

MOBILE PLANT OPERATION

PORTFOLIO OF TRAINING COURSES

- The courses in the portfolio relate to '**Novice**' training courses and the duration of training reflects this.
- For refresher / re-certification courses, for **experienced operators**, special arrangements will apply :
 - Presentation and test
 - Up to 1 ½ hours observation by the instructor to assess the operators practical skills
 - Remedial instruction as required
 - Depth of coverage of the course programme adjusted to reflect the experience of the operators
- Estimated course duration for refresher / re-certification courses is 1 day for 4 **experienced operators**.
- Site managers should ensure that the following facilities are available for the Proskills instructor:
 - suitable sized room for the number of trainees undergoing the theoretical part of the training programme
 - a machine and/or equipment in safe working order for the sole use of the instructor for the duration of the course
 - a training area away from the normal working area, free from 'interference', and large enough for the 'off the job' training requirements
 - materials, equipment, training aids and facilities, as required by the instructor for training purposes
 - a designated member of staff to liaise with the instructor regarding the above training requirements
- As part of Proskills' continuous improvement plans, the views of course participants and site managers are welcomed.

CONTENTS

	PAGE
ROAD SWEEPER	3
ARTIC SHUNTER / TRACTOR & TRAILER	5
OVERHEAD GOLIATH / OHT / UNDERHUNG CRANE	7
MOBILE / CRAWLER / WHEELED / LORRY MOUNTED CRANE AND TRAVEL LIFTER (Excludes HGV Training)	9
TELESCOPIC MATERIAL HANDLER; REACH / COUNTER BALANCE / SIDE LOADER / CLAMP & ROUGH TERRAIN LIFT TRUCK	12
RIDER/PEDESTRIAN OPERATED PALLET TRUCK	15
SITE DUMPER & DUMP TRUCK	17
LOADING SHOVEL / SKID STEER LOADER 180° / 360° HYDRAULIC EXCAVATOR	19
MOBILE ELEVATED WORKING PLATFORM	21
HOIST (MOBILE / PASSENGER / GOODS)	23
SLINGER / BANKSMAN	25
LORRY LOADER (HIAB)	27
ABRASIVE WHEELS	29
MANUAL HANDLING	31
SAFETY HARNESS	33
LADDERS	35
PUWER / LOLER	36
TOWER SCAFFOLD	37
GAS CUTTING	38
CONCRETE LORRY	39

COURSE TITLE: ROAD SWEEPER TRAINING COURSE

DURATION: **NOVICE: THREE DAYS (3 TRAINEES MAXIMUM)**
REFRESHER: ONE DAY (4 TRAINEES MAXIMUM)
Previous BPTC / Proskills Certification or equivalent required

LOCATION: **ON SITE**

COURSE OBJECTIVES:

OBJECTIVE 1

On completion of training (by completing a prepared questionnaire) the trainee will :-

- Identify the precautions to be taken for safe machine operation
- Demonstrate an understanding of correct component terminology and operator servicing and maintenance tasks

STANDARD: By achieving at least 75% correct answers

OBJECTIVE 2

- Perform operator daily inspection and maintenance tasks including refuelling, water tank filling, road brush, air and hydraulic system checks, as applicable
- Demonstrate the ability to drive the machine safely, paying due regard to the safety of other people as well as the correct positioning of the machine for sweeping operations, avoiding damage to the sweeping components etc
- Perform normal “in company” sweeping operations as applicable
- Demonstrate the ability to perform waste tank emptying operations safely and correctly

STANDARD Without serious error

TIME: Within a reasonable time based on the time taken for the instructor to complete the task “without error” plus 50%

ROAD SWEEPER COURSE

COURSE PROGRAMME

SESSION	ACTIVITY	VENUE
	Course introduction - Trainee documentation - H&SAW Act. Employees responsibilities etc.	Classroom
	Precautions to be taken regarding other road users both vehicular and pedestrian. The precautions to be taken regarding safe machine operation - avoidance of damage to the machine components.	
	Machine daily inspection and maintenance tasks - in and out of service conditions. Lubrication - fluid level and system checks.	Training area
	Introduction to the machine controls - stopping - starting - steering - simple manoeuvres in open spaces. Instructor demonstration followed by trainee supervised practice.	Training area
	Introduction to, and the use of the sweeper system controls including road brush - water spray system etc. Instructor demonstration followed by trainee supervised practice - emphasising the care needed to ensure damage free operation.	Training area
	Correct procedures for emptying the waste tank - cleaning out the tank - filter care - door seal care etc. Instructor demonstration followed by trainee supervised practice.	Training area
	Continued trainee supervised practice of the above areas to ensure safe and capable machine operation.	Training area
	Theory Test	Classroom
	Practical End Test	Training area
	Test results given - Course summary and closure.	Classroom

COURSE TITLE: **ARTIC SHUNTER / TRACTOR & TRAILER TRAINING COURSE**

DURATION: **NOVICE: THREE DAYS (3 TRAINEES MAXIMUM)**
REFRESHER: ONE DAY (4 TRAINEES MAXIMUM)
Previous BPTC / Proskills Certification or equivalent required

LOCATION: **ON SITE**

COURSE OBJECTIVES:

OBJECTIVE 1

On completion of training (by completing a prepared questionnaire) the trainee will :-

- Identify the precautions to be taken for safe machine operation
- Demonstrate an understanding of correct component terminology and operator servicing and maintenance tasks

STANDARD: By achieving at least 75% correct answers

OBJECTIVE 2

- Perform operator daily inspection and maintenance tasks including vehicle refuelling - air and hydraulic system checks etc as applicable
- Demonstrate the ability to drive the machine safely, paying due regard to the safety of other people as well as the correct positioning of the machine for parking and trailer coupling/uncoupling operations etc
- Perform normal "in company" shunting - manoeuvring and towing operations etc as applicable
- Demonstrate the ability to safely and correctly hitch and unhitch the trailer

