

Quarries Skills Certification Scheme

Candidate Pack for the Training and Assessment Programme – Front End Loader

Please read this document carefully. Further information and clarification may be obtained from the QSCS Unit phone 01 607 0500

Guidance Notes for Candidates

The following documents are also attached;

- Part 1 – Application
- Part 2 – Skills Self-Analysis
- Part 3 – Endorsement of Operating Competence
- Part 4 – Practical Test Criteria

Aim of Programme

The QSCS plant training and assessment programme enables trained quarry plant operators to gain recognition for their achievements by way of certification, and provide an opportunity for participants to demonstrate their skills, knowledge and attitudes associated with plant operations, which provides suitable certification.

Candidate Profile

Candidates for this programme must:

- Have at least six months full time quarry experience operating as a trainee front end loader operator in accordance with the 1st Schedule of the Safety, Health and Welfare at Work (Quarries) Regulations 2008 – S.I. No. 28 of 2008. The six months experience must be within the last two years.
- Have undertaken Health and Safety Awareness Training including the following: Employees duties/responsibilities, Health and Hygiene, Traffic Management, site specific hazards / safety
- Be at least 18 years of age

Note: The above items must be verified by the current or previous employer (Part 1 of this pack)

Application Requirements

- Sections A, B and E of Part 1 need to be completed by the applicant with sections C and D completed by the employer.
- Section E must list at least six months full time quarry experience operating as a trainee front end loader operator.
- Part 2 - Skills Self-analysis and Part 3 - Endorsement of Operating Competence must be completed and submitted along with Part 1 to the chosen Approved Training Organisation prior to or on the day of attending the one-day training and assessment programme. Failure to do so will result in the Candidate being unable to complete the programme.
- **Candidates must bring with them on the day: - a passport sized photograph plus their safety helmet, safety boots, reflective 'hi-visibility' jacket and gloves.**

One Day Programme Content

Induction

Registration and induction will be undertaken at the start of the day. Candidates **must** present to the course instructor a photograph, and Parts 1, 2 and 3 if not already submitted.

Corrective Training

Candidates will undertake a minimum 3 hour corrective training session with the course instructor. Corrective training cannot give skills and knowledge not held, but allows the experienced operator to eliminate 'bad habits' gained in a quarry.

Please note that the instructor has the right to refuse the Candidate access to the test if they have dangerous operating skills that contravene any part of the Safety, Health and Welfare Regulations.

Theory Test

On completion of any corrective training, candidates are allowed 45 minutes to undertake a multi-choice question paper. Questions will be based on subjects about:

- Legislation and regulations
- Employer and employee responsibilities
- Safe working practices
- Machine components and functions
- Correct operating techniques
- Pre-use checks and basic maintenance
- Types and characteristics of materials and loads
- Site safety
- Shut down and securing procedures

Subjects that the questions will be based on will be covered during the corrective training.

To be successful on the theory test, candidates must achieve a minimum of 70% of the total available marks. Candidates who achieve a minimum of 85% will be awarded a credit.

Practical Test

On the test the Candidate will demonstrate tasks with the front end loader. The tasks to be undertaken, equipment required and example of a grading sheet are contained in Part 4 of this pack – Practical Test criteria. Part 4 of this pack details the equipment and resources needed for the test and the tasks the Candidate will be expected to carry out with a front end loader.

The practical has a maximum time that all tasks must be completed within.

Feedback and Certification

If a Candidate meets the required standard, the approved training organisation will send the relevant assessment documentation to SOLAS for certification and registration. The QSCS card is printed and posted to the Provider for distribution. A FETAC certificate will be awarded as a result of a pass on the one-day programme.

Candidates who achieve a credit in the theory test **and** practical test will be awarded an overall credit.

All candidates will receive written feedback from the assessor, and may be advised to undertake further corrective training and/or experience.

If a Candidate is successful in the theory but not the practical part of the test, then they may re-attempt just the practical part. If the Candidate has not been successful on the theory test, then they may NOT continue to the practical test.

This concession may only occur if the Candidate returns to the same approved training organisation. If they choose to go to a different organisation, they will have to do both the theory and practical tests.

Assessment Requirements

Should a Candidate have any particular assessment requirements i.e. need a translator or reader/writer or any other form of special needs, the approved training organisation **must** be informed well in advance of attending the one day programme so that the appropriate help may be sourced.

