



# **City & Guilds NPTC Level 2 Award in the Safe use of a Mobile Elevated Work Platform (0017-03)**

**Version 1.1 (August 2025)**

**Assessment Pack – Centre/Candidate Version**

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Version and date	Change detail	Section
1.0 February 2025	First version	
1.1 August 2025	Site/workshop requirements updated	Introduction
	Formatting	Throughout

## 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 is for unit 201 Safe Use of a Mobile Elevated Work Platform covering the following learning outcomes:

1. Be able to prepare a mobile elevated work platform for operation
2. Be able to operate a mobile elevated work platform
3. Be able to prepare the mobile elevated work platform for transport.

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](http://www.nptc.org.uk)**

The assessor must complete the Practical Table mark sheet for each candidate which should be kept by the assessor for a minimum period of twelve months.

### Record of assessment (ROA)

A prepopulated record of assessment must be completed by the assessor following an assessment. The number of outcomes is listed above, these must be ticked into the relevant met or not met sections of the ROA.

### ARAS Forms

An Assessment Result Advice Slip (ARAS form) must be completed by the assessor following an assessment. The ARAS is not a certificate but, based on the evidence of the candidate's performance, is a recommendation to City & Guilds that the candidate is either met or not met the assessment criteria. All feedback is to be recorded by the assessor on the feedback section of the ARAS form.

### Assessment Time

The expected assessment time for this qualification is no longer than 1.5–3 hours.

### Site/workshop requirements:

- site with sufficient space available
- mobile elevated work platform for operation

### Equipment/Machinery:

- a mobile elevated work platform
- first aid kit

### Consumables:

- fuel

This is not an open book assessment, however additional technical information may be sought from the relevant manufactures operator manuals or any other appropriate training or safety publication.

## Practical observation descriptor table

### Unit 201- Safe Use of a Mobile Elevated Work Platform

Activity number and description from check list		Assessment criteria
1.	Identify hazards and risks specific to the site, task and machine	<p>The following are hazards that may be specific to:</p> <p>Site:</p> <ul style="list-style-type: none"> <li>• unstable ground/hidden voids</li> <li>• working near or over water</li> <li>• adverse weather</li> <li>• overhead obstructions</li> <li>• other.</li> </ul> <p>Task:</p> <ul style="list-style-type: none"> <li>• fall from MEWP</li> <li>• overload of MEWP</li> <li>• falling objects</li> <li>• remote working</li> <li>• other.</li> </ul> <p>Machine:</p> <ul style="list-style-type: none"> <li>• service damage by machine placement or outriggers</li> <li>• entrapment/moving parts</li> <li>• fluids under pressure</li> <li>• mechanical equipment failure</li> <li>• other.</li> </ul> <p>Risks:</p> <ul style="list-style-type: none"> <li>• the risk typically is identified as how the operator may be harmed from the hazard being realised</li> <li>• who might be harmed</li> <li>• how might they be harmed.</li> </ul>

2.	<b>Rectify</b> hazards and risks specific to site, task and machine	Candidate to provide a suitable control measure for each of the hazards as highlighted above which may include: <ul style="list-style-type: none"> <li>• personal protective equipment</li> <li>• adequate training, information and supervision</li> <li>• following the principles of good practice</li> <li>• other.</li> </ul>
3.	State the <b>Personal Protective Equipment (PPE)</b> that is required to operate a mobile elevated work platform	PPE required to operate a MEWP should include: <ul style="list-style-type: none"> <li>• safety boots</li> <li>• non-snag clothing</li> <li>• personal fall protection equipment</li> <li>• helmet with chin strap</li> <li>• gloves</li> <li>• other.</li> </ul>
4.	Describe the function of all instruments and controls on the machine	Candidate to describe the function of all instruments and controls of the MEWP they are using.
5.	Explain the meaning of the safety decals on the mobile elevated work platform	Candidate to explain the meaning of all the safety decals on the MEWP they are using.
6.	Carry out <b>pre-start checks</b> on the mobile elevated work platform	Pre-start checks as per operator manual may include: <ul style="list-style-type: none"> <li>• thorough examination report present</li> <li>• manufacturer's manual present</li> <li>• fluid levels</li> <li>• wheels, tyres or tracks</li> <li>• MEWP structure</li> <li>• pins and retainers</li> <li>• stabilisers, outriggers or jacks</li> <li>• hoses and cables</li> <li>• decals</li> <li>• ground and work platform controls</li> <li>• emergency system</li> <li>• drive/steering/brakes</li> <li>• hi/low drive elevated speed</li> <li>• tilt alarm</li> <li>• guards.</li> </ul>