STANDARD Without serious error

TIME: Within a reasonable time based on the time taken for the instructor to complete the task
"without error" plus 50%

ARTIC SHUNTER / TRACTOR & TRAILER

COURSE PROGRAMME

SESSION	ACTIVITY	VENUE
	Course introduction - Trainee documentation - H&SAW Act. Employee responsibilities, hazards arising from tractor shunter - trailer operation - Road Transport in factories, other people's safety	Classroom
	Shunter - Tractor and Trailer daily inspections and maintenance tasks - in and out of service conditions. Lubrication - fluid level and system checks as applicable	Training area
	Introduction to the machine controls - stopping - starting - steering - simple manoeuvres in open spaces. Instructor demonstration followed by trainee supervised practice.	Training area
	Manoeuvres as above in confined spaces including positioning the tractor / shunter unit for trailer hitching.	Training area
	Drive the machine in various areas both coupled and uncoupled - loaded and empty in forward and reverse directions into and out of normal shunting areas. Instructor explanation and demonstration followed by trainee supervised practice to ensure safe operation.	Training area
	Theory Test	Classroom
	Practical End Test	Training area
	Test results given. - Course summary and Closure	Classroom

**COURSE TITLE: OVERHEAD GOLIATH / OHT / UNDERHUNG CRANE COURSE
(INCLUDES BASIC SLINGING & LIFTING TRAINING)**

**DURATION: NOVICE: TWO DAYS (3 TRAINEES MAXIMUM)
REFRESHER: 1 DAY (4 TRAINEES MAXIMUM)
Previous BPTC /Proskills Certification or equivalent required**

LOCATION: ON SITE

COURSE OBJECTIVES:

OBJECTIVE 1 On completion of training (by completing a prepared questionnaire) the trainee will :-

- Identify crane terminology in general use
- Demonstrate an understanding of crane signalling systems
- Identify the precautions to be taken for safe crane operation

STANDARD: By achieving at least 75% correct answers

OBJECTIVE 2 Perform typical (in Company) lifting operations including demonstrating the ability to :

- Perform pre-use safe crane operation checks including “in and out” of service procedures and daily inspection and maintenance tasks etc as applicable to the machine
- Conduct pre-lifting checks including the selection and condition of suitable lifting tackle and the load path including preparation of the load destination area, ensure load visibility and the possible need for a signaller etc during the lift
- Perform the lifting operations safely and correctly around and over pre-positioned obstacles, maintaining safe operation and load stability including grounding of the load within reasonable limits of a pre-determined position
- Return the crane to a safe “out of use” situation including safe access and egress procedures

STANDARD: Without error

TIME: Within a reasonable time based on the time taken for the instructor to complete the task “without error” plus 50%

**OVERHEAD GOLIATH / OHT / UNDERHUNG CRANE COURSE
(INCLUDES BASIC SLINGING & LIFTING TRAINING)**

COURSE PROGRAMME

SESSION	ACTIVITY	VENUE
	Course introduction - Trainee documentation - Factories Act - H&SAW Act etc	Classroom
	Accident Analysis, Injuries, Damage, Factory Inspectorate etc, Weight Estimation - lifting in-balance and out-of-balance loads, Signalling Systems	
	Machine safety - Inspection and Maintenance tasks - in and out of service conditions.	Training area
	Introduction to the machine controls - Lifting - Lowering - Travel etc. Instructor demonstration followed by supervised Trainee practice	Training area
	Positioning of the hook block above the centre of gravity of various in-balance lifts at various positions in the training area	Training area
	Practical slinging - lifting and transporting of simple in-balance lifts to predetermined positions. Instructor demonstration followed by Trainee supervised practice.	Training area
	Practical slinging - lifting and transporting of awkward out-of-balance loads around and over pre-positioned obstacles, including grounding of the load within reasonable limits if a predetermined position.	Training area
	Theory Test	Classroom
	Practical End Test	Training area
	Test results given - Course summary and closure.	Classroom

COURSE TITLE: MOBILE / CRAWLER / WHEELED / LORRY MOUNTED CRANE AND TRAVEL LIFTER COURSE (EXCLUDES HGV TRAINING)

**DURATION: NOVICE: THREE DAYS (3 TRAINEES MAXIMUM)
REFRESHER: ONE DAY (4 TRAINEES MAXIMUM)**
Previous BPTC/ Proskills Certification or equivalent required

LOCATION: ON SITE

COURSE OBJECTIVES:

OBJECTIVE 1 On completion of training (by completing a prepared questionnaire) the trainee will :-

- Identify crane terminology in general use
- Demonstrate an understanding of crane signalling systems
- Identify the precautions to be taken for safe crane operation

STANDARD: By achieving at least 75% correct answers

OBJECTIVE 2 Perform typical (in Company) lifting operations including demonstrating the ability to :

- Perform pre-use safe crane operation checks including “in and out” of service procedures and operator inspection and maintenance tasks etc as applicable to the machine including Statutory inspections
- Conduct pre-lifting checks including adjustment of the ASLI and (radius/load indicator) for specified tasks
- Set the crane up to carry out a specified lift taking account of ground conditions, demonstrate the use of outriggers and perform hoist, slewing, derricking and telescoping operations to move specified loads.
- Ensure correct selection, safe use and condition of suitable lifting tackle and the load path including preparation of the load destination area - ensure load visibility and the possible need for a signaller etc during the lift.
- Perform the lifting operations safely and correctly around and over pre-positioned obstacles maintaining safe operation and load stability including grounding of the load within reasonable limits of a pre-determined position.
- Return the crane to a safe “out of use” situation including safe access and egress procedures.

