

Quarries Skills Certification Scheme

Candidate Pack for the Training and Assessment Programme – Telescopic Handler

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 plant training and assessment programme enables trained quarry plant operators to gain recognition for their achievements by the 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 as a trainee telescopic handler 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 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 needs 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 operating experience as a trainee telescopic handler 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, their safety helmet, safety boots, reflective 'hi-viz' jacket and gloves.**

One Day Programme Content

Induction

Registration and induction will be undertaken at the start of the day. Candidates **must** present 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 on site.

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
- Road travel (where permitted)
- 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 telescopic handlers. The tasks to be undertaken, equipment required and a sample 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 telescopic handler.

The grading sheet is divided into essential items and scored marks. Scored marks allow a limited number of minor errors to be made. To succeed, the candidate must achieve all essential items and not exceed the maximum score. Candidates who score no marks as well as all the essential marks will be awarded a credit.

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.

Candidates who are referred will receive written feedback from the assessor, and may be advised to undertake further corrective training and/or site 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 in the theory test then they may not continue to attempt 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 may have to do both the practical and theory parts again.

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-viz' jacket**
- **Gloves**
- **Contents of the Candidate Pack are 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 quarry experience as a trainee telescopic handler operator within the last two years
- the applicant has undertaken Safety Awareness Training including the following: Employees duties/responsibilities, Health and Hygiene, traffic management, site specific hazards / safety
- the information detailed in this application, and any submitted information is valid, genuine and correct.

Please sign

NamePosition

Section E	Applicant Experience
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Please briefly list work carried out with the telescopic handler 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> 9 Nov 12 - 22 Dec 12	<i>JCB 530-14</i>	<i>Barron Quarries, Newcastle, Co. Dublin. Unloading vehicles, moving loads around the quarry and placing at various heights</i>
		<i>(continue on a separate sheet if needed)</i>

Part 2

Quarries Skills Certification Scheme

Skills Self-Analysis Telescopic Handler

Introduction

The aim of this form is to allow applicants to measure their knowledge and experience on the safe use of telescopic handlers against the questions below. This is to ensure that all those attending the Experienced Worker One-day Programme have sufficient skills and knowledge to comfortably meet the required standards. This section **must** be completed and returned to the chosen Approved Training Organisation prior to or on the day of attending the one-day training and assessment programme.

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 with 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 telescopic-handler for quarry-site 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 substantial slopes correctly with and without a load?	<input type="checkbox"/>	<input type="checkbox"/>
7. are you able to manoeuvre in confined and restricted areas in forward and reverse?	<input type="checkbox"/>	<input type="checkbox"/>
8. can you set the telescopic handler correctly to lift various loads?	<input type="checkbox"/>	<input type="checkbox"/>
9. do you know how to read and interpret load or duties chart correctly?	<input type="checkbox"/>	<input type="checkbox"/>
10. can you explain the different methods of determining the weight of a load?	<input type="checkbox"/>	<input type="checkbox"/>
11. do you know what the recommended minimum distance is when working near power lines?	<input type="checkbox"/>	<input type="checkbox"/>
12. can you explain the purpose of the stabilisers and when they should be used?	<input type="checkbox"/>	<input type="checkbox"/>
13. can you lift and place various loads accurately in confined spaces i.e. within 100mm of another load or structure?	<input type="checkbox"/>	<input type="checkbox"/>

Cont'd

- 14. have you lifted and placed various loads up to a telescopic handlers full working height?
- 15. do you know what is meant by 'load centre'?
- 16. do you understand the approved hand signals for lifting?
- 17. have you retrieved or removed loads without damaging adjacent loads?
- 18. can you explain why the forks, when lifting a load, must be set equally apart?
- 19. do you know the correct procedure to load and unload a vehicle bed or trailer?
- 20. can you explain why the handbrake must be on before lifting a load?
- 21. can you shut down and secure the telescopic handler correctly after work?

Yes total _____

Assessment Grading

If you have scored 16-21

You appear to have a good level of understanding of telescopic handler operations to comfortably participate on the experienced operator course programme.

