

ASSESSMENT RECORDS — 360 EXCAVATOR UP TO 12T

Candidate signature set (complete in ink)

Field	Entry
Candidate	
Assessment date(s)	
Machine make / model / serial	

1. Unit knowledge & understanding — sign-off record

The assessor has questioned the candidate against the unit knowledge bank; responses met the required standard for each unit signed below.

Unit	Unit title	Candidate signature	Assessor / date
1169	Roles and Responsibilities of the Excavator Operator; Use of the Operator's Manual		
7202	Names, Components and Functions of the Excavator		
7783	Correctly Mount and Dismount the Excavator		
7513	Dangers of Underground Services, Overhead Cables and Other Site Hazards		
7780	Pre-use Checks, Functional Checks and Correct Shutdown Procedures		
7782	Locate and Identify the Controls and Their Function; Prepare for Site and Road Travel		
7781	Configure and Travel the Excavator Across Various Terrains in Open and Confined Spaces		
7785	Carry Out All Necessary Safety Checks in the Work Area		
9451	Set the Excavator Up in Readiness for Excavating Tasks		

7913	Carry Out Various Excavating Tasks
7914	Backfilling Excavations, Spreading and Grading Ground
7936	Loading Materials into Transport Vehicles
7942	Changing Buckets and Attachments for Specific Activities (Including Quick Hitches)

2. Technical theory test — marking record

Field	Entry
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Date

Machine make/model used

Delivery method (verbal / written)

Questions answered correctly (of 40)

Safety-critical questions all correct? (Y/N)

Result (Pass / Refer)

Re-sit details (if any)

Candidate signature

Assessor signature

Date

3. Practical assessment

Mark each criterion C (competent) or NYC (not yet competent). ANY dangerous act terminates the assessment (automatic refer). All criteria must reach C for the unit to be achieved.

Exercise 1 — Pre-use inspection and preparation (Units 7780, 7202, 7783, 1169)

Observed performance criterion	C	NYC
Carries out full walk-round check to manufacturer's specification		
Checks tracks/running gear, boom/dipper rams and hoses		
Mounts/dismounts using three points of contact		
Records checks and reports defects correctly		

Exercise 2 — Safety checks and work-area set-up (Units 7785, 9451, 7513)

Observed performance criterion	C	NYC
Service plans checked; CAT and genny scan carried out before digging		
Overhead line clearances identified and observed		
Exclusion zone set for the full slew radius		
Machine correctly levelled/configured for the task		

Exercise 3 — Travel open, confined and sloped ground (Units 7781, 7782)

Observed performance criterion	C	NYC
Correct travel configuration (boom low, tracks aligned)		
Negotiates slopes within manufacturer limits, boom low		
Maintains safe distance from trench/excavation edges		
Effective all-round observation; banksman used where required		

Exercise 4 — Excavate to line and level (Unit 7913)

Observed performance criterion	C	NYC
Digs to the specified line and level accurately		
Spoil placed clear of the trench edge		
Trench protected correctly for the ground conditions		

Exercise 5 — Backfill, spread and grade (Unit 7914)

Observed performance criterion	C	NYC
Confirms area clear and safe before backfilling		
Correct fill material used and compacted in layers		
Ground graded accurately to requirement		

Exercise 6 — Load a transport vehicle (Unit 7936)

Observed performance criterion	C	NYC
Vehicle positioned so operator does not slew over the cab		
Loads evenly within the vehicle's capacity		
Correct signals/communication with driver		

Exercise 7 — Bucket/attachment change (Unit 7942)

Observed performance criterion	C	NYC
Correct hitch/bucket compatibility confirmed		
Hitch fully engaged on both pins; safety pin fitted		
Test-curl/pressure check carried out before work		

Exercise 8 — Park and shutdown (Unit 7780)

Observed performance criterion	C	NYC
Parks on firm level ground off routes		
Bucket/attachment grounded, blade lowered where fitted		
Hydraulics de-pressurised, controls neutralised		
Key removed, machine isolated and secured		

Overall practical decision

Decision	Detail
All exercises competent (Y/N)	
Referred exercises and reason	
Re-assessment arrangements	

Candidate signature	Assessor signature	Date
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4. Certification decision

All 13 units signed off (section 1)

Theory test passed — 32/40 (section 2)

Practical assessment competent in all exercises (section 3)

I confirm the above are complete and award the Competence Based Vocational Qualification (VQ), 360 EXCAVATOR UP TO 12T. Certificates issued: VQ Award + Certificate of Unit Credit.

Assessor name & signature	Candidate signature	Date
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