STANDARD: By demonstrating an understanding of, and the ability to, complete load lifting and re-positioning tasks whilst maintaining machine and load integrity, stability and control at all times. Without error

TIME Within a reasonable time based on the time taken for the instructor to complete the task “without error” plus 50%

MOBILE / CRAWLER / WHEELED / LORRY MOUNTED CRANE AND TRAVEL LIFTER COURSE

(EXCLUDES HGV TRAINING)

COURSE PROGRAMME

SESSION	ACTIVITY	VENUE
	Trainee documentation, Course introduction and outline, Theory questionnaires and Achievement Tests. Accident Analysis, Injuries, Damage, Factory Inspectorate etc,	Classroom
	Identification of the machine's basic components, its construction, types of jibs, (lattice, telescopic) the rope suspension and hoist system The machine's uses and limitations including factors affecting its stability, counterweights, outriggers, etc Its principles of operation, motion limiting devices, load, radius, level, jib angle and rated capacity indicators, the purpose of "Duties Charts". The purpose of the slew ring, travel and derricking locks	Classroom Training area
	Explain what is meant by: Blocked and free conditions (as applicable) Centre of rotation, Condition of tipping and Falls of rope, Hoisting, Derricking, Slewing, Travelling. Margin of stability, Outreach, Radius and how it is measured Define Safe working load, Service conditions, Tail radius and how it is measured Explain the effects of gradients on jib and load radius and the effect of dynamic forces on the crane and its load. The effects of wind loading on the crane and its load and what is meant by proximity hazards	Classroom
	Operator safety precautions and procedures when carrying out servicing duties Carry out actual operator servicing, daily and weekly inspection and maintenance tasks using appropriate equipment and procedures to statutory and makers specifications	Training area
	All of the preceding to consist of the operator's duties, checks, safety checks, safety procedures and precautions to be used when dealing with, servicing and maintaining the machine and its equipment including short and long term shut down procedures	
	Explain and demonstrate the purpose and use of all crane motion and travel controls, hand levers and gauges Operate all crane travel controls and perform all crane motions (without load) Operator precautions before, during and after starting and moving the machine Starting, stopping, steering in both forward and reverse directions on level terrain and on gradients in open and confined spaces. Correct travel and parking procedures and positions	Training area

MOBILE / CRAWLER / WHEELED / LORRY MOUNTED CRANE AND TRAVEL LIFTER COURSE (EXCLUDES HGV TRAINING)

COURSE PROGRAMME continued

SESSION	ACTIVITY	VENUE
	The function and method of operation in practical conditions of the radius load indicator, rated capacity indicator (ASLI). Carry out adjustments to the (ASLI) as required of the operator Given a "Duties Chart" Identify the cranes operational specifications.	Training area
	Practical exercises in the slinging of loads, use of the recommended crane hand signals and direct lifting and placing operations.	Training area
	Check the machine and all equipment, the weather conditions, and safe crane access to the lifting site Check for load suitability, proximity hazards, parameters of operation and load routes Determine lifting tackle requirements, the method of slinging and provide suitable standing and support conditions Determine Banksman assistance, use of the duties chart, determine rated capacity indicator settings, carry out trial runs and correct if needed, carry out the actual lifting operation	Training area
	This session will comprise the major part of the training course and will consist of a number of lifting tasks progressing from the simple to the more complicated and difficult taking account of varying lifts, loads, siting, placing and ground conditions	Training area
	Lift and place loads within the cranes safe working limits Follow planned operating procedures, avoiding proximity and ground hazards Carry out operating stability checks, maintaining load and machine stability and integrity Observe correct and safe operating procedures at all times	
	As applicable the trainee will demonstrate the ability to :- Alter the jib length by adding and removing sections and by manual and (telescopic) power extensions Fit and dismantle a fly jib and Travel the crane with jib extended	Training Area
	Load and unload a crawler crane on and off a transporter as applicable	Training area
	Theory test	Classroom
	Practical End Test	Training area
	Test results given - Course summary and Closure	Classroom

COURSE TITLE: TELESCOPIC MATERIAL HANDLER; REACH/ COUNTER BALANCE / SIDE LOADER / CLAMP & ROUGH TERRAIN LIFT TRUCK COURSE

**DURATION: NOVICE: THREE DAYS (3 TRAINEES MAXIMUM)
REFRESHER: ONE DAY (4 TRAINEES MAXIMUM)**
Previous BPTC / Proskills Certification or equivalent required

LOCATION: ON SITE

COURSE OBJECTIVES:

OBJECTIVE 1 On completion of training (by completing a prepared questionnaire) the trainee will :-

- Identify Lift Truck terminology in general use
- Demonstrate an understanding of safe lift truck operating techniques
- Identify the precautions to be taken for safe lift truck operation including rated capacities and the effect of increased load centres on machine stability etc.

STANDARD: By achieving at least 75% correct answers

OBJECTIVE 2

- Perform typical (in-company) lifting and lowering (stacking and de-stacking) - loading and un-loading operations as applicable.
- Transport articles and substances in confined spaces including demonstrating the ability to :-
- Perform pre-use lift truck operator checks including “in and out” of service procedures and operator daily inspection and maintenance tasks etc as applicable to the machine including battery charging - refuelling procedures etc.
- Demonstrate the ability to stack and de-stack various loads at least 3 different heights employing alternate left and right hand turns in a confined space and manoeuvre the machine loaded and empty in both forward and reverse directions through a chicane.
- Return the lift truck to a pre-determined position and safe “out of use” condition, including safe access and egress.

STANDARD Demonstrate an understanding of, and the ability to, complete load lifting and re-positioning tasks in confined spaces whilst maintaining machine and load integrity, stability and control at all times.

TIME Within a reasonable time based on the time taken for the instructor to complete the task “without error” plus 50%.

