

City & Guilds Level 2 Certificate of Competence in Remote- Control Machinery (0014-38)

Version 1.2 (March 2025)

Assessment Pack – Candidate Version

Version and date	Change detail	Section
1.0 April 2020	First version	
1.1 July 2020	Updates made to stump grinding and winch assessment 224 – 226	Assessment tables
1.2 March 2025	Formatted Unit Numbers updated	Throughout

Contents

Introduction	4
Practical observation descriptor table	5
Unit 246 – Prepare a remote control mower for operation	5
Unit 247 - Operate a remote control mower	10
Unit 248 - Prepare a remote control stump grinder for operation	11
Unit 249 - Operate a remote-control stump grinder	15
Unit 250 - Prepare a remote-control winch for operation	17
Unit 251 – Operate a remote-control winch	21
Appendix 1 Practical tables	23
Unit 246 – Prepare a remote control mower for operation	23
Unit 247 - Operate a remote control mower	24
Unit 248 - Prepare a remote control stump grinder for operation	25
Unit 249 - Operate a remote-control stump grinder	26
Unit 250 - Prepare a remote-control winch for operation	27
Unit 251 – Operate a remote-control winch	28
Appendix 2 Sources of general information	29

Introduction

This assessment relates to the unit in the Qualification handbook. The assessment can be achieved at pass only. If any task is not yet met the candidate is unsuccessful.

This assessment has the following units and learning outcomes:

Unit 246 Prepare a remote-controlled mower for operation

1. Prepare a remote-controlled mower

Unit 247 Operate a remote-controlled mower

1. Operate a remote-controlled mower

Unit 248 Prepare a remote-controlled stump grinder for operation

1. Prepare a remote-controlled stump grinder

Unit 249 Operate a remote-controlled stump grinder

1. Operate a remote-controlled stump grinder

Unit 250 Prepare a remote-controlled winch for operation

1. Prepare a remote-controlled winch for operation

Unit 251 Operate a remote-controlled winch

1. Operate a remote-controlled winch

General guidance on the requirements for assessment can be found in the Assessor Guidance document available on the City & Guilds web site www.nptc.org.uk

Practical observation descriptor table

Unit 246 – Prepare a remote control mower for operation

Activity number and description from check list	Assessment criteria
<p style="text-align: center;">1</p>	<p>May include:</p> <ul style="list-style-type: none"> • Slopes (according to machine capabilities) • Ground conditions • Contact with moving parts • Manual handling • Overhead obstructions • Surface obstructions • People and/or animals • Ditches/waterways • Hot components • Exhaust fumes • Fuel and oil • Bio hazards • Dust/fungal spores • Flying debris • Contact with the cutting mechanism • Insect bites/stings • Fire
	<p>To include:</p> <ul style="list-style-type: none"> • Evaluate risks • Implement appropriate control measures • Confirm that the condition of the site is acceptable • Confirm who they would report to if the site condition is unsuitable
	<p>To include:</p> <ul style="list-style-type: none"> • Operator positioning according to manufacturer's guidance • Clear sight of machine at all times • Within operating range of remote control • Safe working distance according to manufacturer's guidance • Emergency procedure(s) explained in the event of a dangerous occurrence
	<p>May include:</p>

		<ul style="list-style-type: none"> • Machine runaway/overturn situation • Obstruction of cutting mechanism • Protected species • People • Operator fatigue
2	Describe the relevant health and safety legislation in relation to mower operations	<p>May include the following:</p> <ul style="list-style-type: none"> • Manufacturers minimum age requirements (if applicable) • Health and Safety at Work Etc. Act (HASAWA): <ul style="list-style-type: none"> ○ Duties imposed on the employer/employee/others • Provision and Use of Work Equipment Regulations (PUWER): <ul style="list-style-type: none"> ○ Machine must be suitable for the task ○ Machine must be properly maintained according to manufacturer's recommendations • Management of Health and Safety at Work Regulations (MHSWR): <ul style="list-style-type: none"> ○ Risk assessments must be completed and communicated to all relevant persons • Manual Handling Operations Regulations (MHOR): <ul style="list-style-type: none"> ○ Avoid manual handling where possible, use safe lifting techniques • Control of Substances Hazardous to Health (COSHH): <ul style="list-style-type: none"> ○ fuel handling and protection from contaminants • Personal Protective Equipment Regulations (PPE): <ul style="list-style-type: none"> ○ PPE must be provided, maintained and worn • The Control of Noise at Work Regulations: <ul style="list-style-type: none"> ○ Hearing protection must be used over 85 decibels (dB) • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR): <ul style="list-style-type: none"> ○ Certain categories of injuries must be reported • Wildlife and Countryside Act (WCA): <ul style="list-style-type: none"> ○ Operations must be carried out avoiding disturbance to wildlife • Health & Safety (First Aid) Regulations: <ul style="list-style-type: none"> ○ Need for an accident book and knowledge of where it is kept • The Control of Vibration at Work Regulations:

