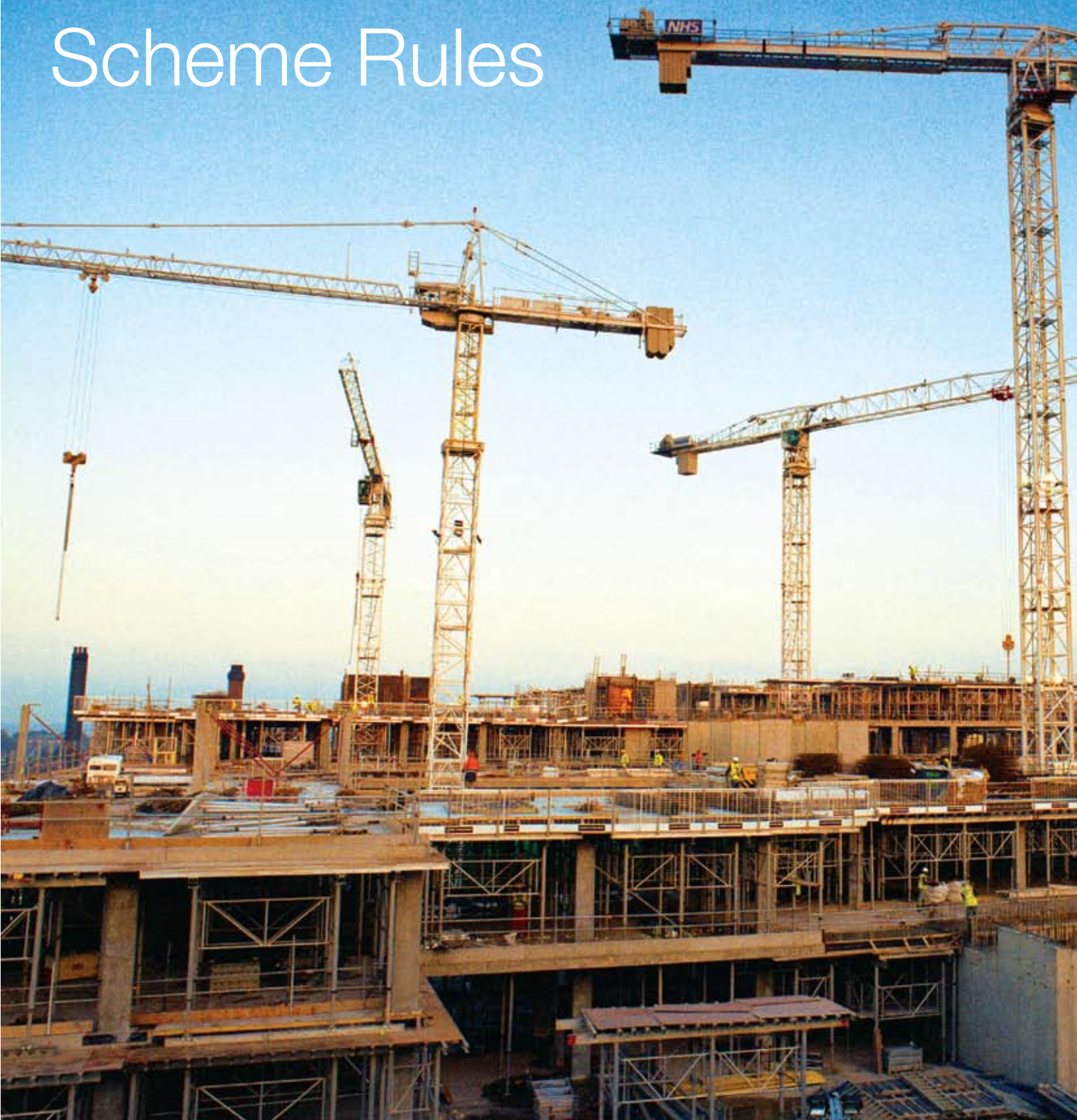


CPCS Test Centre Scheme Rules



Published by ConstructionSkills, Bircham Newton, King's Lynn,
Norfolk PE31 6RH

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The Construction Industry Training Board otherwise known as
CITB-ConstructionSkills and ConstructionSkills is a registered charity
(Charity Number: 264289)

First published June 2008
Second published July 2008
Third published December 2008
Fourth published March 2009
Fifth published July 2009
Sixth published September 2009
Seventh published January 2011
Eighth published September 2011

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and public services.

