

NATIONAL OPERATOR TRAINING LICENSING SCHEME

INTRODUCTION

Approved training providers must not lose sight of the need to ensure that any training they conduct satisfies the needs of customers, provided that training standards are not compromised. We believe that training should be both properly structured and monitored but it should also be flexible and meet customers specific requirements.

'The Training Scheme', formally named Construction Plant Register Ltd and the National Plant Operators Certification Scheme, was developed in 1992 to take account of and meet the requirements of the following legislation and guidance.

- Health & Safety at Work Act 1974
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations & Lifting Equipment Regulations 1998
- HSC Approved Code of Practice for the training of lift truck operators.
- BS 7121 Code of Practice for the safe use of cranes
- Lifting Equipment & Engineers Association, Code of Practice for the safe use of lifting equipment

The object of the scheme is to provide employers with the opportunity to obtain valid certification for all their employees.

The standards have been developed for a wide range of skills and competencies many of which are not available under other training schemes.

The benefits to employers are:

- Operators who have experience may now be certificated with the minimum disruption to work schedules.
- Qualified and registered plant instructors conduct all training.
- Examinations and assessment are carried out to approved standards.

We make no apology for emphasising our belief that employers should be able to choose what they regard is the best way for them to meet their particular requirements and their statutory obligation to provide their employees with adequate instruction, training and supervision. This scheme offers a viable alternative to other schemes and we hope that, when assessing your training requirements, you will consider this.

SCOPE

The scheme provides a means of registering each of the following categories:

- Training Providers/Organisations
- Individual Instructors
- Plant Operators

TRAINING A CLEAR LEGAL REQUIREMENT

If you are an employer, you will know that you have a legal obligation to train your operators.

Firstly you must decide whether you wish to have your own in-house instructor or whether you prefer to employ the services of a commercial training organisation. Either way, the scheme is very well placed to provide you with all the advice and help you might need.

'The Training Scheme' will not accept a company or an individual instructor as a member unless they are monitored and can provide evidence of their qualifications and competence.

Registered Training Organisations and Instructors have shown a particular commitment to our scheme and we would commend them to you. Once you have decided to go ahead with training, you should ask yourself some basic questions:

Will the training satisfy my own needs, be flexible and meet the demands of the Health & Safety at Work Act. 1974 to provide adequate training for employees and In addition does it meet all other relevant legislation such as the Provision & Use of Work Equipment Regulations 1998 and Lifting Operations & Lifting Equipment Regulations 1998?

- ✓ If you use this scheme, the answer will be 'yes', but remember that employers must ensure that even after basic training and assessment there is still a need for specific job and familiarisation training.

Is there a legal requirement to register my employees with the CITB?

- ✓ No, the Health & Safety at Work Act 1974, the Provision & Use of Work equipment Regulations 1998 requires an employer to provide adequate training. The scheme allows employers to certificate operators across a broader range of skills and competences than those offered by the CITB and at a much lower cost. The CITB scheme (CPCS) like 'The Training Scheme' is one of many that meet the requirements of health & safety legislation.

Where can you obtain training?

- ✓ The scheme registers a professional group of trainers, dedicated to improving standards of training. Within its membership there is a mass of skill, knowledge and experience, unmatched in the training industry and this includes not only every conceivable type of plant, but also cranes earthmoving equipment and health & safety skills. Members with their own training centres can normally also provide instructor training.

What will it cost?

- ✓ As with most things you get what you pay for. You may not necessarily find our members to be the cheapest, but they are the best. They have committed themselves to high standards and you can be sure of good value for money.

What do you get for your money?

- ✓ Any advice you receive will be from a competent trainer
- ✓ The trainer has agreed to be bound by a strict Code of Conduct (described below) and all instructors used are properly qualified and registered. Scheme members agree to be independently monitored at any time without warning.

THE TRAINERS CODE

The primary function of all members of the Scheme is to improve the quality of training for operators, instructors and others associated with the operation and maintenance of plant.

