

SITE EVIDENCE · EXC360

Statement of Training and Competence Assessment

360 Excavator EXC360 · Up to 12 tonnes (tracked or wheeled) · issued for presentation to site management and health and safety personnel

Field	Entry
Operator	Fred Bloggs
Qualification	360 Excavator EXC360
Scope on certificate	Up to 12 tonnes (tracked or wheeled)
Assessed and awarded	August 2026
Certificates held	VQ Award (PHW-EXC360-FB-0826-A) and Certificate of Unit Credit (PHW-EXC360-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 (adequate training), following HSE Approved Code of Practice L22 (safe use of work equipment). LOLER 1998 applies where the machine is used for lifting or object-handling duties.

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

- Roles, responsibilities and the law: the Health and Safety at Work etc. Act 1974, PUWER 98 regulation 9, LOLER 98
- Machine components, controls and the Operator's Manual
- Pre-use inspection, functional checks, mounting and dismounting
- Underground services, overhead lines and other site hazards
- Travel, slew and stability on open, confined and sloped ground
- Excavating to line and level, trench support and backfilling
- Loading transport vehicles, and changing buckets and attachments
- Shutdown, parking, thorough examination, and public highway or transport rules

Pass standard: 80% (32 of 40). The following are designated safety-critical and must be answered correctly irrespective of the overall score:

- Underground services check before digging (HSG47)
- Overhead line minimum clearance distances
- Action on contact with a live overhead line
- Slew radius danger area and exclusion zone
- Minimum standing or travel distance from an open trench or excavation
- Quick hitch engagement checks when changing buckets
- Precautions when loading a road vehicle, without slewing over the cab
- Danger of removing a hot radiator or expansion cap
- Considerations before public highway travel or transporting the machine

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 to the manufacturer's specification: undercarriage, pins and hoses, cab checks, quick hitch, correct mounting and dismounting, functional checks, defects recorded and reported
2. Safety checks and work-area set-up: exclusion zone for the full slew radius, services check completed before digging, overhead clearances confirmed, machine stance relative to the excavation, spoil position planned, signals agreed with the banksman
3. Travel across open, confined and sloped ground: correct travel configuration, controlled speed, confined-area manoeuvring with counterweight clearance managed, correct gradient technique, effective observation and banksman use
4. Excavate to line and level: sets up square, digs in controlled passes, works to the required line, level and depth, trench sides to the specified batter or support, no persons in the trench during operation, spoil placed as planned
5. Backfill, spread and grade: confirms the excavation is clear before backfilling, places fill in layers, spreads and grades to level, maintains machine stability on worked ground
6. Load a transport vehicle: vehicle and driver position agreed so the machine does not slew over the cab, controlled loading cycle with gentle discharge, even load distribution, communication maintained throughout
7. Bucket and attachment change: safe manual or quick-hitch change procedure, both pins fully engaged with the safety pin fitted where required, test curl or ground test performed before work, correct de-pressurisation and PPE
8. Park and shutdown: parks safely off routes with bucket and blade grounded, controls neutral and safety lever up, cool-down, key out and isolated, post-use checks completed and 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
5001	Roles and Responsibilities of the Excavator Operator; Use of the Operator's Manual
5002	Names, Components and Functions of the Excavator
5003	Correctly Mount and Dismount the Excavator
5004	Dangers of Underground Services, Overhead Cables and Other Site Hazards
5005	Pre-use Checks, Functional Checks and Correct Shutdown Procedures
5006	Locate and Identify the Controls and Their Function; Prepare for Site and Road Travel
5007	Configure and Travel the Excavator Across Various Terrains in Open and Confined Spaces
5008	Carry Out All Necessary Safety Checks in the Work Area
5009	Set the Excavator Up in Readiness for Excavating Tasks
5010	Carry Out Various Excavating Tasks
5011	Backfilling Excavations, Spreading and Grading Ground

5012	Loading Materials into Transport Vehicles
5013	Changing Buckets and Attachments for Specific Activities (Including Quick Hitches)

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.



360 Excavator EXC360

<https://phw-verify.pages.dev/v/FB0826/360-excavator/>

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.