



## Course Objectives for NPORS Material Re-Handler 360

It is envisaged that by the end of this course of training the trainee operator 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 a plant 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 steering, driving and braking controls and explain their functions
- Conduct all pre-operational checks in accordance with manufacturer's and legislative requirements
- Safely mount and dismount the machine
- Start and stop the engine and safely move the machine off and stop it safely
- Configure the machine for travel and manoeuvre it safely across varying terrain in open and confined areas
- Conduct all necessary safety checks at the work area
- Manoeuvre the machine to the work area and correctly configure in readiness to carry out processing tasks
- Carry out processing task
- Load material onto transporting vehicles, containers or processing plant
- Fit and remove attachments
- Demonstrate knowledge and understanding of loading and unloading procedures for machine transportation
- Carry out all end of shift and shut down procedures



## Learning Outcomes for N722 - Materials Re-Handler 360°

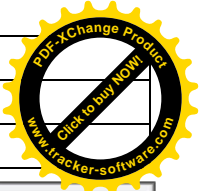
Learning Outcome	Instructor Notes
<b>Have a basic understanding of the industry, the dangers of working in the industry and their responsibilities as a plant operator</b>	Explain the structure of the course and the need to comply with your instructions at all times • Explain that the industry is very dangerous and that only safe working practices will be adopted throughout the course • Personal safety is not just the absence of physical injury, can be affected by noise, vibration and can lead to lost time, lost income, expense for the employer etc • Explain Health & Safety at Work Act 1974, Restraining systems in accordance with risk assessment, PUWER 98, LOLER98 and other relevant legislation. Remind learners that operators have moral obligations, legal obligations and environmental obligations • Explain reporting structures, the importance of good communication on site (colleagues, management, and other workers on site)
<b>Have a working knowledge of the manufacturer's handbook for the particular machine to be used</b>	Explain the importance of the manufacturer's handbook and that it will be used throughout the course. Stress that it has to be used in alliance with all relevant legislation
<b>Be able to locate and identify the major components of the machine and explain their functions</b>	Explain the different types of components • Explain the function of the components and how they all contribute to the safety and operational integrity of the machine • Explain power units • Hydraulic systems • Undercarriage • Wheels / tracks • Booms • Dipper arms • Buckets • Safety systems etc
<b>Be able to locate and identify steering, driving and braking controls and explain their functions</b>	Explain the different controls and their functions • Explain how correct and sympathetic use of the controls can ensure safety and stability of the machine and help prolong machine life by reducing wear and tear. Refer to the manufacturer's handbook, codes of practice, decals
<b>Conduct all pre-operational checks in accordance with manufacturer's and legislative requirements</b>	Explain the importance of pre-operational checks and legal implications of using a machine without having checked it. Go through the sequence of checking. Use manufacturer's handbook, check sheet, defect reporting procedure etc
<b>Safely mount and dismount the machine</b>	Explain the following fully: • Correct mounting procedure, observations, use of safe hand holds • Working at height awareness, slips trips and falls • Correct dismounting procedure, observations, use of safe hand holds
<b>Start and stop the machine and safely move the machine off and stop it safely</b>	Explain and demonstrate the following: • Correct starting and stopping procedure in accordance with Manufacturer's recommendations • Correct procedure for moving off and stopping