7.	State the <b>legal and safety requirements</b> relating to the use or movement of a mobile elevated work platform	<p>Outline key points from the legislation and industry good practice listed below.</p> <p>Health and Safety at Work Act (HSWA):</p> <ul style="list-style-type: none"> <li>• general duties for employers and employees</li> <li>• maintain safe places of work</li> <li>• other.</li> </ul> <p>Provision and Use of Work Equipment Regulations (PUWER):</p> <ul style="list-style-type: none"> <li>• operators adequately trained</li> <li>• equipment fit for purpose</li> <li>• other.</li> </ul> <p>The main requirements of the Work at Height Regulations relating to MEWP operations include:</p> <ul style="list-style-type: none"> <li>• all work at height is properly planned and organised</li> <li>• those involved with work at height are competent</li> <li>• the risks from work at height are assessed and appropriate work equipment is selected and used</li> <li>• equipment for work at height is properly inspected</li> <li>• other.</li> </ul> <p>The main requirements of the LOLER regulations relating to MEWP operations include:</p> <ul style="list-style-type: none"> <li>• stability of the equipment</li> <li>• positioning and installation</li> <li>• marking (Safe Working Load)</li> <li>• organisation of the lifting operation</li> <li>• checks, inspection and thorough examination</li> <li>• other.</li> </ul>
8.	<b>Identify</b> the working load of the mobile elevated work platform	Safe Working Load decal identified and correctly interpreted.
9.	<b>Rig</b> the mobile elevated work platform for work	<p>Set up of the MEWP should include:</p> <ul style="list-style-type: none"> <li>• reference made to the site specific risk assessment/method statement</li> <li>• reference made to manufacturer's/operator's manual</li> <li>• appropriate PPE worn</li> </ul>

		<ul style="list-style-type: none"> <li>• set up position appropriate for intended operation</li> <li>• examination of ground conditions</li> <li>• deployment of stabilisers, outriggers and jacks</li> <li>• use of extending axles where applicable</li> <li>• secure set up position</li> <li>• other.</li> </ul>
10.	State the requirements <b>for rigging on uneven or soft ground</b>	<p>Rigging on uneven or soft ground may require the use of:</p> <ul style="list-style-type: none"> <li>• spreader plates</li> <li>• assessment of ground conditions by third party</li> <li>• appropriate use of outriggers or axle levelling</li> <li>• features</li> <li>• use of different type of machine</li> <li>• other.</li> </ul>
11.	<p>State the emergency procedures to be taken in the event of:</p> <ul style="list-style-type: none"> <li>• injury to operatives</li> <li>• mechanical failure.</li> </ul>	<p>Emergency procedures to be adopted should include:</p> <p>Injury to operatives:</p> <ul style="list-style-type: none"> <li>• apply emergency first aid</li> <li>• seek help immediately.</li> </ul> <p>Mechanical failure:</p> <ul style="list-style-type: none"> <li>• stop all work immediately</li> <li>• lower machine (if applicable)</li> <li>• report to manger/supervisor</li> <li>• do not use until repair has been carried out by authorised person.</li> </ul>
12.	State environmental <b>conditions</b> when a mobile elevated work platform should not be raised	<p>Environmental conditions when a MEWP should not be raised may include:</p> <ul style="list-style-type: none"> <li>• high winds</li> <li>• poor visibility</li> <li>• electrical storms</li> <li>• saturated ground</li> <li>• other.</li> </ul>

