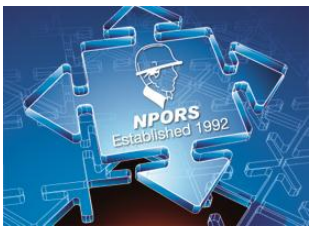


Course Objectives for N243 Shunter Vehicle

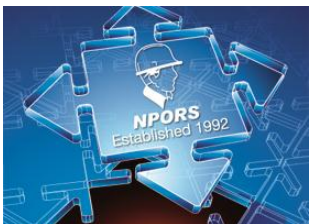
It is envisaged that by the end of this course of training the trainee operator will be able to answer questions on and perform the following:

- Have a basic understanding of the industry, the dangers of working in the industry and their responsibilities as an 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
- Conduct all pre-operational checks in accordance with manufacturer's and legislative requirements
- Identify and maintain PPE appropriate for Shunter Vehicle use
- Conduct all necessary safety checks at the work area
- Prepare the Shunter Vehicle for use and operate machinery safely and efficiently
- Attach and set trailers ready for operation
- Environmental considerations
- Transport and uncouple Shunter Vehicle attachments
- Carry out all end of work and shut down procedures



Learning Outcomes for N243 - Shunter Vehicle

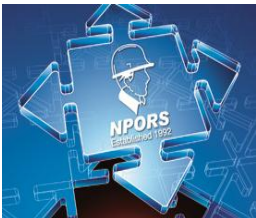
Learning Outcome	Instructor Notes
Have a basic understanding of the industry, the dangers of working in the industry and their responsibilities as an operator.	Explain the structure of the course and the need to comply with your instructions at all times • Explain that the industry is very dangerous 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, PUWER 98, LOLER98, risk assessments, method statements, ACOP, risk assessments, method statements, ACOP, Vibration at Work Regulations 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)
Have a working knowledge of the manufacturer's handbook for the particular machine to be used.	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
Be able to locate and identify the major components of the machine and explain their functions.	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, steering, brakes, chassis, fuel tank, guards, air lines, fifth wheel, jacks, wheels, trailer pin, and all other safety systems etc.
Be able to locate and identify key controls and explain their functions.	Explain the different controls and their functions • Explain how correct and sympathetic use of the controls can ensure safety of the machine and help prolong machine life by reducing wear and tear. Refer to the manufacturer's handbook, codes of practice, decals
Conduct all pre-operational and Running checks in accordance with manufacturer's and legislative requirements.	Explain the importance of pre-operational and Running 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.
Identify and maintain PPE appropriate for Shunter Vehicle use.	Explain that PPE should include the following: Suitable safety boots, ear defenders, face/eye protection, dust mask if appropriate, suitable gloves, overalls, hard hat etc.



Learning Outcomes for N243 - Shunter Vehicle

Learning Outcome	Instructor Notes
Conduct all necessary safety checks at the work area.	Explain and demonstrate the following fully: • Walk the site and highlight or remove any hazards • Confirm that the condition of the site is safe to work in • Report any hazards that cannot be removed • Set out warning signs and barriers, Exclusion zones to warn members of the public and to exclude animals
Prepare the Shunter Vehicle for use and Operate machinery safely and efficiently.	Explain and demonstrate all safety procedures to be adopted including: • Correct starting procedure • Mount and dismount the machine • Identify and report any defects • Air-line (suzie) connections • Air pressures • Correct procedure for adjusting / changing different attachments • Follow all safe working procedures • Adhere to Road Traffic Act where applicable • Check electrical safety, overhead & underground services • Check fluid levels • Check batteries
Attach and set trailers ready for operation.	Explain and demonstrate procedures to be adopted including: • Couple up procedures • Securing process • Implement / Tractor compatibility • Hitch controls • Implement stability and security • Raise landing legs • Starting / stopping procedures • Hazards associated with all implements • Remove and secure implements
Environmental considerations.	Explain and demonstrate procedures to be adopted including: • Clear visibility • Communication system – signals etc. • Noise • Dust • Vibration • Ground contamination • Ground damage • Fuel Spills • Fumes • Flying debris
Transport and uncouple Shunter Vehicle Attachments.	Explain / Demonstrate the following: • Uncouple air hoses, attachments etc. • Lower landing legs and secure • Correct / Secure Storage of attachments • Refer to manufacturer's handbook
Carry out all end of Work and shut down procedures.	Explain and demonstrate procedures to be adopted including: • Shut down procedures and machine security • Release air, drain tanks • Clean machine thoroughly after use to avoid corrosion, facilitate maintenance, prevent personal contamination • Inspect machine for signs of wear and damage

