CITY & GUILDS NPTC LEVEL 3 AWARD IN EMERGENCY TREEWORK OPERATIONS QAN 600/6437/7

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)

Qualification Group No	0021	Forestry & Arboriculture Level 3
Qualification Programme No	0021-05	Award In Emergency Treework Operations
Unit(s)	305	Carry out emergency treework operations
Guided Learning Hours (GLH)	305	GLH 33 (Credit Value 5)
Total Qualification Time (TQT)		50 Hours
Recommended Assessment Duration		1.5 – 3 hours per Candidate
Pre-Requisite Units	201	Carry out maintenance of chainsaw and cutting system
	202	Cross-cut timber using a chainsaw
	203	Fell and process trees up to 380mm

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

City and Guilds NPTC Level 3 Award In Emergency Treework Operations
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.

Instruction

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

Total Qualification Time

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

Access to Assessment

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

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

The assessment is **one** Mandatory unit:

Unit 305 Carry out emergency treework operations

Outcomes

1. Be able to promote health and safety and industry good practice (1) **(Criteria 1.1 – 1.5)**
2. Be able to carry out emergency treework operations (2) **(Criteria 2.1 – 2.11)**
3. Understand relevant health and safety legislation and industry good practice (3) **(Criteria 3.1 – 3.7)**
4. Understand how to carry out emergency treework operations (4) **(Criteria 4.1 – 4.10)**

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

Quality Assurance

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

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

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

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

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

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. Subject to H&S restrictions the Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

Validation of Equipment

A Manufacturer's instruction book or other operator's manual should be available for the Candidate to use during the assessment if required.

All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.

Vehicles must comply with department of Transport and road Traffic acts where relevant.

Any appropriate item of machinery complying with current legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

Safe Practice

Appropriate Personal Protective Equipment (PPE) must be worn at all times.

The Assessor must ensure that a site specific risk assessment is carried out.

All equipment must be operated in such a way that the Candidate, Assessor, other persons, or other equipment are not endangered.

All ancillary equipment, when detached, must be safely parked.

Failure to operate safely and comply with these requirements will result in the Candidate not meeting the required standard.

Warning signs stating that an assessment is in progress should be available.

The Assessor may stop the assessment on the grounds of safety at any time at his/her discretion.

Before any assessments take place, Assessor & Candidate should to be aware of any local or national issues to prevent breach of security, safety and any cross contamination or damage to the local environment.

A breach of Health and Safety that puts any person at risk during the assessment process will result in the assessment being terminated and the Candidate not meeting the required standard.

Additional Information

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

Questions should be related to the background or employment aspirations of the candidate.

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 theses 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 NPTC. (www.nptc.org.uk)

Assessment is a process by which it is confirmed that the candidate is competent in the unit(s) within the award to which the assessment relates. It is the process of collecting evidence about his/her capabilities and judging whether that evidence is sufficient to attribute competence.

The Candidate must be registered through the City & Guilds approved assessment centre for this qualification prior to the assessment.

The results of the assessment will be recorded on the Record of Assessment form (ROA).

The qualification guidance contains criteria relating to:

- Observation of practical performance
- Assessment of underpinning knowledge

Assessment Requirements

- Minimum 2, maximum 4 fully uprooted trees within the last 12 months.
- Stems between 18" and 30".
- A hand winch must be used to secure 1 root plate.
- Open spreading crowns with branches and/or stem under tension and compression.
- Crown may be conifer or broadleaved.
- Removal of branches/limbs (over approx 100mm (4") in diameter): minimum 20, max 30.
- Sections of stem (length/diameter in accordance with site specification): minimum 4, max 12.
- Minimum 1 maximum 2 standing tree(s) for assisted felling up to 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 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

Candidate A	Name:	Date:	Start Time:	Duration:
Candidate B	Name:	Date:	Start Time:	Duration:
Candidate C	Name:	Date:	Start Time:	Duration:
Candidate D	Name:	Date:	Start Time:	Duration:

