

STATEMENT OF TRAINING AND COMPETENCE ASSESSMENT

For site verification · Mobile Elevating Work Platform (MEWP) — scissor 3a / boom 3b · 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)	
Category awarded	3a scissor / 3b boom / both (delete as applicable)
Certificates held	VQ Award + Certificate of Unit Credit — MEWP (category as stated above)
Machine(s) 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, the Work at Height Regulations 2005, PUWER 98 regulation 9 ("adequate training") and LOLER 98 (thorough examination — six-monthly as equipment lifting persons), following industry guidance for MEWP safe use (IPAF/HSE INDG401). 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 (3a scissor / 3b boom) 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 eight units listed overleaf — covering health and safety law and duties, pre-use inspection and siting, set-up and positioning, travel and manoeuvring, working at height and fall protection, ground rescue and emergency lowering, post-operational shutdown, and machine transport.

A 63-question technical theory test (plus a 10-question boom supplement for 3b awards), answered in the candidate's own handwriting: siting and set-up, working at height, fall protection, emergency lowering, legal duties, ground and overhead hazard assessment, machine transport, and shutdown — including live use of the machine's Operator's Manual where questions require it.

Pass standard: 80% (51 of 63) on the main test, with all 10 boom supplement questions required correct for a 3b award, and designated safety-critical questions (entrapment near ceilings, overhead power line clearances, harness anchor points, trench clearances, wind limits, isolation on leaving the platform) required to be answered correctly irrespective of the overall score.

Practical assessment — what the candidate completed

Six 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, siting and set-up — full check to the manufacturer's specification, ground and overhead hazard assessment, emergency lowering tested

Elevate, position and work at height — SWL discipline, harness/fall-protection use, crush-point awareness, wind limits

Travel and manoeuvre — stowed travel, route inspection, rear-steer control, gradient technique

Emergency lowering and ground rescue — ground person briefing, auxiliary descent, simulated rescue scenario

Machine transport onto/off road freight vehicles (practical or assessed scenario)

Shutdown and securing — parking, isolation, charging/refuelling, post-use checks

Units achieved (Certificate of Unit Credit)

Ref	Unit title
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

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 mobile elevating work platform within the stated scope (category as awarded above), 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 — a record set for those stages accompanies the qualification.

This is independent in-house certification, not an IPAF/PAL+ or 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/ category change or long break. LOLER thorough examination of the machine itself remains a separate six-monthly requirement, independent of operator competence.

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)