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 N243

Registration No:

Shunter Vehicle

Forename(s):

Surname:

Dates:

Home Address:

Company Name: (This is shown on the certificate)

From: / /

To: / /

Tel:

No. of days _____

Postcode:

Tel:

Training Location:

Assessment only (tick) ☐

Email Address:

Date of Birth:

Required:

NI No:

Card

Certificate

☐

☐

Task	ASSESSMENT REPORT (All mandatory fields must be completed for a full card to be issued)	Achieved Yes / no
1	Safety awareness session: Health & Safety at Work Act 74, PUWER 98, Signs & Signals Regs, P.P.E. Control of vehicle operations, Different vehicle types, Blind spots, Air brake safety, Risk assessment, Site hazards	Mandatory
2	Pre-operational checks: Fluid levels, Tyres, Lights, Air connections, Trailer and Vehicle brakes, Steering, Wheel/jacks on trailer, Mirrors, Camera, Reverse alarm, Battery, Fuel, Electric connections, Exhaust, Horn, Gauges, Air buzzer, Air build up relief valve.	Mandatory
3	Operations: Manoeuvre vehicle empty, drive around site in forwards and reverse in: Confined areas Loading areas Work areas	Mandatory
4	Couple-up trailer (empty): Assess site and reverse into position with and without a banksman, then safely couple-up trailer and carry out safety checks, drive lorry and trailer around site in various locations moving in and out of areas such as: Compounds - Loading area/bays - Stock piles - Tipping areas - Warehouse - Weighbridge - Obeys Signals/ Signs	Mandatory
5	Couple-up trailer (loaded): Assess site and reverse into position with and without a banksman, then safely couple-up trailer and carry out safety checks to trailer and load, drive lorry and trailer around site in various locations moving in and out of areas such as: Compounds - Loading area/bays - Stock piles - Tipping areas - Warehouse - Weighbridge - Obeys Signals/ Signs	Mandatory
6	Un-couple trailer (loaded): Assess site and reverse into position with and without a banksman, then safely un-couple trailer and complete safety checks, then safely drive away leaving trailer, load and area safe.	Mandatory
7	Work tasks: Position trailer and lorry safely to be loaded or unloaded and ensure load and area are safe before moving, (loaded by) Forklift - Loading shovel - Conveyor - Hopper/Chute - Excavator - Crane - Other: (If required tip into/onto tip area)	Mandatory
8	Parking-up: Safely park the vehicle in designated area, correctly shut down, all brakes applied (drained if required), re-fuelled, isolated and locked up	Mandatory

Attachments / Restrictions (to be shown on card / certificate):

Includes.....attachment

Restricted to.....only

Reason for Restriction
(Delete as Appropriate)

Commercial / Training
Reasons / Limitations

Equipment:

Make:

Model:

Capacity:

Theoretical Test Form

(These questions may be given orally if appropriate)

1		
2		
3		
4		
5		

Total

(Circle Answer)

Marks

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

(Circle Answer)

Marks

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

Total

The required pass mark is 80%

Total Marks Awarded _____% Pass / Fail

Data Protection Act 1998: We may obtain, use, process and disclose personal data about you in order that we may discharge the services and /or products offered by NPORS Ltd., and for other related purposes including updating and maintaining your records, crime prevention, legal and regulatory compliance. You have the right of access, under the data protection legislation, to the personal data we hold about you. For the purposes of the Data Protection Act 1998, Data Controller in relation to personal data supplied about you is National Plant Operators Registration Scheme.

CANDIDATES DECLARATION

- I have been informed of the results of the test
- The test was conducted as above
- Data Protection Act** – Details of this test may not be passed to third parties on request (please tick) ☐
- 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.....

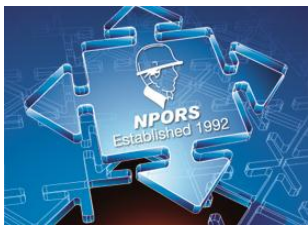
INSTRUCTORS DECLARATION

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.....