ALL MEMBERS UNDERTAKE TO:

- Ensure that no action or omission on their part or within their sphere of activity or influence is detrimental to the quality and standards of training.
- Take every reasonable opportunity to maintain and improve their professional knowledge and competence in the field of plant training.
- Present themselves and their facilities for re-examination by the recognised accrediting bodies at the recognised and accepted times.
- Assist in the activities and investigations of the accepted and recognised monitoring bodies and to take part in any enquiry resulting from such investigation.
- Refuse to accept any commission or order, which the member is not competent to undertake.
- Respect confidential information gained in the course of professional activities and undertakings and refrain from disclosing such information without consent of the client, except as required by law or by an order of the court.
- Refuse to offer or accept any gift, favour or hospitality that might be interpreted as seeking to exert undue influence to obtain preferential consideration.
- Have regard for the workload and the pressure on professional colleagues and subordinates. To take appropriate action where these are seen to be such as to constitute abuse of the individual member and/or to jeopardise the safe standards of practise.
- Improve the quality of operation of plant and equipment by assisting with the provision of information that may benefit the manufacturers of these machines and by assisting in safety audits and competitions designed to improve the safety and status of the operators.
- Ensure that all activities of the Scheme and its members shall be carried out without prejudice to ethnic origins, religious or political beliefs, age, sex, colour or social status.
- Submit to the disciplinary procedures of the Scheme and accept the findings of the Scheme council, having been made aware of all rights and appeal procedures available to members.

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LIST OF USERS INCLUDES:

Boldon Drilling	Darvill Construction	Cove Construction
Bryant Construction	Mowlems Civil Engineering	Laguna Metals
Asda Stores Ltd	Bromborough Cargo	Thomas Sinden Ltd
Team Contract Services	Total Fina ELF	Purfleet Commercial
Briton Contractors	Jordon Engineering	Bradwell Distribution
K Brown Plant Hire	Northumberland Waste Management	Murco
Renewi UK	DYF Construction	Chevron
Royal Marines	Royal Air Force	Cobham Antenna
Royal Navy	Sandhill Homes	Shakespeare Forgings
MOD Resettlement Services	Magellan Aerospace	Bennett Homes
British Aerospace	Britannia Airways	Amec
Monarch Airlines	Lambeth Borough Council	London Borough Redbridge
Hertfordshire County Council	HM Prison Service	Briton Fabricators
Pembrokeshire District Council	RIP Swift Transport Services	Cobham Controls
Northumbria Water	Ryder PLC	Davey Site Services
Manpower PLC	National Power	Chase Plastics
Power Gen PLC	Barking Power Station	Bradwell Power Station
Mobil Oil Co	Newland Construction	Metcalfe Farms
TML (Channel Tunnel)	Hampshire County Council	WTB Construction
DHL World Wide	War Graves Commission	Barcham Trees
ICI	Tarmac Construction	Skelton Thomas
Samsung Electronics	MCL Offshore Engineering	Grant & Livingstone
Letham Crane Hire	Texaco Oil	Coblends Nurseries
Stena Lines	P & O Group	Southend Council
Steel Industry NTO	Ravenstock MSG	Ledwoods
David Webster Ltd	Radford Plant	Swansea College
Wise Group	Top One Salvage	A Brown Builders
Reed Partnership	Sebdon Steel	AWS Development
Humber Work Boats	Allied Grain	Caparo Tubes
Bierrum & Partners	Studley Contracts	Norwich Crane Hire
Waste Recycling Group	Bryco Windows	City Swansea Council
Lemon Groundworks	WF Electrical	Essex Groundworks
Walsall Crane	MV Kelly	Fining UK
Briar Security Systems	Cobury Ltd	Williams Shipping
Victa Railfreight	Pacestone Construction	GD Harries & Son
Galamast	Toyo Tyres	SEECO
Severn Waste Management	AW Cowan	Serco
South West Trains	D Ketley Aspalt	Amtek
Firbank Recycling	Inco Europe	Mustang Marine
GKN Westland Aerospace	Ipswich Borough Council	McDonalds Highway
Texaco	Rockwell Automation	London 2012 Ceremonies
A2Z Computing	Drivelink	Cranfield Haulage
SR Rich	Total Fina Elf	Bedford Blasting
Nightfreight	Broadway Building	National Trust
P & J Abrahams	First Data International	European Oat Millers
Rotherham Metropolitan Borough Council	Parcelforce	Pout & Foster
D & G Noble Ltd	Siemens Diematic	News International
Western Thermal	Cory Environmental	City Hospital Sunderland
Milford Haven Ship Repairers	On Line Roadways	Hydroblast
Ling Dynamics	Venice Simplon Orient Express	Cawarden Co
Gatwick Express	Tilhill Forestry	Eternti Steel
Turners of Soham	St Edmundsbury Borough Council	Keighley Tyres
Laing Utilities	Isleham Fresh Produce	Volvo CE
Lafarge Aggregates	Cotts Beverages	Tank Museum
Daventry Welding	Stagecoach	Bentley Motors
Blackwater Aggregates	Outokumpo	Cawarden
Sapphire Windows	JCD Contractors	W Mellard & Sons
Interface	Enzo Homes	Fastflow Pipeline Servs