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REF.	HEADING	AMENDMENT
<p>Previous version dates: 26 June 2008, 22 July 2008, 15 December 2008, 16 March 2009, 10 July 2009, 17 September 2009 and 1 January 2011</p>		
<p>Release: 12 September 2011</p>		
2.3	CPCS Terms & Conditions and Data Protection Statement	New rule: A new document has been introduced that has to be completed before a Practical Test is resulted.
2.8.1	CPCS Card Applications – Trained Operator Card	New rule: New requirements for applying for a red Trained Operator Card.
3.2.5	Records and Document Management	Updated information: The number of years that a CPCS Test Centre must retain documentation has changed from two to six years and the list of documentation to be retained by the CPCS Centre has been updated to include: <ul style="list-style-type: none"> • CPCS Terms & Conditions and Data Protection Statement • Copy of LGV Licence (if applicable) • Copy of FÁS Safe Pass (if applicable).
3.2.5	Records and Document Management	Updated information: The list of documentation that a CPCS Test Centre must return to CPCS in the event that they cease to act as a CPCS Test Centre has been updated to include: <ul style="list-style-type: none"> • CPCS Terms & Conditions and Data Protection Statement • Copy of LGV Licence (if applicable) • Copy of FÁS Safe Pass (if applicable).
3.2.7.7	IT Systems	Updated information: The resolution for photographs to be taken has changed from minimum to low and from 3 to 1 mega pixels.
3.3.5	Test Site Facilities	Updated information: Clarity given on what facilities a Test Site must have.
5.4.2	CPCS Advanced Technical Test Delivery	Updated information: The number of Practical Tests and Theory Tests monitored within the last 12 months has changed from three Practical Tests or three Theory Tests to three Practical Tests and three Theory Tests
6.1	Pre-Notification	Updated information: The list of requirements that the CPCS Test Centre must inform the candidate of prior to their CPCS Technical Test now includes: <ul style="list-style-type: none"> • Requirement to bring proof of LGV Licence (if applicable) • Requirement to bring proof of FÁS Safe Pass (if applicable).
6.2.2	CPCS Standard Technical Test notifications	Updated information: The notification cut off time has been changed from 15:00 to 18:00
6.2.3	CPCS Advanced Technical Test notifications	Updated information: The notification cut off time has been changed from 15:00 to 18:00
6.2.10	CPCS Technical Test cancellation by the CPCS Test Centre	Updated information: A CPCS Test Centre is no longer required to contact the CPCS Department informing of a cancelled test, but must still contact the Monitor by telephone or Text with a follow e-mail to the Monitor confirming the Technical Test has been cancelled and that CPCS-ON has been updated to reflect this.
6.7	CPCS Terms & Conditions and Data Protection Statement	New rule: The CPCS Test Centre must ensure that the candidate has completed the CPCS Terms & Conditions and Data Protection Statement at the time of passing the CPCS Standard Practical Test.

REF.	HEADING	AMENDMENT
6.8	CPCS Card Applications Form	Updated information: The Application for a first CPCS Card or to add further categories is now only applicable for a first CPCS Competent Operator Card or if adding further categories to a CPCS Competent Operator Card.
7.4.1 to 7.4.18	CPCS Technical Test and/or On-Site Assessment Monitoring	Updated information: Clarity given on the Scheme rules surrounding monitoring of CPCS Technical Test and/or On-Site Assessments.
Schedule 3	Maximum Charges	Updated information: Tunnelling Locomotive has been added to group 3B.
Article A	Technical Test details by Category	Updated information: A67 – Tunnelling Locomotive has been introduced into the Scheme.
Article B	CPCS Table of Sanctions	Updated information: Clarity given on the rationale and issues that could result in a sanction being issued and outcome.
Article D	Acceptable Photograph Format	New information: Information on the acceptable photograph format has been included in the Scheme Rules.

1. Introduction

1.1. Background

The Construction Plant Competence Scheme (CPCS) provides skills cards for the plant sector of the Construction Industry. It was launched in 2003 at the request of employers, to help them comply with regulations and requirements, and aims to apply common standards for all plant operators. CPCS covers a large range of plant and plant-related categories and more are continually added.

