

STATEMENT OF TRAINING AND COMPETENCE ASSESSMENT

For site verification · Rough Terrain Masted Forklift A14 · Masted rough-terrain forklift · all sizes · PHW Services

This statement is issued for presentation to site management and health & safety personnel. It sets out in full the training and assessment behind the named person's Competence Based Vocational Qualification (VQ). The complete evidence file is retained and available for verification.

Field	Entry
Name	
VQ awarded (date)	
Certificates held	VQ Award + Certificate of Unit Credit — Rough Terrain Masted Forklift A14, Masted rough-terrain forklift · all sizes
Machine / equipment used in assessment	
Instructor/Assessor	
Evidence file reference	

Basis of the qualification

Structured basic training with formal theory and practical assessment, delivered and assessed by a qualified instructor/assessor. Built to satisfy the Health and Safety at Work etc. Act 1974 and PUWER 1998 regulation 9 (adequate training), and where applicable the HSE Approved Code of Practice L117 and LOLER 1998. Units are worked to the outcomes of the National Occupational Standards.

Theoretical assessment completed

- Unit-by-unit knowledge and understanding questioning, recorded and signed for each of the 12 units listed overleaf.
- A 71-question technical theory test answered in the candidate's own handwriting.
- Pass standard 57 of 71 (80%), with all designated safety-critical questions required to be correct irrespective of the overall score.

Practical assessment completed

7 structured exercises, each marked against observed performance criteria (competent / not yet competent — every criterion must reach competent; any dangerous act terminates the assessment):

- Pre-use inspection and preparation
- Travel and manoeuvre on rough terrain
- Lift, transfer and place loads
- Load and unload a vehicle
- Load information, housekeeping and waste
- Machine transport
- Park and shutdown

Units achieved (Certificate of Unit Credit)

Ref	Unit title
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1072	Health, Safety and Security at Work
7780	Prepare the Rough Terrain Forklift for Driving or Manoeuvring
7781	Operate, Move or Manoeuvre the Rough Terrain Forklift
7782	Select, Transfer and Position Loads Using a Rough Terrain Forklift
7783	Load the Container, Vehicle, Vessel or Platform Using a Rough Terrain Forklift
7784	Unload the Container, Vehicle, Vessel or Platform Using a Rough Terrain Forklift
7785	Undertake Post-operational Checks on the Rough Terrain Forklift
9451	Obtain Information on the Collection and/or Delivery of Loads
7913	Keep Work Areas Clean
7914	Moving and/or Handling Goods
7933	Sort Goods and Materials for Recycling or Disposal
6831	Loading/Offloading the Rough Terrain Forklift onto Road Freight Vehicles

Assessment decision

Having examined the candidate's theoretical knowledge and observed their skills against the criteria above, the assessor deemed the candidate COMPETENT within the stated scope, and the VQ was awarded. The decision trail — questioning records, the marked handwritten test paper and the signed practical checklists — is held in the evidence file (retained for the life of the certificate plus 3 years) and is available to site management for verification on request.

For site management

- This VQ evidences the BASIC TRAINING stage. Site and employer-specific familiarisation and the employer's written authorisation complete the competence picture.
- This is independent in-house certification, not a CPCS/NPORS card. Where your site contractually requires a scheme card, that rule stands.
- Refresher or reassessment is recommended at 3–5 years, or sooner on incident, change of equipment or task, or a long break.

Assessor name & signature	Date	Company stamp (optional)