

# STATEMENT OF TRAINING AND COMPETENCE ASSESSMENT

For site verification · 360 Excavator up to 12 tonnes · 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 — 360 Excavator up to 12 tonnes |
| 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, PUWER 98 regulation 9 ("adequate training") and HSG47 (avoiding danger from underground services). The units of competence are worked to the outcomes of the National Occupational Standards and the formerly regulated national units from which they derive.

## Theoretical assessment — what the candidate completed

Unit-by-unit knowledge and understanding questioning, recorded and signed for each of the thirteen units listed overleaf — roles/responsibilities, machine components, mounting/dismounting, underground/overhead hazards, pre-use checks, controls, travel, safety checks, excavating tasks, backfilling, vehicle loading, and attachment changes.

A 40-question technical theory test, answered in the candidate's own handwriting.

Pass standard: 80% (32 of 40), with designated safety-critical questions (underground services (HSG47), overhead line clearances, contact with live overhead lines, slew danger area, trench/excavation clearance, quick-hitch engagement checks, loading a vehicle without slewing over the cab, public highway travel) required to be answered correctly irrespective of the overall score.

## Practical assessment — what the candidate completed

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

Exercise 1 — Pre-use inspection and preparation

Exercise 2 — Safety checks and work-area set-up

Exercise 3 — Travel open, confined and sloped ground

Exercise 4 — Excavate to line and level

Exercise 5 — Backfill, spread and grade

Exercise 6 — Load a transport vehicle

Exercise 7 — Bucket/attachment change

Exercise 8 — Park and shutdown

### Units achieved (Certificate of Unit Credit)

| Ref  | Unit title                                                                                |
|------|-------------------------------------------------------------------------------------------|
| 1169 | Roles and Responsibilities of the Excavator Operator;<br>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<br>and Other Site Hazards                |
| 7780 | Pre-use Checks, Functional Checks and Correct<br>Shutdown Procedures                      |
| 7782 | Locate and Identify the Controls and Their Function;<br>Prepare for Site and Road Travel  |
| 7781 | Configure and Travel the Excavator Across Various<br>Terrains in Open and Confined Spaces |
| 7785 | Carry Out All Necessary Safety Checks in the Work<br>Area                                 |
| 9451 | Set the Excavator Up in Readiness for Excavating<br>Tasks                                 |
| 7913 | Carry Out Various Excavating Tasks                                                        |
| 7914 | Backfilling Excavations, Spreading and Grading<br>Ground                                  |
| 7936 | Loading Materials into Transport Vehicles                                                 |
| 7942 | Changing Buckets and Attachments for Specific<br>Activities (Including Quick Hitches)     |

### 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 360 excavator up to 12 tonnes 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. Site/employer-specific familiarisation and the employer's written authorisation to operate 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/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)**