CPCS is owned by Construction Industry Training Board (otherwise known as ConstructionSkills) which allocates staff to manage and administer it on behalf of the CPCS Management Committee that develops its policy and strategy.

1.2. Purpose

The purpose of this document is to provide CPCS Test Centres with the information that they need to test plant operators to standards endorsed by the CPCS Management Committee.

These Scheme Rules (including the Schedules and Articles) form the current document which is part of the CPCS Test Centre Agreement, and therefore compliance with the contents of these Scheme Rules is a requirement of CPCS Test Centre accreditation.

These Scheme Rules (including the Schedules and Articles) may be amended from time to time by ConstructionSkills. Any such amendments/updates shall be deemed to be accepted by the Test Centre one month after publication and shall supersede any earlier versions which may have been attached to the CPCS Test Centre Agreement.

1.3. References

- CPCS Scheme Booklet for Operators: contains rules for operators when entering CPCS as an Operator
- CPCS Scheme Booklet for Testers and Trainers: contains rules for operators when entering CPCS as a Tester or Trainer
- CPCS Technical Test Specifications
- CPCS Technical Test Guidance Notes.

2. Scope of Operations

A CPCS Test Centre is responsible for providing a single point of service to customers who wish to attain a CPCS Card (where 'customer' includes operators, trainers, employers and others).

2.1. Promote CPCS

A CPCS Test Centre must use reasonable efforts to promote and extend the market for CPCS to all potential operators.

A CPCS Test Centre must work diligently to obtain bookings.

2.2. Assist customers with enquiries

2.2.1. A CPCS Test Centre must assist customers with their enquiries about CPCS and the services that the CPCS Test Centre offers, and ensure that customers are advised correctly about how to attain the most appropriate CPCS Card to meet their needs.

2.2.2. A CPCS Test Centre must on request provide customers enquiring about CPCS Technical Tests with a cost quotation, broken down into the following areas:

- CPCS Technical Test delivery cost (including CPCS Tester time)
- Plant/Machinery use or hire costs (not payable if operator brings their own)
- CPCS Tester Expenses (if CPCS Tester to travel off Centre to complete the CPCS Technical Test)
- CPCS notification fee.

2.3. CPCS Terms & Conditions and Data Protection Statement

A CPCS Test must ensure that the operator has read and fully completed the CPCS Terms & Conditions and Data Protection Statement prior to the resulting of the CPCS Practical Test if the operator wishes to obtain a Trained Operator Card. The CPCS Terms & Conditions and Data Protection Statement when printed should be double-sided.

If the operator declines to complete the CPCS Terms & Conditions and Data Protection Statement, they waive their right to be issued with a CPCS Trained Operator Card.

2.4. CPCS Technical Test

A CPCS Test Centre must deliver CPCS Technical Tests in accordance with Scheme requirements. (See Section 5: CPCS Technical Test Delivery on page 19).

A CPCS Test Centre may only deliver CPCS Technical Tests in the categories that it is accredited to offer.

2.5. Provision of interpreter

CPCS has appointed an independent agency that can provide 'interpretation services' to support the Scheme. If an operator who cannot speak English approaches a CPCS Test Centre, with their agreement the CPCS Test Centre should co-ordinate the organisation of an interpreter. Please refer to Article C on page 50 to find out how to access this information.

The costs associated with the provision of an interpreter from the agency and the costs of administering this additional process can be passed onto the operator over and above the maximum charges. Please refer to Schedule 3 for further information.

2.6. Health & Safety Test

A CPCS Test Centre must be able to either deliver or arrange for operators to complete a ConstructionSkills Health & Safety Test.

2.6.1. Deliver Health & Safety Test

A CPCS Test Centre that wishes to deliver the ConstructionSkills Health & Safety Test themselves must provide evidence of their agreement with ConstructionSkills' chosen service provider (currently Prometric) to do so, including their Prometric Centre reference number.

If a CPCS Test Centre loses their approval or has a sanction applied against them that impacts on their ability to offer the ConstructionSkills Health & Safety Test, they must inform the CPCS Department by the next normal working day.

2.6.2. Arrange Health & Safety Test

A CPCS Test Centre that wishes to arrange the ConstructionSkills Health & Safety Test with ConstructionSkills' chosen service provider (currently Prometric) must provide an auditable referral mechanism to ensure that operators have been provided with details as to how to progress to achieve their Health & Safety Test.

