

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 loading shovel use
- Conduct all necessary safety checks at the work area
- Prepare the loading shovel for use, operate machinery safely and efficiently
- Environmental considerations
- Storage and transport of implements and attachments
- Demonstrate knowledge and understanding of loading and unloading procedures for machine transportation
- 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	5 Days	3	3	6*

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



Training Provider enter NPORS ON/ here

OFFICIAL USE ONLY

Category Code **N209** Registration No:

Loading Shovel

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, HSE Guidance Notes, HSG144, GS6, HSG47, Operators Safety, Manufacturers Handbook, CPA Documentation			
	Pre-operational checks: Engine oil, coolant, fuel, wheels and tyres, tracks, battery, guards, hydraulic oil, rams and pipes, controls, brakes, steering, stabilisers, instruments, horn, attachments etc			
	Drove / tracked loader around site over varying terrain in forward and reverse, both laden and unladen			
	Carried out pre-loading safety checks: i.e. other site personnel and vehicles / ground conditions / overhead obstructions / overhead power lines / underground cables and services			
	Loaded hopper/rear dump truck / tipper lorry etc with material			
	Create an upwards ramp with loading shovel and transport material safely			
	Left working area clean and tidy			
	Attachments: Used attachments to stack or transport loads (state attachments used) Attachments Used:..... <i>(Will not be shown on card)</i>			
	End of shift: Parked loader safely on firm level ground, placed bucket(s) on ground, applied parking brake, applied locks, removed ignition key, re-fuelled, checked for defects, left loader safe and secure			

Instructor please note any comments below

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

Equipment:		
Make:	Model:	Capacity:



NPORS Operator Test Marking Sheet N209 Loading Shovel

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/
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Machine make & model: Weight Attachment used:	Time allocated for test: Start time: Finish time: Duration:
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Variations (*tick one only):	*Wheeled (W) <input type="checkbox"/>	*Tracked (T) <input type="checkbox"/>
Additional Variation:	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	Loads 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 around		5	
4	Fails to observe site rules		5	
5	Fails to look in the direction of travel		5	
Use of controls				
6	Rough use of hydraulic controls		3	
7	Fails to release parking brake		1	
8	Rides foot brake		1	
9	Selects incorrect hydraulic control		3	
10	Fails to hold steering wheel when moving		5	
11	Erratic use of the steering controls		3	
Steering and driving control				
12	Unintentionally travels in incorrect direction on hill starts		5	
13	Incorrect travel direction on inclines		3	
14	Failed to keep in straight line for reversing task		2	
15	Brakes violently with loaded bucket		3	
16	Hits chicane		3	
17	Shunts in chicane		1	
18	Fails to keep bucket low		3	
19	Fails to ensure stability at all times		5	
Extracting and forming operations				
20	Undercuts stockpile		5	
21	Bucket not evenly loaded		3	

No.	Criteria observed	Faults	Penalty	Award	
Extracting and forming operations cont'd					
22	Fails to use short cycles		1		
23	Fails to maintain traction		2		
24	Incorrect bucket tilt (digging)		3		
25	Incorrect bucket tilt (travelling)		3		
26	Fails to minimise spills		1		
27	Fails to meet ramp specifications		5		
Loading operations					
28	Contact with loading vehicle / hopper		5		
29	Loads across incline		5		
30	Positions loading shovel incorrectly for loading		3		
31	Positions loading vehicle incorrectly		2		
32	Fails to keep loading area clean		3		
33	Overloads vehicle / machinery		5		
Parking					
34	Fails to apply parking brake / neutral		5		
35	Fails to lower all equipment		5		
37	Fails to relax hydraulics		1		
38	Fails to stop engine		3		
39	Fails to remove the key and isolate		3		
40	Machine not straight when parked		3		
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:

Test sequence	<p>ACTIVITY GUIDELINES</p> <p>The learner must:</p> <ul style="list-style-type: none"> • Complete all pre-start and running checks before any activity takes place • The shutdown procedures must only be completed by the learner at the end of the test • All additional test requirements can be completed over the period of the test duration
Operator safety and observations	<ul style="list-style-type: none"> • Seat belt must be worn if stated in the employer's risk assessment / method statement • The loading shovel must be serviceable, meets the current legislation and fitted with an appropriate bucket
Travelling to work area	<p>The learner must:</p> <ul style="list-style-type: none"> • Travel up and down a gradient • Stop and start on the gradient whilst travelling up hill • Stop and start on the gradient whilst travelling down hill • Manoeuvre through a chicane applying the full steering range in both forward and reverse direction (un-laden and laden) • Travel over varying terrain • Reverse the loading shovel (min 30m) in a straight line and through a restriction (un-laden and laden)
Setting up to extract	<ul style="list-style-type: none"> • Prepare and set up the machine for extracting duties
Extract material and create upward ramp	<ul style="list-style-type: none"> • Extract material and form an upward ramp
Load vehicle/machinery	<ul style="list-style-type: none"> • Load appropriate vehicles / machinery in preparation for transportation or processing
Work area	<ul style="list-style-type: none"> • Clean work area
Shutdown procedures	<ul style="list-style-type: none"> • Loading shovel 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 • The slope must be of sufficient incline with manoeuvring room on the top to enable the learner to demonstrate the correct procedures for travelling up and down a gradient as per manufacturers recommendations
Specifications	<ul style="list-style-type: none"> • There must be sufficient quantity of suitable material • The ramp created must be a minimum of 1.5 times the bucket width with • The ramp created must be a minimum of 1.5 times the length of the loading shovel • The ramp incline must not exceed the max safe working angle specified in the manufacturer's handbook • The loading vehicle must be filled to the capacity (<u>minimum 3 loads</u>)
Test timings	<ul style="list-style-type: none"> • The full test must be completed within 1hr 45min
Note	<ul style="list-style-type: none"> • It is recommended that all learners completing basic training receive a minimum 7hr Health, Safety, Environment and Induction Training



General Data Protection Regulation

N209 – Loading Shovel

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- 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