TELESCOPIC MATERIAL HANDLER; REACH/ COUNTER BALANCE / SIDE LOADER / CLAMP & ROUGH TERRAIN LIFT TRUCK COURSE

COURSE PROGRAMME

SESSION	ACTIVITY	VENUE
	Course intro - trainee documentation	Classroom
	Trainees complete prepared questionnaire on lift truck safety	
	FLT Safety and Stability - FLT Theory - The Counter Balance Principle - Load Centres - Rated Capacities - Operating on Ramps and Slopes etc. Safe Operating Videos etc.	
	Intro to Lift Truck Basic Driving Techniques - Safety Points - right and left hand forward and reverse turns in open spaces	Training area
	Advanced driving techniques and machine control in confined spaces loaded and empty.	
	Daily Inspections and maintenance tasks - instructor demonstration followed by trainees supervised practice.	
	Restricted aisle work. Manoeuvring in confined spaces right and left hand turns forward and reverse as applicable	Training area
	Intro to hydraulics operation - instructor demonstration followed by trainees supervised practice	Training area
	Introduction to Practical Stacking and de-stacking and Bulk Stack building procedures	Training area
	Use of stabilisers / jacks - level indicators and safe load indicators as applicable - Instructor demonstration followed by trainee supervised practice.	
	Practical operating techniques practice and remedial training Chicane work - handling awkward loads in different areas or situations - inside and outside and at differing heights	Training area
	Taking account of overhead clearance and ground conditions	
	Operating on ramps and slopes loaded and empty etc	
	Lorry loading and unloading as applicable	
	Theory test	Classroom
	Practical End Test	Training area
	Test results given - Course Summary and Closure	Classroom

**TELESCOPIC MATERIAL HANDLER; REACH/ COUNTER BALANCE / SIDE
LOADER / CLAMP & ROUGH TERRAIN LIFT TRUCK COURSE**

FAILURE CRITERIA

Violent Collision

Dangerous / Erratic operation

Un-safely stacked / Unstable Load

Dangerous Stacking and or De-stacking

Loss of Control

Exceeds time allowed

Any one of the above faults = automatic failure

Fails to look in direction of travel

Minor collision

Places limb outside of machine

Repeated/harsh use of hydraulic controls

Selects wrong control position (direction/hydraulics/steering)

Adopts incorrect travel position

Fails to apply brake when lifting

Operates hydraulics whilst moving

Load not butted up or square or central

**All points marked * over 5 times in any one area
or more than 8 times in total = automatic failure**

COURSE TITLE: RIDER/PEDESTRIAN OPERATED PALLET TRUCK COURSE

DURATION: NOVICE: THREE DAYS (3 TRAINEES MAXIMUM)
REFRESHER: ONE DAY (4 TRAINEES MAXIMUM)
Previous BPTC / Proskills Certification or equivalent required

LOCATION: ON SITE

COURSE OBJECTIVES:

OBJECTIVE 1 On completion of training (by completing a prepared questionnaire) the trainee will :-

- Identify the precautions to be taken for an “on site” machine operation.

STANDARD: By achieving at least 75% correct answers

OBJECTIVE 2 Perform typical (in-company) Rider/Pedestrian operated Pallet Truck Operations including demonstrating the ability to :-

- Perform daily inspection and maintenance tasks etc as applicable to the machine, knowledge of machine stability and load centres/capacities
- Conduct pre-start checks
- Restricted aisle work/manoeuvring in confined spaces
- Drive the machine on level and uneven ground and gradients both loaded and empty maintaining full control at all times
- Demonstrate the ability to stack and de-stack correctly
- Return the machine to a safe “out of use” situation

STANDARD: Without error.

TIME: Within a reasonable time based on the time taken for the instructor to complete the task “without error” plus 50%

RIDER / PEDESTRIAN OPERATED PALLET TRUCK COURSE

COURSE PROGRAMME

SESSION	ACTIVITY	VENUE
	Course intro - trainee documentation	Classroom
	Trainees complete prepared questionnaire on truck safety	
	FLT Safety and Stability - FLT Theory - The Counter Balance Principle - Load Centres - Rated Capacities - Operating on Ramps and Slopes etc	
	Intro to Truck Steering Techniques Safety points - right and left hand forward and reverse turns in open spaces.	Training area
	Advanced driving techniques and machine control in confined spaces loaded and empty.	
	Daily Inspections and maintenance tasks - instructor demonstration followed by trainee supervised practice.	
	Restricted aisle work. Manoeuvring in confined spaces right and left hand turns forward and reverse.	Training area
	Intro to hydraulics operation. Instructor demonstration followed by trainee supervised practice	Training area
	Introduction to Practical Stacking and de-stacking and Bulk Stack Building Procedures	Training Area
	Practical operating techniques practice and remedial training	Training area
	Chicane work - handling awkward loads in different areas and situations	
	Operating on ramps and slopes loaded and empty etc	
	Theory Test	Classroom
	Practical End Test	Training area
	Test results given - Course Summary and Closure	Classroom

COURSE TITLE: SITE DUMPER AND DUMPTRUCK COURSE
DURATION: THREE DAYS (3 TRAINEES MAXIMUM)
LOCATION: ON SITE

COURSE OBJECTIVES:

OBJECTIVE 1

On completion of training (by completing a prepared questionnaire) the trainee will :-

- Identify the precautions to be taken for are “on site” machine operation

STANDARD: By achieving at least 75% correct answers

OBJECTIVE 2

Perform typical (in-company) Site Dumper / Dumptruck operations including demonstrating the ability to :-

- Perform daily inspection and maintenance tasks etc as applicable to the machine
- Conduct pre-start checks
- Site the machine correctly for safe loading operations
- Drive the machine on level and uneven ground and gradients both loaded and empty maintaining full control at all times
- Demonstrate the ability to unload the machine safely and correctly including into excavations etc as applicable
- Return the machine to a safe “out of use” situation

STANDARD: Without error.