Test Questions

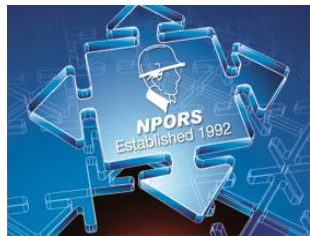
(25 Questions - 4 points per questions)

TQ243

Shunter Vehicles

No.	Questions
1	Name 4 site hazards associated with shunting operations?
2	Name 6 safety precautions you should take when coupling and un-coupling trailers?
3	Why are High sided trailers more hazardous to use?
4	What is the purpose of the Red airline and the Yellow airline?
5	Why is it important to physically check around your trailer before picking it up and dropping off?
6	Whose signals should the driver obey on site? a) Anyone who can give signals b) Only authorised personnel c) Anyone asked by the site manager
7	Reversing operations should be? a) Kept to a minimum b) Done without a banksman if you can see behind c) Done with the banksman standing on one side of the vehicle only
8	When driving articulated vehicles drivers should consider? a) They are slower than rigid vehicles b) They are longer and have extra blind spots c) They require two banksman
9	Before moving a high sided trailer on site you should check for? a) Overhead cables b) Uneven, soft, sloping ground c) Both of the above
10	Where should the vehicle banksman stand? a) At the rear b) At the front c) Where they can be seen
11	The driver is responsible for parking the trailer safely? a) Only when coupled to it b) When it is un-coupled c) Both of the above
12	If you lose sight of your banksman when driving you should? a) Drive around to find them b) Stop the vehicle c) Ask someone else to guide you
13	When using a tipping trailer when is it acceptable to drive with the body raised? a) After the load has been discharged b) To increase visibility c) Never
14	Before picking up a loaded trailer on site you should? a) Ensure all operations have finished b) Check the load on the trailer c) Couple-up first

15	If you have to get onto the trailer as part of your duties you should? a) Use the steps and grab rails provided b) Use a harness and gantry system if required c) Both of the above
16	3 airline unit on to a 2 airline trailer, which one do we NOT need to use? a) Blue b) Red c) Yellow
17	When lowering trailer legs they should be? a) Hard on the ground and lifting trailer b) Slightly off the ground c) 8 to 9 inches off the ground
18	Before leaving a trailer uncoupled you should check? a) Check tyre pressures b) Remove light lenses c) Check parking brake is applied
19	You see a red light on the loading bay that you have just coupled a trailer up from, you should? a) Ignore it b) Check to see it has been unloaded c) Check with bay operative to make sure it is safe to move
20	Before you uncouple a trailer, what is the first thing you should do? a) Check to see it is empty b) Apply trailer brake c) Make sure rear doors are locked and secured
21	Before you take a trailer on to the public highway the last check you make is? a) Is it loaded b) Have you got you route map c) If the trailer brakes work
22	You notice a cut on a super single, what action should you take? a) Ignore it somebody else did it b) Do not move the trailer, but report it c) It's ok to go on the road
23	You are asked to move a trailer, you check the load, but it is not secured, you should? a) Move it anyway. Its only in the yard b) Get the load restacked safely c) Make sure nobody is in the way as you move the trailer
24	What is a palm coupling? a) A male end of a coupling b) A coupling with a tap c) A flat air coupling device
25	You are asked to move an A frame trailer it would be easier to? a) Push it with a prime mover in position b) Reverse it in position c) Use a fork lift truck



Test Answers

(25 Questions - 4 points per questions)

TQ243

Shunter Vehicle

No.	Answers
1	Name 4 site hazards associated with shunting operations? People, Overhead power cables, Doorways, Overhead pipe work, Low headroom, Other plant/vehicles, Soft ground, Buildings, Reversing, Narrow roadways etc.
2	Name 6 safety precautions you should take when coupling and un-coupling trailers? Check trailer height, Check fifth wheel position, Check ground conditions, Switch off engine, Remove keys, Handbrake applied, Use caution with air fittings, Ensure trailer pin is properly engaged, Release/Engage trailer brakes properly, Ensure jacks/wheels are raised/lowered safely, Check for overhead hazards, Check all around trailer and load, Plug in and check lights.
3	Why are High sided trailers more hazardous to use? Because they are unstable in high wind and on soft/rough/uneven ground (they tip over easily) They are a risk to overhead hazards such as power cables and where there is low head room, and there are more blind spots.
4	What is the purpose of the Red airline and the Yellow airline? Red is the emergency airline and Yellow is the ordinary service brakes airline (handbrake and footbrake)
5	Why is it important to physically check around your trailer before picking it up and dropping off? To check for people, debris on floor (punctures), Something hanging off i.e. Mudguards, lights, part of load, All the sides are up, No rope, sheet or curtains are loose/hanging down, Nothing is either leaning or fallen against it, Wheel nuts and tyres, support legs are safe, ground conditions, load secure & overhead hazards.

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

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

The required pass mark is 80%