Information regarding a candidate's particular requirements will be treated with the strictest confidence by the approved training organisation.

REMINDER

Candidates must bring with them on the day:

- **Passport sized photograph**
- **Safety helmet**
- **Safety boots**
- **Reflective 'hi-visibility' jacket**
- **Gloves**
- **Contents of the Candidate Pack fully completed and signed by the Candidate and their employer.**

Further information and clarification may be obtained from the QSCS Unit phone
01 607 0500

Part 1

Quarries Skills Certification Scheme

Application Details

Section A Applicant Details

Surname Forenames.....

Address

.....

.....Date of Birth.....

Tel: PPS Number

Section B Applicant Declaration

I confirm that the information detailed in this application, and any submitted information is valid, genuine and correct.

Please sign:

Section C Employer Details

Employer/Company Name.....

Address

.....

..... Postcode.....

Tel: Are you self-employed? Yes No

Section D Employer Confirmation (including self-employed)

The named individual signing this section must be in a supervisory or managerial position, nominated by the employer organisation.

We/I the employer confirm that:

- the applicant has as least six months experience in a quarry operating as a trainee front end loader operator within the last two years
- Has undertaken Health and Safety Awareness Training including the following: Employees duties/responsibilities, Health and Hygiene, Traffic Management and site specific hazards / safety
- The applicant is at least 18 years of age
- the information detailed in this application, and any submitted information is valid, genuine and correct.

Please sign

NamePosition

Section E **Applicant Experience**

Please briefly list work carried out with a front end loader for at least six months, including dates and location of work.

Dates from/to	Machine make & model	Location and brief details of work done
<i>Example</i> <i>9 Feb 12 - 22 May 12</i>	<i>Volvo L50E</i>	<i>Barron Quarry, Newcastle, Dublin.</i> <i>Loading dumpers with sub-base stone</i>
		<p style="text-align: right;"><i>(continue on a separate sheet if needed)</i></p>

Part 2

Quarries Skills Certification Scheme

Skills Self-Analysis Front End Loader

Introduction

The aim of this form is to allow applicants to measure their knowledge and experience on the safe use of a front end loaders against the questions below. This is to ensure that all those attending the Experienced Worker One-day Programme are aware of the programme content, and have sufficient skills and knowledge to comfortably meet the required standards.

Instructions to the Applicant

Please take your time and answer all questions honestly, as dishonest answers mean that you may be unsuccessful on the course programme.

On completion, add up the total number of questions you have scored as 'yes' and refer to the Assessment Grading which will analyse your knowledge and experience

Assessment Questions

Please answer **all** questions as indicated:

Note: the term 'correctly' means conforming to manufacture's instructions, legislation, regulations and industry best practice.

Question	Yes	No
1. can you identify and use all the controls correctly?	<input type="checkbox"/>	<input type="checkbox"/>
2. can you extract information from the operator's handbook?	<input type="checkbox"/>	<input type="checkbox"/>
3. do you correctly carry out all pre-use and running checks?	<input type="checkbox"/>	<input type="checkbox"/>
4. can you correctly configure the front end loader for quarry and road travel?	<input type="checkbox"/>	<input type="checkbox"/>
5. have you travelled over differing types of terrain including rough, undulating ground?	<input type="checkbox"/>	<input type="checkbox"/>
6. can you travel up and down steep substantial slopes correctly ?	<input type="checkbox"/>	<input type="checkbox"/>
7. are you able to manoeuvre in confined and restricted areas?	<input type="checkbox"/>	<input type="checkbox"/>
8. can you recognise and interpret site markings and contract information?	<input type="checkbox"/>	<input type="checkbox"/>
9. do you know why different materials must be segregated	<input type="checkbox"/>	<input type="checkbox"/>
10. do you know the minimum distance material should be kept from an excavation and why?	<input type="checkbox"/>	<input type="checkbox"/>
11. do you know what the recommended minimum distance is when working near overhead power lines?	<input type="checkbox"/>	<input type="checkbox"/>
12. can you grade materials to given tolerances?	<input type="checkbox"/>	<input type="checkbox"/>
13. have you loaded vehicles correctly and without delay?	<input type="checkbox"/>	<input type="checkbox"/>
14. have you changed attachments (where applicable) using correct manual handling methods?	<input type="checkbox"/>	<input type="checkbox"/>
15. can you use all the functions of the bucket?	<input type="checkbox"/>	<input type="checkbox"/>
16. do you know the correct procedure when placing or unloading the front end loader	<input type="checkbox"/>	<input type="checkbox"/>

onto or from a transporter?