TIME: Within a reasonable time based on the time taken for the instructor to complete the task “without error” plus 50%

SITE DUMPER AND DUMPTRUCK COURSE

COURSE PROGRAMME

SESSION	ACTIVITY	VENUE
	Course introduction - Trainee documentation Trainees complete prepared questionnaire on machine safety etc	Classroom
	The machine's basic components, its construction, uses and limitations including factors affecting its stability	Training area
	The location, purpose and use all gauges, the hydraulic system and its components, travel and tipping controls	
	The correct method of starting and stopping the power unit	
	The hydraulic system operator checks and precautions including precautions when raising, lowering and working under a raised body.	Training area
	Operator safety precautions and procedures when carrying out servicing duties	
	Carry out actual operator servicing, inspection and maintenance tasks using appropriate equipment and procedures to makers specifications	Training area
	Starting, stopping, steering in both forward and reverse directions on level terrain and on gradients in open and confined spaces	Training area
	Correct travel and parking procedures and positions	
	Identify safe and efficient areas for truck loading and unloading by various means, manoeuvre into those positions and safely tip loads.	Training area
	Theory test	Classroom
	Practical End Test	Training area
	Test results given - Course Summary and Closure	Classroom

**COURSE TITLE: LOADING SHOVELS/SKID STEER LOADER
180° / 360° HYDRAULIC EXCAVATOR**

**DURATION: NOVICE: THREE DAYS (3 TRAINEES MAXIMUM)
REFRESHER: ONE DAY (4 TRAINEES MAXIMUM)**
Previous BPTC / Proskills Certification or equivalent
required

LOCATION: ON SITE

COURSE OBJECTIVES:

OBJECTIVE 1 On completion of training (by completing a prepared
questionnaire) the trainee will :-

- Identify the precautions to be taken for safe “on site” machine operation including related attachments and the machines limits and abilities as applicable

STANDARDS:By achieving at least 75% correct answers

OBJECTIVE 2 Perform typical (in-company) machine operations including
demonstrating the ability to :-

- Perform daily inspection and maintenance tasks etc as applicable to the machine
- Travel the machine on level and uneven ground and on gradients both loaded and empty and in both forward and reverse directions
- Demonstrate the ability to operate the machine safely and correctly to perform excavating, stockpiling, vehicle and hopper loading tasks as applicable, whilst maintaining full control at all times.
- Demonstrate the ability to back fill an open excavation and to level off the surface area
- Load and unload the machine from a transporter if applicable
- Return the machine to a safe “out of use” situation

STANDARD: Without error

TIME: Within a reasonable time based on the time
taken for the instructor to complete the task
“without error” plus 50%

LOADING SHOVELS/SKID STEER LOADER 180° / 360° HYDRAULIC EXCAVATOR

COURSE PROGRAMME

SESSION	ACTIVITY	VENUE
	Course introduction - Trainee documentation Accident analysis, Injuries, Factory Inspectorate, etc	Classroom
	Identification of the machine's basic components, its construction, (Rigid - Articulated - Tracked/Wheeled), The machine's uses and limitations including factors affecting stability	Training area
	Operator safety precautions and procedures when carrying out servicing duties	Classroom
	Carry out actual operator servicing, inspection and maintenance tasks using appropriate equipment and procedures to maker's specifications	Training area
	Starting, stopping, steering in both forward and reverse directions on level terrain and on gradients in open and confined spaces. Correct travel and parking procedures and positions	Training area
	Operation of the machine to perform excavating tasks, stockpiling and loading operations employing safe and correct operating techniques	Training area
	Operation of the machine to perform backfilling, spreading and levelling tasks employing safe and correct operating techniques	Training area
	Load and unload the machine on and off a transporter (if applicable to operator responsibility and machine size), correctly and safely employing correct and safe techniques	Training area

COURSE TITLE: MOBILE ELEVATED WORKING PLATFORM TRAINING COURSE

**DURATION: NOVICE: THREE DAYS (3 TRAINEES MAXIMUM)
REFRESHER: ONE DAY (4 TRAINEES MAXIMUM)**
Previous BPTC / Proskills Certification or equivalent required

LOCATION: ON SITE

COURSE OBJECTIVES:

OBJECTIVE 1 On completion of training (by completing a prepared questionnaire) the trainee will :-

- Identify the different types of MEWP - eg Self-propelled - articulating - telescopic etc.
- The limits and abilities of the machine they will operate, its safety features and the effects of wind on stability.
- The legal requirements (SWL) ground conditions - maximum free standing heights - safety signs - safety harnesses etc

STANDARDS:By achieving at least 75% correct answers

OBJECTIVE 2 Perform typical (in-company) MEWP operations including demonstrating the ability to :-

- Perform operator's inspection and maintenance tasks as applicable to the machine
- Demonstrate the ability to travel and site the machine in preparation for work taking account of ground conditions - travel route - overhead restrictions (Power Lines) etc place the MEWP in its "in use" condition. Operate the MEWP safely and correctly controlling all motions and return the machine to a safe "out of use" situation
- Demonstrate the emergency lowering procedure applicable to the particular machine

STANDARD: Without error

TIME: Within a reasonable time based on the time taken for the instructor to complete the task "without error" plus 50%