## Learning Outcomes for N722 - Materials Re-Handler 360°

Learning Outcome	Instructor Notes
<b>Configure the machine for travel and manoeuvre it safely across varying terrain in open and confined areas</b>	Explain the following fully: <ul style="list-style-type: none"><li>• Safe use of steering, driving and braking controls, travel position</li><li>• Good visibility</li><li>• Selection of attachments</li><li>• Travel around site, possible road travel</li></ul>
<b>Conduct all necessary safety checks at the work area</b>	Explain how to carry out pre-working safety checks, including: <ul style="list-style-type: none"><li>• Vehicles</li><li>• Ground conditions</li><li>• Overhead obstructions</li><li>• Power lines</li><li>• Buried services</li><li>• Other workers</li></ul>
<b>Manoeuvre the machine to the work area and correctly configure in readiness to carry out processing tasks</b>	Explain all safety procedures to be adopted including: <ul style="list-style-type: none"><li>• Observations to be made prior to and during manoeuvring machine</li><li>• Correct machine set up</li><li>• Check ground type</li><li>• Work specification</li><li>• Placement of material</li><li>• Segregation of materials</li><li>• Positioning of vehicles for loading</li></ul>
<b>Carry out processing tasks</b>	Explain procedures to be adopted including: <ul style="list-style-type: none"><li>• Different types of materials for separating and processing</li><li>• Method statements, job specifications, risk assessments, permits to work</li><li>• Reporting procedures if any damage</li><li>• Minimum clearance</li><li>• Placement or disposal of waste material</li><li>• Segregation of materials</li><li>• Environmental issues</li></ul>
<b>Load material onto transporting vehicles, containers or processing plant</b>	Explain procedures to be adopted including: <ul style="list-style-type: none"><li>• Clear visibility</li><li>• Communication system – signals etc</li><li>• Machine positioning for loading processing plant etc</li><li>• Maintaining safety and stability of machine during loading</li><li>• Safe positioning of vehicle driver</li></ul>
<b>Fit and remove attachments</b>	Explain procedures to be adopted including: <ul style="list-style-type: none"><li>• Prepare machine and attachment</li><li>• Different attachment types i.e. grabs, magnet, log grabs, hook etc</li><li>• LOLER 98</li><li>• Security of attachment – checks to be made</li><li>• Codes of practice and industry best practice</li><li>• Manufacturer's handbook</li><li>• Manual handling issues</li></ul>
<b>Demonstrate knowledge and understanding of loading and unloading procedures for machine transportation</b>	Explain procedures to be adopted including: <ul style="list-style-type: none"><li>• Different types of transport vehicle</li><li>• Positioning of load on vehicle</li><li>• Load security</li><li>• Use of Banksman</li><li>• Environmental conditions</li></ul>
<b>Carry out all end of shift and shut down procedures</b>	Explain and demonstrate procedures to be adopted including: <ul style="list-style-type: none"><li>• Safe parking</li><li>• Shut down procedures and machine security</li></ul>

***The learning outcomes listed should not be considered in isolation and may be added to in order to accurately reflect the learner's duties and working environment***



Training Provider enter NPORS NRN No: here

**OFFICIAL USE ONLY**

Category Code **N722**

Registration No:

**Materials Re-Handler 360°**

<b>Forename(s):</b>	<b>Surname:</b>	<b>Dates:</b>
<b>Home Address:</b>	<b>Company Name:</b> (This is shown on the certificate)	<b>From:</b> / /
<b>Postcode:</b>	<b>Tel:</b>	<b>To:</b> / /
<b>Tel:</b>	<b>Training Location:</b>	<b>No. of days</b> _____
<b>Email Address:</b>	<b>Date of Birth:</b>	<b>Assessment only (tick)</b> <input type="checkbox"/>
	<b>NI No:</b>	<b>Required:</b>
		<b>Card</b> <input type="checkbox"/>
		<b>Certificate</b> <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>Theory taught:</b> HASAWA, PUWER, LOLER, Machine components, Safe operation of the machine and attachments, Site safety awareness			
	<b>Pre-Operational Checks:</b> Wheels & Tyres, Tracks, Battery, Guards, Engine Oil, Coolant, Fuel, Hydraulic Oil, Rams & Pipes, Controls, Brakes, Steering, Instruments, Horn, Stabilisers, Blade, Attachments, Etc			
	<b>Manoeuvring:</b> Drove / Tracked machine around site, forward and reverse including width restrictions, over varying terrain			
	<b>Checks:</b> Carried out pre- operational safety checks: Vehicles / Ground conditions / Overhead obstructions / Power lines. Observed all safety precautions in relation to other workers			
	<b>Transportation:</b> Drove / Tracked machine around site to working area forward and reverse. Set up machine to carry out operational tasks			
	<b>Set up:</b> Position machine in a safe position, and in accordance with site rules Checked full 360° slew area and radius around machine Operate cab to desired working height			
	<b>Loading:</b> Load Rear Dump Truck / Hopper / Vehicle / Skip, Ensure operator is clear before loading commences			
	<b>Stockpile Work:</b> Segregated and formed stockpile of materials, Cleaned loading / unloading area			
	<b>Attachments:</b> Safely used the following attachments (State attachments used)  Attachments Used: (Will not be shown on card)			
	<b>End of Shift:</b> Re-fuelled. Parked machine in safe area. Grab / Attachment on ground. Applied parking brake. Applied slew locks. Secure attachments. Removed ignition key. Checked for defects. Left machine safe and secure			

