

It is envisaged that by the end of this course of training the trainee operator will be able to answer questions on and perform the following:

- Have a basic understanding of the industry, the dangers of working in the industry and their responsibilities as a plant operator
- Have a working knowledge of the manufacturer’s handbook for the particular machine to be used
- Be able to locate and identify the major components of the machine and explain their functions
- Be able to locate and identify steering, driving and braking controls and explain their functions
- Identify and maintain PPE appropriate for excavator use
- Conduct all pre-operational checks in accordance with manufacturer’s and legislative requirements
- Safely mount and dismount the machine
- Start and stop the engine and safely move the machine off and stop it safely
- Configure the machine for travel and manoeuvre it safely across varying terrain in open and confined areas
- Conduct all necessary safety checks at the work area
- Manoeuvre the machine to the work area and correctly configure in readiness to carry out excavating tasks
- Carry out excavating tasks
- Load material onto transporting vehicles or into containers
- Reinstatement excavation, grade and level ground
- Fit and remove attachments
- Carry out all end of shift and shut down procedures

Max Ratio Novice Course	Novice Course Duration	Max number of novice tests	Max number of refresher tests	Max number of experienced worker tests
3:1:1	10 Days	3	3	4*

***For 3 + 3 dispensation please refer to ratios document**



Training Provider enter NPORS ON/ here

OFFICIAL USE ONLY

Category Code **N202**

Registration No:

Excavator 360°

Forename(s):	Surname:	Dates:
Home Address:	Company Name: <i>(This is shown on the certificate)</i>	From: / /
Postcode:	Tel:	To: / /
Tel:	Training Location:	No. of days _____
Email Address:	Date of Birth:	Test only (tick) <input type="checkbox"/>
	NI No:	Required:
		Card <input type="checkbox"/>
		Certificate <input type="checkbox"/>

Date	TRAINING RECORD	Performance	Learner signature	Instructor signature
	Underpinning knowledge taught: HASAWA 1974, PUWER Regs, LOLER Regs, CDM Regs, Vibration, Noise, Dust, HSE Guidance Notes, Operators Safety, Manufacturers Handbook, CPA Documentation			
	Pre-Operational Checks: Wheels & tyres, tracks, battery, guards, engine oil, coolant, fuel, hydraulic oil, rams & pipes, controls, brakes, steering, instruments, horn, stabilisers, attachments, etc			
	Manoeuvring: Drove / tracked machine around site, forward and reverse including width restrictions, over varying terrain adopting the correct procedures on slopes and inclines			
	Checks: Carried out pre-excavation safety checks: Vehicles, ground conditions, overhead obstructions, power lines, underground services and cables. Observed all safety precautions in relation to other workers			
	Transportation: Drove / tracked machine around site to working area forward and reverse. Set up machine to carry out excavation tasks			
	Excavation: Excavated trench 1 bucket width x _____ metres long x _____ metres deep Placed spoil a safe distance from edge of excavation			
	Backfilled excavation: Backfilled in layers and compacted excavation. Grade area and left clean and tidy			
	Form raised bench: Form appropriate load out bench and prepare to load vehicle <u>or</u> create level standing: Level area and prepare to load vehicle			
	Loading: Load dumper / rear dump truck / vehicle / hopper with spoil. Ensure operator is clear before loading commences			
	Attachments: Safely used the following attachments (State attachments used) Attachments Used..... <i>(Will not be shown on card)</i>			
	Quick hitch: Engage quick hitch with attachment, retain with pin or latch, secure the retaining mechanism Type of quick hitch to be shown on card: No quick hitch used - manual (M) - semi-automatic (SA) - fully-automatic (FA) (theory session mandatory on novice training courses)			
	End of shift: Re-fuelled, parked machine in safe area, bucket(s) on ground, applied parking brake, applied slew locks, secure attachments, removed ignition key, checked for defects. Left machine safe and secure			

