

It is envisaged that by the end of this course of training the learner 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 an 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 key controls and explain their functions
- Conduct all pre-operational checks in accordance with manufacturer’s and legislative requirements
- Identify and maintain PPE appropriate for all-terrain vehicle use
- Conduct all necessary safety checks at the work area
- Prepare the all-terrain vehicle for use and operate machinery safely and efficiently
- Attach and set trailer implements ready for operation
- Environmental considerations
- Storage and transport of implements and attachments
- Load and unload from a transport vehicle or trailer correctly
- Carry out all end of shift and shut down procedures

<b>Max Ratio Novice Course</b>	<b>Novice Course Duration</b>	<b>Max number of novice tests</b>	<b>Max number of refresher tests</b>	<b>Max number of experienced worker tests</b>
3:1:1	2 Days	3	3	6



Training Provider enter NPORS ON/ here

**OFFICIAL USE ONLY**

Category Code **N608b**

Registration No:

**All-Terrain Vehicles (ATV)**

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

Date	TRAINING RECORD	Performance	Learner signature	Instructor signature
	<b>Machine knowledge:</b> Components, legal requirements, manufacturers recommendations, understanding controls and instruments, correct PPE			
	<b>Pre-operational checks:</b> Wheels / tyres / tracks, battery, fluid levels, brakes, steering, throttle, controls, instruments and warning systems, lights, glass, cab, ROPS, seat belts, suspension, general machine condition, attachments. Check crash helmet for worthiness and fit. Safely mounted & dismounted machine, adjusted seating position to reach controls, start-up and move off. Move & travel safely, stopped & parked safely			
	<b>Safe operation:</b> Correct posture, completed hill start and aborted hill climb, emergency stop, correct speed for ground conditions, obstacles and other site users, correct use of controls, safe cornering and steering, ground clearance limits. <i>Varying terrain</i> – Planned route correctly, completed failed hill climb, travelled uphill & downhill safely, travelled on a side slope, correct use of powered braking, correct use of controls and appropriate speeds			
	<b>Loads:</b> Correctly identifies towing and loading limits for load racks / load bed or trailers, drove around site over varying terrain, both laden and un-laden travel forward and reverse Including: slopes, uneven ground, confined areas safely with loaded racks / load bed			
	<b>Trailer:</b> Correctly identifies towing and hitch capacities, couple trailer, planned route correctly, drove around site over varying terrain, both laden and un-laden travel forward and reverse Including: slopes, uneven ground, confined areas safely with due regard to site conditions and other site users Parked trailer, switched off engine before leaving seat, applied parking brake and detached trailer. Trailer left in safe condition			
	<b>Transportation:</b> Ensured transporter is secured ready to received machine; Drove machine correctly and safely onto transporter; Secure machine using suitable retention devices or aids; secured retention devices to appropriately designed anchorage points			
	<b>End of shift:</b> Parked ATV in safe area. Applied parking brake, removed ignition key, re-fuelled, checked for & reported any defects. Left machine safe and secure			

Instructor please note any comments overleaf

<b>Attachments / Restrictions (to be shown on card / certificate):</b>		<b>Reason for Restriction</b> (Delete as Appropriate)  Commercial / Training Reasons / Limitations
Includes.....attachment		
Restricted to.....only		

<b>Equipment:</b>	<b>Model:</b>	<b>Capacity:</b>
<b>Make:</b>		



# NPORS Operator Test Marking Sheet

## N608b All-Terrain Vehicle – Sit In

Standard Max penalty points allowed

Operator level 30 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:- Sit in ATV (B)		
Additional Variation: (To be stated last) _____		

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	Fails to check water				
G	Fails to follow applicable legislation, manufacturers recommendations, Health and Safety requirements or NPORS test requirements				

No.	Criteria observed	Faults	Penalty	Award
<b>Operator safety and observation</b>				
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	
<b>Travel</b>				
6	Unintentionally travels in wrong direction		5	
7	Steers erratically		5	
8	Fails to drive at appropriate speeds		5	
9	Fails to check inclines prior to tackling		5	
10	Incorrect position for ascending / descending gradients		5	
11	Incorrect failed climb recovery		5	
12	Fails to clear restrictions		5	
13	Incorrect gear		5	
14	Incorrect crossing of ruts		3	
15	Fails to select 4-wheel drive		5	
16	Fails to engage Diff locks.		5	
17	Fails to De select 4-wheel drive		3	
18	Fails to Disengage diff lock		5	
<b>Water Crossing</b>				
19	Fails to assess vehicle suitability		5	
20	Fails to check water prior to entering		5	
21	Fails to maintain safe speed		5	
22	Fails to check vehicle post wading		5	

No.	Criteria observed	Faults	Penalty	Award
<b>Towing</b>				
23	Fails to check trailer / vehicle		5	
24	Incorrectly couples' trailer		5	
25	Touches course		5	
26	Incorrectly uncouples trailer		5	
27	Incorrectly loads		5	
<b>Transportation</b>				
28	Incorrectly loads to transport		5	
29	Incorrectly unload from transport		5	
<b>End of shift checks</b>				
30	Incorrectly parked vehicle		5	
31	Fails to run down turbo		3	
32	Fails to apply parking brake		5	
33	Fails to remove key		3	
34	Fails to check vehicle		5	
<b>Total Penalties</b>				
<p><b>Theory result:</b>    Pass <input type="checkbox"/>    Fail <input type="checkbox"/></p> <p><b>Overall result:</b>    Pass <input type="checkbox"/>    Fail <input type="checkbox"/></p>				

**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:

<p><b>Test sequence</b></p>	<p><b>ACTIVITY GUIDELINES</b></p> <p><b>The candidate must :-</b></p> <ul style="list-style-type: none"> <li>• Complete all pre-start and running checks before any activity takes place</li> <li>• Only complete the shutdown procedures at the end of the test</li> <li>• All additional test requirements can be completed in any order</li> </ul>
<p><b>Operator safety &amp; observations</b></p>	<ul style="list-style-type: none"> <li>• Seat belt must be worn unless it is stated in the employer’s risk assessment / method statement to do otherwise</li> <li>• Must wear appropriate head protection and PPE</li> <li>• The vehicle must be serviceable and meet the current legislation</li> <li>• Must check terrain prior to traversing the area</li> <li>• Must look in the direction of travel</li> </ul>
<p><b>Travelling to work area</b></p>	<p><b>The candidate must:-</b></p> <ul style="list-style-type: none"> <li>• Travel up and down a gradient</li> <li>• Travel across a gradient</li> <li>• Travel through a restriction in a forward and reverse direction</li> <li>• Travel over varying terrain</li> <li>• Use 4-wheel drive (if fitted and diff lock at appropriate times)</li> </ul>
<p><b>Water crossing</b></p>	<p>Candidate must check vehicle is suitable Candidate must check water is safe to cross Candidate should drive through water <b>(If water is not available or safe this may be covered verbally)</b> Candidate must carry out post wading checks</p>
<p><b>Towing</b></p>	<p>Vehicle should tow a suitable trailer if the vehicle is equipped to do so Trailer should be coupled correctly and safely Trailer should be towed forward around a suitable course to test drivers understanding Trailer should be reversed into an area from both near and off sides A suitable load should be loaded and secured onto the trailer or vehicle for part or all of the test</p>
<p><b>Transportation</b></p>	<p>The operator should load the vehicle on to its transport vehicle or trailer and secure correctly The operator should unsecure the vehicle and unload the vehicle from its transport vehicle or trailer correctly</p>
<p><b>End of shift checks</b></p>	<p>Vehicle should be parked as instructed by examiner Engine should be allowed to tick over to protect turbo bearings (if fitted) The hand brake must be applied The key must be removed and vehicle isolated and secured The driver must carry a post use check for damage and faults and report anything found</p>

<b>Additional notes</b>	<ul style="list-style-type: none"> <li>• A verbal description to the instructor of the pre-start checks would be acceptable if the machine is hot</li> <li>• The operator's manual must be accessible</li> <li>• 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</li> <li>• If water is not available or is unsafe a verbal description of the pre-checks and crossing procedures, post checks, is acceptable</li> <li>• If the vehicle is to be used with a trailer, then the towing part of the test must be undertaken. If it is not the card must be restricted to 'not for towing off road'</li> <li>• If a transportation vehicle or trailer is unavailable then this section may be answered verbally step by step by the candidate and a fault awarded for steps missed</li> </ul>
<b>Specifications</b>	<ul style="list-style-type: none"> <li>• The vehicle must be type approved (ce marked) and in good condition</li> <li>• Tracks and tyres must be correctly tensioned and tyres at the correct pressures</li> <li>• Test route should be sufficient to enable the instructor to see each element of the test on a minimum of two occasions</li> <li>• Trailer can be of any type as long as it is suitable for the towing vehicle and is in good condition. If loaded the load must be correctly secured</li> <li>• A suitable load for the vehicle and suitable securing devices must available</li> </ul>
<b>Test timings</b>	<p>The full test must be completed within 1hr 15min</p>
<b>Note</b>	<p>It is recommended that all learners completing basic training receive a minimum 7hr Health, Safety, Environment and Induction Training</p>



# General Data Protection Regulation

## N608b – All – Terrain Vehicles (ATV) – Sit In

**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](mailto: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 .....