**Variations: Tick one only**

Wheeled (W)  Tracked (T)

Up to 5 Tonne (A)  Up to 10 Tonne (B)  Above & below 10Tonne (C)

**Equipment:**

**Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Capacity:** \_\_\_\_\_

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



# Materials Re-Handler 360° Theoretical Test Form

Questions Sheet Ref:



(Found on top right of Question Sheet)

(These questions may be given orally if appropriate)

<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>Total</b>		

(Circle Answer)				Marks
<b>6</b>	a	b	c	
<b>7</b>	a	b	c	
<b>8</b>	a	b	c	
<b>9</b>	a	b	c	
<b>10</b>	a	b	c	
<b>11</b>	a	b	c	
<b>12</b>	a	b	c	
<b>13</b>	a	b	c	
<b>14</b>	a	b	c	
<b>15</b>	a	b	c	

(Circle Answer)				Marks
<b>16</b>	a	b	c	
<b>17</b>	a	b	c	
<b>18</b>	a	b	c	
<b>19</b>	a	b	c	
<b>20</b>	a	b	c	
<b>21</b>	a	b	c	
<b>22</b>	a	b	c	
<b>23</b>	a	b	c	
<b>24</b>	a	b	c	
<b>25</b>	a	b	c	
<b>Total</b>				

The required pass mark is 80%

**Total Marks Awarded** \_\_\_\_\_% **Pass / Fail**

**CANDIDATES DECLARATION**

- I have been informed of the results of the test
- The test was conducted as above
- I confirm that the information above is correct to the best of my knowledge
- Any errors made by me on this application will result in further charges to issue a replacement card / certificate

Signature.....

**INSTRUCTORS DECLARATION**

This is to certify that the above named candidate has achieved the standard of operating ability required for the category of plant or equipment listed above

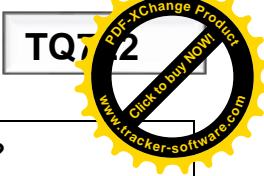
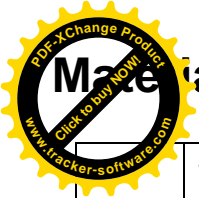
Risk assessment completed  Profile form included

Name..... Reg. No.....

Signature.....

## Materials Re-Handler 360°

No.	Questions
1a	In what position should the steering wheels be in whilst travelling and why?
1b	In what position should the drive sprocket be in whilst travelling and why?
2	State 8 component parts you would check during your pre shift checks?
3	In what position should your height adjustable cab be in for loading operations and why?
4	Why is it important to use outriggers / jacks if they are fitted?
5	What would happen if you slewed quickly at full radius?
6	<p>If in doubt about the weight of the load to be lifted, what action must be taken?</p> <p>a) Ensure the area is clear of other personnel b) Find some means of establishing the weight of the load before lifting c) Take more care with the lift</p>
7	<p>If a Signaller places two hands up "palm first" to the operator, what does this signal mean?</p> <p>a) Stop b) Slew left c) Emergency Stop</p>
8	<p>The pre-operational checks of the machine are the responsibility of:</p> <p>a) The operator b) The site manager c) The fitter / service team</p>
9	<p>After a long period of operation, what should be noted concerning hydraulic oil?</p> <p>a) Quantity b) Any leaks c) Both</p>
10	<p>What effect would water-logged material, such as paper / timber have on the load being lifted?</p> <p>a) None b) Decrease the weight of the load to be lifted c) Increase the weight of the load to be lifted</p>
11	<p>Before lifting a load which is out of sight, what action should you take?</p> <p>a) Ensure the vicinity of the lift is clear of all personnel b) Use a Signaller until the load becomes visible c) Lift the load slowly regardless of the circumstances</p>
12	<p>Hydraulic oil could be dangerous because?</p> <p>a) It can cause skin complaints b) It is flammable when mixed with diesel c) It is dirty</p>
13	<p>What is the minimum exclusion zone distance from overhead cables mounted on metal pylons as stated in HSE Guidance Note GS6?</p> <p>a) 6 metres plus the working radius of the machine b) 7 metres plus the working radius of the machine c) 15 metres plus the working radius of the machine</p>
14	<p>When loading a forward tipping dumper, the dumper driver should be:</p> <p>a) Behind the dumper out of view of the machine operator b) Sitting on the dumper during loading c) A safe distance away from the dumper out of the machine's working radius in view of the operator</p>

