

SITE EVIDENCE · A14

Statement of Training and Competence Assessment

Rough Terrain Masted Forklift A14 · All sizes · issued for presentation to site management and health and safety personnel

Field	Entry
Operator	Fred Bloggs
Qualification	Rough Terrain Masted Forklift A14
Scope on certificate	All sizes
Assessed and awarded	August 2026
Certificates held	VQ Award (PHW-A14-FB-0826-A) and Certificate of Unit Credit (PHW-A14-FB-0826-UC)
Instructor / Assessor	Adrian Whetton, PHW Services Ltd
Assessor qualifications	A1 Assessor Award · V1 Internal Verifier Award
Evidence file reference	PHW-EF-FB-0826

1. Basis of the qualification

PUWER 1998 regulation 9 requires adequate training, following the three-stage model of basic training, specific job training and familiarisation set out in HSE Approved Code of Practice L117 (rider-operated lift trucks), which covers this machine type, with employer written authorisation. LOLER 1998 applies, requiring thorough examination at least every 12 months plus daily pre-use checks by the operator.

The VQ is structured operator training with formal theory and practical assessment, delivered and assessed by a qualified instructor and assessor, and internally verified. It evidences the BASIC TRAINING and JOB-SPECIFIC stages of competence. Site-specific familiarisation and the employer's written authorisation to operate complete the picture.

2. Theory assessment: what was completed

A 71-question written theory test, answered in the candidate's own handwriting, covering:

- Roles, responsibilities and the law
- Machine components, stability and the load centre
- Pre-use inspection and defect reporting
- Travelling technique on gradients and rough terrain
- Lifting, transferring and placing loads against the rating plate
- Loading and unloading vehicles
- Load information, housekeeping and waste segregation
- Machine transport on and off road freight vehicles
- Parking, shutdown and post-operational checks

Pass standard: 80% (57 of 71). The following are designated safety-critical and must be answered correctly irrespective of the overall score:

- Hard hat only removed when seated in an enclosed cab or structure meeting FOPS criteria
- Lifting operations properly planned and supervised under LOLER 1998
- Fork checks: end stops in place, no cracks, within wear limits, straight, latch pins complete and functional
- An attachment rested on the ground, unable to fall, before it is changed
- Proximity hazards assessed when travelling with a load: uneven terrain, holes, slopes and ramps, overhead obstructions, visibility, personnel, ground conditions
- Factors assessed before travelling with a physically large load: machine capability, site permission, route and ground suitability, correct configuration and load stability, environmental conditions, help available, lift plan criteria

- Factors known before picking up a load: size, weight, condition and stability, load centre, destination, route and landing condition
- Causes of forward tipping: excessive load centre, overload, travelling on slopes, potholes or uneven ground, travelling with the load raised
- Heaviest loads placed over the rear axle(s) when loading a flatbed transporter

Unit-by-unit knowledge questioning was also recorded and signed for each unit listed in section 5.

The question paper and marking crib are controlled assessment materials and are not published. They are held in the candidate's evidence file and are available for inspection by site management on request.

3. Practical assessment: what was completed

Structured exercises, each marked against observed performance criteria. Every criterion must reach COMPETENT. Any dangerous act terminates the assessment.

1. Pre-use inspection and preparation to the manufacturer's specification, covering forks, carriage, backrest, mast and lift chains, tyres, hydraulics, cab and rating plate, with checks recorded and defects reported
2. Travel and manoeuvre laden and unladen on rough terrain: correct fork and mast travel position, controlled speed, gradient technique, rutted and uneven ground, confined areas, blind corners and site traffic, reversing under observation, pedestrian awareness
3. Lift, transfer and place loads planned against the rating plate, machine positioned square and as level as the ground allows, clean pallet entry and exit, smooth raising and placing at height, no excessive forward tilt, lowered to travel position before moving off
4. Load and unload a vehicle: security checks completed first, plan and communication agreed with the driver, loads placed over the axles and against the headboard, stable unloading sequence with shifted or damaged loads identified first, vehicle balance maintained throughout
5. Load information confirmed before moving loads, work area kept clear of debris and spillages, goods handled without damage with pallet checks made, waste segregated to the correct streams
6. Machine transport onto and off a transporter: loading checks stated or demonstrated, machine driven on and off under control where facilities allow, left in the correct configuration for securing, responsibilities correctly identified
7. Parking, shutdown, isolation and post-operational checks: safe authorised position, forks grounded, brake applied, transmission neutral, correct shutdown sequence, key removed, machine isolated, condition reported

4. Assessment decision

Having examined the candidate's theoretical knowledge and observed their operating skills against the criteria above, the assessor deemed Fred Bloggs COMPETENT within the stated scope, and the qualification was awarded in August 2026.

The decision trail, meaning the questioning records, the marked handwritten test paper and the signed practical checklists, is held in the candidate's evidence file, retained for the life of the certificate plus three years, and is available to site management for verification on request.

5. Units assessed

Ref	Unit title
1072	Health, Safety and Security at Work
4701	Prepare the Rough Terrain Forklift for Driving or Manoeuvring
4702	Operate, Move or Manoeuvre the Rough Terrain Forklift
4703	Select, Transfer and Position Loads Using a Rough Terrain Forklift
4704	Load the Container, Vehicle, Vessel or Platform Using a Rough Terrain Forklift
4705	Unload the Container, Vehicle, Vessel or Platform Using a Rough Terrain Forklift
4706	Undertake Post-operational Checks on the Rough Terrain Forklift
4707	Obtain Information on the Collection and/or Delivery of Loads

4708	Keep Work Areas Clean
4709	Moving and/or Handling Goods
4710	Sort Goods and Materials for Recycling or Disposal
6831	Loading/Offloading the Rough Terrain Forklift onto Road Freight Vehicles

Unit references are PHW Services internal references. They identify the units of competence assessed; they are not awarding-organisation unit numbers.

6. For site management

- This statement evidences basic and job-specific training. Site-specific familiarisation and the employer's written authorisation to operate are separate and remain the employer's duty.
- This qualification records the training and assessment PHW Services carried out. It is evidence the employer can rely on when meeting its own duty under PUWER 1998 regulation 9. Whether that duty is met remains a matter for the employer.
- Refresher and reassessment is recommended at three to five years, or sooner following an incident, a near miss, a change of machine or a prolonged break from the work.
- To verify: contact Adrian Whetton at PHW Services quoting the operator name and the certificate reference shown above.

Operator training and the law

The page below holds this qualification in full: the certificates, the theory and practical assessment record, and the legal position on operator training.



Rough Terrain Masted Forklift A14

<https://phw-verify.pages.dev/v/FB0826/rough-terrain-forklift/>

Assessor name and signature	Date	Company stamp (optional)

Scope and limitations, read before use

IMPORTANT. SCOPE AND LIMITATIONS. This document records training and assessment carried out by PHW Services. It is a competence-based vocational qualification (VQ) issued by PHW Services. It is NOT a regulated qualification (NVQ/RQF) and is not issued under any awarding organisation. The legal duty to ensure employees are competent, and to provide site-specific familiarisation and written authorisation to operate, remains at all times with the employer.