



City & Guilds NPTC Level 2 Award in Forest Machine Operations – Skidder QAN (600/9107/1)

Version 1.0 (March 2024)

Assessment Pack – Centre and Candidate Version

Version and date	Change detail	Section
1.0 Mach 2024	First version	All

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Introduction

This assessment relates to the unit in the Qualification handbook. The assessment can be achieved at pass only. If any task is not yet met the candidate is unsuccessful.

This assessment is for unit 213 Prepare and operate a skidder covering the following unit outcomes:

1. Be able to work safely
2. Be able to operate the skidder
3. Know relevant health and safety legislation and industry good practice
4. Know how to operate the skidder

General guidance on the requirements for assessment can be found in the Assessor Guidance General guidance on the requirements for assessment can be found in the Assessor Guidance document available on the City & Guilds web site www.nptc.org.uk

The assessor must complete the Practical Table mark sheet for each candidate which should be kept by the assessor for a minimum period of twelve months.

Record of assessment (ROA)

A prepopulated record of assessment must be completed by the assessor following an assessment. The number of outcomes is listed above, these must be ticked into the relevant met or not met sections of the ROA.

ARAS Forms

An Assessment Result Advice Slip (ARAS form) must be completed by the assessor following an assessment. The ARAS is not a certificate but, based on the evidence of the candidate's performance, is a recommendation to City & Guilds that the candidate is either met or not met the assessment criteria. All feedback is to be recorded by the assessor on the feedback section of the ARAS form.

Assessment Time

The expected assessment time for this qualification is 1.5 – 3 hours.

Site/workshop requirements:

Felled trees/timber suitable for extraction with the skidder type the candidate is being assessed on and within capabilities of the machine, Sufficient chocking, extraction, unchocking must be assessed covering loading to the capacity of the machine; relating load size to site conditions.

Equipment/Machinery:

Base unit which the candidate already holds the COC for and line/grapple skidder all fit for purpose and suitably maintained. Any tools which may be needed to carry out any maintenance which may be required. If a Line skidder then appropriate strops, shackles and pulley should be available to demonstrate an offset pull.

Consumables:

Fuels, oils and grease as may be required. PPE required as per site and machine. Operators manual and/or training materials should be available if needed.

This is not an open book assessment, however additional technical information may be sought from the relevant manufacturer’s operator manuals or any other appropriate training or safety publication.

Practical observation descriptor table

213 Prepare and operate a skidder

Activity number and description from check list		Assessment criteria
1.1	Identify the hazards and risks associated with the working area, the proposed work and the machine	Identify hazards (anything with the potential to cause harm) and risks (who might be harmed), relevant to: The work area/work to be done Hazards <ul style="list-style-type: none"> • power lines • terrain • access routes • chain shot • risk zones • struck by timber • other Risks <ul style="list-style-type: none"> • others on site • operator • public • other machine operators • other The machine Hazards <ul style="list-style-type: none"> • struck by machine • access and egress • moving parts • hot surfaces • working at heights • high pressure fluids • other Risks <ul style="list-style-type: none"> • public • operator • environment • other
1.2	Use appropriate tools, equipment and personal protective equipment (PPE)	<ul style="list-style-type: none"> • all tools, equipment and Personal Protective Equipment are used in line with industry good practice e.g. AFAG/HSE. • during all on site operations PPE in accordance with industry good practice must be worn.

		<p>Personal Protective Equipment identified could include:</p> <ul style="list-style-type: none"> • safety helmet (if required) • hearing protection (where needed) • suitable protective gloves • protective boots • non snag outer clothing • high visibility clothing where risk assessment identifies it • hand cleaning materials • first aid kit • other
1.3	Work in a way which maintains health and safety and is consistent with relevant legislation and industry best practice	<ul style="list-style-type: none"> • All activities must be completed in a way which protects the operator and those around them.
1.4	Carry out work to minimise environmental damage	<ul style="list-style-type: none"> • It is ensured that any possible environmental damage is minimised at all times during on site operations
2.1	Check fitting, condition, operation and control system of extraction equipment as fitted to vehicle	<ul style="list-style-type: none"> • nuts, bolts all present • extraction equipment secured to base • cracked frame • report defects • maintenance records • greasing • other <p>Either</p> <p>Line skidder:</p> <ul style="list-style-type: none"> • rope test certificate • fair lead rollers/pulleys • rope compatible with winch • rope condition • rope termination • extraction system • chocking system is compatible • chain adjustment and guarding • PTO guards • clutch adjustment • brake adjustment • free spool adjustment • other <p>OR</p> <p>Grapple</p> <ul style="list-style-type: none"> • hydraulic tongs • hydraulic pipes • grapple operation • other