If you have scored 11 – 15

Your understanding of telescopic handler 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 11

Your supposed understanding of telescopic handler 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 Telescopic Handler

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:	<i>Initials</i>
1. Check, inspect and maintain a telescopic handler for efficient and safe use under quarries site conditions	
2. Safely operate and control a telescopic handler over varying terrain and inclines carrying various types of loads	
3. Understand and interpret load capacity charts and safe load indicators	
4. Lift and place a variety of loads onto and off trailers, and up to maximum working height	
5. Comply with site procedures for receipt, organisation and distribution of site materials	
6. Park, shut down, secure and leave the telescopic handler in a safe condition	
7. Follow given instructions and manufacturers requirements when working with the telescopic handler	

Details of Endorser	
Full Name:	Date:.....
Company name and address:	
.....	
.....Postcode:	Contact Tel no:
Position:	Signature.....

Part 4

Practical Test Specifications and Grading Sheet Telescopic Handler

Equipment and Resources

- Serviceable telescopic handler fitted with stabilisers which meets current legislation, has standard forks, a R.O.P.S, F.O.P.S, seatbelt and rough terrain capability, and the Manufacturers manual.
- Loads of known weights to consist of:
 - 1 x load not less than 60% of the telescopic -handlers rated capacity - **Load 1**
 - 3 x similar size palletised loads suitable for stacking safely - **Load 2**
 - 1 x load of a weight less than the telescopic -handlers lift capacity at full horizontal reach - **Load 3**
- Lorry bed equipped with a headboard. (this may be simulated but **must** have the same dimensions including the ground/bed height).
- Loading out tower or suitable structure not less than 75% of telescopic -handlers maximum lift height, able to safely support **Load 1**.
- An area which must have level ground, rough, uneven terrain, a slope(s) not less than 18% (1:5.5) incline, and at least 1.5 times the length of the machine used
- A straight run of at least 30 metres.
- A tape measure able the full reach of the telescopic -handler.

Tasks

Prior to starting the test, the forks must be set to the widest position.

The Candidate needs to:

1. Carry out full pre-start and running checks as required by the manufacturer.
2. Prepare the telescopic-handler for travel, and travel to the location of **Load 1**. The route is to include:
 - travelling up and down the slope(s).
 - passing through a restriction being no more than the width of the dumper plus 600mm, in a forward and reverse direction,
 - stopping and restarting on the incline in the up direction,
 - stopping and restarting on the incline in the down direction,
 - travelling over uneven, rough terrain.
3. Pick up **Load 1** and travel the route which is to include:
 - travelling up and down the slope(s). Whilst travelling up the incline, stop and re-start the telescopic-handler
 - travelling over rough, uneven terrain
 - pass through a chicane in a forward and reverse direction. There must be a clearance of no more than 600mm of the machine's width between the chicane sides and the telescopic-handler when passing through.
4. Place **Load 1** onto the loading out tower. When placed manoeuvre the telescopic-handler away from the tower which involves a change of direction.
5. Retrieve **Load 1** and lower to ground level.
6. Travel with **Load 1**, in reverse, in a straight line for a minimum distance of 20 metres. When completed place the load at a given point.

7. Place 3 x **Load 2** onto the vehicle bed with 2 loads squared up to the headboard, following a sequence of loading the vehicle bed fully. There must be no more than 75mm clearance between the loads, and the loads and vehicle headboard. The trailer can be accessed from one side only.
8. Remove 3 x **Load 2** from the vehicle bed and place at a given location.
9. Pick up **Load 3** and place at ground level at a given point, which can only be accessed by using full horizontal reach of the telescopic -handler.
10. Demonstrate undercutting by both lifting and placing a load.
11. Travel the telescopic -handler to a park position, shut down and secure.

Time

- The candidate must complete all tasks within 1. 25 hours

Notes

- Verbal questions may be used for task 1, but **only** on items not able to be checked due to heat of the engine, i.e. coolant, oil level etc.
- The incline must be either one ramp with sufficient manoeuvring area on top **or** two ramps with a level area at the top to halt the telescopic -handler.

Did the learners 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 the telescopic-handler correctly
3. Carry out full observation before reversing the telescopic-handler
4. Maintain full observation when travelling on the telescopic-handler
5. Wear the seat safety belt
6. Ensure all loads were secure whilst on the forks and after placing
7. Place the loads at the required position, within the specified tolerance
8. Correctly carry out shut down and securing procedures
9. Conform with legislation and manufacturer's instructions
10. Complete the test in the time given