		<ul style="list-style-type: none"> ○ To reduce the risk to health from vibrations
3	Select the appropriate Personal Protective Equipment (PPE) for mower operations	<p>May include (subject to risk assessment):</p> <ul style="list-style-type: none"> ● Eye protection ● Head protection ● Hearing protection ● Dust mask ● Hand protection ● Non-snag clothing ● High visibility clothing ● Safety footwear
4	Identify the fuel requirements for the power unit and related safety precautions	<p>May include:</p> <ul style="list-style-type: none"> ● Petrol ● Diesel ● Battery
		<p>May include:</p> <ul style="list-style-type: none"> ● No smoking/naked flames ● Allowing engine to cool before re-fuelling ● Avoiding contact with hot surfaces ● Fuel topped up to correct level ● Any spillage is dealt with using the correct method ● Be kept away from any sources of ignition
		<p>May include:</p> <ul style="list-style-type: none"> ● Container specifically designed for fuel storage ● Have a non-spill spout ● Be clearly labelled ● Have securely fitting caps ● Be kept away from any sources of ignition
5	Identify the safety features of the equipment being used	<p>To include:</p> <ul style="list-style-type: none"> ● All moving and hot parts must be guarded
		<p>To include:</p> <ul style="list-style-type: none"> ● Operator and bystander protection decals
		<p>To include:</p> <ul style="list-style-type: none"> ● Emergency stop control(s)
6	Identify and explain the function of all controls	<p>To include:</p> <ul style="list-style-type: none"> ● All controls applicable to the mower being used for the assessment (to include both the remote control unit and the mower)
7	Carry out daily pre-use checks to the mower	<p>May include:</p> <ul style="list-style-type: none"> ● All pre-use checks applicable to the mower being used for the assessment (to include both the remote control unit

		<p>and the mower) – as specified in the manual</p> <ul style="list-style-type: none"> • Sufficient battery charge in remote unit
8	Explain how to refuel the mower	<p>To include:</p> <ul style="list-style-type: none"> • Refuelled in accordance with manufacturer's handbook/operator's manual • Checking the fuel level – allowing for expansion • Cap correctly refitted
9	Maintain the cutting mechanisms	<p>a) Cylinder Mowers</p> <p>To include:</p> <ul style="list-style-type: none"> • Check the bed knife and cylinder for wear and damage <p>To include:</p> <ul style="list-style-type: none"> • Bed knife to cylinder clearance • Carry out adjustments in accordance with manufacturer's handbook <p>To include:</p> <ul style="list-style-type: none"> • Back lapping procedure explained <p>b) Rotary Mowers</p> <p>To include:</p> <ul style="list-style-type: none"> • Blade(s) condition • Blade(s) security <p>To include:</p> <ul style="list-style-type: none"> • How to safely remove blade(s) from the mower • sharpening the blade • How to balance the blade • How to check that fitting is correct and tightness/torque setting is appropriate <p>May include:</p> <ul style="list-style-type: none"> • Reducing vibration • Reducing noise • Reducing bearing wear • Protecting the operator <p>c) Flail Mowers</p> <p>To include:</p> <ul style="list-style-type: none"> • Flail condition • Flail security <p>To include:</p> <ul style="list-style-type: none"> • How to safely remove/secure flail • Sharpening/reversing/replacing the flail • How to check that fitting is correct and tightness/torque setting is appropriate <p>May include:</p> <ul style="list-style-type: none"> • Reducing vibration • Reducing noise • Reducing bearing wear • Protecting the operator <p>d) Reciprocating Knife Mower</p> <p>To include:</p>

