Vally Plant Training Ltd

On-Site Training Preparation Checklist

Please complete this checklist before your NPORS instructor arrives. Correct preparation helps ensure your training or assessment runs safely and efficiently.

Site & Contact

Tick	Requirement
■	Site contact nominated
■	Instructor access arranged
■	Training area prepared
■	Welfare facilities available
■	Parking available

Machine Requirements

Tick	Requirement
■	Machine is safe and serviceable
■	Daily pre-use inspection completed
■	Machine fuelled or fully charged
■	Correct attachments available
■	Operator's manual available (MANDATORY)

Mandatory Documentation

Tick	Requirement
■	Risk Assessment
■	Method Statement (where applicable)
■	LOLER / Thorough Examination certificates (where applicable)
■	Lift Plan (lifting courses)
■	Relevant inspection records available

Delegate Requirements

Tick	Requirement
■	Photo ID available
■	Suitable PPE available
■	Delegates informed of start time
■	Medical issues disclosed where relevant

Training Area

Tick	Requirement
■	Pedestrian routes controlled
■	Overhead hazards identified
■	Underground services identified
■	CAT & Genny survey completed where required
■	Emergency arrangements explained

Operator's Manual (Mandatory)

A current manufacturer's operator's manual **must** be available for every machine used during training or assessment. If a suitable operator's manual is not available, Vally Plant Training reserves the right to delay or stop the training or assessment until one is provided.

Experienced Worker Test (EWT)

The Experienced Worker Test (EWT) is intended for experienced operators only. Before the assessment begins, candidates will be profiled on their previous operating experience, types of machines operated and any previous training or qualifications.

If insufficient evidence of practical operating experience or previous training is provided, the instructor may refuse the Experienced Worker Test and recommend refresher or novice training instead.