

Quarries Skills Certification Scheme

Candidate Pack for the Training and Assessment Programme 360 Degree Excavator

Please read this document carefully. Further information and clarification may be obtained from the QSCS Unit phone 01 5332500

Guidance Notes for Candidates

The following documents are also attached:

- Part 1 – Application
- Part 2 – Skills Self-Analysis
- Part 3 – Endorsement of Operating Competence
- Part 4 – Practical Test Criteria

Aim of Programme

The plant training and assessment programme enables trained quarry plant operators to gain recognition for their achievements by the way of certification, and provide an opportunity for participants to demonstrate their skills, knowledge and attitudes associated with plant operations, which provides suitable certification.

Candidate Profile

Candidates for this programme must:

- Have at least six months full time experience operating as a Trainee 360° excavator operator in a quarry, in accordance with the 1st Schedule – of the Safety, Health and Welfare at Work (Quarries) Regulations 2008 – S.I. No. 28 of 2008. The six months experience must be within the last two years.
- Be at least 18 years of age
- Have undertaken Safety Awareness Training including the following: Employees duties/responsibilities, Health and Hygiene, traffic management, site specific hazards / safety

Note: The above items must be verified by the current or previous employer (Part 1 of this pack)

Application Requirements

- Sections A, B and E of Part 1 need to be completed by the applicant with sections C and D completed by the employer.
- Section E must list at least six months full time quarry experience operating as a trainee 360° excavator operator.
- Part 2 - Skills Self-analysis and Part 3 - Endorsement of Operating Competence must be completed and submitted along with Part 1 to the chosen Approved Training Organisation prior to or on the day of attending the one-day training and assessment programme. Failure to do so will result in the Candidate being unable to complete the programme.
- **Candidates must bring with them on the day:- a passport sized photograph, their safety helmet, safety boots, reflective 'hi-viz' jacket and gloves.**

One Day Programme Content

Induction

Registration and induction will be undertaken at the start of the day. Candidates **must** present to the course instructor a passport-sized photograph, and Parts 1, 2 and 3 of this document, if not already submitted.

Corrective Training

Candidates will undertake a minimum 3 hour corrective training session with the course instructor. Corrective training cannot give skills and knowledge not held, but allows the experienced operator to eliminate 'bad habits' gained on site.

Please note that the instructor has the right to refuse the Candidate access to the test if they have dangerous operating skills that contravene any part of the Safety, Health and Welfare regulations.

Theory Test

On completion of any corrective training, Candidates are allowed 45 minutes to undertake a multi-choice question paper. Questions will be based on subjects about:

- Legislation and regulations
- Employer and employee responsibilities
- Safe working practices
- Machine components and functions
- Correct operating techniques
- Pre-use checks and basic maintenance
- Road travel (where permitted)
- Types and characteristics of materials and loads
- Site safety
- Shut down and securing procedures

Subjects that the questions will be based on will be covered during the corrective training.

To be successful on the theory test, Candidates must achieve a minimum of 70% of the total available marks. Candidates who achieve a minimum of 85% will be awarded a credit.

Practical Test

On the practical test the Candidate will demonstrate tasks with the excavator. The tasks to be undertaken, equipment required and examples of a grading sheet are contained in Part 4 of this pack – Practical Test criteria. Part 4 of this pack details the equipment and resources needed for the test and the tasks the Candidate will be expected to carry out with an excavator.

The practical test has a maximum time that all tasks must be completed within.

Feedback and Certification

If a Candidate meets the required standard, the approved training organisation will send the relevant assessment documentation to SOLAS for certification and registration. The QSCS card is printed and posted to the Provider for distribution. A QQI certificate will be awarded as a result of a pass on the one-day programme.

Candidates who achieve a credit in the theory test and practical test will be awarded an overall credit.

All Candidates will receive written feedback from the assessor, and those who were referred may be advised to undertake further corrective training and/or site experience.

If a Candidate is successful in the theory but not the practical part of the test, then they may re-attempt just the practical part. If the Candidate has not been successful in the theory part of the test they may not attempt the practical test,

This concession may only occur if the Candidate returns to the same approved training organisation within nine months. If they choose to go to a different organisation, they will have to do both the practical and theory parts again.

Assessment Requirements

Should a Candidate have any particular assessment requirements i.e. need a translator or reader/writer or any other form of special needs, the approved training organisation **must** be informed well in advance of attending the one day programme so that the appropriate help may be sourced.