		<ul style="list-style-type: none">• Knife condition• Knife security
		<p>To include:</p> <ul style="list-style-type: none">• How to safely remove knife from the mower• Sharpening the knife sections• How to refit the knife to the mower• How to check that fitting is correct including adjustment of knife clips, ledger plates, wear plates and knife register

Unit 247 - Operate a remote control mower

Activity number and description from check list		Assessment criteria
1	Carry out a test start and stop procedure	To include: <ul style="list-style-type: none"> Start the machine Check emergency stop control(s) Check remote control is functional (e.g. By remotely operating a function on the mower) Stop the machine
2	Describe and carry out the operating adjustments to the mower	May include <ul style="list-style-type: none"> Forward speed adjustment Track/wheel bias adjustment Height adjustment Other adjustments as relevant to machine
3	Operate the mower safely and in accordance with agreed specification	To include: <ul style="list-style-type: none"> Move the mower to the work site Operating range parameters established Task started at an appropriate point Appropriate forward speed maintained Suitable engine speed Work checked following 'trial' cut Minimise overlap/misses Safe procedures followed throughout
4	Carry out work in a manner which minimises environmental damage	To include: <ul style="list-style-type: none"> Climatic conditions are acceptable Ground conditions are acceptable Turns made without excessive damage to the surface
5	Discuss the quality of the completed mowing operation	To include: <ul style="list-style-type: none"> Finish complies with agreed specification
6	Clean and store equipment correctly after use	May include: <ul style="list-style-type: none"> Prevents personal contamination Prevents corrosion Makes visual inspection for damage possible Facilitates maintenance and adjustments
		May include (subject to risk assessment): <ul style="list-style-type: none"> Eye protection Safety footwear Overall/coverall Hand protection Face shield Dust mask
		May include: <ul style="list-style-type: none"> A brush Compressed/blown air Water/pressure washer

Unit 248 - Prepare a remote control stump grinder for operation

Activity number and description from check list	Assessment criteria
1	Carry out a site-specific hazard and risk assessment <ul style="list-style-type: none"> • May include: • Slopes (according to machine capabilities) • Ground conditions • Contact with moving parts • Manual handling • Overhead obstructions • Surface obstructions • Underground obstructions • People and/or animals • Ditches/waterways • Hot components • Exhaust fumes • Noise • Fuel and oil • Bio hazards • Dust/fungal spores • Flying debris • Contact with the cutting mechanism • Insect bites/stings • Fire
	To include: <ul style="list-style-type: none"> • Evaluate risks • Implement appropriate control measures • Confirm that the condition of the site is acceptable • Confirm who they would report to if the site condition is unsuitable
	To include: <ul style="list-style-type: none"> • Operator positioning according to manufacturer's guidance • Clear view of the cutting operation at all times • Within operating range of remote control • Safe working distance according to manufacturer's guidance • Emergency procedure(s) explained in the event of a dangerous occurrence May include: <ul style="list-style-type: none"> • Machine overturn situation • Obstruction of cutting mechanism or contact with hazardous material • Third party access Operator fatigue • Presence of utilities
2	State precautions to be observed when <ul style="list-style-type: none"> • May include: • Wear high visibility clothing

	working adjacent to public highways	<ul style="list-style-type: none"> • Warning signs deployed in accordance with department for transport requirements • Exclusion zone / barriers set up to protect both operators and public • Position machine safely • Direction of flying debris • Discharge barriers set up as appropriate • Ensure constant awareness of traffic
3	Describe the relevant health and safety legislation in relation to stump grinder operations	<p>May include:</p> <ul style="list-style-type: none"> • Manufacturers minimum age requirements (if applicable) • Health and Safety at Work Etc. Act (HASAWA): <ul style="list-style-type: none"> ○ Duties imposed on the employer/employee/others • Provision and Use of Work Equipment Regulations (PUWER): <ul style="list-style-type: none"> ○ Machine must be suitable for the task ○ Machine must be properly maintained according to manufacturer's recommendations • Management of Health and Safety at Work Regulations (MHSWR): <ul style="list-style-type: none"> ○ Risk assessments must be completed and communicated to all relevant persons • Manual Handling Operations Regulations (MHOR): <ul style="list-style-type: none"> ○ Avoid manual handling where possible, use safe lifting techniques • Control of Substances Hazardous to Health (COSHH): <ul style="list-style-type: none"> ○ Fuel handling and protection from contaminants • Personal Protective Equipment Regulations (PPE): <ul style="list-style-type: none"> ○ PPE must be provided, maintained and worn • The Control of Noise at Work Regulations: <ul style="list-style-type: none"> ○ Hearing protection must be used over 85 decibels (dB) • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR): <ul style="list-style-type: none"> ○ Certain categories of injuries must be reported • Wildlife and Countryside Act (WCA): <ul style="list-style-type: none"> ○ Operations must be carried out avoiding disturbance to wildlife • Health & Safety (First Aid) Regulations: <ul style="list-style-type: none"> ○ Need for an accident book and knowledge of where it is kept • The Control of Vibration at Work Regulations: <ul style="list-style-type: none"> ○ To reduce the risk to health from vibrations

