

# CITY & GUILDS NPTC LEVEL 2 AWARD IN THE SAFE USE OF A STUMP GRINDER QAN 601/2266/3



## 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
<b>Qualification Programme No</b>	0 0 2 0 - 5 3	L2 Award in the Safe Use of a Stump Grinder
<b>Unit(s)</b>	2 2 0	Prepare and Operate a Stump Grinder
<b>Guided Learning Hours (GLH)</b>	2 2 0	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>  Throughout

# City and Guilds Level 2 Award in the Safe Use of a Stump Grinder 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:

<b>Unit 220</b>	<b>Prepare and Operate a Stump Grinder</b>	(Mandatory)
	Outcomes	
	1. Know the health and safety requirements for operating a stump grinder	<b>(criteria 1.1 – 1.5)</b>
	2. Be able to carry out a risk assessment on a site	<b>(criteria 2.1 – 2.4)</b>
	3. Be able to prepare the equipment and site for stump grinder operations	<b>(criteria 3.1 – 3.4)</b>
	4. Be able to operate a stump grinder	<b>(criteria 4.1)</b>
	5. Carry out maintenance on a stump grinder	<b>(criteria 5.1 – 5.4)</b>

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:

Stump suitable for grinding (minimum 380mm diameter)

## Chainsaw Safe Practice

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

1. Assessors must hold a current 'First Aid at Work' Certificate.
2. All chainsaws used in assessments must comply with relevant Arboriculture and Forestry Advisory Group (AFAG) guidance and HSE Chainsaws at Work INDG317(rev1), in terms of safety features, and be a model and size suited to the task(s) required.
4. Recommended guide bar lengths should be observed, although variations may be accepted at the discretion of the assessor where this is appropriate to the task.
5. Candidates should be familiar with the machinery, equipment and tools that they are going to use.
6. During chainsaw based assessments a spare working chainsaw must be available.
7. Appropriate Personal Protective Equipment (PPE) must be worn at all times by both the candidate and the assessor. All PPE used must comply with relevant AFAG guidance, industry good practice, Health and Safety Executive publications and current legal requirements in terms of specification and use.
8. A First Aid kit meeting current regulations, of the appropriate size for the number of persons on site, must be available, along with appropriate fire fighting and suitable welfare facilities e.g. hand cleansing wipes.
9. The use of personal first aid kits must be 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>	<p>Identify hazards (anything with the potential to cause harm) and risks (who might be harmed and how), relevant to:</p> <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	<p>The risk assessment process may contain the following five steps:</p> <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	<b>State five</b>	<p>Emergency procedures relevant to a work site may include:</p> <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"/>

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
<b>1.1</b>	State legislation covering stump grinding operations	State <b>five</b> by name with a basic outline of the implication on a stump grinding operation            State <b>two</b> stump grinder specifics of PUWER	<p>May include the following:</p> <ul style="list-style-type: none"> <li>● The Health &amp; Safety at Work Act 1974 – specified duties under the act as an employee</li> <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> <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> <p>Provision and Use of Work Equipment Regulations (PUWER) 1998</p> <ul style="list-style-type: none"> <li>● self propelled machines</li> <li>● Roll Over Protective Structure (ROPS)</li> <li>● Power Take Off (PTO)</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>3.4</b>	Use Personal Protective Equipment (PPE) and machine safety features for stump grinding operations	Assessor to observe	<p>As per manufacturers recommendations, PPE should include appropriate:</p> <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>● trousers to protect from flying debris</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> <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>2.2</b>	Identify safety features of the stump grinder	State <b>all</b>	<p>Safety features identified must include:</p> <ul style="list-style-type: none"> <li>● warning / information symbols identified and interpreted</li> <li>● machine safety guards secured</li> <li>● controls identified and checked for function and direction of operation</li> <li>● brakes, chocks, stabilisers and other security devices checked</li> <li>● sweep mechanism (if applicable)</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			
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5.3	Carry out maintenance on the stump grinder	<p><b>MACHINE SPECIFIC</b></p> <p>Carry out the maintenance of the stump grinder</p> <p>Inspect teeth</p> <p>Carry out the removal and replacement of cutters</p>	<p>Maintenance tasks carried out as outlined in manufacturer's or operators instruction book, including:</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>• <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, starting and charging systems inspected and commented on</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 depending on style of machine</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> <li>• <b>linkages, pivots, springs</b> etc. inspected and lubricated</li> <li>• <b>hydraulic oil level</b> correct</li> </ul> <p><b>Cutting system</b> checks may include:</p> <ul style="list-style-type: none"> <li>• cutting teeth: <ul style="list-style-type: none"> <li>• are sharp</li> <li>• clearance is correct</li> <li>• are secure</li> </ul> </li> <li>• as per manufacturer's instruction book</li> <li>• ensure that machine is safe to work on</li> <li>• ensure that damaged cutters identified</li> <li>• use of setting tools</li> <li>• remove cutters</li> <li>• replace new/replacement cutters</li> <li>• tighten all nuts to correct torque setting</li> <li>• clearances checked on completion</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 removal and replacement of the cutters	<p>Explain the removal and replacement of <b>two</b> cutters</p> <p>State <b>three</b> possible causes of damage to teeth</p>	<ul style="list-style-type: none"> <li>• as per manufacturer's instruction book</li> <li>• ensure that machine is safe to work on</li> <li>• ensure that damaged cutters identified</li> <li>• use of setting tools</li> <li>• remove cutters</li> <li>• replace new/replacement cutters</li> <li>• tighten all nuts to correct torque setting</li> <li>• clearances checked on completion</li> </ul> <p>Possible causes of damage to teeth may include:</p> <ul style="list-style-type: none"> <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>	<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
5.1 cont...		State <b>all</b>	Possible consequences of poorly maintained cutters could include: <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>• increased vibration</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"/>
5.4	Reassemble stump grinder to a functional and operational standard	Assessor to observe  Position stump grinder	Reassembled according to manufacturers recommendations  As appropriate, check that: <ul style="list-style-type: none"> <li>• linkage/draw bar settings are correct</li> <li>• stabilisers are used</li> <li>• controls/handle bars set correctly</li> <li>• brake is engaged 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"/>
2.3	State factors to consider when manoeuvring a stump grinder to the work position	<b>MACHINE AND SITE SPECIFIC</b>  Candidate to state factors on how to manoeuvre the stump grinder	Machine moved to work position in safe manner may include: <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 stump grinder 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 stump grinder 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 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 stump grinder	Assessor to observe  For trailed stump grinders, the candidate is not required to manoeuvre the machine with the towing vehicle.	For trailed stump grinder: <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> </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...		<p>For tractor mounted stump grinders the candidate must be able to operate the tractor to lift and lower the stump grinder and re-position if necessary. The tractor is an integral part of the stump grinder set up. This qualification will not imply that the candidate is a competent tractor driver.</p> <p>For tracked stump grinders the candidate must be able to move the machine using the controls.</p>	<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> <p>For tracked stump grinders:</p> <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	<p>Site inspection carried out may include:</p> <ul style="list-style-type: none"> <li>walk the site and remove or mark hazards</li> <li>identifying location of underground services</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	<p>Precautions observed when working adjacent to highways may include:</p> <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>direction of flying debris</li> <li>discharge barriers set up as appropriate</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 grinding	Assessor to observe	<p>Ensure that:</p> <ul style="list-style-type: none"> <li>remove debris from around stump base</li> <li>cut stump down to ground level, if applicable</li> <li>erect screen/barriers, 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"/>
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>stump grinder 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> </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
3.2 cont...			<ul style="list-style-type: none"> <li>emergency stop control checked for effectiveness</li> <li>all controls functioning correctly</li> <li>stump grinder 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"/>
4.1	Carry out the grinding operation	<p>Operate machine to grind a tree stump of at least 380mm diameter as per site specification</p> <p>State <b>four</b> factors</p> <p>Assessor to observe</p> <p>Assessor to observe</p>	<p>Ensure that:</p> <ul style="list-style-type: none"> <li>safety procedures are adopted</li> <li>area clear of other persons</li> <li>engine speed/gear set to obtain optimum output</li> <li>optimum depth of swath across stump is obtained</li> <li>stump is ground to specified depth</li> <li>arisings disposed of / back filled appropriately</li> </ul> <p>Factors to consider when dealing with larger stumps:</p> <ul style="list-style-type: none"> <li>disengage cutter wheel</li> <li>ensure cutter wheel is stationary before repositioning</li> <li>back fill arisings to improve stability</li> <li>re-position machine to remove stump in sections</li> </ul> <p>Convert to transport position:</p> <ul style="list-style-type: none"> <li>isolate power source and convert to transport position as per manufacturer's recommendations</li> </ul> <p>Site checked and tidied:</p> <ul style="list-style-type: none"> <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"/>
5.2	State post operational checks to be carried out on the stump grinder	State <b>two</b> operational checks	<p>Post operational checks may include:</p> <ul style="list-style-type: none"> <li>stump grinder 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> <p style="text-align: right;"><b>Met ✓ Not Met X</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	State the environmental and public hazard considerations when dealing with arisings from stump grinding	State <b>four</b> environmental considerations	<p>Environmental considerations to include:</p> <ul style="list-style-type: none"> <li>mouldy or dead material that produces fungal spores</li> <li>physical hazard to public</li> <li>hazard to road users from flying debris</li> <li>risk of blocking drains, watercourses etc</li> <li>hazard to wildlife, plants and trees</li> <li>hazard to property from flying debris</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"/>

**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>	