2.6.3. Appropriate Health & Safety Test

A CPCS Test Centre must ensure that operators take the appropriate ConstructionSkills Health & Safety Test applicable to the category of plant (as defined in the Scheme Booklet). Failure to do so will result in CPCS Card applications being rejected.

2.7. SVQ or NVQ

A CPCS Test Centre must be able to deliver or arrange for operators to complete an appropriate SVQ or NVQ to enable the Operator to obtain a blue Competent Operator Card.

2.7.1. Deliver SVQ or NVQ

A CPCS Test Centre that wishes to deliver the SVQ or NVQ themselves must provide evidence of Awarding Body approval in the occupations of Plant Operations, Piling Operations, Demolition, Controlling Lifting Operations, or other relevant qualifications – as relevant for Category approval (or local equivalents, i.e. in Scotland), including their Centre reference number.

If a CPCS Test Centre loses their approval or has a sanction applied against them that has an impact on the award of the appropriate SVQ or NVQ, they must inform the CPCS Department by the next normal working day.

2.7.2. Arrange SVQ or NVQ

A CPCS Test Centre that wishes to arrange the SVQ or NVQ to be delivered by a third party must provide evidence of an agreement with the third party and provide evidence of the third party's Awarding Body in the occupations of Plant Operations, Piling Operations, Demolition, Controlling Lifting Operations, or other relevant qualifications – as relevant for Category approval (or local equivalent i.e. in Scotland), including the third party's centre reference number.

If the third party loses their approval or has a sanction applied against them that has an impact on the award of the appropriate SVQ or NVQ, the CPCS Test Centre must inform the CPCS Department by the next normal working day.

A CPCS Test Centre must provide an auditable referral mechanism to ensure that operators have been provided with details as to how to progress to achieve their SVQ or NVQ.

If a CPCS Test Centre is also a EWPA Plant Centre, and the CPCS Practical Technical Test is delivered in accordance with the Scheme Rules, the use of the CPCS Technical Test to support EWPA achievement is a matter for the Awarding Body. EWPA remains a route for experienced workers to achieve their NVQ as part of the requirements associated with obtaining a blue Competent Operator Card.

2.8. CPCS Card applications

2.8.1. CPCS Operator Card applications – Trained Operator Card

A CPCS Test Centre must ensure that the CPCS Terms & Conditions and Data Protection Statement has been fully completed on passing the CPCS Standard Practical Test, and the candidate has signed Section E.

If there is no photograph within CPCS-ON, the CPCS Test Centre must take a photograph of the individual using a digital camera, and upload it to CPCS-ON. Please see Article D on page 51 for acceptable photograph format.

A CPCS Test Centre must request the Trained Operator Card electronically (providing 2.3 has been met) within two full normal working days of the CPCS Technical Test completion.

2.8.2. CPCS Operator Card applications – Competent Operator Card

A CPCS Test Centre must ensure that the form Application for a first CPCS Operator Card or to add further categories (F1/1) is fully completed on passing the CPCS Standard Practical Test, and that the applicant signs Section A.

A CPCS Tester must sign the back of the photograph of the individual to show that it is a true likeness of the operator and attach it to the form Application for a first CPCS Operator Card or to add further categories (F1/1).

If the operator has failed to bring a photograph with them, a CPCS Test Centre must take a photograph of the individual using a digital camera, print it out and stick it on the form Application for a first CPCS Competent Operator Card or to add further categories (F1/1). Please see Article D for acceptable photograph format.

The CPCS Tester who delivered the CPCS Technical Test must sign the declaration on the form Application for a first CPCS Operator Card or to add further categories (F1/1) to confirm that the photograph is a true likeness of the operator.

A CPCS Test Centre must send all forms Application for a first CPCS Operator Card or to add further categories (F1/1) directly to CPCS, and ensure that they are received by CPCS (at the address indicated on the application form) within two full normal working days of the CPCS Technical Test completion.

2.8.3. CPCS Tester and Trainer Card applications

A CPCS Test Centre can support an operator who has passed the CPCS Advanced Practical Test in completion of form Application for a first CPCS Trainer Card or to add further categories (F2/1) and/or form Application for a first CPCS Tester Card or to add further categories (F3/1).