4	Select the appropriate Personal Protective Equipment (PPE) for stump grinder operations	<p>May include (subject to risk assessment):</p> <ul style="list-style-type: none"> • Eye protection • Head protection • Hearing protection • Dust mask • Hand protection • Non-snag clothing • High visibility clothing • Safety footwear
5	Identify the fuel requirements for the power unit and related safety precautions	<p>May include:</p> <ul style="list-style-type: none"> • Petrol • Diesel
		<p>May include:</p> <ul style="list-style-type: none"> • No smoking/naked flames • Allowing engine to cool before re-fuelling • Avoiding contact with hot surfaces • Fuel topped up to correct level • Any spillage is dealt with using the correct method • Be kept away from any sources of ignition
		<p>May include:</p> <ul style="list-style-type: none"> • Container specifically designed for fuel storage • Have a non-spill spout • Be clearly labelled • Have securely fitting caps • Be kept away from any sources of ignition
6	Identify the safety features of the equipment being used	<p>To include:</p> <ul style="list-style-type: none"> • Emergency stop control(s) • Decals • Guarding • Operator presence system (OPS)
		<p>The guarding requirements for the stump grinder are in accordance with manufacturer's requirements and current legislation.</p>
		<p>The meaning of the safety decals:</p> <ul style="list-style-type: none"> • Operator and bystander protection decals
7	Identify and explain the function of all controls	<p>To include:</p> <ul style="list-style-type: none"> • All controls applicable to the stump grinder being used for the assessment
8	Carry out daily pre-use checks to the stump grinder	<p>May include:</p> <ul style="list-style-type: none"> • All pre-use checks applicable to the stump grinder being used for the assessment (to include both the remote-control unit and the stump grinder) – as specified in the manual
9	Explain how to refuel the stump grinder power unit	<p>To include:</p> <ul style="list-style-type: none"> • Refuelled in accordance with manufacturer's handbook/operator's manual • Checking the fuel level – allowing for expansion • Cap correctly refitted

10	Carry out maintenance on the stump grinder	<p>May include:</p> <ul style="list-style-type: none"> • Wear appropriate PPE • Ensure that machine is made safe • Key removed • Engine oil level sufficient • Air filter inspected and cleaned • Cooling system inspected and cleaned, and coolant level checked (if appropriate) • Fuel system, starting and charging systems inspected and commented on • Electrical system checked for damage • Greasing and lubricating points • Pulleys, clutches, shafts etc. (if applicable) • Drive belts in good condition and tensioned correctly (if applicable) • Hydraulic system checked for leaks or damage • Linkages, pivots, springs etc. Inspected and lubricated • Hydraulic oil level sufficient (if applicable) • Sufficient battery charge in remote unit (if applicable)
		<p>Cutting teeth:</p> <ul style="list-style-type: none"> • Are sharp • Clearance is correct • Are secure • Within wear tolerances
		<p>To include:</p> <ul style="list-style-type: none"> • As per manufacturer's instruction book • Ensure that machine is safe to work on • Ensure that damaged cutters identified • Use of setting tools • Remove cutters • Replace new/replacement cutters • Tighten all nuts to correct torque setting • Clearances checked on completion • Correct sequence alignment
		<p>May include:</p> <ul style="list-style-type: none"> • Loose mountings / bolts / nuts • Over-tightened bolts / nuts • Soil damage • Damage from metal / stone / hard objects
		<p>To include:</p> <ul style="list-style-type: none"> • Machine not working efficiently • Cutting mechanism overheating/warping • Increased likelihood of jamming • Increased vibration
	<p>To include:</p> <ul style="list-style-type: none"> • Reassembled according to manufacturer's recommendations 	

