

## Introduction

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The category of Plant Driving has been introduced within CPCS to provide certification for the driving of plant and equipment for non-operational purposes. On completion of the CPCS testing process, cardholders need to hone and refine their skills within the workplace allowing them to become confident with the tasks on the relevant range of plant and equipment. Upgrade criteria are based on units from the national occupational standards (NOS) for plant operations.

## Upgrade criteria

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To upgrade the category and relevant endorsements to the blue CPCS competent operator card requires confirmation from the employing organisation that the minimum number of listed activities have been undertaken, that both the employer and applicant confirm they are able to apply the relevant skills and understanding in the workplace and underpinned by a minimum of 30 hours undertaking the plant driving and/or loading/unloading role.

## Completion requirements

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This document – CPCS A68CA - is divided into 4 parts:

**Part 1 - Application details:** lists the details of the applicant, details of the employing organisation and the employing organisations confirmation.

**Part 2 - Assessment of competence:** lists the standards required, confirmed by both the applicant and employer.

**Part 3 - Record of experience:** outlines the applicant's workplace activities for a period of not less than 30 hours (*concessions apply and are listed in this part*).

**Part 4 – Endorser details:** lists the details of the endorser(s) nominated by the employing organisation to confirm the applicant's abilities.

## Submission requirements

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Once **ALL** parts of this document have been completed, it must be attached to the form Application to Upgrade to a Full CPCS Competent Operator Card (CPCS F1/2). The following amendments need to be made to form CPCS F 1/2.

**Section C: Enter the required category codes as listed on this document but DO NOT tick the NVQ/SVQ box.**

**Section E: Must be the employing organisations endorser as listed on this document.**

Completed forms CPCS A68Competence Assessment and CPCS F1/2 need to be sent to the mailing address as shown on form CPCS F1/2 along with the required card processing fee.

Applications will be rejected should any part of this document not be completed as required.

## Verification

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CPCS reserves the right to audit each application as part of the scheme's quality assurance procedures which may involve contacting the employing organisation to determine the authenticity, validity and reliability of the contents within this document.

## Part 1 – Application details

The applicant needs to complete section A. The employing organisation must complete sections B and C but may complete section A on behalf of the applicant.

### Section A - Applicant's Details

Applicant name:

CPCS card number:

Applicant's Date of Birth:

### Section B - Employing Organisation's Details

Company name:

CITB registration number *(if applicable)*:

Company Address:

Company postcode:

Company email address:

### Section C - Employing Organisation's Confirmation

*The named individual signing this section must be in a managerial position and nominated by the employing organisation for this task.*

I on behalf of this employing organisation confirm that the named applicant is considered competent in carrying out the listed tasks, possess the relevant understanding in Part 2 of this document and that all supporting information in this document is valid, authentic and reliable.

Name:

Position:

~Renew

Contact Tel No:

Signature:

Date:

## Part 2 - Assessment of competence

This section confirms the applicant's ability to being able to apply the listed skills in the workplace, supported by the relevant understanding, and the record of experience outlined in Part 3 of this document.

This section is to be completed by both the applicant and the endorser. Each statement must be initialed by both parties and the applicant only considered competent when all statements are initialed.

An endorser is the employing organisations nominated individual who is at a minimum of supervisor level and is in a position to confirm the applicant's abilities.

Endorsers can only sign the statements that they can confirm. Additional endorsers may be required to confirm other areas, and who are named in Part 3.

The term relevant plant applies to the range of types within each endorsement

**I, the applicant confirms that I am correctly able, supported by the relevant understanding, to:**

**I, the endorser confirms that the applicant is correctly able, supported by the relevant understanding, to:**

Statement	Applicant initials	Endorser initials
1. Interpret and comply with given operating information from sources such as the operator's manual and method statements		
2. Communicate with others for tasks needed to be carried out		
3. Comply with relevant legislation, regulations and guidance relating to the movement of plant		
4. Select or request resources and consumables relating to the movement of plant, and dispose of any waste in accordance with legislation		
5. Check and prepare relevant plant for travel		
6. Carry out running checks and configure relevant plant for travel		
7. Drive and manoeuvre relevant plant on terrain typical for the type		
8. Protect the machine and surrounding area from damage during travel		
9. Position, park, shut down and isolate relevant plant		
10. Leave relevant plant in a safe manner		
<i>Loading/unloading endorsement additional:</i>		
11. Confirm that the transporter is suitable for the relevant plant and is configured for loading /unloading activities		
12. Manoeuvre relevant plant onto and off a transporter/trailer from, and to, given positions whilst following instructions		

### Part 3 – Record of experience

This section lists details of plant driving experience for which at least **30** hours of this activity must be recorded. The time listed must relate directly to the activities listed in Part 2 of this document and NOT for any other forms of work e.g. maintenance, warm-up etc. Applicants holding the loading/unloading endorsement need to list a further total of **10** hours of undertaking this activity. However if the applicant holds a CPCS blue card bearing a mobile category of plant, only **10** hours need to be recorded in this part to upgrade the loading/unloading endorsement.

Date of activity	Location	Plant type	Outline of task/activity	Hours (or part of)

**Note 1:** Additional pages may be printed

*Note 2: CPCS logbook pages may be used in lieu of this part but must contain the same information*

## Part 4 – Endorser details

The details of the employing organisation's endorser (or endorsers) must be completed in this section

### Endorser #1

Name:

Position:

Company address *(if different to the address in part 1)*

Contact Tel No:

Date:

### Endorser #2

Name:

Position:

Company address *(if different to the address in part 1)*

Contact Tel No:

Date: