="list-style-type: none"> <li>area is to be left in a clean and tidy state with tools and equipment appropriately cleared away</li> </ul> Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 CC2	Check timber is in an appropriate and safe position		<ul style="list-style-type: none"> <li>timber should be left in a safe, stable condition and appropriate position</li> </ul> Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 CC4	State precautions to take to avoid uncontrolled timber movement	One precaution	Uncontrolled timber movement may be avoided by: <ul style="list-style-type: none"> <li>ensuring manual stacking does not exceed 1m in height</li> <li>using site features such as tree stumps to brace timber behind</li> <li>avoiding stacking of timber on steep slopes or unsecure ground</li> <li>improving site safety through the use of appropriate signage</li> </ul> Met ✓ Not Met X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

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

**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.	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
I observed an assessment process taking place. The following were noted as areas of concern.	<b>Tick</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
<b>Signed:</b>	
<b>Date:</b>	