A CPCS Test Centre must support an operator in their application for a CPCS Tester or CPCS Trainer Card if the CPCS Advanced Technical Test is the last element required to meet the CPCS Card requirements as set out in the Scheme Booklet, in the same manner as detailed in 2.8.2 above.

2.9. Other card schemes and certification

A CPCS Test Centre may offer alternative means of certification, i.e. in-house cards or registration schemes, providing that the customer is made fully aware that the offer being made is not for a CPCS Card and is neither comparable to CPCS nor monitored by CPCS.

In-house cards/certificates issued by the CPCS Test Centre must not infer any association with CPCS in any manner, either directly or indirectly (including wallets containing cards or other similar material, advertising or promotional materials). Additionally, any supporting documentation for in-house cards must not infer any association with CPCS.

2.10. CITB-ConstructionSkills Grant applications

A CPCS Test Centre must support eligible employers (who are CITB-ConstructionSkills registered) to claim CPCS-related grants from CITB-ConstructionSkills.

A CPCS Test Centre must inform the operator (or inform the employer directly) that the employer may be eligible for grants on the operator's completion of the following activities:

- passing the CPCS Technical Test
- the award of SVQ or NVQ qualifications
- training.

Information on CITB-ConstructionSkills grants and how to claim them can be found on the ConstructionSkills website www.cskills.org.

Payment is subject to the CITB-ConstructionSkills Grant policy conditions being met in full.

2.10.1. CPCS Technical Test Grant applications

A CPCS Test Centre must ensure that the operator is given the opportunity to provide their employer's Levy/Grant number and name upon achievement of a CPCS Technical Test, and that this information is captured on the CPCS Technical Test Grading Sheet and submitted to CPCS through the appropriate channel.

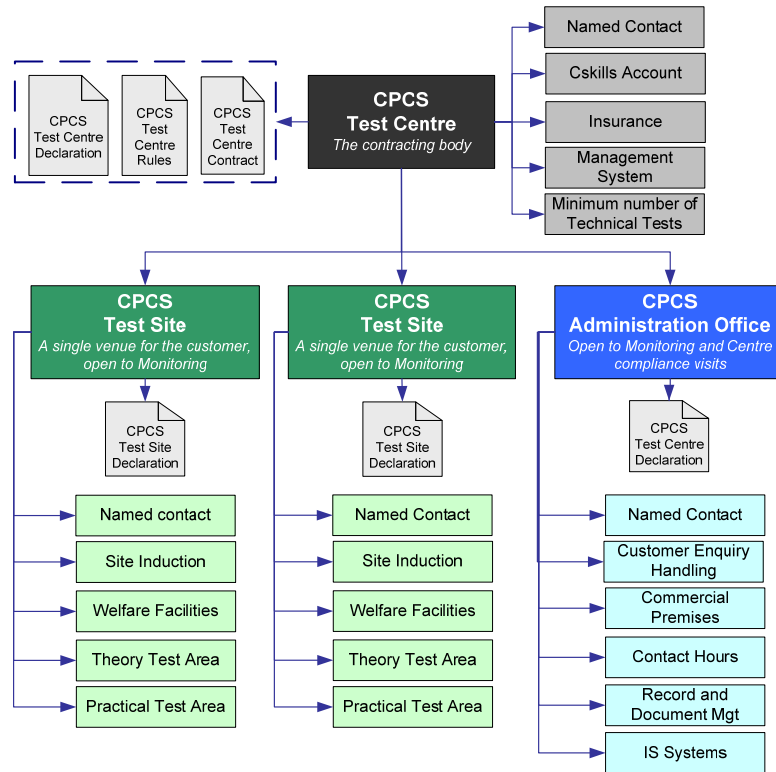
2.11. Training

A CPCS Test Centre may deliver training using the same facilities provided for testing as long as there is no conflict between the training and CPCS Technical Test delivery. It is unacceptable for any training activity to disrupt a CPCS Technical Test.

3. Facilities and Obligations

A CPCS Test Centre, its CPCS Administration Office and its approved CPCS Test Sites must be able to meet CPCS requirements for facilities and obligations.

A CPCS Test Centre can have as many CPCS Test Sites as it wishes, but each must be individually approved.