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
3.1 **3**	Explain the importance of risk assessment	**Two** reasons	Risk assessment is important due to: • legislative requirements • helps provide and maintain safe places of work • other _____ **Met✓ Not Met X**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
3.2 **3**	Outline the emergency planning procedures relevant to the working area	State **five** emergency procedures	Emergency procedures relevant to a work site may include: • location name • grid reference • designated meeting place • site location name • nearest access point • street name/district • type of access (public road/light vehicles, four-wheel drive) • suitable helicopter landing area • phone number of nearest doctor • location of nearest accident and emergency hospital and phone number • works manager contact details • your own contact number/mobile number • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
4.8 **4**	Describe the procedures for dealing with emergencies and emergency services	**Four** procedures	Procedures for dealing with emergencies: • initial contact with client • correct paperwork • quick response time • risk assessment • liaise with other agencies on site • work strategy agreed • work carried out • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
4.6 **4**	Explain the importance of initiating and maintaining communication and team working when carrying out emergency treework operations	**Three** reasons	Importance of communication: • all operatives understand their roles within the operation being carried out • clear lines of communication • site specific risk assessment • work efficiency • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
1.1 **1**	Identify the hazards and risks associated with the working area and the proposed work	**Three** hazards and risks with the working area **Three** hazards and risks with the proposed work	Identify hazards (anything with the potential to cause harm) and risks (who might be harmed and how), relevant to: • the work area • the work to be done **Met ✓ Not Met X**	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE			
				A	B	C	D
4.10 **4**	Explain the potential hazards of working in different types of sites and situations covering: • In close proximity to buildings • In close proximity to the highway • In close proximity to water • Fallen trees • Damaged buildings • Appalling weather • Damaged overhead power lines which may be live • Damaged underground utilities • Burst drains • Environmental disasters – raw sewage etc. • Under artificial lights	**One** hazard from each	Hazards to be identified: In close proximity to buildings: • collision with building	☐	☐	☐	☐
			In close proximity to the highway: • collision with vehicles	☐	☐	☐	☐
			In close proximity to water: • drowning	☐	☐	☐	☐
			Fallen trees: • struck by timber	☐	☐	☐	☐
			Damaged buildings: • falling masonry	☐	☐	☐	☐
			Appalling weather: • exposure	☐	☐	☐	☐
			Damaged overhead power lines which may be live: • electrocution	☐	☐	☐	☐
			Damaged underground utilities: • explosion	☐	☐	☐	☐
			Burst drains: • flooding	☐	☐	☐	☐
			Environmental disasters – raw sewage etc: • contamination	☐	☐	☐	☐
			Under artificial lights: • shadows	☐	☐	☐	☐
			Met ✓ Not Met X	☐	☐	☐	☐
3.3 **3**	Summarise current health and safety legislation and industry good practice	**Two** points from each:	Outline key points from the legislation and industry good practice listed below:				
		Health and Safety at Work Act 1974 (HSWA)	Health and Safety at Work Act (HSWA) – • general duties for employers and employees	☐	☐	☐	☐
			• maintain safe places of work	☐	☐	☐	☐
			• other ________________________________	☐	☐	☐	☐
		Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)	The main requirements of the LOLER regulations relating to the inspection of climbing equipment include: • equipment should be subject to a pre use check by the climber	☐	☐	☐	☐
			• a written recorded interim inspection should be kept for equipment subject to high levels of wear such as friction cord or possibly ropes	☐	☐	☐	☐
			• a thorough examination should be carried out at least every 6 months	☐	☐	☐	☐
			• equipment should be marked for unique identification	☐	☐	☐	☐
			• other ________________________________	☐	☐	☐	☐
		Provision and Use of Work Equipment Regulations 1998 (PUWER), Regulation 9	Provision and Use of Work Equipment Regulations (PUWER) – • operators adequately trained	☐	☐	☐	☐
			• equipment fit for purpose	☐	☐	☐	☐
Continued			• other ________________________________	☐	☐	☐	☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Cont… **3.3** **3**		Work at Height Regulations 2005	The main requirements of the Work at Height regulations relating to arboricultural operations include: • all work at height is properly planned and organised • those involved with work at height are competent • the risks from work at height are assessed and appropriate work equipment is selected and used • equipment for work at height is properly inspected	☐	☐	☐	☐ ☐ ☐ ☐
		One purpose of Arboriculture and Forestry Advisory Group (AFAG) Guides	Arboriculture Forestry Advisory Group (AFAG) information • providers of industrial good practice • other _____ **Met ✓ Not Met X**	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
