



NPTC

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**LEVEL 2 CERTIFICATE OF COMPETENCE IN THE
SAFE USE AND OPERATION OF MOBILE ELEVATED WORK
PLATFORMS**

ASSESSMENT SCHEDULE

NPTC Level 2 Certificate of Competence in the Safe Use and Operation of Mobile Elevated Work Platforms

Candidate Information

Introduction

The scheme will be administered by NPTC.

NPTC will:

- Publish
 - scheme regulations
 - assessment schedule
 - assessment 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 Certificate of Competence

Certificates of Competence 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.

NPTC does **not** hold a register of instructors; however instruction will normally be available from recognised training providers and/or centres of further or higher education active in the areas covered by this certificate. Further information on training may be obtained from the local Assessment Centre.

Access to Assessment

Assessment Centres will be responsible for arranging assessment on behalf of a Candidate. Assessment may only be carried out by an Assessor approved by NPTC for that scheme. Under no circumstances can either instructors involved in the preparation of candidates, or the candidates work place supervisors, or anyone else who might have a vested interest in the outcome, carry out the assessment.

The minimum age limit for Candidates taking certificates of competence is 16 years. There is no upper age limit.

Assessment

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

The candidate must be registered through an NPTC approved Assessment Centre for this qualification prior to assessment.

The result of the assessment will be recorded on the assessment report form.

The schedule of assessment contains the criteria relating to:

- Observation of practical performance
- Assessment of knowledge and understanding

Performance Evaluation

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

- 4 = Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge, with no 'minor' or 'critical' faults. (Competent).
- 3 = Meets the requirements of the assessment criteria for both the practical performance and the underpinning knowledge, with some 'minor' faults but no 'critical' faults. (Competent).
- 2 = Does not fully satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or being deficient in underpinning knowledge leading to the recording of minor faults. (Not yet competent).
- 1 = 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 leading to the recording of a critical fault. (Not yet competent).

A list of registered Assessment Centres is available from NPTC. (www.nptc.org.uk)

Verification

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 that NPTC 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 visit by the Verifier at a time when assessments are being undertaken.

A selection of assessment records completed by the Assessor will be evaluated by an NPTC approved Verifier.

Compliance with the verification requirements will be a pre-requisite of Assessors remaining on NPTC's list of approved assessors.

Complaints and Appeals

NPTC and its Assessment Centres have a formal Complaints and Appeals procedure. In the event of any dissatisfaction with the arrangements and conditions of assessment, the candidate should first contact the Assessment Centre through whom the assessment was arranged and submit the complaint in writing.

For further information on NPTC's Equal Opportunities Policy and Complaints and Appeals Procedures, please refer to www.nptc.org.uk

Learning Outcomes

The candidate will be able to:

1. Prepare a mobile elevated work platform for operation and establish that it is safe to use
2. Operate of a mobile elevated work platform without risk to themselves, others and the environment
3. Operate within and comply with the legislative requirements.
4. State the identified knowledge that underpins understanding in the safe use and operation of a mobile elevated work platform.

Guidance Notes for Candidates and Assessors

The assessment is divided in to three compulsory units:

1. Prepare the platform for operation.
2. Operate the platform.
3. Prepare the platform for transport.

Candidates must successfully achieve all Assessment Activities unless otherwise specified in all units.

Certificate Endorsement:

The Certificate of Competence will be endorsed according to the category of MEWP in which the assessment was undertaken. Endorsement will be either:

- | | | | |
|--------|---------------------------|----|--------------------------------|
| Either | 1. Scissor lift | Or | 5. Insulated aerial device |
| Or | 2. Self propelled boom | Or | 6. Vehicle mounted over 26m |
| Or | 3. Vehicle mounted to 26m | Or | 7. Mast climbing |
| Or | 4. Trailer/Push around | Or | 8. Vertical personnel platform |

Safe Practice

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

The work platform and ancillary equipment must be operated in such a way that the Candidate, Assessor, other persons or equipment are not endangered.

All ancillary equipment, when detached must be safely parked.

If these conditions are not observed this will result in the Candidate not meeting the required standard.

It is recommended that suitable barrier creams are used when necessary.

Validation of Equipment

Manufacturer's instruction book must be available.

Vehicles must comply with Department of Transport and Road Traffic Acts where relevant.

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

All equipment being used for this assessment must comply with the relevant requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

Any MEWP complying with legal requirements is acceptable for the test, provided it is suitably equipped for **all** test items to be carried out.