13.	<b>Operate</b> the mobile elevated work platform safely	Safe operation of the MEWP should include: <ul style="list-style-type: none"> <li>• PPE used correctly including personal fall</li> <li>• protection equipment</li> <li>• positioning correct</li> <li>• machine stable</li> <li>• all round observation</li> <li>• correct use of controls</li> <li>• control of basket</li> <li>• boom correctly slewed</li> <li>• effective communication</li> <li>• other.</li> </ul>
14.	Undertake task from the mobile elevated work platform relevant to normal work situation	Task undertaken taking into account: <ul style="list-style-type: none"> <li>• PPE used correctly including personal fall protection equipment</li> <li>• safe operator position maintained throughout</li> <li>• safe working load (SWL) not exceeded</li> <li>• platform floor remains clear of debris</li> <li>• effective communication maintained throughout.</li> </ul>
15.	Lower the mobile elevated work platform	Lowering of the MEWP should take into account: <ul style="list-style-type: none"> <li>• platform slewed and lowered in correct sequence</li> <li>• platform lowered slowly and carefully</li> <li>• platform stowed and where applicable locked in</li> <li>• travel position</li> <li>• other.</li> </ul>
16.	<b>Describe</b> how to perform an emergency descent from a mobile elevated work platform	Emergency decent described in accordance with the operators handbook
17.	<b>Prepare</b> the mobile elevated work platform for transport	Converting the MEWP to transport position should include: <ul style="list-style-type: none"> <li>• reference to operator's manual</li> <li>• appropriate PPE used</li> <li>• debris removed</li> <li>• stabilisers retracted and secure</li> <li>• warning lights off</li> <li>• platform checked for roadworthiness as appropriate.</li> </ul>



18.	Describe the <b>factors to be considered</b> when cleaning mobile elevated work platforms and <b>reasons for cleaning</b>	<p>Factors to be considered when cleaning a MEWP may include:</p> <ul style="list-style-type: none"> <li>• PPE to be used</li> <li>• removal of any unwanted residue safely using</li> <li>• appropriate method</li> <li>• disposal of waste material according to company</li> <li>• policy and legislation</li> <li>• other.</li> </ul> <p>Reasons for cleaning may include:</p> <ul style="list-style-type: none"> <li>• prevent corrosion</li> <li>• facilitate maintenance and adjustments</li> <li>• prevent personal contamination</li> <li>• prevent hazardous operating conditions</li> <li>• prevent soiling of roads</li> <li>• other.</li> </ul>
19.	Explain the reasons to inspect the mobile elevated work platform after use	<p>The reasons to inspect the MEWP after use may include:</p> <ul style="list-style-type: none"> <li>• to establish wear, damage, missing components</li> <li>• through use</li> <li>• ensures any defects are rectified before it is next</li> <li>• used</li> <li>• to reduce downtime and improve efficiency</li> <li>• other.</li> </ul>

## Appendix 1 Practical Table

### 201- Safe Use of a Mobile Elevated Work Platform

Candidates are **not** permitted to use the checklist to work from when completing the practical tasks but may familiarise themselves with it prior to the observation. **All** criteria must be achieved.

Activity number and description	Achieved
1. Identify hazards and risks specific to the site, task and machine	
2. Rectify hazards and risks specific to site, task and machine	
3. State the personal protective equipment (PPE) that is required to operate a mobile elevated work platform	
4. Describe the function of all instruments and controls on the machine	
5. Explain the meaning of the safety decals on the mobile elevated work platform	
6. Carry out pre-start checks on the mobile elevated work platform	
7. State the legal and safety requirements relating to the use or movement of a mobile elevated work platform	
8. Identify the working load of the mobile elevated work platform	
9. Rig the mobile elevated work platform for work	
10. State the requirements for rigging on uneven or soft ground	
11. State the emergency procedures to be taken in the event of: a) injury to operatives b) mechanical failure.	
12. State environmental conditions when a mobile elevated work platform should not be raised	
13. Operate the mobile elevated work platform safely	
14. Undertake task from the mobile elevated work platform relevant to normal work situation	
15. Lower the mobile elevated work platform	
16. Describe how to perform an emergency descent from a mobile elevated work platform	
17. Prepare the mobile elevated work platform for transport	
18. Describe the factors to be considered when cleaning mobile elevated work platforms and reasons for cleaning	
19. Explain the reasons to inspect the mobile elevated work platform after use	
Grade (P/X)	



## 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](http://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**.

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