EXTRACT FROM HSE LETTER



AREA DIRECTOR – D J MATTEY

To:

Materials Handling Training Services
25 Apex Business Centre
Boscombe Road
Dunstable
LU5 4SB

PLANT OPERATORS CERTIFICATION SCHEME

At long last I have been able to cast my eye over the various syllabuses for your plant operator and other health & safety courses.

I believe that the course content covers the main areas for which training is to be given for plant operators.

**R A YORATH
HM PRINCIPLE INSPECTOR OF FACTORIES**

27 May 1992

14 Cardiff Road, Luton, Bedfordshire LU1 1PP
Tel: 01582 34121

REGISTRATION CRITERIA

TRAINING ORGANISATIONS AND INDIVIDUAL INSTRUCTORS

The following conditions apply:

1. Instructors must provide evidence that they have completed recognised methods of instruction course.
2. Instructors must hold a plant operator certificate for each category of plant they wish to conduct that training on.
3. Training Organisations and Instructors accept that they will receive a monitoring visit at least once in every period of 12 months.
4. All documentation must be completed in full in respect of each trainee.
5. The published training standards and assessment criteria of the scheme must be strictly applied.
6. Full and proper training records must be maintained. Records of assessment must be retained for a minimum of 6 years.
7. Training organisations and Instructors must provide evidence of liability insurance.
8. Training organisations must show evidence that they have adequate health & safety and equal opportunities policies in place and must also have completed risk assessments in accordance with health & safety requirements.

Upon application, temporary registration is awarded for a period of six months or until the first monitoring visit takes place, whichever is the sooner.

Training organisations are registered for a period of two years

Initial registration for instructors is a period of five years.

Instructors may at any time update their instructor certificate by providing documentary evidence of their operating ability on other categories of plant.

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GUIDANCE NOTES FOR INSTRUCTORS

Any expression in male gender should be interpreted as representing male and female

These notes are issued for the guidance of instructors who carry out training of plant operators under 'The Training Scheme', formally Construction Plant Register Ltd and the National Plant Operator Certification Scheme.

As professional experienced instructors we are aware that courses must be developed in order that they are able to provide an individual, training that is appropriate to that person's environment whilst at the same time meeting national criteria.

This scheme does not dictate to the instructor what he should teach or indeed how he should teach. Instructors should be encouraged to use their experience and develop training that is suitable and takes into account the trainees previous experience and skills, his work environment and the operating procedures developed by his employer.

Instructors will develop their own courses that meet both the employers and the individual trainees needs.

All training courses developed will be documented and programmes with objectives to be attained should be kept secure for viewing during the monitoring visit.

A training course will always conclude with trainee(s) undergoing practical skills assessment and where appropriate theoretical examination of knowledge.

