

ASSESSMENT RECORDS — MOBILE ELEVATING WORK PLATFORM (MEWP)

SCISSOR (3a) AND BOOM (3b) · Candidate signature set (complete in ink)

Field	Entry
Candidate	
Assessment date(s)	
Machine(s) make / model / serial	
Category (3a scissor / 3b boom / both)	
Harness/lanyard used (type & inspection date)	
Site / area, ground and weather conditions	

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. Units 3901–3906 are assessed on the machine family being certificated; where both 3a and 3b are being awarded, boom-specific items (theory test boom supplement) must also be covered.

Unit	Unit title	Candidate signature	Assessor / date
1072	Health, Safety and Security at Work		
3901	Prepare the MEWP for Work: Pre-use Inspection and Siting		
3902	Set Up, Elevate and Position the Work Platform		
3903	Travel and Manoeuvre the MEWP		
3904	Work Safely at Height from the Platform, Including Fall Protection		
3905	Ground Rescue and Emergency Lowering Procedures		
3906	Post-operational Checks, Shutdown and Securing of the MEWP		

6831

Loading/Offloading the
MEWP onto Road
Freight Vehicles

2. Technical theory test — marking record

Field

Entry

Date

Machine make/model used

Category assessed (3a / 3b / both)

Delivery method (verbal / written)

Technical test score (of 63)

Boom supplement score (of 10, 3b only)

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. Assess on each machine family being awarded.

Exercise 1 — Pre-use inspection, siting and set-up (Units 3901, 1072)

Observed performance criterion	C	NYC
Full pre-use check to manufacturer's specification, both control stations		
Emergency/auxiliary lowering function tested		
Harness and anchor points checked (where applicable)		
Ground assessed (bearing, voids, slopes); spreader pads used correctly		
Overhead and proximity hazards identified; exclusion zone established		
Stabilisers deployed and machine levelled (where fitted)		
Checks recorded; defects reported correctly		

Exercise 2 — Elevate, position and work at height (Units 3902, 3904)

Observed performance criterion	C	NYC
Gate latched; harness clipped to designated anchor (as required)		
SWL respected (persons + tools + materials)		
Smooth elevation with ongoing overhead/clearance checks		
Accurate positioning at the work point without over-reach		
Crush-point awareness near structures (creep speed, stop short)		
Both feet on platform floor; no climbing on rails		
Wind conditions monitored and limits observed		

Exercise 3 — Travel and manoeuvre (Unit 3903)

Observed performance criterion	C	NYC
Travels stowed (or elevated only as manufacturer permits)		
Route inspected; creep speed near people/obstructions		
Rear-steer behaviour controlled near edges/kerbs		
Gradient technique within manufacturer limits		
Confined-area manoeuvring without contact		

Exercise 4 — Emergency lowering / ground rescue (Unit 3905)

Observed performance criterion	C	NYC
Ground rescue person briefed before work at height		
Candidate demonstrates/directs auxiliary descent procedure		
Rescue scenario completed correctly (simulated operator incapacitation)		
Machine made safe and event reported		

Exercise 5 — Machine transport (Unit 6831) — practical or verbal scenario

Observed performance criterion	C	NYC
Transporter loading checks stated/demonstrated		
Machine driven onto/off transporter under control (where facilities allow)		
Machine left in correct configuration for securing		
Responsibilities correctly identified		

Exercise 6 — Shutdown and securing (Unit 3906)

Observed performance criterion	C	NYC
Platform stowed; parked safely off routes		
Shutdown sequence correct; key removed; isolated		
Charging/refuelling procedure correct for machine type		
Post-use checks completed and reported		

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 eight units signed off (section 1)

Theory test passed — 51/63 main + all 10 boom supplement if 3b (section 2)

Practical assessment competent in all exercises (section 3)

I confirm the above are complete and award the Competence Based Vocational Qualification (VQ), Mobile Elevating Work Platform — category 3a scissor / 3b boom / both (delete as applicable).
Certificates issued: VQ Award + Certificate of Unit Credit.

Assessor name & signature	Candidate signature	Date
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