<p style="text-align: center;">2.2</p>	<p>Carry out the operation in accordance with the job specification</p>	<ul style="list-style-type: none"> • position tractor <p><u>Appropriate attachment</u></p> <p>Either</p> <p>Line:</p> <ul style="list-style-type: none"> • take out winch cable smoothly • correct angle/direction of pull • sequence of chokering • method of attachment • choker attached 220mm -300mm (8"-12") from butt/tip end when ground skidding • if hooked choker is used, the opening should face away from the direction of pull • surplus slack in chokers adjusted using approved method to maintain ground clearance when load is held against tractor butt plate • appropriate butt plate pulley selected (if applicable) • concise instructions to winch operator • tension cable • winch in load • correct use of remote controls where applicable • safety of operator <p>OR</p> <p>Grapple</p> <ul style="list-style-type: none"> • assemble load to optimum capacity of equipment • economy of movement • ability to extract timber butt or tip first • position and alignment of grapple • correct transport height <p>Transportation</p> <ul style="list-style-type: none"> • load position • avoidance of obstacles and damage to standing crop • engine speed • gear selection • stability of vehicle <p>Load detachment</p> <ul style="list-style-type: none"> • presentation of extracted material for subsequent operations • parking brake applied • stacking blade lowered (if fitted) <p>Either</p> <p>Winch</p> <ul style="list-style-type: none"> • release tension, avoiding over run, of the winch rope
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		<ul style="list-style-type: none"> • detach chokering system OR Grapple <ul style="list-style-type: none"> • tongs lowered and opened • Timber retrieval Either Line <ul style="list-style-type: none"> • appropriate strop • appropriate pulley • appropriate anchor point • appropriate shackle • risk zones identified • maximum angle of pull OR Grapple <ul style="list-style-type: none"> • N/A
2.3	Manoeuvre the machine on site in a safe and effective way	<ul style="list-style-type: none"> • full safe stop procedure, hand brake on, gears in neutral, key removed and placed in pocket • dismount safely
3.1	Outline key health and safety legislation and industry good practice	Outline key points from the legislation listed below: Health and Safety at Work Act (HSWA) (1974) – <ul style="list-style-type: none"> • general duties for employers and employees • maintain safe places of work • other Provision and Use of Work Equipment Regulations 1998 (PUWER 98) – <ul style="list-style-type: none"> • record keeping • operators adequately trained • equipment fit for purpose • other Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) <ul style="list-style-type: none"> • reporting of accidents • reporting of dangerous occurrences • other Working at Heights <ul style="list-style-type: none"> • adequate precautions taken for safe working procedures • any height constitutes working at heights • other Control of Substances Hazardous to Health (COSHH) Regulations (2002) <ul style="list-style-type: none"> • correct PPE to be identified • correct storage and application • disposal

		<ul style="list-style-type: none"> • other <p>Industry Good Practice</p> <ul style="list-style-type: none"> • Arboriculture Forestry Advisory Group (AFAG) information • Health and safety in forestry • Forest and water guidelines • Operators manual <p>Lone working</p> <ul style="list-style-type: none"> • effective communication system • fail to safe system • reporting in times <p>Line contact possible procedures:</p> <ul style="list-style-type: none"> • where possible, drive away to safe area • if safe, stay in machine and contact power company/supervisor • jump from machine, bunny hop as far as possible <p>Power lines</p> <ul style="list-style-type: none"> • designated crossing point (goal posts) • liaison with power companies • site maps • AFAG • electricity at work • other
3.2	Describe the types of records that may be required for management and legislative requirements	<p>Records:</p> <ul style="list-style-type: none"> • logbook • service logbook • time sheet • maintenance schedule • other
3.3	Outline the emergency planning procedures relevant to the working area	<p>Emergency planning procedures for a site could include:</p> <ul style="list-style-type: none"> • location name • grid reference • designated meeting place • site location name • nearest access point • street name/district • type of access • suitable helicopter landing area • phone number of nearest doctor • location and phone number of nearest accident and emergency hospital • works manager contact details • your own contact number
3.4	Describe how environmental damage can be caused and minimised	<p>Environmental damage may be caused by:</p> <ul style="list-style-type: none"> • incorrect storage of fuel and oil • defective machinery • poor work practices

