



NPTC

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**LEVEL 2
CERTIFICATE OF COMPETENCE
IN BRUSHWOOD CHIPPER OPERATIONS**

ASSESSMENT SCHEDULE

NPTC Level 2 Certificate of Competence in Brushwood Chipper Operations

Candidate Information

Introduction

The scheme will be administered by the 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 approved 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 underpinning knowledge

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 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 an NPTC approved verifier.

Compliance with the verification requirements is a pre-requisite for 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 and Complaints and Appeals Procedures, please refer to www.nptc.org.uk

Learning Outcomes

The candidate will be able to:

1. Identify, inspect and comment on **key** parts of the machine
2. Prepare the machine for work safely without risk to themselves, other people or the environment
3. Carry out daily and routine maintenance on the machine
4. Operate the machine safely and competently without risk to themselves, others and the environment
5. Follow the correct procedure to adjust chip size
6. Deal with blockages
7. Maintain cutting systems as per manufacturers instructions
8. Prepare the machine for transportation

Guidance Notes for Candidates and Assessors

The assessment is divided into 3 compulsory units:

1. Prepare the brushwood chipper for operation
2. Operate the brushwood chipper
3. Maintain the brushwood chipper

Candidates must successfully achieve all assessment activities in all three units.

Safe Practice

The assessment is carried out in accordance with the safety guidelines laid down in AFAG / FASTCo Safety Guides: 604, 801; Health and Safety Executive publications and current legal requirements.

Appropriate Personal Protective Equipment (PPE) must be worn at all times. Any equipment used must be operated in such a way that the Candidate, Assessor, other persons or equipment are not endangered.

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

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

Validation of Equipment

A Manufacturer's instruction book or other operators' manual should be available.

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

Any appropriate brushwood chipper (tractor mounted, trailed or pedestrian controlled machines, either power take off or engine driven), complying with legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

Safety trip bars – reach distance guarding and correctly positioned protection devices

The Health and Safety Executive Agriculture Information Leaflet No 38 'Power-fed mobile wood chippers - Operator Protection at infeed chutes' states:

'If your wood chipper does not meet the guidance set out in this sheet, then you should contact the supplier or manufacturer of the machine who should have a retrofit kit available to bring your machine up to standard'. The cut off date for fitting of these retrofit kits is 5th December 2002. After this time, any machines used for assessment must have an appropriate safety cut-off bar.

Additional Information

May be sought from the relevant manufacturer's instruction book, operators' manual or any other appropriate training or safety publication.

Suitable Site

The assessment must take place on a suitable site that contains a supply of arising's suitable for chipping

Unit 1 – Prepare the Brushwood Chipper for Operation	
Assessment activities	Assessment criteria:
1. Demonstrate knowledge of guarding requirements for the Brushwood Chipper being used	- All moving parts must be guarded as defined in operator's manual/ manufacturers handbook.
2. Identify appropriate safety clothing and protective equipment needed for use	Unless otherwise stated in manufacturers handbook or operators manual, PPE should include: <ul style="list-style-type: none"> - Safety boots - Non snag clothing - Ear/eye protection - Other protection as highlighted by the Risk Assessment
3. Demonstrate knowledge of "reasonable precautions" necessary when working in areas to which the public has access	Appropriate precautions that can be made to protect the operator and public. <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
4. Demonstrate knowledge of personal safety precautions to be taken when undertaking brushwood chipping operations	For safe lifting and handling: <ul style="list-style-type: none"> - Avoid manual handling where possible - Use mechanical aids - Use safe lifting techniques (bend knees and keep back straight)
5. Demonstrate knowledge of what is involved in a Risk Assessment	Risk Assessment must be specific to: <ul style="list-style-type: none"> - Site - Task - Machine <p>Risk Assessment must contain:</p> <ul style="list-style-type: none"> - Identified hazards - Evaluated risk - Control measures to be implemented - Emergency procedures <p>Risk Assessment must be communicated to operator</p>
6. Check site for hazards	- 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
7. Set out warning signs and barriers	- Erect signs where appropriate advising the public of hazards - Erect barriers where necessary to exclude the public and animals - Implement suitable controls to protect the operator
8. Convert to working position	Check that:: <ul style="list-style-type: none"> - Linkage/draw bar settings are correct - Stabilisers are used - Feed hopper and discharge chute are correctly set

Unit 1 – Prepare the Brushwood Chipper for Operation (continued)	
Assessment activities	Assessment criteria:
9. Inspect chipper and report on general serviceability	<ul style="list-style-type: none"> - Identify safety features e.g. retrofit kit/safety trip bar - Identify warning symbols Check that: <ul style="list-style-type: none"> - Attachment of lift arms, top link and stabilisers is secure - Jockey wheel and chocks are in place - Machine is correctly aligned - Engagement of PTO shaft or other drive mechanisms is secure and safe - Fitting of all guards is secure - Guards are in good condition - Fuel/oil levels are sufficient - Check that cutting mechanisms are: <ul style="list-style-type: none"> • Sharp • Of the correct clearances • Secure - Check that: cut-out device(s) is/are working (i.e. retrofit kit/safety trip bar) - Drive belts are in good condition
10. Carry out daily maintenance	<ul style="list-style-type: none"> - Maintenance tasks carried out as outlined in manufacturer's or operators instruction book

Unit 2 – Operate the Brushwood Chipper	
Assessment activities	Assessment criteria:
1. Operate machine to chip brushwood	<ul style="list-style-type: none"> Ensure that: <ul style="list-style-type: none"> - Safe procedures are observed throughout operation - Area is clear of other persons - Material to be chipped is stacked appropriately and free from foreign objects - Engine speed set to obtain optimum output - Stress control is set if applicable - Feeding of material through chipper is safe - Push stick is used if appropriate - Discharge area checked during operations
2. Demonstrate knowledge of the method to produce different sized chips	<ul style="list-style-type: none"> - Remove, replace and set knives as appropriate - According to manufacturers instructions
3. Demonstrate knowledge of the factors to consider when working adjacent to highways	<ul style="list-style-type: none"> - Wear high visibility clothing - Warning signs deployed in accordance with Department of Transport requirements - Position machine safely - Ensure constant awareness of traffic
4. Stop machine safely	<ul style="list-style-type: none"> - Implement procedure as per manufacturer's or operators instruction book
5. Clear machine blockages	<ul style="list-style-type: none"> - Stop machine - Ensure safe operating procedures - Check and clear: <ul style="list-style-type: none"> • Feed hopper • Discharge chute

Unit 3 – Maintain the Brushwood Chipper	
Assessment activities	Assessment criteria:
1. Demonstrate knowledge of Maintaining the cutting system	<ul style="list-style-type: none"> - Ensure that machine is made safe - Wear appropriate PPE - Check condition of knives - Maintain knives as appropriate - Set anvil - Secure knives and anvil
2. Convert to transport position	<ul style="list-style-type: none"> - Isolate power source as per manufacturer's recommendations - Secure for transport
3. Demonstrate knowledge of factors to consider when cleaning the brushwood chipper and reasons for cleaning	<ul style="list-style-type: none"> - 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 <p>Brushwood chipper is cleaned to:</p> <ul style="list-style-type: none"> - Prevent corrosion - Facilitate maintenance & adjustments - Prevent hazardous operating conditions - Prevent soiling of roads
4. Demonstrate knowledge of the need to inspect the brushwood chipper after use	<ul style="list-style-type: none"> - Brushwood chipper inspected to establish any wear, damaged and/or missing components through use - Ensures any defects are rectified before it is next used.