Information regarding a Candidate's particular requirements will be treated with the strictest confidence by the Approved Training Organisation.

REMINDER

Candidates must bring with them on the day:

- Passport sized photograph
- Safety helmet
- Safety boots
- Reflective 'hi-viz' jacket
- Gloves
- Contents of the Candidate Pack are fully completed and signed by the candidate and their employer.

Further information and clarification may be obtained from the QSCS Unit 01 5332500

DATA PROTECTION NOTICE

PARTICIPANT AND EMPLOYER DATA PROTECTION NOTICE

1. PERSONAL DATA COLLECTED AND OBTAINED

This Data Protection Notice ("**Notice**") sets out the basis on which SOLAS ("**SOLAS**", "**we**", "**our**" or "**us**") of Block 1, Castleforbes House, Castleforbes Road, Dublin 1 will use the personal details ("**Personal Data**") provided when completing the application form (the "**Form**") to be registered as a CSCS/QSCS cardholder. This Notice also details how SOLAS will process this Personal Data for the purpose of assessing the Form and, if successful, issuing a CSCS/QSCS card to you ("**Card**"). The Personal Data we obtain from you will be held by SOLAS as a controller. SOLAS will collect and process the Personal Data that you provide in the Form.

IMPORTANT: where you provide Personal Data about other individuals (e.g. your existing/previous employer or endorsers), you agree that you are responsible for ensuring that such individuals know their Personal Data will be used by SOLAS accordance with this Notice.

2. HOW AND WHY WE PROCESS YOUR PERSONAL DATA

This section details how ("**legal basis**") and why ("**purposes**") we process your Personal Data:

Legal basis: it is necessary to process your Personal Data to enter into and perform our contract with you including for the following purposes: (a) to process your Form; (b) to issue you with a Card; (c) to verify your Card on an ongoing basis; (d) to renew your Card where you ask us to do so; and (e) to respond to you when we receive any correspondence from you. **IMPORTANT:** If you do not provide us with your Personal Data so that we can process it for the above purposes, we will not be able to assess or process your Form, issue you with or renew your Card and/or communicate with you as necessary in relation to your Form and/or your Card.

Legal basis: it is also necessary to process your Personal Data for the purpose of complying with legal obligations to which we are subject including to fulfil our statutory functions.

3. DISCLOSURE OF YOUR PERSONAL DATA

We may disclose some or all of your Personal Data to the following parties: SOLAS business units, SOLAS agents or service providers including CSCS/QSCS trainers, your existing or potential employers, government and state authorities including in particular the Construction Industry Federation (CIF), Credit Card Systems Ireland Ltd and Quality and Qualifications Ireland. We may also disclose your Personal Data to third parties if we are under a legal duty to disclose or share your Personal Data in order to comply with any legal or regulatory obligation or request or to perform a public function.

4. KEEPING YOUR PERSONAL DATA

We will keep your Personal Data for the period for which your Card is valid and/or renewed and for a period of 7.5 years from when your Card expires and/or is not renewed. In some cases, we will need to retain your Personal Data for longer periods for compliance with legal obligations imposed on us or where we are a party to legal proceedings with you, and to ensure you a continued client service. Such Personal Data will be securely retained in line with the SOLAS records retention and disposal Procedure.

5. YOUR RIGHTS

The following are your rights to address any concerns or queries regarding the processing of your Personal Data. You can exercise any of these rights by submitting a request to the Data Protection Officer, SOLAS, Block 1, Castleforbes House, Dublin 1. We will provide you with information on any action taken upon your request in relation to any of these rights without undue delay and at the latest within one month of receiving your request. We may extend this by up to 2 months if necessary, however we will inform you if this arises. You have the right to lodge a complaint with the Data Protection Commission with regards to our processing of your Personal Data.

- The Right to Access
- The Right to Rectification
- The Right to Erasure
- The Right to Restriction of Processing
- The Right to Object to Processing
- The Right to Withdraw Consent
- The Right to Data Portability
- The Right to Object Automated Decision Making

6. CHANGES TO THIS NOTICE

We may amend this Notice from time to time, in whole or part, at our sole discretion. Any changes to this notice will be posted on the SOLAS CSCS/QSCS website at <http://www.solas.ie/Pages/CSCS.aspx>

If at any time we decide to use your Personal Data in a manner significantly different from that stated in this Notice, or otherwise disclosed to you at the time it was collected, we will notify you by e-mail, and you will have a choice as to whether or not we use your information in the new manner.