Unit 249 - Operate a remote-control stump grinder

Activity number and description from check list		Assessment criteria
1	Manoeuvre stump grinder to the work position	<p>May include:</p> <ul style="list-style-type: none"> • Awareness of slopes and obstacles on the ground • Use of banks person if required when reversing / moving stump grinder where visibility impaired • Machine moved at safe speed • Appropriate use of operator controls • Chocking of wheels/tracks on slopes (if applicable) • Avoid turning on slopes / ramps with tracked machine • Operator must be on upper side when ascending or descending slopes • 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 • Hydraulic fluid must be warm before moving/operating machine • Ensure ramps / bridging to support weight of machine are strong enough
2	Prepare the material for grinding	<p>Ensure that:</p> <ul style="list-style-type: none"> • Cable detection equipment (if appropriate) • Remove debris from around stump base • Cut stump down to ground level (if applicable) • Erect screen/barriers as appropriate
		<p>Environmental considerations may include:</p> <ul style="list-style-type: none"> • Decomposed or dead material that producing fungal spores • Physical hazards to public • Hazards to road users • Risk of blocking drains, watercourses etc. • Hazards to wildlife, plants and trees • Hazards to property
3	Carry out a test start and stop procedure	<p>To include:</p> <ul style="list-style-type: none"> • Start the machine (safe starting zone selected) • Check emergency stop control(s) • Check all remote control functions • Stop the machine
4	Carry out the stump grinding operation	<p>To include:</p> <ul style="list-style-type: none"> • Safety procedures are adopted

		<ul style="list-style-type: none"> • Area clear of other unauthorised persons • Engine speed/gear set to obtain optimum output • Optimum depth of swath across stump is obtained • Stump is ground to specified depth • Arisings disposed of / back-filled appropriately
		<p>To include:</p> <ul style="list-style-type: none"> • Disengage cutter wheel • Ensure cutter wheel is stationary before repositioning • Back-fill arisings to improve stability
		<p>To include:</p> <ul style="list-style-type: none"> • Isolate power source and convert to transport position as per manufacturer's recommendations
		<p>To include:</p> <ul style="list-style-type: none"> • Site is safe and secure • Debris cleared according to site specification • Site breakdown
5	Carry out work in a manner which minimises environmental damage	<ul style="list-style-type: none"> • Work is completed is minimal environmental damage
6	Describe the quality of the completed stump grinding operation	<ul style="list-style-type: none"> • Work carried out to site specification
7	State the reasons for cleaning equipment after use	<p>May include:</p> <ul style="list-style-type: none"> • Biosecurity • Prevents corrosion • Makes visual inspection for damage possible • Facilitates maintenance and adjustments
		<p>May include (subject to risk assessment):</p> <ul style="list-style-type: none"> • Eye protection • Safety footwear • Overall/coverall • Hand protection • Face shield • Dust mask
		<p>May include:</p> <ul style="list-style-type: none"> • A brush • Compressed/blown air • Water/pressure washer
8	State post-operational checks to be carried out on the stump grinder	<p>To include:</p> <ul style="list-style-type: none"> • Stump grinder inspected to establish any wear, damaged and/or missing components through use

Unit 250 - Prepare a remote-control winch for operation

Activity number and description from check list		Assessment criteria
1	Carry out a site-specific hazard and risk assessment	<p>May include:</p> <ul style="list-style-type: none"> • Slopes • Ground conditions • Contact with moving parts • Manual handling • Overhead obstructions • Surface obstructions • Underground obstructions • People and/or animals • Ditches/waterways • Hot components • Exhaust fumes • Noise • Fuel and oil • Bio hazards • Dust/fungal spores • Flying cables/debris • Contact with the winching mechanism • Insect bites/stings • Fire
		<p>To include:</p> <ul style="list-style-type: none"> • Evaluate risks • Implement appropriate control measures • Confirm that the condition of the site is acceptable • Confirm who they would report to if the site condition is unsuitable
		<p>To include:</p> <ul style="list-style-type: none"> • Operator positioning according to manufacturer's guidance • Clear view of the winching operation at all times, which may include a banks person • Within operating range of remote control • Safe working distance according to manufacturer's guidance • Emergency procedure(s) explained in the event of a dangerous occurrence
		<p>May include:</p> <ul style="list-style-type: none"> • Unexpected machine movements • Obstruction of winching mechanism • Obstruction of cable • Anchor point failure • People • Operator fatigue
2	Describe safety considerations when	<p>May include:</p> <ul style="list-style-type: none"> • Maximum line pull/breaking load/winch duty cycle • Winch overload protection devices

