

# CITY & GUILDS NPTC LEVEL 2 AWARD IN THE SAFE USE OF A MANUALLY FED WOOD-CHIPPER QAN 601/2267/5



## 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)

<b>Qualification Group No</b>	0 0 2 0	Forestry and Arboriculture Level 2
<b>Qualification Programme No</b>	0 0 2 0 - 5 7	L2 Award in the Safe Use of a Manually Fed Wood-chipper
<b>Unit(s)</b>	2 2 2	Prepare and Operate a Manually Fed Woodchipper
<b>Guided Learning Hours (GLH)</b>	2 2 2	GLH 8 (Credit Value 1)
<b>Total Qualification Time (TQT)</b>		10 Hours
<b>Recommended Assessment Duration</b>		1.5 – 3 hours per Candidate

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

# City and Guilds Level 2 Award in the Safe Use of a Manually Fed Wood-chipper Qualification Guidance

## Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

- Publish
  - Scheme regulations
  - Qualification guidance
  - Training materials
  - Trainers support materials
- Approve centres to co-ordinate and administer the scheme
- Set standards for the training of Verifiers and Assessors
- Recruit, train and deploy Verifiers
- Issue certificates to successful Candidates

## The Qualification

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

## Instruction

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

## Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

## Access to Assessment

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

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

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

- Unit 222** Prepare and Operate a Manually Fed Wood-chipper
- Outcomes
1. Know the health and safety requirements for operating a wood-chipper
  2. Be able to carry out a risk assessment on a site
  3. Be able to prepare the equipment and site for wood-chipping operations
  4. Be able to operate a wood-chipper
  5. Carry out maintenance on a wood-chipper

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

**There are no endorsements for this Award.**

## Quality Assurance

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

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

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

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

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

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

## Performance Evaluation

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

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

## Appeals and Equal Opportunities

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

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

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

## Additional Information

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

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

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

## Assessment Guidance for the Trainer/Assessor

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

It is envisaged that assessment will be carried out after all of the training has been completed. However assessment may take place at intervals after each 'period' of training and may be effectively integrated into the training programme. The Candidate must be informed when assessment is taking place in terms of when formal assessment commences and when 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](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 must take place on a suitable site that contains a supply of arisings suitable for chipping.  
Adequate cover should be available for operator maintenance in the case of inclement weather.

Brash / brushwood / branch material,  
Short round-wood of diameter up to in-feed capacity of chipper  
Long round-wood must be available of sufficient quantity to enable candidate to feed a variety of sizes & lengths