Candidates who undertake this assessment and are judged 'competent' 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

Additional Information

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

Unit 1 - Prepare the platform for Operation	
Assessment Activity	Assessment Criteria:
<p>1. Identify any hazards specific to the site, task and machine.</p> <p>Demonstrate knowledge of possible risks when operating a MEWP</p>	<ul style="list-style-type: none"> - Walk the site and remove or mark hazards - Confirm that the condition of the site as acceptable for the operation to take place - Report to the appropriate person if the site condition is unsuitable - Set out warning signs and barriers (if appropriate) <ul style="list-style-type: none"> • Advising public of hazards • Exclude public/animals - Implement suitable controls to protect operator - Flying debris - Stability of machine in long reach position - Moving parts - Electric shock - Overhead hazards - Stability of machine due to underground services (broken drains/ditches etc) <p>Unless otherwise stated in manufacturers handbook, PPE should include:</p> <ul style="list-style-type: none"> - Safety boots - Non snag clothing - Hard hat - Ear defenders - Face/eye protection - Suitable gloves for maintenance - Other protection as highlighted by the Risk Assessment - Avoid manual handling where possible - Use mechanical aids - Use safe lifting techniques (bend knees and keep back straight)
<p>2. Identify and explain the function of all instruments, controls and safety decals on the machine</p>	<ul style="list-style-type: none"> - Function identified of all the instruments and controls on the MEWP (and power unit if applicable). - Information given on any instruments interpreted - Fitted warning decals identified and interpreted.
<p>3. Carry out pre-start checks to the MEWP</p>	<ul style="list-style-type: none"> - All moving parts, belts, pulleys, and chains must be guarded as defined in operator's manual/manufacturers handbook. - Correct pre-start checks carried out in accordance with manufacturer's handbook/operators manual - Frequency of checks undertaken - Report findings as appropriate - Act on findings where appropriate - Carry out visual inspection to ensure safety of MEWP - Fluid levels as appropriate - MEWP for roadworthiness as appropriate - Inspect platform as per manufacturers handbook - Safe Working Load (SWL) mark - Warning signs

Assessment Activity	Assessment Criteria:
<p>4 Demonstrate knowledge of legal and safety requirements relating to the use or movement on or near the public highway or other areas to which the public has access</p>	<p>Appropriate precautions that can be made to protect the operator, public and animals.</p> <ul style="list-style-type: none"> - Authorities informed about work - Warning signs erected - High visibility clothing worn - "Exclusion zone" set up - Road or dual carriageway lane closed/coned off <p>Any self propelled machinery used on or near the public highway must:</p> <ul style="list-style-type: none"> - Be road legal - Have a minimum of third party insurance cover (to conform to Road Traffic Act requirements) - Be driven by someone holding an appropriate licence (where applicable) - Be under the control of someone aged 16 yrs. or over - Have an orange flashing beacon when used on dual carriageways. (For other road types, subject to individual Risk Assessment).
<p>5. Rig for work</p>	<p>Ensure that control measures are implemented:</p> <ul style="list-style-type: none"> - PPE is worn - Hazard lights are operating - Out of level alarms are functioning - Safety cut out switches are functioning <ul style="list-style-type: none"> - Position of overhead potential hazards are identified - Position of underground services are identified <ul style="list-style-type: none"> - Check ground conditions for stability - Check that position of MEWP is as per manufacturer's recommendations - Position MEWP correctly for effective and safe working - Ensure that safety zones are observed
<p>6. Demonstrate knowledge of a requirement of rigging on uneven or soft ground</p>	<ul style="list-style-type: none"> - Use spreader plates - Chocking
<p>7. Demonstrate knowledge of Emergency procedures to be taken in the event of:</p> <p>Injury to operatives</p> <p>Mechanical failure</p>	<p>Injury to operatives:</p> <ul style="list-style-type: none"> - Seek help immediately - Apply emergency first aid <p>Mechanical failure:</p> <ul style="list-style-type: none"> - Stop all work immediately - Report to supervisor /manager - Do not use until repair has been carried out by authorised person

Unit 2 – Operate the platform	
Assessment Activity	Assessment Criteria:
1. Raise the platform	<ul style="list-style-type: none"> - Position stabilisers - Avoid overhead obstructions
2. Demonstrate knowledge of conditions when the platform should not be raised	Weather conditions unsuitable: <ul style="list-style-type: none"> - High wind - Poor visibility - Electrical storms
3. Operate from the platform	<ul style="list-style-type: none"> - Position of operator - Use of platform controls - Establish and maintain effective communication - Ensure that SWL is not exceeded - Avoid damage to platform, boom, or vehicle
4. Undertake task from the MEWP relevant to normal work situation	<ul style="list-style-type: none"> - Safe operator position - Avoidance of over reaching - Awareness of safe working load - Platform clear of debris - PPE appropriate to task
5. Lower the platform	<ul style="list-style-type: none"> - Lower platform slowly and carefully - Stow platform and lock in travel position

Unit 3 - Prepare the platform for transport	
Assessment Activity	Assessment Criteria:
1. Prepare for transport	<ul style="list-style-type: none"> - Debris removed - Stabilisers retracted and secure - Warning lights off - MEWP checked for roadworthiness as appropriate - Site left tidy
2. Demonstrate knowledge of factors to consider when cleaning MEWPs and reasons for cleaning	<ul style="list-style-type: none"> - MEWP is cleaned to: <ul style="list-style-type: none"> - Prevent corrosion - Facilitate maintenance and adjustments - Prevent personal contamination - Prevent hazardous operating conditions - Prevent soling of roads - Identify PPE to be used - Remove any unwanted residues safely using appropriate method <ul style="list-style-type: none"> • Compressed air • Water • Brush - Dispose of waste material according to company policy and legislation
3. Demonstrate knowledge of the need to inspect the MEWP after use	<ul style="list-style-type: none"> - MEWP inspected to establish any wear, damaged and/or missing components through use - Ensures any defects are rectified before it is next used.