MOBILE ELEVATED WORKING PLATFORM

COURSE PROGRAMME

SESSION	ACTIVITY	VENUE
	Course introduction - Trainee documentation Machine Safety - Daily Inspection - Maintenance Schedules - Stability - Wind Factors, etc	Classroom
	Introduction the machine - Location and Operation of Start & Travel Controls	Training area
	Trainee Performs Practical Daily Inspection and Maintenance Tasks	
	Trainee Supervised Practice in Travelling the Machine with the Platform in the Lowered Position over suitable Ground Conditions and Surfaces.	Training area
	Site the MEWP in Readiness for Work - Ground Conditions - Wind Factors - the Effects of Prolonged Rail, etc on Ground Conditions - Levelling the Machine. - Correct use of Stabilisers and Packing etc	Training area
	Starting Procedures & Precautions when Moving the MEWP to Specified Work Positions and to its Travel Position.	Training area
	Use of the Emergency lowering controls. Dangers from Overhead Power Lines, etc	
	Continued Trainee Practice in Moving the Platform to Progressively more difficult Locations as appropriate	
	Practical Exercises in Emergency Lowering Procedures as applicable to the Machine - Use by the Trainee of the MEWP in the normal working Environment.	Training area
	Theory Test	Classroom
	Practical Test	Training area
	Test results given - Course Summary and Closure	Classroom

COURSE TITLE: HOIST TRAINING COURSE (MOBILE - PASSENGER - GOODS) TRAINING COURSE

DURATION: **NOVICE: THREE DAYS (3 TRAINEES MAXIMUM)**
REFRESHER: ONE DAY (4 TRAINEES MAXIMUM)
Previous BPTC / Proskills Certification or equivalent required

LOCATION: ON SITE

COURSE OBJECTIVES:

OBJECTIVE 1 On completion of training (by completing a prepared questionnaire) the trainee will :-

- Identify the different types of hoists, their limits and abilities, the legal requirements relating to operatives and the precautions to be taken for safe “on site” machine operation

STANDARD: By achieving at least 75% correct answers

OBJECTIVE 2 Perform typical (in-company) Hoist operations including demonstrating the ability to:-

- Perform the Hoist operator’s inspection and maintenance tasks as applicable to the machine.
- Demonstrate the ability to place the hoist “in use”, to operate the hoist safely and correctly controlling all hoist motions and responding to signals. Return the machine to a safe “out of use” situation.
- Demonstrate the erecting - using and dismantling of a mobile hoist as per the maker’s instructions.

STANDARD: without error

TIME: Within a reasonable time based on the time taken for the instructor to complete the task “without error” plus 50%

HOIST TRAINING COURSE (MOBILE - PASSENGER - GOODS)

COURSE PROGRAMME

SESSION	ACTIVITY	VENUE
	Course introduction - Trainee documentation Types of Construction of Hoists in General Use. Goods & Passenger Hoist Legislation. Siting - Base Preparation & Hoist Erection	Classroom
	Introduction to Hoists - Components - Controls - Practical Safety Devices - Location and Operation of Start and Stop Controls - Machine Terminology Trainee Performs Practical Daily Inspection & Maintenance Tasks Signally and Communication Methods - the use and completion of register F91 (Statutory weekly Inspections)	Training area
	Siting the Hoist Relative to a Building or Structure - Base Preparation - Ground Conditions - Access Ramps, etc Trainee Supervised Practice of Hoist Erection Dismantling - Functional Testing - Safety procedures and Precautions Dangers from Overhead Power Lines etc Continued Trainee Practice	Training area
	Hoist inspections. Safety signs. Operator responsibilities. Safety Precautions Load Security and Weight Distribution Trainee Supervised practice of Correct and Safe Hoist Operation	Training area
	The Trainee's use of the Hoist including Stopping the Platform at various Landing Levels Loaded & Empty including "in Service & Shut Down" procedures	Training area
	Theory Test	Classroom
	Practical Test	Training area
	Test results given - Course Summary and Closure	Classroom

COURSE TITLE: SLINGER/BANKSMAN TRAINING COURSE

DURATION: **NOVICE: ONE DAY (3 TRAINEES MAXIMUM)**
REFRESHER: ONE DAY (4 TRAINEES MAXIMUM)
Previous BPTC / Proskills Certification or equivalent required

LOCATION: **ON SITE**

COURSE OBJECTIVES:

OBJECTIVE 1 On completion of training (by completing a prepared questionnaire) the trainee will demonstrate an understanding of :-

- The legal requirements regarding lifting tackle and lifting tackle inspection periods - Crane signalling systems - Lifting tackle selection and correct methods of use including precautions to be taken.
- The effect of chain leg angle on SWL

STANDARD: By achieving at least 75% correct answers

OBJECTIVE 2 Perform typical (in-company) slinging operations including demonstrating the ability to:-

- Conduct lifting tackle checks including the selection and condition of suitable lifting tackle and the load path including preparation of the load destination area - ensure load visibility avoiding any possible danger to others during the lifting operation
- Perform the lifting operations safely and correctly around and over pre-positioned obstacles by use of approved signals whilst maintaining safe operation and load stability including grounding of the load within reasonable limits of a pre-determined position
- Return the crane to a safe "out of use" situation

STANDARD: Without error

TIME: Within a reasonable time based on the time taken for the instructor to complete the task "without error" plus 50%

SLINGER BANKSMAN TRAINING COURSE

COURSE PROGRAMME

SESSION	ACTIVITY	VENUE
	Course introduction - Trainee documentation	Classroom
	Legal requirements - Factory Act - H&SAW ACT - Tackle Insurance Storage - Inspection - Records, etc	
	Types & Use of Chains - Shackles - Eye Bolts - Ropes Natural - Man Made Fibre etc	
	Fault recognition and analysis	
	Slinging - Safe working practices - Balance and centre of gravity estimation	Training area
	Instructor demonstrations of practical Slinging & Lifting exercise Trainee involvement and supervised practice	Training area
	Practical lifting tasks in normal work environment as circumstances permit	On Site
	Theory Test	Classroom
	Practical Test	Training area
	Test results given - Course Summary and Closure	Classroom

COURSE TITLE: LORRY LOADER (HIAB)
OPERATOR TRAINING COURSE

DURATION: NOVICE: ONE DAY (2 TRAINEES MAXIMUM)
REFRESHER: ONE DAY (4 TRAINEES MAXIMUM)
Previous BPTC Proskills Certification or equivalent required

LOCATION: ON SITE

COURSE OBJECTIVES:

OBJECTIVE 1 On completion of training (by completing a prepared questionnaire) the trainee will :-

- Identify the precautions to be taken for safe machine operation – differentiate between the different types of lorry loader the requirements regarding load security – machine stability – ground conditions – proximity hazards and the safety of others nearby etc.