## 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
2.1	Identify hazards and risks associated with the working area and the proposed work	<p><b>Three</b> hazards and risks with the working area</p> <p><b>Three</b> hazards and risks with the proposed work</p>	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> <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	Explain the risk assessment process	<b>Five</b> steps to risk assessment	The risk assessment process may contain the following five steps: <ul style="list-style-type: none"> <li>identify the hazards</li> <li>decide who might be harmed and how</li> <li>evaluate the risks and decide on precautions</li> <li>record the findings and implement them</li> <li>review and update the assessment as necessary</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"/>
1.3	State emergency planning procedures relevant to the work area	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> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1	State legislation covering wood-chipping operations	State <b>five</b> by name with a basic outline of the implication on a wood-chipping operation	<ul style="list-style-type: none"> <li>The Management of Health and Safety at Work Regulations 1999 – a risk assessment must be carried for all activities</li> <li>Personal Protective Equipment Regulations 1992 – PPE must be supplied and worn</li> <li>Manual Handling Operations Regulations 1992 – not to manually handle, use safe lifting techniques</li> <li>The Control of Vibration at Work Regulations 2005 – to reduce the risk to health from vibrations</li> <li>Provision and Use of Work Equipment Regulations (PUWER) 1998 – requires that regular checks are made</li> </ul>	<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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1.1 cont...		State <b>two</b> wood chipper specifics of PUWER	<ul style="list-style-type: none"> <li>Noise at Work Regulations 2005 – hearing protection must be worn over 85db</li> <li>COSHH - hazard awareness of toxic vegetation/chemicals</li> <li>Countryside and Wildlife Act 1981 – operation carried out at times to minimise the impact on wildlife</li> <li>RIDDOR - reporting of dangerous occurrences and accidents</li> </ul> Provision and Use of Work Equipment Regulations (PUWER) 1998 <ul style="list-style-type: none"> <li>self propelled machines</li> <li>roll over protective structure (ROPs)</li> <li>power take off (PTO)</li> <li>operator protection at in feed shoots</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Use Personal Protective Equipment (PPE) and machine safety features for wood chipper operations	Assessor to observe	As per manufacturers recommendations, PPE should include appropriate: <ul style="list-style-type: none"> <li>safety helmet</li> <li>eye protection</li> <li>ear defenders</li> <li>gloves</li> <li>non snag clothing</li> <li>safety boots with protective toecaps</li> <li>personal first aid kits should be available</li> <li>additional PPE as required by the risk assessment</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Identify safety features of the wood chipper	State <b>all</b> safety features	Safety features identified must include: <ul style="list-style-type: none"> <li>roller feed safety trip bar</li> <li>warning / information symbols identified and interpreted</li> <li>in-feed and discharge chutes secured</li> <li>machine safety guards secured</li> <li>machine controls identified</li> <li>machine breaking/stabilising equipment</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<b>Met ✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Carry out maintenance on the wood chipper	<b>MACHINE SPECIFIC</b>  Carry out and explain the maintenance of the wood chipper	Maintenance tasks carried out as outlined in manufacturer's or operators instruction book, including; <ul style="list-style-type: none"> <li>wear appropriate PPE</li> <li>ensure that machine is made safe</li> <li>key removed</li> <li><b>oil level</b> sufficient</li> <li><b>air filter</b> inspected and cleaned</li> <li><b>cooling system</b> inspected &amp; cleaned &amp; coolant level checked (if appropriate)</li> <li><b>fuel</b> system and level checked</li> <li><b>electrical</b> system checked for damage</li> <li><b>greasing</b> and lubricating points</li> <li><b>pulleys, clutches, shafts</b> etc. inspected (if accessible)</li> <li><b>drive belts</b> in good condition and tensioned correctly (if fitted)</li> <li><b>hydraulic system</b> checked for leaks or damage (hoses, pump, motors, spool valves, filters etc.)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<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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5.3 cont...		Inspect blades/knives	<ul style="list-style-type: none"> <li>linkages, pivots, springs etc. inspected and lubricated</li> <li>feed rollers in safe condition</li> <li>safety trip bar and reset mechanism in safe condition</li> <li>stress control components intact and free of debris / dirt (if accessible)</li> <li>hydraulic oil level correct</li> </ul> <p>Cutting system checks may include:</p> <ul style="list-style-type: none"> <li>blades / knives and anvil / counter-knife are secure</li> <li>blades / knives and anvil / counter-knife (etc.) checked for wear or damage</li> <li>blade / anvil clearance correct (if appropriate)</li> <li>flywheel, drum, bearings, paddles etc. checked (as appropriate to machine)</li> <li>bearings in good order</li> <li>mechanism free of debris, string, wire etc</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	Explain the maintenance and checks of the cutting system	<p>Candidate to state blade/knife removal</p> <p>State <b>three</b> possible causes of