3.7 **3**	Explain the records required for management and legislative purposes and the importance of maintaining them	**Three** records **One** reason for each	Records required for management and legislative purposes may include: • risk assessments • method statements/safe systems of work • equipment checklists/maintenance records • accident/incident records • other _____ The importance of maintaining them may include • legislative requirement • requirement of company policy or procedures • industry good practice to do so • provides an auditable paper trail • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
3.5 **3**	Describe the potential environmental damage that could occur and how to respond appropriately	**One** cause **One** prevention	Potential environmental damage may include: • damage to retained trees • contamination of watercourses • wildlife disturbance Appropriate prevention may include: • containment and clearance of spills • good housekeeping, use of spill mats etc • work sequence chosen to minimise subsequent damage to retained trees • wildlife assessments completed prior to work **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
2.8 **2**	Make working area safe with suitable access routes as required		The work area is made safe by ensuring: • operator escape routes are kept clear and maintained throughout the operation • access routes for vehicles, third parties and other operators are kept clear **Met ✓ Not Met X**	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
2.1 **2**	Deploy the emergency response kit		• tools and equipment selected as appropriate **Met ✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐
1.2 **1**	Work in a way which maintains health and safety and is consistent with relevant legislation and industry good practice	Assessor to observe	• all activities must be completed in a way which protects the operator and those around them **Met ✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
3.4 **3**	Explain the importance of maintaining tools, equipment and personal protective equipment	**Three** reasons	The importance of maintaining tools, equipment and PPE may include: • operator safety • ensuring equipment works when required • reduces downtime • reduces emissions and possible environmental damage • other ____________________ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
1.4 **1**	Carry out work to minimise environmental damage	Assessor to observe	• It is ensured that any possible environmental damage is minimised at all times during emergency treework operations **Met ✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐
1.3 **1**	Use appropriate tools, equipment and personal protective equipment (PPE)	Assessor to observe and risk assess	• all tools, equipment and Personal Protective Equipment is used in line with industry good practice e.g. AFAG/INDG **Met ✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐
2.2 **2**	Carry out pre-start checks and setting of the machine for use	Assessor to observe	Pre start checks and setting of the machine to include: • chain tension and condition checked for safe and effective use • safety features checked for condition and function • external nuts and bolts checked for security • chainsaw contains sufficient fuel and chain oil for operations **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
2.3 **2**	Demonstrate safe starting of the chainsaw	Assessor to observe If any of the post start checks identify the chainsaw as unfit for use, it must not be used for the assessment	The safe starting procedure of a chainsaw should include: • ensuring appropriate safe working distances from both fuel and other operators is maintained • correct PPE worn • remove guidebar cover • place saw on ground, where appropriate, ensuring no debris can catch the chain • secure rear handle • controls set as recommended by the manufacturer • ensure chain brake set according to manufacturer's recommendations • adopt safe stance • find compression pulling starter cord sharply and firmly • choke released when engine fires • half throttle released when engine runs Post starting checks of a chainsaw should include: • ensuring the saw chain stops when the engine revs return to idle • ensuring the chain brake functions according to the manufacturer's specification • ensuring the stop switch works correctly • ensuring lubrication to the guide bar and chain is working properly **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
4.2 **4** **Continued**	Explain the factors to consider and additional safety precautions when using winches		Factors to consider: • exciding safe working loads • load being moved • compatibility of winching system • other ____________________	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Cont… **4.2** **4**			Safety precautions: • competence of operators • availability of equipment • fit for purpose • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
4.1 **4**	Explain how to secure the tree root-plate or other unstable structures with appropriate equipment	State **two**	Root plate or other unstable structures could be secured by: • hand winch • mechanical winch • machine • strapping/cabling • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