Instructor please note any comments overleaf

Attachments / Restrictions (to be shown on card / certificate):	Reason for restriction (Delete as appropriate)
Includesattachment	Commercial / Training
Restricted toonly	Reasons / Limitations

Equipment:	Model:	Size:
Make:		



NPORS Operator Test Marking Sheet

N202 Excavator 360°

Standard Max penalty points allowed

Operator level 20 points – Instructor level 10 points

All faults to be recorded with an "X" in the appropriate fault box as they occur

Name:	Date:	ON/
Machine make & model:	Time allocated for test:	
Weight	Start time:	Finish time:
Attachment used:	Duration:	
Variations (**tick one only): Wheeled (W) <input type="checkbox"/> * Tracked (T) <input type="checkbox"/> * Weight: (**tick one only): 1 – 10t (J) <input type="checkbox"/> ** Above and Below 10t (K) <input type="checkbox"/> ** Additional Variation: (To be stated last) Theory Quick Hitch (Z) <input type="checkbox"/>		

MANDATORY DISQUALIFICATION		(A - G are mandatory disqualification if YES is selected)	Yes	No
A	Does not complete pre-use check			
B	Exceeds maximum time			
C	Violent collision			
D	Operating dangerously			
E	Fails to follow given instructions			
F	Slews load over cab or drivers position			
G	Fails to follow applicable legislation, manufacturers recommendations, Health and Safety requirements or NPORS test requirements			

No.	Criteria observed	Faults	Penalty	Award
Operator safety and observation				
1	Mounts / dismounts incorrectly		3	
2	Fails to use appropriate safety devices		5	
3	Fails to check all round		5	
4	Fails to observe site rules		5	
5	Fails to look in the direction of travel		5	
6	Fails to look in slew direction		3	
Travel and prepare to excavate				
7	Unintentionally travels in wrong direction		5	
8	Steers erratically (wheeled)		5	
9	Fails to use slew lock during travel (wheeled)		5	
10	Incorrect position of drive sprockets when travelling on inclines		3	
11	Incorrect boom / dipper position (travelling)		3	
12	Incorrect boom / dipper position for ascending and descending gradients		3	
13	Fails to clear restrictions		5	
14	Fails to level ground prior to excavating		3	
15	Incorrect set up position for excavating		3	
16	Incorrect blade position (if applicable)		3	
Change attachment				
17	Fails to select correct attachment		5	
18	Fails to change attachment safely		5	
19	Fails to ensure security of attachment		5	
Excavating / backfilling				
20	Rough use of hydraulic controls		5	
21	Fails to clean sides of trench		3	
22	Fails to fill bucket when excavating		3	
23	Fails to use short cycles		3	

No.	Criteria observed	Faults	Penalty	Award
Excavating / backfilling cont'd				
24	Spoil too close to trench		3	
25	Incorrect trench depth		3	
26	Incorrect trench length		3	
27	Failed to excavate trench in layers		5	
28	Fails to square the ends to trench		5	
29	Trench fails to conform to test specification		5	
30	Fails to compact soil when backfilling		5	
31	Incorrect use of the blade (if applicable)		5	
32	Fails to backfill to original state / level		5	
Loading operations				
33	Positions excavator incorrectly for loading		3	
34	Positions loading vehicle incorrectly		5	
35	Contact with loading vehicle / machinery		5	
36	Fails to keep loading area clean		3	
37	Overloads vehicle / machinery		5	
End of shift checks				
38	Fails to lower and secure attachments		5	
39	Fails to run down turbo		3	
40	Fails to apply parking brake (wheeled only)		5	
41	Fails to relax hydraulics		3	
42	Fails to stop engine		5	
43	Fails to remove the key and Isolate		5	
44	Wheels not straight when parked (wheeled only)		5	
Total Penalties				
Theory result:		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	
Overall result:		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	

DECLARATION This is to certify that the above test has been carried out in accordance with NPORS test requirements