blade/knife damage</p> <p>State possible consequences of poorly maintained blades/knives</p> <p>State <b>all three</b></p>	<ul style="list-style-type: none"> <li>wear appropriate PPE</li> <li>ensure that machine is made safe</li> <li>key removed</li> <li>debris around blades removed</li> <li>remove knives / blades as appropriate</li> <li>replace, set &amp; secure sharp, balanced set with correct torque settings</li> <li>set &amp; secure anvil / counter knife</li> <li>check clearances are correct</li> <li>hazards and results of incorrect fitting and clearance of the blades / anvil commented on</li> <li>characteristics required of new or sharpened replacement blades commented on (Balanced etc)</li> </ul> <p>Possible causes of damage to blade/knife may include:</p> <ul style="list-style-type: none"> <li>anvil /counter-knife &amp; blade / knife contact</li> <li>loose mountings / bolts / nuts</li> <li>over-tightened bolts / nuts</li> <li>soil damage</li> <li>damage from metal / stone / hard objects</li> </ul> <p>Possible consequences of poorly maintained blades/ knives could include:</p> <ul style="list-style-type: none"> <li>machine not working efficiently</li> <li>cutting mechanism overheats/ warps</li> <li>increased likelihood of jamming</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"/>
4.1	State different types of cutting mechanisms	State <b>two</b>	<p>Mechanism may include</p> <ul style="list-style-type: none"> <li>flywheel</li> <li>drum</li> <li>spiral</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"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
5.4	Reassemble the wood chipper to a functional and operational standard	Assessor to observe	<p>Reassembled according to manufacturers recommendations</p> <p>Convert to transport position:</p> <ul style="list-style-type: none"> <li>isolate power source as per manufacturer's recommendations</li> <li>secure in-feed and out-feed chutes for transport</li> <li>raise stabilisers, lock turntable etc. as appropriate to machine</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	State factors to consider when manoeuvring a wood chipper to the work position	<p><b>MACHINE AND SITE SPECIFIC</b></p> <p>Candidate to state factors on how to manoeuvre the wood chipper</p> <p>Position wood chipper chute</p>	<p>Machine moved to work position in safe manner may include:</p> <ul style="list-style-type: none"> <li>awareness of slopes and obstacles on the ground</li> <li>use of banksman if required when reversing / moving wood chipper where visibility impaired</li> <li>machine moved at safe speed</li> <li>appropriate use of operator controls for self propelled machines</li> <li>appropriate use of hitching attachment/ three point linkage when manoeuvring a tractor-mounted machine</li> <li>appropriate control of trailed wood chipper when manoeuvring on site</li> <li>machines have high centre of gravity therefore tendency to tip over</li> <li>chocking of wheels/tracks on slopes</li> <li>avoid turning on slopes / ramps with tracked machine</li> <li>operator must be on upper side when ascending or descending slopes</li> <li>extreme care when climbing over an obstacle (e.g. roots, holes, steps) or change of angle at top of ramp as machine can rear up / slew violently</li> <li>hydraulic fluid must be warm before negotiating uphill slope</li> <li>ensure ramps / bridging to support weight of machine are strong enough</li> </ul> <p>Check that, prior to operation:</p> <ul style="list-style-type: none"> <li>feed hopper and discharge chute are correctly set</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"/>
3.1	Carry out pre start checks on the wood chipper	<p>Assessor to observe</p> <p>For trailed chippers, the candidate is not required to manoeuvre the machine with the towing vehicle.</p> <p>For tractor mounted chippers the candidate must be able to operate the tractor to lift and lower the chipper and re-position if necessary. The tractor is an integral part of the chipper set up. This qualification will not imply that the candidate is a competent tractor driver.</p>	<p>For trailed wood chippers:</p> <ul style="list-style-type: none"> <li>jockey wheel lowered or hitch attachment on vehicle secure</li> <li>brakes, chocks, stabiliser(s) applied as appropriate</li> <li>turn-table (if fitted) is locked in position</li> </ul> <p>For 3-point linkage machines:</p> <ul style="list-style-type: none"> <li>attachment of lift arms, top link and stabilisers is secure</li> <li>machine is correctly aligned</li> <li>engagement of PTO shaft or other drive mechanisms is secure and safe</li> <li>all PTO guards are secure and in good condition</li> </ul>	<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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3.1 cont...		For tracked chippers the candidate must be able to move the machine using the controls.	For tracked wood chippers: <ul style="list-style-type: none"> <li>tracks, rollers, sprockets etc are in safe condition and tensioned / aligned correctly</li> <li>hydraulic levelling / widening is employed as appropriate (if fitted)</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	Carry out site inspection	Assessor to observe	Site inspection to include: <ul style="list-style-type: none"> <li>walk the site and remove or mark hazards</li> <li>confirm the condition of the site as acceptable for the operation to take place</li> <li>report to the appropriate person if the site condition is unsuitable</li> <li>set out warning signs and barriers (if appropriate) to advise or exclude public/animals</li> <li>implement suitable controls to protect the operator</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"/>