3.1. CPCS Test Centre

3.1.1. Publication of details

A CPCS Test Centre must declare on application (CPCS Test Centre Declaration) whether it wishes for its details, and those of its Test Sites, to be made public on the CPCS website as a source of information to operators seeking a CPCS Test Centre.

A CPCS Test Centre must confirm in writing to the CPCS Department if it wishes for a change to be made to the details published.

3.1.2. Named contact

A CPCS Test Centre must provide a telephone number and email address, and identify a named individual who has overall responsibility for the Test Centre and the Agreement, and who can be contacted if sanctions are required and/or changes to the Scheme occur.

3.1.3. ConstructionSkills account

A CPCS Test Centre must have a ConstructionSkills account: either a credit account or, in cases where this cannot be offered, a cash account.

A CPCS Test Centre must comply with ConstructionSkills payment terms.

3.1.4. Insurance

A CPCS Test Centre must have adequate insurance cover at all times in respect of risks that may occur when carrying out activities associated with CPCS.

Every employer carrying out business in Great Britain must obtain Employers Liability insurance under the Employer's Liability (Compulsory Insurance) Act 1969. Exemptions apply in the following circumstances:

- public organisations
- non-incorporated businesses only employing close relatives, or
- companies employing only the owner where that employee owns 50% or more of the issued share capital in the company.

The exemptions are set out in the above Act and in the Employer's Liability (Compulsory Insurance) Regulations 1998.

CPCS Test Centres using only the services of self-employed may still be required to obtain Employer Liability insurance. CPCS Test Centres should take independent advice on this as failure to have Employer Liability insurance may result in a fine (by the HSE) of £2,500 per day.

The minimum requirement is as follows, but it is recommended that advice is taken from an insurer and/or broker:

- Employer liability insurance: adequate and to any event no less than a minimum £5,000,000
- Public liability insurance: adequate and to any event no less than a minimum £1,000,000. This provides protection against death or bodily injury of third parties or damage to their property and £1million of protection is not deemed excessive given potential claims.

It is the responsibility of the CPCS Test Centre to ensure that, and to procure that, it has adequate insurance against any actions, claims or demands which may be brought or made against it by any person injured or suffering damage or loss in connection with its activities in carrying out activities associated with CPCS.

A CPCS Test Centre must provide access to insurance certificates and proof of payment of the last applicable premiums.

3.1.5. Management system

A CPCS Test Centre must implement a management system that provides a reliable means of complying with the conditions set out in this document, including the items listed below:

3.1.5.1. Health & Safety Policy

3.1.5.2. Accident and Emergency Procedure

3.1.5.3. Equal Opportunities Policy

3.1.5.4. Organisation Structure with named individuals and job roles

3.1.5.5. Processes for administration and customer care

3.1.5.6. Processes for quality assurance to ensure staff and facilities are compliant on an ongoing basis with CPCS Scheme Rules including:

- CPCS Test Centre facilities and obligations
- CPCS Administrative Office facilities and obligations
- CPCS Test Site facilities and obligations
- CPCS Testers
- CPCS Technical Test delivery
- CPCS Technical Test administration and notification

3.1.5.7. Named individual responsible for quality assurance

3.1.5.8. Process for handling an operator appeal against a CPCS Technical Test result.

A CPCS Test Centre must ensure that all their staff, whether employed or contracted, who undertake activities associated with CPCS, are fully aware of their duties and responsibilities in regard to CPCS rules and requirements.

A CPCS Test Centre shall provide to CPCS, if requested, any copies of customer research or customer satisfaction surveys undertaken.

3.2. CPCS Test Centre Administration Office

3.2.1. Named contact

A CPCS Administrative Office must provide a telephone number and email address, and identify a named individual who has overall responsibility for the Administration Office and Administration Procedures, and who can be asked for by name by the Monitor when completing a compliance visit and contacted by CPCS, during normal working hours, in the event of changes to administrative processes.

3.2.2. Commercial premises

A CPCS Administration Office must be situated in a commercial premises, i.e. one for which non-domestic rates are applicable.

3.2.3. Contact hours

A CPCS Administration Office must be open and staffed during normal working hours, thus enabling operators to make contact (this must not be via an answer-machine).

CPCS has the right to visit the CPCS Administration Office without notice during normal office hours and ask to view records and documents associated with CPCS.