2.5 **2**	Secure the tree root plate with appropriate equipment	**One** to be secured	Root plate secured with a winch should include: • winch to be appropriate to the task and must have a minimum safe working load/working load limit of a 1.6 tonnes in a straight line pull • anchor point bearing capacity adequate for weight of tree and root plate • allowance made for any movement that may be applied to the system, especially on slopes • capacity and configuration of strop compatible with load to be applied • selection of strop / choker and method of attachment on stem correct • method to prevent cable cutting through root plate used if appropriate • placing of off-set/ redirect pulley if required • escape route available for winch operator • if a tree used as anchor point, chainsaw operator in a safe position in case of anchor point failure **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
2.6 **2**	Sever the root plates using a recognised severing method appropriate to the tree size and condition	Minimum **one**, maximum **two** trees up to 18" diameter Minimum **one**, maximum **two** trees over 18" diameter	Severing techniques should include: • ensure there is no risk to the operator from the root plate rolling or falling or the stem springing (including sideways) • identify tension and compression in stems and select severing methods which is appropriate to tree size and condition • appropriate use of aid tools as required • ensure tree and root plate are in a safe condition to enable subsequent operations Reducing cut should include: • a reducing cut is made into the timber on the opposite side to the final severing • final severing cuts are placed into the timber taking into account escape routes **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
4.3 **4**	Describe the reasons and circumstances where it is necessary to move trees to safer working area	**Two** reasons **Two** circumstances	Reasons: • to clear highway • allow access • trees are trapping utilities • trees are resting on buildings, walls or fences • other _____ Circumstances: • trees are in close proximity of moving traffic • reinstatement of utilities • to enable larger machinery to gain access • to enable access for emergency services • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
4.5 **4**	Explain how to determine the appropriate pulling equipment for the assisted fell of a range of tree types/ weights	**Five** factors which may include: length, SWH, weight of item, availability, method of installation	Factors to consider when determining appropriate pulling equipment may be: • weight of load to be moved • availability • compatibility • SWH • length of rope/cable • other ______________________________ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
2.7 **2**	Carry out assisted fell operations appropriate to tree form and site conditions	**One** with rope **One** with winch Tree diameter up to 380mm minimum **one**, maximum **two**	Attachment point security and position: • securely install attachment points within the tree to be felled using an appropriate method • attachment points installed in order to exert adequate leverage on the tree to be felled Felling cuts to assist the felling of a tree to include: • a sink of the appropriate dimensions - top sink cut should normally be at least 45º and 20 – 25% the diameter of the tree at felling height • felling cuts made and felling aid employed using a safe and effective felling method • a hinge being retained of adequate dimensions - hinge thickness should be about 10% of tree diameter at felling height • appropriate aid tools are used safely if required to fell tree • escape routes being used as soon as the tree begins to fall • stump height left appropriate to site specification **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
4.4 **4**	Explain the principles of tree crown breakdown with particular emphasis on supporting branches and tension and compression	**Five** principles	Principles of crown breakdown: • working and clearing from the outside of the crown in • clearing escape routes as you work • leaving supporting branches • appropriate cuts for tension and compression • securing the tree/stem • dealing with branches over shoulder height • rolling tree/stem • other ______________________________ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
2.4 **2** **Continued**	Breakdown tree crowns		Branch removal techniques should account for: • correct stance and support of the saw on tree or right leg • left thumb around the front handle • neither handle released while the chain is moving • apply chain brake if reaching across bar • apply chain brake when negotiating obstacles • not walking when the saw is on the same side of the tree as the operator without applying the chainbrake • avoid working on lower side of tree on side slopes • operator not reaching too far round with saw on far side of tree • operators not cutting towards legs or body • avoiding the use of the tip of guidebar • avoiding overreaching with chainsaw • not straddling the stem • compression and tension forces assessed and appropriate cuts used • using an under-sweep technique if applicable • winch used as appropriate to restrain stem	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

CRITERIA NUMBER	ASSESSMENT CRITERIA	ASSESSOR GUIDANCE	ASSESSMENT ACTIVITIES	CANDIDATE A	B	C	D
Cont… 2.4 2			Choice of work method should account for: • a systematic sequence of cuts and position of the saw to remove branches as appropriate for the branching habit • the top cut at an appropriate diameter • top removed with a safe method of cutting **Met ✓ Not Met X**	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
3.6 3	Explain the appropriate methods for disposing of waste	**Two** methods	Disposal of waste from workplace activities may include: • use of designated waste/recycle bins • empty containers removed from site e.g. oil • litter taken home with operators • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
4.7 4	Explain planning requirements for any subsequent work and clear up to take place	**Three** requirements	Planning requirements for subsequent work: • leave site safe and secure • report to management • clear up team dispatched • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
2.9 2	Dispose of arisings in line with the site specifications, safety and environmental requirements	As per job specification	• remove arisings in accordance with site/job requirements at the time work is carried out **Met ✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐
1.5 1	Dispose of waste safely in line with legislation	Assessor to observe	• All waste produced from maintenance activities is disposed of in line with legislation, good practice and/or site requirements **Met ✓ Not Met X**	☐ ☐	☐ ☐	☐ ☐	☐ ☐
2.11 2	Clean and tidy working area		• ensure no branches are left on fences, paths, roads, timber stacks, young trees etc. or in ditches, ponds, waterways etc • brash stacked tidily, if appropriate, ready for subsequent handling (e.g. for a wood chipper) **Met ✓ Not Met X**	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
2.10 2	Restore and secure the site prior to departure	Make site safe	Restoring and securing site may include: • as far as practicable re-bury rootplate • rootplates may need moving mechanically to be made safe after severing • winch may be needed to place rootplate in hole • emergency services may be stood down • carriageway re opened • traffic management removed **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
4.9 4	Explain why some activities need to be carried out at the time of the emergency and why some can be carried out until a later time	**Two** initial activities **Two** post emergency activities	Initial activities: • a hazard evaluation done • order of priority established • dangerous trees to be dealt with first • trees hampering the progress of emergency services made a priority • carriageways re opened • other _____ Post emergency activities: • removal of arisings • re establishment of utilities • reinstate or remove root plates • lower priority trees to be worked on • other _____ **Met ✓ Not Met X**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

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

Candidate A	Candidate **has met** all of the assessment criteria	**Tick** ✓ ☐	The Candidate **has not** met all of the assessment criteria; **(*state reason(s)*)**	**Tick** ✓ ☐
	Signed:	**Date:**		
Candidate B	Candidate **has met** all of the assessment criteria	**Tick** ✓ ☐	The Candidate **has not** met all of the assessment criteria; **(*state reason(s)*)**	**Tick** ✓ ☐
	Signed:	**Date:**		
Candidate C	Candidate **has met** all of the assessment criteria	**Tick** ✓ ☐	The Candidate **has not** met all of the assessment criteria; **(*state reason(s)*)**	**Tick** ✓ ☐
	Signed:	**Date:**		
Candidate D	Candidate **has met** all of the assessment criteria	**Tick** ✓ ☐	The Candidate **has not** met all of the assessment criteria; **(*state reason(s)*)**	**Tick** ✓ ☐
	Signed:	**Date:**		

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

I observed an assessment process taking place and I am satisfied that the assessment was conducted in line with the qualification requirements and that the judgement of the Assessor was appropriate.	**Tick** ✓ ☐
I observed an assessment process taking place. The following were noted as areas of concern.	**Tick** ✓ ☐
Signed: **Date:**	

