

# Construction Skills Certification Scheme

## CSCS Telescopic Handler Candidate Pack

Please read this document carefully. Further information and clarification may be obtained from the CSCS Operations Unit, phone 01 533 2500

### Guidance Notes for Candidates

The following documents are also attached:

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

### Aim of Programme

The CSCS plant training and assessment programme enables trained construction 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 telescopic handler operator in construction in accordance with the 5<sup>th</sup> Schedule – of the Safety, Health and Welfare at Work (Construction) Regulations 2013 – S.I. No. 291 of 2013. The six months experience must be within the last two years.
- Possess a valid 'Safe Pass' registration card
- Be at least 18 years of age

Note: The above items must be verified by the current or previous employer (Part 3 of this pack)

### Application Requirements

- Approved Training organisations must send the Candidate Pack and Course Notes to the Candidate at least five days prior to the course date.
- Sections A B and C of Part 2 need to be completed by the applicant with Part 3 completed by the employer.
- Section C of part 2 must list at least six months full time experience operating as a trainee telescopic handler operator.
- Part 1 - Skills Self-analysis, Part 2 Applicant Details and Part 3 - Endorsement of Operating Competence must be completed and submitted to the chosen Approved Training Organisation at least one-day prior to 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 Safe Pass card plus safety helmet, safety boots, reflective 'hi-viz' jacket and gloves.**

# Construction Skills Certification Scheme

## CSCS Telescopic Handler Candidate Pack

### One Day Programme Content

#### Induction

Registration and induction will be undertaken at the start of the day. Candidates **must** present their Safe Pass card and photograph to the assessor. Parts 1, 2 and 3 must be already submitted.

#### Skills Validation Session

Candidates will undertake a minimum of a 3 hour Skills Validation Session with the course instructor. The Skills Validation Session cannot give skills and knowledge not held, but allows trained operators 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 demonstrated dangerous operating skills that contravene any part of the Safety, Health and Welfare Regulations.

#### Theory Test

On completion of the Skills Validation Session, candidates are allowed 45 minutes to undertake a multi-choice question paper. Questions will be based on the following:

- 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 relevant)
- 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 Skills Validation Session.

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 test the candidate will demonstrate tasks with the telescopic handler. The tasks to be undertaken, equipment required and a sample grading sheet is 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 a telescopic handler.

The grading sheet is divided into essential items and scored marks. Scored marks allow a limited number of minor errors to be made. To succeed, the candidate must achieve all essential items and not exceed the maximum score. Candidates who score no penalty marks as well as all the essential marks will be awarded a credit. The practical test has a maximum time of 1 hour and 15 minutes in which all tasks must be completed.

## Construction Skills Certification Scheme

### CSCS Telescopic Handler Candidate Pack

#### 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 CSCS card is printed and posted to the training provider for distribution. A QCI certificate will also 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.

Candidates who are referred will receive written feedback from the assessor, and may be advised to undertake further 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 test, then they may not attempt the practical test.

This concession may only occur if the candidate returns to the same approved trainer and training organisation within 9 months. If they choose to go to a different organisation, they will have to do both the practical and theory parts again.

For learners who do not reach the required standard, a period of 5 days must elapse before they can retake the test.

#### Registration Card Duration

CSCS registration cards are valid for five years and can be renewed up to six months before the expiry date

#### Cancellation of Certificates and Cards

Where it is discovered that the information provided by the Candidate was incorrect or the programme was not delivered in accordance with SOLAS specifications the Certification and registration card may be withdrawn and the relevant authorities notified.

## PARTICIPANT 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") you will provide when completing the participant application form (the "**Form**") to be registered as a CSCS/QSCS cardholder. This Notice also details how SOLAS will process your Personal Data for the purpose of assessing your Form and, if successful, issuing your 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 (e.g. name, contact details, PPSN, address, photograph, occupation and employer details.).

**IMPORTANT:** where you provide Personal Data about other individuals (eg 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

This subsection sets out the rights which you have to address any concerns or queries with us about our processing of your Personal Data:

Right	Further Information
Right to be Informed	<ul style="list-style-type: none"> <li>You have the right to know whether your Personal Data are being</li> </ul>

	processed by us, how we use your Personal Data and your rights in relation to your Personal Data. We comply with this by way of this Notice.
<b>Right of Access</b>	<ul style="list-style-type: none"> <li>You have the right to request a copy of the Personal Data held by us about you.</li> <li>We will only charge you for making such an access request where we feel your request is unjustified or excessive.</li> </ul>
<b>Right to Rectification</b>	<ul style="list-style-type: none"> <li>You have the right to request that we amend any inaccurate Personal Data that we have about you.</li> </ul>
<b>Right to Erasure</b>	<ul style="list-style-type: none"> <li>You have the right to ask us to erase your Personal Data where:             <ol style="list-style-type: none"> <li>it is no longer necessary to perform your contract with us;</li> <li>you object to the processing and we have no overriding legitimate grounds;</li> <li>your Personal Data has been unlawfully processed; or</li> <li>it must be erased to comply with a legal obligation.</li> </ol> </li> </ul>
<b>Right to Restriction of Processing</b>	<ul style="list-style-type: none"> <li>You have the right to ask us to restrict processing your Personal Data in the following situations:             <ol style="list-style-type: none"> <li>where you contest the accuracy of your Personal Data;</li> <li>where the processing is unlawful and you do not want us to delete your Personal Data; or</li> <li>where we no longer need your Personal Data for the purposes of processing but you require the data in relation to a legal claim.</li> </ol> </li> <li>When you exercise this right we may only store your Personal Data.</li> <li>We may not further process the data unless you consent or the processing is necessary in relation to a legal claim or to protect the rights of another person or legal person or for reasons of important public interest.</li> <li>We will inform you before the processing restriction is lifted.</li> </ul>
<b>Right to Data Portability</b>	<ul style="list-style-type: none"> <li>You may request us to provide you with your Personal Data which you have given us, in a structured, commonly used and machine-readable format and you may request us to transmit your Personal Data directly to another controller, where this is technically feasible. This right only arises where:             <ol style="list-style-type: none"> <li>we process your Personal Data on the legal basis that it is necessary to perform our contract with you; <b>and</b></li> <li>the processing is carried out by automated means.</li> </ol> </li> </ul>

You can exercise any of these rights by submitting a request to **the Data Protection Officer, SOLAS, 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.

## 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.

## Construction Skills Certification Scheme

### Skills Self-Analysis CSCS Telescopic Handler - Part 1

#### Introduction

The aim of this form is to allow applicants to measure their knowledge and experience on the safe use of telescopic handler against the questions below. This is to ensure that all those attending the One-day Trained Operator Programme have sufficient skills and knowledge to comfortably meet the required standards. This section **must** be completed and returned to the chosen Approved Training Organisation prior to attending the one-day training and assessment programme.

#### Instructions to the Applicant

Please take your time and answer all questions honestly, as dishonest answers mean that you may be un-successful 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:

	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 operators 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 telescopic handler for site and road travel?	<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 slopes with and without a load correctly?	<input type="checkbox"/>	<input type="checkbox"/>
7. are you able to manoeuvre in confined and restricted areas in forward and reverse?	<input type="checkbox"/>	<input type="checkbox"/>
8. can you set the telescopic handler correctly to lift various loads?	<input type="checkbox"/>	<input type="checkbox"/>
9. do you know what the recommended minimum distance is when working near power lines?	<input type="checkbox"/>	<input type="checkbox"/>
10. can you explain the purpose of the stabilisers (wheeled machines) and when they should be used?	<input type="checkbox"/>	<input type="checkbox"/>
11. do you know how to read and interpret load or duties chart correctly?	<input type="checkbox"/>	<input type="checkbox"/>
12. can you explain the different methods of determining the weight of a load?	<input type="checkbox"/>	<input type="checkbox"/>
13. can you lift and place various loads accurately in confined spaces i.e. within 100mm of another load or structure?	<input type="checkbox"/>	<input type="checkbox"/>
14. do you understand the approved hand signals for lifting?	<input type="checkbox"/>	<input type="checkbox"/>
15. have you retrieved or removed loads without damaging adjacent loads?	<input type="checkbox"/>	<input type="checkbox"/>
16. can you explain why the forks, when lifting a load, must be set equally apart?	<input type="checkbox"/>	<input type="checkbox"/>
17. do you know the correct procedure to load and unload a vehicle bed or trailer?	<input type="checkbox"/>	<input type="checkbox"/>
18. can you shut down and secure the telescopic handler correctly after work	<input type="checkbox"/>	<input type="checkbox"/>

Yes total \_\_\_\_\_

Candidate Name: ..... Date: .....

### Skills Self-Analysis CSCS Telescopic Handler - Part 1

# Construction Skills Certification Scheme

## Assessment Grading

### If you have scored 12 – 18

You appear to have a good understanding of Telescopic Handler operations to comfortably participate on the trained operator course programme.

### If you have scored 8 – 11

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

### Less than 8

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

## 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** .....
- **Safe Pass card** .....
- **Safety helmet** .....
- **Safety boots** .....
- **Reflective 'hi-viz' jacket** .....
- **Gloves** .....

Further information and clarification may be obtained from the CSCS Unit Office or phone 01 5332500

**Application Details**  
**CSCS Telescopic Handler - Part 2**

## Construction Skills Certification Scheme

### Section A Applicant Details

Surname ..... Forenames.....

Address .....

.....

..... Date of Birth: .....

Tel: ..... PPS Number .....

Safe Pass Expiry Date: .....

### Candidate Profile

Candidates for this programme must:

- Have at least six months full time experience operating as a trainee Telescopic Handler operator in construction in accordance with the 5<sup>th</sup> Schedule – of the Safety, Health and Welfare at Work (Construction) Regulations 2013 – S.I. No. 291 of 2013. The six months experience must be within the last two years.
- Possess a valid 'Safe Pass' registration card
- Be at least 18 years of age

### Section B Applicant Declaration

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

- I have as least six months full time experience operating as a trainee Telescopic Handler operator in construction within the last two years
- I am in possession of a valid 'Safe Pass' registration card
- I am at least 18 years of age

Please sign

Date: .....

### Application Details CSCS Telescopic Handler - Part 2



## Construction Skills Certification Scheme

### Section C Applicant Experience

Please briefly list work carried out with a Telescopic Handler 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 14- 22 May 2015	JCB 530-14	<i>Barron Homebuilds, Kilty Street, Dublin. Unloading vehicles, moving loads around site and placing at various heights</i>
		<p style="text-align: right;"><i>(continue on a separate sheet if needed)</i></p>

**Endorsement of Operating Competence - Telescopic Handler - Part 3**

## Construction Skills Certification Scheme

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 Endorsers details section.

I consider that the above named applicant is able to competently:	Initials
1. Check, inspect and maintain a telescopic handler for efficient and safe use under construction site conditions	
2. Safely operate and control a telescopic handler over varying terrain and inclines carrying various types of loads	
3. Understand and interpret load capacity charts and safe load indicators	
4. Lift and place loads onto and off trailers, and up to maximum height with a telescopic handler	
5. Comply with site procedures for receipt, organisation and distribution of site materials	
6. Park, shut down, secure and leave the telescopic handler in a safe condition	
7. Follow given instructions and manufacturers requirements when working with the telescopic handler	

**Endorsers Details**

Full Name: .....

Company name and address: .....

.....

Position: ..... Contact Tel no: .....

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

**Declaration**  
We/I the employer confirm that:

- the applicant has as least six months full time experience operating as a trainee telescopic handler operator in construction within the last two years
- the applicant is in possession of a valid 'Safe Pass' registration card
- the information detailed in this application, and any submitted information is valid, genuine and correct.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Practical Test Specifications Telescopic Handler- Part 4**

**Equipment and Resources**

## Construction Skills Certification Scheme

- Serviceable telescopic handler fitted with stabilisers which meets current legislation, has standard forks, a R.O.P.S, F.O.P.S, seatbelt and rough terrain capability and the Manufacturers manual.
- Loads of known weights to consist of:
  - 1 x load not less than 60% of the telescopic handlers rated capacity - **Load 1**
  - 3 x similar size palletised loads suitable for stacking safely - **Load 2**
  - 1 x load of a weight less than the telescopic handlers lift capacity at full horizontal reach - **Load 3**
- Lorry bed equipped with a headboard. (this may be simulated but **must** have the same dimensions including the ground/bed height).
- Loading out tower or suitable structure not less than 75% of telescopic handlers maximum lift height, able to safely support **Load 1**.
- An area which must have level ground, rough, uneven terrain, a slope(s) not less than 18% (1:5.5) incline, and a straight run of at least 20 metres.
- A tape measure able the full reach of the telescopic handler.

### Tasks

**Prior to starting the test, the forks must be set to the widest position.**

The Candidate needs to:

1. Carry out full pre-start and running checks as required by the manufacturer.
2. Prepare the telescopic handler for travel, and travel to the location of **Load 1**. The route is to include travelling up and down the slope(s).
3. Pick up **Load 1** and travel the route which is to include:
  - Travelling up and down the slope(s). Whilst travelling up the incline, stop and re-start the telescopic handler
  - travelling over rough, uneven terrain
  - Pass through a chicane in a forward and reverse direction. There must be a clearance of no more than 600mm of the machine's width between the chicane sides and the telescopic handler when passing through.
4. Place **Load 1** onto the loading out tower. When placed manoeuvre the telescopic handler away from the tower which involves a change of direction.
5. Retrieve **Load 1** and lower to ground level.
6. Travel with **Load 1**, in reverse, in a straight line for a minimum distance of 20 metres. When completed place the load at a given point.
7. Place 3 x **Load 2** onto the vehicle bed with 2 loads squared up to the headboard, following a sequence of loading the vehicle bed fully. There must be no more than 75mm clearance

## Construction Skills Certification Scheme

between the loads, and the loads and vehicle headboard. The trailer can be accessed from one side only.

8. Remove 3 x **Load 2** from the vehicle bed and place at a given location.
9. Pick up **Load 3** and place at ground level at a given point, which can only be accessed by using full horizontal reach of the telescopic handler.
10. Demonstrate undercutting by both lifting and placing a load.
11. Travel the telescopic handler to a park position, shut down and secure.

### Time

- The candidate must complete all tasks within 1. hour and 15 minutes

### Example of practical assessment marking sheet

1. Carry out pre-start and running checks (verbal questions correctly answered if engine hot)
2. Mount and dismount the telescopic handler correctly
3. Carry out full observation before reversing the telescopic handler
4. Clear any restrictions and hazards encountered whilst travelling and reversing
5. Wear the seat safety belt
6. Ensure all loads were secure whilst on the forks and after placing
7. Place the loads at the required position, within the specified tolerance
8. Correctly carry out shut down and securing procedures
9. Conform with legislation and manufacturer's instructions
10. Complete the test in the time given