3.2.4. Assist customers with enquiries

A CPCS Administration Office must be able to respond to customer enquiries during normal working hours, and provide correct information on CPCS and related CITB-ConstructionSkills grants, as requested.

A CPCS Test Centre must respond to customer complaints within 10 normal working days.

3.2.5. Records and document management

A CPCS Administrative Office must establish and maintain reliable, secure, auditable systems for document management and keep accurate records of all CPCS Technical Tests and/or On-Site Assessment that they carry out for a minimum of six years, at the named CPCS Administrative Office.

A CPCS Administrative Office must keep documents securely for at least six years should further reference be required by, for example, external parties or under legal circumstances.

A CPCS Administrative Office must ensure that records and documents are clear and legible, and completed by the appropriate person for a particular task. For example, it is the responsibility of the CPCS Test Centre that CPCS Technical Test papers are only completed and signed by the CPCS Tester conducting the test.

A CPCS Administrative Office must keep records as hard copies (paper) or electronically and they must be accessible for quality assurance purposes.

A CPCS Administrative Office must retain the following documents/papers for auditing purposes:

- insurance documentation
- agreements with SVQ or NVQ providers for delivery of SVQs or NVQs
- Management System information
- completed CPCS Technical Test grading sheets
- copies of CPCS Card application forms, completed and submitted to ConstructionSkills for a period of 90 days (and then shall be securely destroyed)
- CPCS Terms & Conditions and Data Protection Statement
- copy of LGV Licence for candidates applying for Concrete Pump – Truck Mounted Boom (A06)

- copy of FÁS Safe Pass (for candidates who are resident in the Republic of Ireland and are exempt from holding a ConstructionSkills Health & Safety Test pass)
- monitoring and audit reports.

A CPCS Administration Office must provide facilities to record and view video and digital camera images, and to listen to digital audio recordings (see 3.2.7 below – IT Systems – for a detailed technical specification) which relate to CPCS Technical Tests for quality assurance purposes.

A CPCS Administration Office must return the following records/documents to CPCS in the event that they cease to act as a CPCS Test Centre:

- completed CPCS Technical Test grading sheets
- CPCS Terms & Conditions and Data Protection Statement (double-sided)
- copy of LGV Licence for candidates applying for Category A06
- copy FÁS Safe Pass (for candidates who are resident in the Republic of Ireland and are exempt from holding a ConstructionSkills Health & Safety Test pass).
- CPCS Card application forms.

3.2.6. Health & Safety

The CPCS Administration Office must at all times meet current Health and Safety Regulations.

3.2.7. IT Systems

A CPCS Administrative Office must have the following IT infrastructure to support effective communications with CPCS using online technology.

3.2.7.1. Computers that meet minimum hardware and memory levels:

- Pentium 3 minimum 1 GHz machine with at least 512 MB RAM
- 640 x 480 x 256 (800 x 600 recommended) minimum colour display
- hard drive with a minimum of 2 GB of free space
- modern operating systems, for example, Windows XP and above, Mac OS X, Linux (kernel 2.6 onwards)
- suitable web browser – minimum of Netscape 7.0 and above, Mozilla 1.0 and above. Internet Explorer version 6.0 and above, Safari etc.
- back-up storage medium (external hard drive, flash drive, DVD, DC-Rom etc.)

3.2.7.2. Secure broadband internet access (unless not available in the region) to enable access to online services, bandwidth of 512k is required.

3.2.7.3. Software able to read and write in Microsoft Word/Excel 2003 format to enable receipt of necessary communications from CPCS.

3.2.7.4. Email account which is accessible by more than one person.

3.2.7.5. A4 printer capable of delivering double-sided printing to produce the grading sheets and letters of achievement.

3.2.7.6. Scanning facilities to enable SVQ/NVQ or other certificates provided to be captured with a minimum resolution of 300 dpi.

3.2.7.7. Digital camera facilities with a low resolution of 1 mega pixels to enable photographs of candidates to be captured and transferred onto a computer for digital submission to CPCS-ON, or printed out immediately for placement onto a CPCS Card application form.

3.2.7.8. Digital video camera with a DVD/MPEG/WMV format to record Practical Technical Tests.

3.2.7.9. Audio equipment able to record in a compressed digital audio format, e.g. MP3 (>128kb/s), WMA (>128kb/s) to record Theory Technical Tests.