	operating winching equipment	<ul style="list-style-type: none"> • Compatibility of winch components and load • Suitability of anchor points • Use of ground anchors • Operator exclusion zones (e.g. Offset pulling triangle) • Avoidance of contact with tensioned cable • Two people present when winching • Never winch with less than 5 wraps of cable around the drum
3	Describe the relevant health and safety legislation in relation to winching operations	<p>May include the following:</p> <ul style="list-style-type: none"> • Health and Safety at Work Etc. Act (HASAWA): <ul style="list-style-type: none"> ○ Duties imposed on the employer/employee/others • Provision and Use of Work Equipment Regulations (PUWER): <ul style="list-style-type: none"> ○ Machine must be suitable for the task ○ Machine must be properly maintained according to manufacturer's recommendations • Management of Health and Safety at Work Regulations (MHSWR): <ul style="list-style-type: none"> ○ Risk assessments must be completed and communicated to all relevant persons • Manual Handling Operations Regulations (MHOR): <ul style="list-style-type: none"> ○ Avoid manual handling where possible, use safe lifting techniques • Control of Substances Hazardous to Health (COSHH): <ul style="list-style-type: none"> ○ Fuel handling and protection from contaminants • Personal Protective Equipment Regulations (PPE): <ul style="list-style-type: none"> ○ PPE must be provided, maintained and worn • The Control of Noise at Work Regulations: <ul style="list-style-type: none"> ○ Hearing protection must be used over 85 decibels (dB) • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR): <ul style="list-style-type: none"> ○ Certain categories of injuries must be reported • Wildlife and Countryside Act (WCA): <ul style="list-style-type: none"> ○ Operations must be carried out avoiding disturbance to wildlife • Health & Safety (First Aid) Regulations: <ul style="list-style-type: none"> ○ Need for an accident book and knowledge of where it is kept • The Control of Vibration at Work Regulations: <ul style="list-style-type: none"> ○ To reduce the risk to health from vibrations • Lifting Operations and Lifting Equipment Regulations (LOLER)

		<ul style="list-style-type: none"> ○ Inspection and suitability of equipment
4	Select the appropriate Personal Protective Equipment (PPE) for winching operations	<p>May include (subject to risk assessment):</p> <ul style="list-style-type: none"> ● Eye protection ● Head protection ● Hearing protection ● Hand protection ● Non-snag clothing ● High visibility clothing ● Safety footwear
5	Identify the fuel requirements for the power unit and related safety precautions	<p>May include:</p> <ul style="list-style-type: none"> ● Petrol ● Diesel ● Battery
		<p>May include:</p> <ul style="list-style-type: none"> ● No smoking/naked flames ● Allowing engine to cool before re-fuelling ● Avoiding contact with hot surfaces ● Fuel topped up to correct level ● Any spillage is dealt with using the correct method ● Be kept away from any sources of ignition
		<p>May include:</p> <ul style="list-style-type: none"> ● Container specifically designed for fuel storage ● Have a non-spill spout ● Be clearly labelled ● Have securely fitting caps ● Be kept away from any sources of ignition
6	Identify the safety features of the equipment being used	<p>To include:</p> <ul style="list-style-type: none"> ● Emergency stop control(s) ● Decals ● Guarding ● Clutch mechanism
		<p>The guarding requirements for the winch are in accordance with manufacturer's requirements and current legislation.</p>
		<p>To include:</p> <ul style="list-style-type: none"> ● Operator and bystander protection decals
7	Identify and explain the function of all controls	<p>To include:</p> <ul style="list-style-type: none"> ● All controls applicable to the winch being used for the assessment (to include both the remote-control unit and the winch)
8	Carry out daily pre-use checks to the winch	<p>May include:</p> <ul style="list-style-type: none"> ● All pre-use checks applicable to the winch being used for the assessment (to include both the remote-control unit and the winch) – as specified in the manual
9	Explain how to refuel the winch power unit	<p>To include:</p>