17. can you shut down and secure the front end loader correctly after work?

Yes total _____

Assessment Grading

If you have scored 14 - 17

You appear to have a good level of understanding of front end loader operations to comfortably participate on the experienced operator course programme.

If you have scored 10 – 13

Your understanding of front end loader operations is limited and we advise that you acquire further knowledge before attending the experienced operator course programme. Remedial training and further site experience is advised.

Less than 10

Your supposed understanding of Front End Loader operations is very limited and we strongly advise you not to attend the course until you have undertaken remedial or full training.

Candidate Surname Forenames.....

Signature Date

Part 3

Quarries Skills Certification Scheme

Endorsement of Operating Competence Front End Loader

Applicant Name.....

This endorsement of operating competence must be completed by an existing or previous employer. This part can only be completed by a supervisor or line manager of the employer.

The endorsing individual should only initial the statements where they can confirm that the applicant can carry out the work. Some endorsements may require the initials of more than one endorser. Copies of this form may be made if there are more than two endorsers signing.

Each statement must be initialled by the endorser. The applicant can only be considered competent providing **all** statements are signed by one or more endorsers in the Endorsers details section.

I consider that the above named applicant is able to competently:	Initials
1. Check, inspect and maintain an front end loader for efficient and safe use under quarry site conditions	
2. Strip, remove and segregate material, and carry out re-instatements	
3. Load a variety of vehicles i.e. dumpers, dump-trucks, tippers etc	
4. Stockpile material	
5. Load crusher, hopper etc	
6. Park, shut down, secure and leave the front end loader in a safe condition	
7. Follow given instructions and manufacturers requirements when working with the front end loader	

Endorsers Details

Full Name:Date:.....

Company name and address:

.....

.....Postcode: Contact Tel no:

Position:Signature.....

Relationship to Applicant.....

Part 4

Practical Test Specifications and Grading Sheet Front End Loader

Equipment and Resources

1. Serviceable front end loader, which meets current legislation requirements, fitted with a general purpose bucket, with the operator's manual.
2. A vehicle(s) for loading, this must be a rear tipping vehicle having a capacity equivalent to 5 full bucket loads. The driver must be competent and possess a relevant QSCS registration card.
3. An area of ground, clear of hazards which must include:
 - uneven, rough terrain
 - a slope(s) not less than 18% (1:5.5) incline
 - a flat area with an embankment to allow for the formation
 - a stockpile of material for loading purposes
5. Cones/materials etc to create restrictions for travelling and manoeuvring.
6. Appropriate marking, sighting and lining equipment to ensure excavation levels and centres.

Tasks

The Candidate needs to:

1. Carry out full pre-start and running checks as required by the manufacturer.
2. Prepare the Front End Loader for travel.
3. Travel to the working area. The route must include:
4. From a level area excavate from a bank and form a ramp:
 - Length of ramp: 1.5 times the length of the loader being used
 - Incline: 18% (1:5.5)
 - Width: At least the width of the bucket on the loader
5. On completion of task 4, use material from the ramp to load a vehicle to capacity. There must be a minimum of eight full bucket loads placed in the vehicle (this may require being loaded more than once)
6. On completion of task 5, Fill the bucket to capacity and travel a route which must include
 - up and down the incline(s)
 - passing through a restriction being no more than the width of the front end loader plus 800mm, in a forward and reverse direction
 - travelling over rough, uneven terrain
7. Reverse in a straight line for at least 30metres, and pass through a restriction (Max width 800mm plus the width of the machine)
8. Clean up the working area
9. Travel the front end loader to a park position, shut down and secure.

Time

Candidates must complete all tasks within 1 hour and 15 minutes

Candidates will be assessed under the following headings

1. Carry out pre-start and running checks (verbal questions correctly answered if engine hot)
2. Mount and dismount correctly
3. Maintain full observation
4. Maintain full control of the vehicle when climbing and descending inclines
5. Ensure the allocated area was clear of hazards prior to excavating
6. Ensure the ramp conforms to the stated sizes and incline
7. Position the loading vehicle correctly prior to loading
8. Ensure the vehicle was evenly loaded but not overloaded
9. Correctly carry out shut down and securing procedures