

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
- Set up exclusion zone
- Conduct all pre-operational checks in accordance with manufacturer’s and legislative requirements
- Select suitable type of machine relative to the work being undertaken
- Identify and maintain PPE appropriate for grass cutters - mower use
- Prepare the grass cutter - mower for use
- Conduct all necessary safety checks at the work area
- Operate machinery safely and efficiently
- Environmental considerations
- Storage and transport of grass cutter - mower
- Disposal of cut materials
- 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>
4:1:1	2 Days	4	4	6



Training Provider enter NPORS ON/ here

**OFFICIAL USE ONLY**

Category Code **N604** Registration No:

**Grass Cutters - Mowers**

<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>		Assessment only (tick) <input type="checkbox"/>	
		<b>NI No:</b>		Required:	
				Card <input type="checkbox"/>	
				Certificate <input type="checkbox"/>	

When conducting training learner & instructor must sign to say elements covered satisfactorily

Date	TRAINING RECORD	Learner signature	Instructor signature	Testing only ACHIEVED Yes / No
	<b>Pre-shift operation:</b> Fluid levels, wheels-rollers, brakes, instruments, lights, flashing beacon, hydraulics, safety devices, steering, power take-off, couplings, no debris in cutters, guards in place (as per operator manual)			
	<b>Ride on machines:</b> Drive machine in forward and reverse motions safely with due regard to site conditions and other users			
	Safely mowed / cut an area of grass to the criteria set by the examiner / site agent under normal working conditions and other site users			
	Using correct cutting depth setting (Circle) <b>Yes / No / Not Fitted</b>			
	Using collection facility where required (Circle) <b>Yes / No / Not Fitted</b>			
	<b>Cutting near highways:</b> Observed safe working methods including 1. Placing correct road signs to warn that cutting operations were taking place. 2. Cordoning off an area using barriers to keep pedestrians outside the working area. 3. Using a banksman / look-out to warn pedestrians and drivers of other vehicles that cutting is in progress			
	<b>End of shift procedures:</b> Parked machine safely on firm level ground, disengaged power take-off, removed ignition key, cleaned cutters, re-fuelled, checked for defects, left machine safe and secure			

**Variations:**  
 Pedestrian Controlled (A)  Ride-On Machine (B)  Roller (D)  Cylinder Mower (E)  Rotary Mower (F)

**Additional variations:** Agricultural Tractor (C)  Hydraulic Arm with Flail (G)  Flail (H)  Remote Control (J)

Instructor please note any comments overleaf

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

**Equipment:**  
 Make: Model: Capacity:



# General Data Protection Regulation

## N604 – Grass Cutters / Mowers

**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 .....