		<ul style="list-style-type: none"> • Refuelled in accordance with manufacturer's handbook/operator's manual • Checking the fuel level – allowing for expansion • Cap correctly refitted • Sufficient battery charge in remote unit (if applicable)
10	Describe the maintenance requirements for the winch	<p>May include:</p> <ul style="list-style-type: none"> • Wear appropriate PPE • Lubrication • Alignment of drive components • Operation of automatic worm brake • Drum clutch adjustment • Drum freespool function • Roller fairlead/guide bars • Cable clamp
11	Carry out maintenance and inspection of ancillary components as per manufacturers recommendations	<p>May include:</p> <ul style="list-style-type: none"> • Slings • Strops • Pulleys • Chains • Shackles • Pins • Ground anchors • Air damper

Unit 251 – Operate a remote-control winch

Activity number and description from check list		Assessment criteria
1	Prepare to use the winch	<p>May include:</p> <ul style="list-style-type: none"> • Estimate load and assess winch suitability • Establish effective communication/hand signals • Check winch is safe to use • Check remote control unit is functional • Appropriate positioning and distance of winch from load • Unwind appropriate/optimum length of cable • Attach to obstacle/anchor point • Use of pulley block • Use of trunk protector (if applicable) • Use of anchor points • Use of air damper • Choice of winching method <ul style="list-style-type: none"> ○ Direct pull ○ Offset pull ○ Mechanical advantage pull ○ One-to-one or two-to-one
		<p>Set up and configuration of ancillary components as per manufacturers recommendations with consideration to working load limits (WLL), safe working loads (SWL) and minimum breaking strain (MBS), may include:</p> <ul style="list-style-type: none"> • Slings • Strops • Pulleys
2	Operate the winch safely and in accordance with agreed specification	<p>May include:</p> <ul style="list-style-type: none"> • Appropriate PPE • Establish effective communication/hand signals • Find suitable anchor point • Attach to anchor • Use trunk protector (if applicable) • Safety of operator and bystander(s) observed at all times • Hands kept clear of winch components when spooling • Correct use of winching aids • Do not touch or cross cable when in tension • Vehicle/material left in safe position, secured/chocked if necessary • Avoidance of snatch loading • Correct re-spooling of cable • All components are compatible and configured correctly

		Winching methods to include: <ul style="list-style-type: none"> • Direct pull • Offset pull • Mechanical advantage pull • One-to-one or two-to-one
3	Carry out work in a manner which minimises environmental damage	To include: <ul style="list-style-type: none"> • Site to be left as per specification • Care to avoid wildlife habitats
4	Clean and store equipment correctly after use	May include: <ul style="list-style-type: none"> • Prevents personal contamination • Prevents corrosion • Makes visual inspection for damage possible • Facilitates maintenance and adjustments
		May include (subject to risk assessment): <ul style="list-style-type: none"> • Eye protection • Safety footwear • Overall/coverall • Hand protection • Face shield • Dust mask
		May include: <ul style="list-style-type: none"> • A brush • Compressed/blown air • Water/pressure washer
5	State post-operational checks to be carried out on the winch and associated equipment	To include: <ul style="list-style-type: none"> • Winch and associate equipment inspected to establish any wear, damaged and/or missing components through use

Appendix 1 Practical tables

Unit 246 – Prepare a remote control mower for operation

All criteria must be achieved.

Activity number and description		Achieved
1.	Carry out a site-specific hazard and risk assessment	
2.	Describe the relevant health and safety legislation in relation to mower operations	
3.	Select the appropriate Personal Protective Equipment (PPE) for mower operations	
4.	Identify the fuel requirements for the power unit and related safety precautions	
5.	Identify the safety features of the equipment being used	
6.	Identify and explain the function of all controls	
7.	Carry out daily pre-use checks to the mower	
8.	Explain how to refuel the mower	
9.	Maintain the cutting mechanisms	
Grade (P/X)		
Candidate signature and date		
Assessor signature and date		

Assessor feedback:

Unit 247 – Operate a remote control mower

All criteria must be achieved.