Examiner Name & NPORS Reg No:	Examiner Signature:
Learner Signature:	Date:

	ACTIVITY GUIDELINES
Test sequence	<p>The learner must :-</p> <ul style="list-style-type: none"> • Complete all pre-start and running checks before any activity takes place • Only complete the shutdown procedures at the end of the test • All additional test requirements can be completed in any order
Operator safety & observations	<ul style="list-style-type: none"> • Seat belt must be worn if stated in the employers risk assessment / method statement • The excavator must be serviceable, meets the current legislation and fitted with a standard excavating bucket
Travelling to work area	<p>The learner must:-</p> <ul style="list-style-type: none"> • Travel up and down a gradient • Travel through a restriction in a forward and reverse direction • Travel over varying terrain
Setting up to excavate	Prepare and set up the machine for excavating duties
Excavate trench and load vehicle	<ul style="list-style-type: none"> • Excavate a trench with vertical ends • Form a load out bench appropriate for loading vehicles (see additional notes below) • Load material on to vehicle
Backfill excavation	Backfill and reinstate excavated area to original state
Change attachment	Remove and attach bucket / attachment
Shutdown procedures	Excavator parked in a safe position with the engine and isolator key removed and handed to the instructor
Additional notes	<ul style="list-style-type: none"> • A verbal description to the instructor of the pre-start checks would be acceptable if the machine is hot • The operator's manual must be accessible • When the bucket is released from the quick hitch system, the boom must be raised and slewed away from the released bucket, the excavator must be moved and reposition before re-attaching • The slope must be of sufficient incline to enable the candidate to demonstrate the correct procedures for traveling up and down a gradient as per manufacturers recommendations • The task of forming a load out bench appropriate for loading vehicles can be substituted by loading a vehicle when carrying out the trench excavation
Specifications	<p>Trench length will be determined by the machine weight as listed:</p> <ul style="list-style-type: none"> • Below 10 tonnes – 10 meters • Above 10 tonnes – 15 - 20 meters • Trench depth must be a minimum of 1 meter • The loading vehicle must be filled to the capacity (<i>minimum 2 loads</i>)
Test timings	The full test must be completed within 2hrs 15min
Note	It is recommended that all learners completing basic training receive a minimum 7hr Health, Safety, Environment and Induction Training



General Data Protection Regulation

N202 – Excavator 360°

GENERAL DATA PROTECTION REGULATION: We are National Plant Operators Registration Scheme Limited, and we are the data controller for the purposes of evaluating your assessment and eligibility for the National Plant Operators Registration Scheme. You can contact us at PO Box 204, Northwich, England CW9 7FY, by email at info@npors.com and by telephone on 01606 351 240.

- We will process your personal data in order to assess your application to the National Plant Operators Registration Scheme and update you (by email or other communication method) on changes to policies and procedures under the scheme. Such processing is necessary both in order to evaluate your application and also to pursue our legitimate interests in operating the Scheme.
- The categories of personal data which will be subject to processing are the details set out in the NPORS test paperwork and we obtain your personal data from the details you provide to us in this form. All such data is required in order to evaluate your application to the Scheme and failure to provide any or all such data may result in your application being rejected.
- We do not intend that your personal data will be subject to any automated decision making.
- We will not transfer your personal data to any third country or international organisation or any other third party other than the training provider who has conducted your theoretical and practical tests.
- Your personal data will be stored for as long as you wish to be registered with the National Plant Operators Registration Scheme and for a period of two years once you cease to be registered.
- You have the right to; request access to your personal data, to have any errors rectified, to have it erased, restrict us from processing it or object to such processing, and have your personal data made available to you (or a third party) in a format that enables it to be transferred to yourself (or such third party).
- If you are not satisfied with how we process your personal data, you have the right to complain to the Information Commissioner's Office.

Name of Learner (Please print)

Signature of Learner

Date