1.5	State precautions to be observed when working adjacent to highways	State <b>three</b> precautions	Precautions observes may include: <ul style="list-style-type: none"> <li>wear high visibility clothing</li> <li>warning signs deployed in accordance with department of transport requirements</li> <li>exclusion zone / barriers set up to protect both operators and public</li> <li>position machine safely</li> <li>discharge chips safely</li> <li>ensure constant awareness of traffic</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"/>
3.3	Prepare the material for chipping	If material has been stacked appropriately prior to the assessment, candidate must demonstrate knowledge of how to present timber in stacks  State <b>two</b> hazards from timber that requires particular care at in-feed chute to avoid injury  State <b>two</b> harmful materials and their control measures	<ul style="list-style-type: none"> <li>material for chipping stacked appropriately</li> <li>timber (etc.) free from foreign objects</li> <li>hazardous materials not to be chipped identified</li> </ul> <ul style="list-style-type: none"> <li>dead and / or brittle material can shatter and pieces can hit operator</li> <li>bent material can move violently and injure the operator</li> <li>material can catch on clothing and drag operator or cause physical damage to operator</li> </ul> <p>Hazardous material that requires particular PPE:</p> <ul style="list-style-type: none"> <li>dry / fungus infested material produces dust; breathing and eye protection may be required</li> <li>thorny material can cause injury; additional hand, arm and face protection may be required</li> <li>toxic material; additional face, arm, hand and breathing protection may be required</li> <li>contamination by other harmful material e.g. sewage / waste; face, body and breathing protection may be required</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
3.2	Carry out safe starting and post operational checks	Assessor to observe  <b>MACHINE SPECIFIC</b>	<p>Ensure that:</p> <ul style="list-style-type: none"> <li>• safe starting zone selected</li> <li>• all bystanders at an appropriate safety distance</li> <li>• visual pre start checks carried out</li> <li>• wood chipper started in accordance with manufacturers recommendations</li> <li>• throttle control adjusted to achieve full working speed</li> <li>• operator protection and restart mechanism checked for correct operation (if fitted)</li> <li>• emergency stop control checked for effectiveness</li> <li>• roller speed control is adjusted correctly (if applicable)</li> <li>• wood chipper stopped safely and correctly, key removed</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	Carry out the chipping operation	<p>Assessor to observe</p> <p>Material to be chipped must include</p> <ul style="list-style-type: none"> <li>• brushwood / light branch wood</li> <li>• long round wood</li> <li>• short round wood up to diameter capacity of the chipper</li> </ul> <p>Site checked and tidied</p>	<p>Ensure that:</p> <ul style="list-style-type: none"> <li>• safe procedures are observed throughout operation</li> <li>• timber feeding area is clear of other persons</li> <li>• engine speed set to obtain optimum output</li> <li>• stress control is set if applicable</li> <li>• safe manual handling procedures are used to lift and feed material into chipper</li> <li>• operator is to one side of in-feed chute</li> <li>• no part of the body enters the in-feed chute</li> <li>• push stick is used as appropriate</li> <li>• discharge area checked during operations</li> <li>• assistant (if present) is in a safe position and employed appropriately</li> </ul> <p>Shutdown machine as per manufacturers recommendations</p> <ul style="list-style-type: none"> <li>• remove key</li> <li>• no further working on machine until all moving parts stationary</li> <li>• site is safe and secure</li> <li>• debris cleared according to site specification</li> <li>• breakdown the site</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"/>
4.3	State how to clear machine blockages	State <b>all</b>	<p>Clearing blockages may include:</p> <ul style="list-style-type: none"> <li>• stop machine using "safe stop" procedures</li> <li>• ensure safe operating methods to gain access to blockage</li> <li>• check and clear: <ul style="list-style-type: none"> <li>• feed hopper</li> <li>• discharge chute</li> <li>• cutting mechanism</li> </ul> </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	State post operational checks to be carried out on the wood chipper	State <b>two</b> post operational checks	<ul style="list-style-type: none"> <li>wood chipper inspected and cleaned to establish any wear, damaged and/or missing components through use</li> <li>ensures any defects can be rectified before it is next used</li> <li>other operators / supervisor etc. can be informed through a reporting procedure that defects are present</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<b>Met✓ Not Met X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	State the environmental and public hazard considerations when discharging or storing woodchips	State <b>five</b> environmental considerations	<ul style="list-style-type: none"> <li>fire hazard in chip stacks</li> <li>toxic run-off hazard from chip stacks</li> <li>physical hazard to public and others from unstable chip stacks</li> <li>hazard to road users from unstable chip stacks</li> <li>risk of blocking drains, watercourses etc from inappropriate discharge / chip stacks</li> <li>hazard to wildlife, plants and trees from inappropriate discharge / chip stacks</li> <li>hazard to property (e.g. fences) from inappropriate discharge / chip stacks</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<b>Met✓ Not Met X</b>	<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>	