

# Construction Skills Certification Scheme

## Candidate Pack for the Training and Assessment Programme – Location of Underground Services

Please read this document carefully. Further information and clarification may be obtained from your local SOLAS Approved Training Provider or CSCS Office on 01 607 0500

### Guidance Notes for Candidates

The following documents are also attached:

- Part 1 – Application Details
- Part 2 – Skills Self-analysis

### Aim of programme

The aim of this course is to provide the candidates with the required knowledge and skills to carry out the location of underground services when involved with excavation works.

### Candidate profile

Candidates for this programme must:

- be at least 18 years of age.
- have the minimum requirement of a valid Safe Pass Card or Managing Safety in Construction Certificate.
- have previous experience dealing with Locating Underground Services.

**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 experience dealing with Location of Underground Services.
- Part 2 – Skills Self-analysis and must be completed and submitted along with Part 1 to the chosen SOLAS Approved Training Organisation prior to, or on the day of, attending the two-day training and assessment programme. Failure to do so may result in the candidate being unable to complete the programme.
- **Candidates must bring with them on the day: a passport sized photograph, their Safepass card or Safety in Construction Certificate, safety boots, reflective 'hi-vis' jacket.**

### Induction

Registration and induction will be undertaken at the start of the day. Candidates **must** present their Safepass card or Managing Safety in Construction certificate to the course assessor, and Parts 1 and 2 if not already submitted.

### Training

Candidates will undertake 14 hours training and assessment session over a 2 day period with the course instructor(s).

### Theory test

On completion of any 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
- Types of services
- Associated hazards
- Location procedures
- Safe digging practice

To be successful on the theory test, candidates must achieve a minimum of 70% of the total available marks.

### Practical test

On the practical test the candidate will demonstrate tasks with a cat and genny.

The grading sheet is divided into essential items and desirable items. Desirable items 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 of the essential items will pass.

The practical has a maximum time that all tasks must be completed within 15 minutes.

### Feedback and Certification

If a candidate meets the required standard, the approved training organisation will send the relevant assessment documentation for certification and registration. The CSCS card is printed and posted to the candidate's home address. A FETAC certificate will be awarded as a result of a pass on the two day programme.

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 unsuccessful in either the practical or the theory test they will be required to sit the course again and to repeat both 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 two-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:

- **Passport sized photograph** .....
- **FÁS Safepass card or Managing Safely in Construction Certificate**.....
- **Safety boots** .....
- **Reflective 'hi-vis' jacket**.....
- **Contents of the Candidate Pack are fully completed and signed by the Candidate and their employer.** .....

**Further information and clarification may be obtained from your local SOLAS Approved Training Provider or CSCS Office on 01 607 0500**

# Construction Skills Certification Scheme

## Application Details

### Section A Applicant Details

Surname ..... Forenames.....  
Address .....  
.....  
..... Postcode.....  
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 possesses a current 'Safepass' registration card or Managing Safely in Construction Certificate.
- the information detailed in this application, and any submitted information is valid, genuine and correct.

*Please sign*

Name ..... Position .....

Please briefly list work carried out while Locating Underground Services, including dates and location of experience.

Dates from/to	Employer	Location and brief details of work done
<b>Example</b> <i>9 Nov 08 - 22 Dec 08</i>	<i>Eircom</i>	<i>Duct laying for MAN broadband project for Sligo Town</i>
		<p style="text-align: right;"><i>(continue on a separate sheet if needed)</i></p>

## Part 2

# Construction Skills Certification Scheme

## Skills Self-analysis Location of Underground Services

### Introduction

The aim of this form is to allow applicants to measure their knowledge and experience in locating underground services against the questions below. This is to ensure that all those attending the programme have sufficient skills and knowledge to comfortably meet the required standards. This section **must** be completed and returned to the chosen SOLAS Approved Training Organisation **prior to** or **on the day** of attending the two-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 to manufacturer's instructions, legislation, regulations and industry best practice.

Question	Yes	No
1. Have you worked on roadworks before?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you familiar with the normal underground services in a road?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you witnessed an excavation near a live power cable?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you worked near overhead power lines?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you aware of the colour coding used for service ducts?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever used a Cable Avoidance Tool?	<input type="checkbox"/>	<input type="checkbox"/>
7. Could you determine the direction of a buried cable using a Cable Avoidance Tool?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you aware of the use of a CAT to determine the depth of a buried cable?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you know what constitutes good bedding material for a common service pipe?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you know what is a 'stop block' when used with plant tipping into an excavation?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you know what a 'sonde' is used for?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are you aware of the warning tape used for different underground services?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you ever used a Genny in conjunction with a CAT to trace services in the ground?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you know how to perform a simple risk assessment prior to excavation work?	<input type="checkbox"/>	<input type="checkbox"/>

- 15. Do you know how to limit the risk of a collapse of a trench excavation?
- 16. Do you have a basic understanding of signage at roadwork's?
- 17. Are you aware of the different depths of services in roads, footpaths and verges?
- 18. Do you know what 'low voltage' means when working with power tools on site?
- 19. Are you aware of the precautions to be taken following a gas leak?
- 20. Are you aware of who you should contact when information is required about buried cables?

**Yes total** \_\_\_\_\_

**Assessment Grading**

**If you have scored 15-20**

You appear to have a good level of understanding of the location of underground services.

**If you have scored 10 – 14**

Your understanding of the location of underground services is limited and we advise that you acquire further knowledge before attending the course. Remedial training and further site experience is advised.

**Less than 10**

Your supposed understanding the location of underground services is very limited and we strongly advise you not to attend the programme until you have undertaken further experience or training.

**Candidate Name** .....

**Signature** ..... **Date** .....