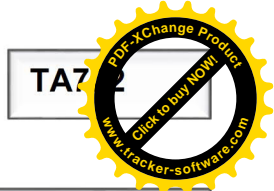


15	<b>What is the minimum safe distance from the rear of your machine to any solid structure?</b> a) 2 metres b) 1200 mm c) 500 mm
16	<b>When processing waste materials you identify a hazardous object within the materials. What should your actions be?</b> a) Remove the object to one side and carry on operations. b) Stop operations contact supervisor and implement company policy for dangerous objects. c) Bury the object with other waste and forget you saw it
17	<b>If a fault occurs on the machine during use, when should it be reported?</b> a) Immediately to your works supervisor and / or the plant fitter b) At the end of the day c) In the defect book at the end of the week
18	<b>When moving a load it should be kept:</b> a) As low as possible b) As high as possible c) At a height consistent with load and work conditions
19	<b>When changing the bucket using an Automatic Quick Hitch system what must the operator ensure?</b> a) That the rear jaw has fully engaged the rear pin and the switch has been returned to the off position b) That the rear jaw has fully engaged the rear pin and the switch has been returned to the on position c) That the rear jaw has fully engaged the rear pin
20	<b>To prevent condensation forming in the fuel tank, when should the machine be re-fuelled?</b> a) In the morning prior to commencing work b) At the end of the shift prior to machine shut-down c) Anytime during the day
21	<b>A Signaller gives you a signal which you do not understand. What do you do?</b> a) Stop and ask the Signaller what the signal means b) Guess what the signal is and carry on operation c) Ignore the Signaller and use your own judgement
22	<b>When carrying out pre-operational checks the machine should be in which position?</b> a) Engine running, boom raised, dipper arm slightly extended bucket in the air b) Engine stopped, boom raised, dipper arm slightly extended bucket in the air and the key removed c) Engine stopped, boom lowered, dipper extended with the hydraulic pressure released and key removed
23	<b>Before changing direction of travel the operator should:</b> a) Slew around and look in the direction of travel b) Don't look, sounding the horn c) Check over your shoulder for hazards
24	<b>When using the machine as a lifting appliance what must the operator ensure?</b> a) The site manager has inspected the machine prior to the lift b) That the machine has a current Thorough Examination and Inspection Report c) That the attachment is in good condition to attach the lifting accessories to
25	<b>Whilst using this machine, who's responsibility is it to ensure the safety of pedestrians on site?</b> a) The site agent b) The machine operator c) The pedestrians



# Test Answers

(25 Questions - 4 points per questions)



## Materials Re-Handler 360°

No:	Answers
1a	<b>In what position should the steering wheels be in whilst travelling and why?</b> At the front, the machine travels in the direction that the steering is turned
1b	<b>In what position should the drive sprockets be in whilst travelling and why?</b> At the back, when you push forward on the track controls the machine tracks forward, so that the tracks do not pick up waste material, it stops the tracks bunching
2	<b>State 8 component parts you would check during your pre shift checks?</b> Engine, Fuel, Hydraulic oil, Grab / attachment, Dipper, Boom, Cab, Controls, Tracks / wheels, Drive motors, Blade, Jacks / Outriggers, Hydraulic rams, Seat, Horn, Lights
3	<b>In what position should your height adjustable cab be in for loading operations and why?</b> In a position that allows a view of the material being moved, for safety and productivity
4	<b>Why is it important to use outriggers / jacks if they are fitted?</b> For the stability of the machine and the safety of the operator and others
5	<b>What would happen if you slewed quickly at full radius?</b> The grab / attachment would move away from the machine taking it out of radius causing the machine to become unstable

6		b	
7			c
8	a		
9			c
10			c
11		b	
12	a		
13		b	
14			c
15			c

16		b	
17	a		
18			c
19	a		
20		b	
21	a		
22			c
23	a		
24		b	
25		b	

The required pass mark is 80%





# General Data Protection Regulation

## N722 – Materials Re-Handler 360

**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 .....