STANDARD By achieving at least 75% correct answers

OBJECTIVE 2

- Perform operator daily inspection and maintenance tasks including Lorry – Loader mechanical and hydraulic inspections as applicable
- Demonstrate the prior legal right and ability to drive the vehicle on the public highway subject to Road Traffic Act, etc requirements and or demonstrate the ability to drive the machine safely paying due regard to other peoples safety on site as applicable.
- Perform normal vehicle manoeuvring – positioning etc tasks – prepare the machine for lifting operations – perform various lifting tasks as applicable to normal lifting tasks.
- Demonstrate the ability to set the machine up for work and to return it to its “stowed” condition for travelling.

STANDARD Without serious error

TIME Within a reasonable time based on the time taken for the instructor to complete the task plus 50%

LORRY LOADER (HIAB) OPERATOR COURSE

SESSION	ACTIVITY	VENUE
	Course introduction - Trainee documentation – H&SAW Act – employees responsibilities – type of Lorry Loaders – hazards arising from loader operation – machine stability factors and the effects of gradients – swinging loads – unstable ground conditions etc. Loader / vehicle condition – proximity hazards – the safety of others on site.	Classroom
	Test of trainees driving ability and familiarity with the vehicle – loader daily inspection and maintenance tasks as applicable to the machine – introduction to the machines components their function and operation.	Training area
	Manoeuvre the machine in open spaces and site the machine for simple lifts paying due regard to the correct procedures – ground conditions – proximity hazards, etc. Return the Loader to its “Stowed” or travel condition.	Training area
	Perform simple loader operations “without load” – Perform simple lifts with loads of various shapes – sizes – weights etc. Return the machine to its travel position.	Training area
	Site the machine in restricted areas and perform lifts of more complex loads etc. Return the machine to its travel position.	Training area
	Theory Test	Classroom
	Practical Test	Training area
	Test results given - Course Summary and Closure	Classroom

COURSE TITLE: ABRASIVE WHEELS TRAINING COURSE

DURATION: NOVICE: ONE DAY (4 TRAINEES MAXIMUM)
REFRESHER: ONE DAY (6 TRAINEES MAXIMUM)

LOCATION: ON SITE

COURSE OBJECTIVES:

OBJECTIVE 1 On completion of training (by completing a prepared questionnaire) the trainee will demonstrate an understanding of :-

- The definition of an abrasive wheel or disc
- The legal requirements regarding the election - mounting- storing and handling of abrasives wheels and discs.
- The effects of the use of the wrong grade of wheel or disc - of over-speeding and incorrect fitting etc.
- The abrasive wheel and incorrect fitting etc.
- The abrasive wheel marking system - flanges - guards and work rests etc.
- Wheel dressing and balancing.

STANDARD: By achieving at least 75% correct answers

OBJECTIVE 2 Perform the changing of a typical static/hand held abrasive wheel/disc including demonstrating the ability to :-

- Select the most suitable wheel/disc for the job
- Check wheel/disc condition - spindle and wheel or disc speed - examine and report on the condition of all component parts including flanges and mountings - the fit of the wheel or disc - balance the wheel and adjust the work rest if applicable
- Dress the wheel

STANDARD: Without error

ABRASIVE WHEELS TRAINING COURSE

COURSE PROGRAMME

SESSION	ACTIVITY	VENUE
	Course introduction - Trainee documentation	Classroom
	Typical accidents and the background to the Abrasive wheels Regulations	
	The legal requirements and hazards arising from the use of abrasive wheels	
	Methods of marking - storing - handling and transporting of abrasive wheels	
	Practical demonstration of the method of Mounting testing and inspecting abrasive wheels/discs - flanges - guards and work rests etc	Training area
	Course members supervised practice of the above	Training area
	Theory Test	Classroom
	Practical Test	Training area
	Test results given - Course Summary and Closure	Classroom

COURSE TITLE: **MANUAL HANDLING AND LIFTING TRAINING (KINETIC HANDLING)**

DURATION: **ONE DAY: (6 TRAINEES MAXIMUM)**
HALF DAY (THEORY ONLY): (6 TRAINEES MAXIMUM)
It is recommended that trainees with no previous experience or certification attend a one day course.

LOCATION: **ON SITE**

COURSE OBJECTIVES:

OBJECTIVE 1 On completion of training (by completing a prepared questionnaire) the trainee will :-

- Have knowledge and understanding of current legislation.
- Demonstrate an understanding of Kinetic Handling & Lifting Techniques.
- Understand the types of Accidents, Hazards and Common Injuries associated with Manual Handling and Lifting of loads,

STANDARD: By achieving at least 75% correct answers

OBJECTIVE 2

- Perform typical (in-company) Manual Handling and Lifting operations as applicable.
- Apply kinetic handling and lifting procedures correctly and safely.
- Demonstrate the ability to risk assess the load and be able to select the correct method of lifting and moving the load.
- Use of mechanical aids.
- Be able to conduct Team Lifting, Pulling and Pushing techniques correctly and safely using kinetic handling and lifting methods.

STANDARD: Without error

CERTIFICATE: A certificate of attendance will be issued on successful completion of the course.