7. CONTACT US

If you have questions or concerns about this Notice, please contact the SOLAS Data Protection Officer at SOLAS Data Protection Officer, SOLAS, Castleforbes House, Dublin 1

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Part 1 – Application Details

Section A Applicant Details

Surname Forenames.....

Address

Date of Birth.....

Tel: PPS Number

Section B Applicant Declaration

I confirm that the information detailed in this application, and any submitted information is valid, genuine and correct.

Please sign

Section C Employer Details

Employer/Company Name.....

Address

Postcode.....

Tel: Are you self-employed? Yes No

Section D Employer Confirmation (including self-employed)

The named individual signing this section must be in a supervisory or managerial position, nominated by the employer organisation.

We/I the employer confirm that:

- the applicant has as least six months full time experience operating as a trainee 360° excavator operator in a quarry, within the last two years
- The applicant has undertaken Health and Safety Awareness Training including the following: Employees duties/responsibilities, Health and Hygiene, Traffic Management and site specific hazards / safety
- the information detailed in this application, and any submitted information is valid, genuine and correct.

Please sign

Name Position

Section E**Applicant Experience**

Please briefly list work carried out with a 360 Excavator for at least six months, including dates and location of work.

Dates from/to	Machine make & model	Location and brief details of work done
<i>Example</i> 9 Jan 12 - 22 May 12	<i>Case CX 210</i>	<i>Barron Quarries, Newcastle, Co. Dublin. Excavating and breaking rock, loading trucks</i>
		<p style="text-align: right;"><i>(continue on a separate sheet if needed)</i></p>

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Part 2 - Skills Self-Analysis 360 Degree Excavator

Introduction

The aim of this form is to allow applicants to measure their knowledge and experience on the safe use of 360 excavators against the questions below. This is to ensure that all those attending the Experienced Worker One- day Programme are aware of the programme content, and have sufficient skills and knowledge to comfortably meet the required standards.

Instructions to the Applicant

Please take your time and answer all questions honestly, as dishonest answers mean that you may be unsuccessful on the course programme.

On completion, add up the total number of questions you have scored as 'yes' and refer to the Assessment Grading which will analyse your knowledge and experience

Assessment Questions

Please answer **all** questions as indicated:

Note: the term 'correctly' means conforming to manufacturer's instructions, legislation, regulations and industry best practice.

Question	Yes	No
1. can you identify and use all the controls correctly?	<input type="checkbox"/>	<input type="checkbox"/>
2. can you extract information from the operator's handbook?	<input type="checkbox"/>	<input type="checkbox"/>
3. do you correctly carry out all pre-use and running checks?	<input type="checkbox"/>	<input type="checkbox"/>
4. can you correctly configure the excavator for quarry and road travel (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
5. have you travelled over differing types of terrain including rough, undulating ground?	<input type="checkbox"/>	<input type="checkbox"/>
6. can you travel up & down steep substantial slopes correctly?	<input type="checkbox"/>	<input type="checkbox"/>
7. are you able to manoeuvre in confined and restricted areas?	<input type="checkbox"/>	<input type="checkbox"/>
8. can you set the excavator correctly to dig below or level ground, and/or load vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
9. do you know how to read and interpret working/digging charts correctly?	<input type="checkbox"/>	<input type="checkbox"/>
10. can you recognise and interpret site markings and contract information?	<input type="checkbox"/>	<input type="checkbox"/>
11. do you know why materials must be segregated when excavating?	<input type="checkbox"/>	<input type="checkbox"/>
12. do you know the minimum distance spoil should be kept from excavations and why?	<input type="checkbox"/>	<input type="checkbox"/>
13. do you know what the recommended minimum distance is when working near overhead power lines?	<input type="checkbox"/>	<input type="checkbox"/>
14. can you explain the purpose of the stabilisers (wheeled machines) and when they should be used?	<input type="checkbox"/>	<input type="checkbox"/>
15. can you excavate and grade materials to site tolerances?	<input type="checkbox"/>	<input type="checkbox"/>
16. have you loaded vehicles correctly and without delay?	<input type="checkbox"/>	<input type="checkbox"/>
17. have you changed buckets using correct methods?	<input type="checkbox"/>	<input type="checkbox"/>
18. do you know the correct procedure when placing or unloading the excavator onto or from a vehicle bed or trailer?	<input type="checkbox"/>	<input type="checkbox"/>
19. can you shut down and secure the excavator correctly after work?	<input type="checkbox"/>	<input type="checkbox"/>

Yes Total _____

Assessment Grading

If you have scored 14 – 19

You appear to have a good understanding of 360 excavator operations to comfortably participate on the experienced operator course programme.