Group	Category	Group	Category	
1. Cranes	1a Wheeled	Miscellaneous Plant	9 Bulldozers	
	1b Truck Mounted		10 Scrapers	
	1c Crawler		11 Graders	
	1d Tower		12 Hoists	
	1e Lorry Loader		13 Compactors	
	1f Overhead Gantry (Rider)		14 Road Rollers	
	1g Overhead Gantry (Pendant/Radio/Remote)		15a Road Sweepers	
	1h Dockyard		15b Industrial Sweepers	
	1i Tractor Mounted		16 Skip Loaders	
	1j Slinger/Banksman / (Advanced)		17 All Terrain Vehicles	
	1k Slings/Fleeting		21 Piling Rigs	
	1m Ship Mounted		22 Site Safety Awareness	
	1n Jetty Crane		23 Portable Mobile Towers	
	1p Free Standing		24 Paving Machines	
2. Excavators	2a 360 deg Wheeled		25 Use of Recovery Vehicles	
	2b 360 deg Tracked		26 Screener & Crushers	
	2c 180 deg		27 Forestry Forwarders	
	2d Mini Diggers		28 Steam Cleaners	
	2e Rail Mounted		29 Quarry Induction	
3. Work Platforms	3a Scissor Lifts		18. Refuse Vehicles	18a Front End Loaders
	3b Telescopic			18b Rear End Loaders
	3c Articulated Boom			18c Demountable Containers
	3d Truck Mounted		19. Safety Skills	19a Crane Supervisor
4. Lift Trucks	4a Rough Terrain Masted			19b Fall Arrest Equipment
	4b Telescopic Handlers			19c Lifting Equip Inspector
	4c Counter balanced			19d Manual Handling
	4d Reach			19e Abrasive Wheels
	4e Side loaders			19f Chain Saws
	4f Pedestrian Operated			19g Fire warden
	4g Narrow Aisle	19h COSHH		
	4h Container Handlers	19i Risk Assessor		
	4i Multi-steer	19j Accident Investigator		
	4j Truck/Vehicle Mounted	19k Appointed Person LOLER/BS7121		
	4k Pallet	19m Cable Detection Eqpt		
	4m Industrial Telescopic	19n Shunting LGVs/Trailers		
	4n Tele-truck	19p Small Tools		
	5. Dumpers	5a Front Tipping	19q Confined Spaces	
5b Side Tipping		19r Loading/Securing Vehicles		
5c Artic		19s Woodworking		
6. Rear Dumpers	6a Rear Dump Trucks	19t Tower Scaffolds		
	6b Artic	19u Reversing of Lorries		
7. Loading Shovels	7a Wheeled	19v Cutting Equipment		
	7b Mini-loaders	20. Instructional Skills	20a Lift Truck Instructor	
	7c Tracked		20b Crane Instructor	
8. Tractors	8a. Agricultural		20c Methods of Instruction	
	8b Industrial		20d Advanced Instructor	
	8c Shunting/Tow		20e Manual Handling Instr	

**NATIONAL OPERATOR TRAINING LICENSING SCHEME
Training Audit Form**

Auditors Name:		Visit Date:	
Organisation:			
Address:			
Instructors:			
General Requirements	Yes	No	Comments
Insurance Certificate valid			
H&S Policy up to date			
Risk Assessments completed			
Equal Opportunities followed			
Instructors qualified			
First aid facilities available			
Fire procedures available			
Accident procedures available			
CLASSROOM/LECTURE FACILITIES			
	YES	NO	REMARKS
Use of			
Tables/chairs			
Lighting			
Minimum noise			
Heating			
OHP/screen			
Write boards			
Marker pens			
Video/TV			
Flip charts			
Models			
Other training aids			
TRAINING AREA			
Use of			
Adequate number of vehicles/plant/machinery			
Suitable terrain			
Adequate dimensions			
Free of hazards			
Adequate lighting			

Controlled access			
Training aids			
Acceptable noise level			
Inspected frequently			
Protective clothing - Safety shoes			
Hard hats			
All weather clothing			
High visibility clothing			
Washing facilities			
Toilet facilities			
Refreshment/eating area			
Vehicle/plant inspections carried out			
Repair/maintenance facilities			
Training area marked out with instructions/directions			
Safety signs			
Fire equipment			
TRAINING COURSE PROVISION			
	YES	NO	REMARKS
Course title			
Number students per instructor			
Course programme			
Course aim			
Course content meets customer needs			
Time per trainee			
Trainee has time for practice			
Trainee register available			
Handouts provided to trainee			
Trainee examined/assessed at course end			
Record of examination/assessment kept			
Trainee certificated at course end			
TRAINEES COMMENTS			
Course met requirements			
Trainees treated correctly			
Trainees provided with assistance/advice			
Trainee responses listened to			
Trainee allowed to comment on course			
Trainee understood explanations given			
Trainee understood safety requirements			
Trainees given time to practice skills			