MANUAL HANDLING AND LIFTING TRAINING (KINETIC HANDLING)

COURSE PROGRAMME

SESSION	ACTIVITY	VENUE
	Course introduction - Trainee documentation	Classroom
	Legislation – Overview of HSAWA and Manual Handling Regulations	Classroom
	Types of Accidents / Hazards / Common Injuries	Classroom
	Kinetic Handling, Risk Assessment, Team Lifting, Mechanical Lifting	Classroom
	Introduction to practical Kinetic Handling and Lifting techniques – moving and transferring loads manually – conducting Risk Assessment of the load.	Training area
	Instructor demonstration followed by trainee supervised practice	Training area
	Theory Test	Classroom
	Course Summary and Closure	Classroom

COURSE TITLE: SAFETY HARNESS TRAINING COURSE

DURATION: HALF DAY (3½ HOURS) (4 TRAINEES MAXIMUM)

LOCATION: ON SITE

COURSE OBJECTIVES:

OBJECTIVE 1 On completion of training (by completing a prepared questionnaire) the trainee will :-

- Have a knowledge and understanding of legislation appropriate to the safe use of a Safety Harness and Fall Arrest equipment
- Understand the safety aspects associated with the use, anchorage and inspection of Harness and Fall Arrest equipment.
- Understand the types of Accidents and Hazards associated with work at heights.

OBJECTIVE 2

- Perform typical work at height using Harness and Fall Arrest equipment
- Apply the safety aspects associated with the selection and anchorage of the equipment
- Be able to assess the risks involved in working at height

STANDARD Without serious error

CERTIFICATE: A certificate of attendance will be issued on successful completion of the course

SAFETY HARNESS TRAINING COURSE

COURSE PROGRAMME

SESSION	ACTIVITY	VENUE
	Course introduction - Trainee documentation	Classroom
	Introduction to current Legislation	Classroom
	<ul style="list-style-type: none">• Health & Safety at Work Act• Personal Protective Equipment Regulations• PUWER & LOLER (Working at Heights)	
	Practical Instruction & Demonstration of Using Harness equipment including Anchorages and selection of approved Connectors	Training area
	Storage and Inspection of equipment Pre-use Checks, Fault finding and Fall Arrest procedures	Training area
	Cleaning equipment, washing and drying	Training area
	Theory Test	Classroom
	Course summary and Closure	Classroom

Proskills Ladder Training

Session Contents:

- Course Introduction and Registration
- HASAWA & PUWER – Employer / Employee Responsibilities
- Types of Ladders – advantages and disadvantages
- Choosing Ladders
- Safe Use of Ladders
 - Ground conditions
 - Access
 - Do's and Don'ts
 - Use of extensions
 - Do's and Don'ts
 - Safe ladder erection and dismantling procedures
 - Working at heights
 - Platforms
 - Storage
- Supervised Practice
- Theory and practical Assessment
- Course Summary / Close

COURSE TITLE: HEALTH & SAFETY LEGISLATION
PUWER & LOLER REGULATIONS

DURATION: ONE DAY

LOCATION: ON SITE (OR OPEN COURSE AT PUBLIC VENUE)

COURSE OBJECTIVES:

To give delegates an overview of PUWER 98 (Provision and Use of Work Equipment Regulations) requirements, including the legal requirements relating to work equipment.

To inform delegates of the main requirements of LOLER 98 (Lifting Operations and Lifting Equipment Regulations) and ensure delegates understand the standards of safety to be applied.

WHO SHOULD ATTEND: Directors, managers and safety personnel and other staff who require an overview of the new requirements of PUWER 98 and an introduction to LOLER 98.

COURSE PROGRAMME

Course introduction & Welcome

Application

Suitability / Maintenance / Inspection & Specific Risks

Information, Instruction & Training

CE Requirements/Dangerous Parts of Machinery/Protection
Against Specified Hazards/Temperatures

Controls/Starting, Stopping, Emergency stop, Control Systems
and Isolation.

Stability / Lighting / Maintenance, Operations / Markings /
Warnings

Main requirements of LOLER

Course summary and closure.

TOWER SCAFFOLDING TRAINING COURSE

Duration: 1 day (maximum 6 trainees)

P R O G R A M M E

Welcome & Introductions

Introduction to Current Legislation

Health & Safety at Work Act

PUWER

PPE Regulations

Mast Assembly

Inspect and check all components

Assembly braces and casters

Assembling stabilisers/outriggers

Fitting platform, windlocks, handrails and toe-boards

Safety Checklist for Use of Equipment

Wind Hazards/Maximum Loading Capacities

Dismantling Procedures

Additional Approved Equipment

Storage of Equipment

Practical Instruction and Trainee Assessment

GAS CUTTING COURSE

Duration: 1 x day

Refresher course: Max 6 people per day

Novice course: Max 4 people per day

Programme

Course Introduction and documentation

The Legal Framework (HASAWA) Etc.

Types of gases

Hoses and colour codings

Cylinders and colour codings

Flashback Arrestors and hose check valves

Nozzles

Equipment assembly

Pressurising the system

Gas leakage testing

Protective clothing

Lighting the blowtorch

Shutting down the equipment

The working area

Nozzle sizes and gas pressures

Theory and practical tests

Course summary

Close

Concrete Mixer Lorry

Duration: 3 x days Novice

1 x day Refresher

Programme

Course Introduction and Registration

HAWAWA – Employer / Employee Responsibilities

Hazards

Road Transport in Factories

Vehicle operation:

- Daily Inspection and Maintenance
- In & Out of Service conditions
- Lubrication
- Vehicle Controls & Operation
- Manoeuvres
- Positioning, Loading/Unloading
- Operation (Loaded / Unloaded)

Supervised Practice

Theory Test

Practical Assessment

Course Summary

Close