SITE EVIDENCE · TTK

Statement of Training and Competence Assessment

Industrial Telescopic Forklift Truck (JCB Teletruk) TTK · Up to 3000 kg, telescopic boom, electric or diesel · issued for presentation to site management and health and safety personnel

Field	Entry
Operator	Fred Bloggs
Qualification	Industrial Telescopic Forklift Truck (JCB Teletruk) TTK
Scope on certificate	Up to 3000 kg, telescopic boom, electric or diesel
Assessed and awarded	August 2026
Certificates held	VQ Award (PHW-TTK-FB-0826-A) and Certificate of Unit Credit (PHW-TTK-FB-0826-UC)
Instructor / Assessor	Adrian Whetton, PHW Services
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, following the three-stage training model of HSE Approved Code of Practice L117 (rider-operated lift trucks, which covers industrial telescopic lift trucks). LOLER 1998 applies where the machine is used for lifting operations, requiring thorough examination at least every 12 months.

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

- Roles, responsibilities and the law
- Machine preparation and pre-use inspection, including boom sections and hoses
- Travelling with the boom retracted and low, gradients and manoeuvring
- Stability with the boom extended, the counterweight and rear-end swing
- Load assessment and the load chart by reach and height
- Load Motion Control as a support to the operator's own load checks
- Stacking and de-stacking by reach at height, and use of attachments
- Single-side loading and unloading of vehicles
- Post-operational checks, parking and shutdown

Pass standard: 80% (62 of 77). The following are designated safety-critical and must be answered correctly irrespective of the overall score:

- Seat belt use and roll-over protection
- Overhead services distances
- Excavation clearances
- Travel position with the boom retracted and low
- Load chart check before lifting at reach
- Load Motion Control supports, and never replaces, the operator's own checks
- Counterweight crush zones
- Licence and age requirements
- Isolation on leaving 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 and preparation to the manufacturer's specification, including boom sections, hoses and pins, the Load Motion Control check and the load chart, with defects recorded and reported
2. Travel and manoeuvre laden and unladen with the boom retracted and low: gradient technique, blind corners, confined aisles, pedestrian awareness, reversing under observation
3. Stacking and de-stacking by reach at height, planned from the load chart for the reach and height needed, approach square, truck level, clean pallet entry and exit
4. Single-side loading and unloading of a vehicle: vehicle security checks, plan agreed with the driver, loads placed over the axles and to the headboard, boom extension kept within the load chart, vehicle balance maintained
5. Goods handling, wrapping and housekeeping: load information confirmed, area kept clear, goods handled without damage, waste segregated to the correct streams
6. Park and shutdown: safe authorised position, boom retracted and lowered, forks grounded, brake on, neutral, isolated and key removed, post-use checks completed

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
5201	Prepare the Telescopic Forklift Truck for Driving or Manoeuvring
5202	Operate, Move or Manoeuvre the Telescopic Forklift Truck
5203	Select, Transfer and Position Loads Using a Telescopic Forklift Truck
5204	Load the Container, Vehicle, Vessel or Craft Using a Telescopic Forklift Truck
5205	Unload the Container, Vehicle, Vessel or Craft Using a Telescopic Forklift Truck
5206	Undertake Post-operational Checks on Telescopic Forklift Trucks
5207	Obtain Information on the Collection and/or Delivery of Loads
5208	Keep Work Areas Clean in an Industrial/Construction Operations Environment
5209	Moving and/or Handling Goods in an Industrial/Construction Operations Environment
5210	Sort Goods and Materials for Recycling or Disposal
5211	Wrap and Pack Goods in an Industrial/Construction Operations Environment

Unit references are PHW Services internal references. They identify the units of competence assessed.

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.

Industrial Telescopic Forklift Truck TTK

https://phw-verify.pages.dev/v/FB0826/teletruk/

Assessor name and signature	Date	Company stamp (optional)

Scope and limitations, read before use

SCOPE. This document records training and assessment carried out by PHW Services: a competence-based vocational qualification (VQ), assessed by PHW Services against its own standard. Site-specific familiarisation and written authorisation to operate are the employer's own legal duty and remain with the employer at all times.