Activity number and description		Achieved
1. Carry out a test start and stop procedure		
2. Describe and carry out the operating adjustments to the mower		
3. Operate the mower safely and in accordance with agreed specification		
4. Carry out work in a manner which minimises environmental damage		
5. Discuss the quality of the completed mowing operation		
6. Clean and store equipment correctly after use		
Grade (P/X)		
Candidate signature and date		
Assessor signature and date		

Assessor feedback:

Unit 248 – Prepare a remote control stump grinder for operation

All criteria must be achieved.

Activity number and description		Achieved
1. Carry out a site-specific hazard and risk assessment		
2. State precautions to be observed when working adjacent to public highways		
3. Describe the relevant health and safety legislation in relation to stump grinder operations		
4. Select the appropriate Personal Protective Equipment (PPE) for stump grinder operations		
5. Identify the fuel requirements for the power unit and related safety precautions		
6. Identify the safety features of the equipment being used		
7. Identify and explain the function of all controls		
8. Carry out daily pre-use checks to the stump grinder		
9. Explain how to refuel the stump grinder power unit		
10. Carry out maintenance on the stump grinder		
Grade (P/X)		
Candidate signature and date		
Assessor signature and date		

Assessor feedback:

Unit 249 – Operate a remote-control stump grinder

All criteria must be achieved.

Activity number and description		Achieved
1.	Manoeuvre stump grinder to the work position	
2.	Prepare the material for grinding	
3.	Carry out a test start and stop procedure	
4.	Carry out the stump grinding operation	
5.	Carry out work in a manner which minimises environmental damage	
6.	Describe the quality of the completed stump grinding operation	
7.	State the reasons for cleaning equipment after use	
8.	State post-operational checks to be carried out on the stump grinder	
Grade (P/X)		
Candidate signature and date		
Assessor signature and date		

Assessor feedback:

Unit 250 - Prepare a remote-control winch for operation

All criteria must be achieved.

Activity number and description		Achieved
1.	Carry out a site-specific hazard and risk assessment	
2.	Describe safety considerations when operating winching equipment	
3.	Describe the relevant health and safety legislation in relation to winching operations	
4.	Select the appropriate Personal Protective Equipment (PPE) for winching operations	
5.	Identify the fuel requirements for the power unit and related safety precautions	
6.	Identify the safety features of the equipment being used	
7.	Identify and explain the function of all controls	
8.	Carry out daily pre-use checks to the winch	
9.	Explain how to refuel the winch power unit	
10.	Describe the maintenance requirements for the winch	
11.	Ancillary component checks	
Grade (P/X)		
Candidate signature and date		
Assessor signature and date		

Assessor feedback:

Unit 251 – Operate a remote-control winch

All criteria must be achieved.

Activity number and description		Achieved
1. Prepare to use the winch		
2. Operate the winch safely and in accordance with agreed specification		
3. Carry out work in a manner which minimises environmental damage		
4. Clean and store equipment correctly after use		
5. State post-operational checks to be carried out on the winch and associated equipment		
Grade (P/X)		
Candidate signature and date		
Assessor signature and date		

Assessor feedback:

Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to www.cityandguilds.com or click on the links below:

Centre handbook: quality assurance standards

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on

- centre quality assurance criteria and monitoring activities
- administration and assessment systems
- centre-facing support teams at City & Guilds/ILM
- centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the Centre Contract.

Centre assessment: quality assurance standards

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements, or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre-assessments.

Access arrangements: when and how applications need to be made to City & Guilds

Provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre document library** also contains useful information on such things as:

- conducting examinations
- registering learners
- appeals and malpractice.

Useful contacts

Please visit the Contact Us section of the City & Guilds website, **Contact us**.

City & Guilds

For over 140 years, we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life-changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

The City & Guilds community of brands includes Gen2, ILM, Intertrain, Kineo and The Oxford Group.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification.

The Standard Copying Conditions (see the City & Guilds website) also apply.

Contains public sector information licensed under the Open Government Licence v3.0.

Published by City & Guilds, a registered charity established to promote education and training

City & Guilds
Giltspur House
5–6 Giltspur Street
London
EC1A 9DE

cityandguilds.com/about-us