		<ul style="list-style-type: none"> • oil and fuel spillages • other <p>Environmental damage may be prevented by:</p> <ul style="list-style-type: none"> • following principles of industry good practice • good housekeeping • appropriately trained operators • spill kits are available • other
3.5	Describe the correct methods for disposing of waste	<p>Disposal of waste from workplace activities may include</p> <ul style="list-style-type: none"> • use of designated waste/recycle bins • waste oils placed in approved containers for disposal • other
4.1	Explain the fitting, condition, operation and control system of the extraction equipment	<ul style="list-style-type: none"> • nuts, bolts all present • extraction equipment secured to base • cracked frame • report defects • maintenance records • control system • warning/safety decals • guarding requirements • oil levels checked (if applicable) • greasing • other <p>Either</p> <p>Line skidder</p> <ul style="list-style-type: none"> • rope test certificate • fair lead rollers/pulleys rope compatible with winch • rope condition • rope termination • extraction system • chocking system is compatible • chain adjustment and guarding • PTO guards • clutch adjustment • brake adjustment • free spool adjustment • other <p>OR</p> <p>Grapple</p> <ul style="list-style-type: none"> • hydraulic tongs • hydraulic pipes • grapple operation • other

4.2	Explain the procedure for woodland driving	<p>AFAG guides and industry best practice are to be referred to for Overhead hazards</p> <ul style="list-style-type: none"> • safety belt fastened (if fitted) • stacking blade/butt plate fully raised (if fitted) • choice of gear/engine speed • use of differential lock • negotiation of stacks • negotiation of uphill slopes • negotiation of downhill slopes • negotiation of side slopes • use of independent brakes • overhead hazards • other
4.3	Explain alternative methods of chokering to the one used, where appropriate	<p>Alternative methods may include</p> <ul style="list-style-type: none"> • polypropylene • chains • wire rope • other
4.4	Explain the procedure for debogging	<p>Self recovery:</p> <ul style="list-style-type: none"> • selection of equipment • choice of anchor for debogging • direction of winch rope through pulley • correct gear engaged • use of hand throttle • correct winching/driving techniques • vehicle stability • equipment re-stowed on vehicle after use <p>Other vehicle:</p> <ul style="list-style-type: none"> • selection of equipment • appropriate attachment point • choice of anchor for debogging • direction of winch rope through pulley • correct gear engaged • use of hand throttle • correct winching/driving techniques • vehicle stability • equipment re-stowed on vehicle after use <p>Powered or hand winch:</p> <ul style="list-style-type: none"> • selection of equipment • choice of anchor for debogging • direction of winch rope through pulley • correct gear engaged • use of hand throttle • correct winching/driving techniques • vehicle stability

		<ul style="list-style-type: none">• equipment re-stowed on vehicle after use
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Appendix 1 Practical table

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All criteria must be achieved.

Activity number and description	Achieved
1.1 Identify the hazards and risks associated with the working area, the proposed work and the machine	
1.2 Use appropriate tools, equipment and personal protective equipment (PPE)	
1.3 Work in a way which maintains health and safety and is consistent with relevant legislation and industry best practice	
1.4 Carry out work to minimise environmental damage	
2.1 Check fitting, condition, operation and control system of extraction equipment as fitted to vehicle	
2.2 Carry out the operation in accordance with the job specification	
2.3 Manoeuvre the machine on site in a safe and effective way	
3.1 Outline key health and safety legislation and industry good practice	
3.2 Describe the types of records that may be required for management and legislative requirements	
3.3 Outline the emergency planning procedures relevant to the working area	
3.4 Describe how environmental damage can be caused and minimised	
3.5 Describe the correct methods for disposing of waste	
4.1 Explain the fitting, condition, operation and control system of the extraction equipment	
4.2 Explain the procedure for woodland driving	
4.3 Explain alternative methods of chokering to the one used, where appropriate	
4.4 Explain the procedure for debogging	

Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. To download the documents and to find other useful documents, go to the **Centre Document Library** on www.cityandguilds.com or click on the links below:

Quality Assurance Standards: Centre Handbook

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on

- Centre quality assurance criteria and monitoring activities
- Administration and assessment systems
- Centre-facing support teams at City & Guilds / ILM
- Centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the Centre Contract.

Quality Assurance Standards: Centre Assessment

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications. Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance. All external quality assurance processes reflect the minimum requirements for verified and moderated assessments, as detailed in the Centre Assessment Standards Scrutiny (CASS), section H2 of Ofqual's General Conditions. For more information on both CASS and City & Guilds Quality Assurance processes visit: the [What is CASS?](#) and [Quality Assurance Standards](#) documents on the City & Guilds website.

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements, or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre-assessments.

Access arrangements - When and how applications need to be made to City & Guilds

provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **Centre Document Library** also contains useful information on such things as:

- Conducting examinations
- Registering learners

- Appeals and malpractice

Useful contacts

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