

STATEMENT OF TRAINING AND COMPETENCE ASSESSMENT

For site verification · Telescopic Handler A17 — all sizes including 360 slew · 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 operator's Competence Based Vocational Qualification (VQ). The complete evidence file is retained and available for verification.

Field	Entry
Operator name	
VQ awarded (date)	
Certificates held	VQ Award + Certificate of Unit Credit — Telescopic Handler A17 all sizes including 360 slew
Machine used for training/assessment (make/model)	
Instructor/Assessor	
Evidence file reference	

Basis of the qualification

The VQ is structured basic operator training with formal theory and practical assessment, delivered and assessed by a qualified instructor/assessor. It is built to satisfy the Health and Safety at Work etc. Act 1974 and PUWER 98 regulation 9 ("adequate training"), following the three-stage training model of the HSE Approved Code of Practice L117 (rider-operated lift trucks, which covers telescopic materials handlers). The units of competence are worked to the outcomes of the National Occupational Standards and the formerly regulated national units from which they derive; the machine scope is stated in words on the certificates.

Theoretical assessment — what the candidate completed

- Unit-by-unit knowledge and understanding questioning, recorded and signed for each of the twelve units listed overleaf — covering health and safety law and duties, machine preparation and pre-use inspection, operating and manoeuvring, load assessment and capacity charts, vehicle loading and unloading, post-operational checks, load information, housekeeping and waste segregation, and machine transport.
- A 72-question technical theory test, answered in the candidate's own handwriting: roles and responsibilities, preparing for work, travelling and manoeuvring, setting up, lifting and placing loads, completing work and shutdown — including live use of the machine's Operator's Manual and the lifting capacity chart.
- Pass standard: 80% (58 of 72), with designated safety-critical questions (seat belt use, overhead services distances, excavation clearances, counterweight crush zones, isolation on leaving the machine) required to be answered correctly irrespective of the overall score.

Practical assessment — what the candidate completed

Seven 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 to the manufacturer's specification, with defect recording and reporting
- Travel and manoeuvre, laden and unladen — steering modes, confined areas, gradients and rough terrain, pedestrian awareness, reversing under observation
- Lifting, transferring and placing loads at height and reach — planned from the capacity chart, machine levelled, stabilisers as required
- Loading and unloading a vehicle — vehicle security, load placement and sequence, communication
- Load information, housekeeping, goods handling and waste segregation

- Machine transport onto/off road freight vehicles (practical or assessed scenario)
- Parking, shutdown, isolation and post-operational checks

Units achieved (Certificate of Unit Credit)

Ref	Unit title
1072	Health, Safety and Security at Work
7780	Prepare the Telescopic Handler for Driving or Manoeuvring
7781	Operate, Move or Manoeuvre the Telescopic Handler
7782	Select, Transfer and Position Loads Using a Telescopic Handler
7783	Load the Container, Vehicle, Vessel or Platform Using a Telescopic Handler
7784	Unload the Container, Vehicle, Vessel or Platform Using a Telescopic Handler
7785	Undertake Post-operational Checks on the Telescopic Handler
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 Telescopic Handler onto Road Freight Vehicles

Assessment decision

Having examined the candidate's theoretical knowledge and observed their operating skills against the criteria above, the assessor deemed the candidate COMPETENT in the operation of the telescopic handler 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 candidate's 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 — practical notes

- This VQ evidences the BASIC TRAINING stage under ACOP L117. Site/employer-specific familiarisation and the employer's written authorisation to operate complete the competence picture — a record set for those stages accompanies the qualification.
- This is independent in-house certification, not a CPCS/NPORS card; where your site contractually requires a scheme card, that rule stands. For sites applying the legal standard, this statement and the evidence file provide a complete, auditable competence record.
- Refresher/reassessment is recommended at 3–5 years, or sooner on incident, machine change or long break.

Verification: contact the assessor named above via PHW Services. Please quote the operator name and evidence file reference.

Assessor name & signature	Date	Company stamp (optional)