If you have scored 9 – 13

Your understanding of 360 excavator operations is limited and we advise that you acquire further knowledge before attending the experienced operator course programme. Remedial training and further site experience is advised.

Less than 9

Your supposed understanding of 360 excavator operations is very limited and we strongly advise you not to attend the course until you have undertaken remedial or full training.

Candidate Surname Forenames.....

Signature Date
.....

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Part 3 - Endorsement of Operating Competence 360° Excavator

Applicant Name.....

This endorsement of operating competence must be completed by an existing or previous employer. This part can only be completed by a supervisor or line manager of the employer.

The endorsing individual should only initial the statements where they can confirm that the applicant can carry out the work. Some endorsements may require the initials of more than one endorser. Copies of this form may be made if there are more than two endorsers signing.

Each statement must be initialled by the endorser. The applicant can only be considered competent providing **all** statements are signed by one or more endorsers in the Endorser's details section.

I consider that the above named applicant is able to competently:	Initials
1. Check, inspect and maintain a 360° excavator for efficient and safe use under quarries conditions	
2. Strip, remove and segregate material and carry out re-instatements	
3. Load a variety of vehicles i.e. dumpers, dump-trucks, tippers etc	
4. Set and excavate accurately for a variety of excavations	
5. Lift and place loads in relation to quarry works	
6. Park, shut down, secure and leave the excavator in a safe condition	
7. Follow given instructions and manufacturers requirements when working with the excavator	

Endorser's Details

Full Name: Date:.....

Company name and address:

.....

Postcode: Contact Tel no:

Position: Signature.....

Relationship to Applicant.....

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Part 4 - Practical Test Specifications and Grading Sheet 360 Degree Excavator

Equipment and Resources

- Serviceable 360 degree excavator that meets current legislation of at least 12 tonnes operating weight, fitted with a quick hitch and standard excavating bucket and with the operator's manual.
- Rear tipping dump truck or tipping lorry, having a minimum capacity equivalent to 6 full bucket loads of the excavator being used for the test. The operator must be competent and possess the relevant QSCS registration card.
- An area of ground, clear of hazards which must include:
 - uneven, rough terrain.
 - a slope(s) not less than 18% (1:5.5) incline having sufficient manoeuvring room at the top and bottom.
 - a flat area to allow excavations up to 1.0 metres deep.
 - a stockpile of material for bench formation and loading purposes.
- A replacement bucket for changing purposes.
- Cones/materials etc. to create restrictions for travelling and manoeuvring.

Tasks

The Candidate needs to:

1. Carry out full pre-start and running checks as required by the manufacturer.
2. Prepare the excavator for travel, and travel to the excavating area. The route is to include:
 - travelling up and down the slope(s)
 - Passing through a restriction being no more than the width of the machine plus 800mm
 - Travelling over rough, un-even terrain.
3. Excavate an area, 10 Metres long, to a depth of 0.75 metre +/- 100mm. X the width of the bucket.
4. On completion of task 3, reinstate and compact the earthworks back to the original state.
5. On completion of task 4, Form a bench, approximately 1 Metre high, from a stockpile of suitable material.
6. Load material into a vehicle to capacity from the bench.
7. Remove the existing bucket and attach the replacement.
8. Travel the excavator to a park position, shut down and secure.

Time

The Candidate must complete all tasks within 1 hour and 15 minutes (75 minutes)

Notes

- Verbal questions may be used for task 1, but **only** on items not able to be checked due to heat of the engine, i.e. coolant, oil level etc.
- The incline must be either one ramp with sufficient manoeuvring area on top **or** two ramps with a level area at the top to halt the excavator

Candidates will be assessed under the following headings

1. Carry out pre-start and running checks (verbal questions correctly answered if engine hot)
2. Mount and dismount correctly
3. Maintain full observation
4. Ensure excavated trench conforms to the stated sizes and tolerances
5. Remove existing bucket and refit replacement bucket using correct procedures
6. Reinststate the excavated area back to the original contours
7. Position the loading vehicle and excavator correctly prior to loading
8. Correctly carry out shut down and securing procedures
9. Conform with legislation and manufacturer's instructions
10. Complete the test in the given time