3.2.7.10. Fax machine (in case of computer failure).

3.3. CPCS Test Site

3.3.1. Legal right to use

A CPCS Test Centre must provide evidence of ownership, or legal right to use the CPCS Test Site for the delivery of activities related to the Scheme.

3.3.2. Publication of details

A CPCS Test Centre can choose whether it wishes for the details of each CPCS Test Site to be made public on the CPCS website as a source of information to operators seeking a CPCS Test Centre.

The details will include whether:

- the SVQ or NVQ is delivered or arranged at the CPCS Test Site
- the H&S Test is delivered or arranged at the CPCS Test Site.

A CPCS Test Site must confirm in writing to the CPCS Department if it wishes for a change to be made to the details published.

3.3.3. Named contact

A CPCS Test Site must provide a telephone number and email address, and identify a named individual who has overall responsibility for the CPCS Test Site, and who can be asked for by name by the Monitor, during normal working hours, when completing a compliance visit, contacted if sanctions are required and contacted if changes occur to the Scheme that affect Test Site requirements.

3.3.4. Site induction

A CPCS Test Site must have a written health and safety induction programme that can be delivered in an appropriate way, ensuring that all possible barriers to learning are accounted for and essential messages are communicated in an effective manner. Content of an induction should at least include:

- emergency procedure
- defect reporting
- accident reporting
- first aid
- first aid facilities
- fire precautions
- environmental considerations
- evacuation procedure
- smoking
- PPE requirements
- site-specific rules
- authorisation and supervision of mobile plant
- sign-in induction log.

3.3.5. Test Site facilities

A CPCS Test Site must have a clean and tidy designated building or structure which incorporates the following:

- 3.3.5.1. Reception and waiting area
- 3.3.5.2. Safe access and exits, including emergency routes and exits
- 3.3.5.3. Emergency procedures which includes method for calling emergency services
- 3.3.5.4. Fire risk assessment and fire procedure statement
- 3.3.5.5. Appropriate classes of fire extinguisher in line with the risks identified in a fire risk assessment
- 3.3.5.6. Staff trained in the use of fire extinguishers
- 3.3.5.7. Signage conforming to The Health and Safety (Safety Signs and Signals) Regulations 1996 and BS 5499.
- 3.3.5.8. First aid box
- 3.3.5.9. Toilet, clean and working
- 3.3.5.10. Washing facilities (basin) with hot and cold running water
- 3.3.5.11. Drinking water available.

3.3.6. **Theory Test Area**

A CPCS Test Site must have a clean and tidy designated building or structure with a segregated room to carry out the CPCS Theory Tests that complies with current legislation requirements and CPCS criteria below:

- 3.3.6.1. Room, table and chairs maintained in good order and free from hazards
- 3.3.6.2. Adequate room lighting
- 3.3.6.3. Adequate room ventilation
- 3.3.6.4. Adequate heating and/or cooling to maintain appropriate room temperature (in accordance with current legislation)
- 3.3.6.5. No inappropriate signage or material in the room that could assist the operator during the CPCS Technical Test
- 3.3.6.6. Room set up in such a way that no interruptions are incurred (e.g. printer in the corner of the room or thoroughfare use, e.g. toilets only accessible through the room).

3.3.7. **Practical Test Area**

A Practical Test Area must be at least 225 m² in size and of a regular shape approximately square/rectangular.

A Practical Test Area must have resources specific to the category applied for in accordance with the requirements set out in the CPCS Technical Test prior to accreditation and must be maintained.

The Practical Test Area shape must be able to deliver the test specification exercise requirements for the particular CPCS Practical Test, and meet the overall minimum size requirements in m² in a regular shape (approximately square).

It is therefore possible for a Practical Test Area to be L shaped but only if it can meet the test criteria and the minimum size area (and it is not a Mobile Crane which must have a minimum width of 30 m).

3.3.7.1. **Theory & Practical Test Area:** CPCS requires a CPCS Test Centre to be able to offer a single point of contact for operators at a CPCS Test Site. All CPCS Test sites must therefore have the facilities of a Theory Test Area and a Practical Test Area co-located on one site with welfare facilities.

3.3.7.2. **Category type area size:** A CPCS Test Site must be able to meet the size of Practical Test Area as defined in Article A on page 41.

A Practical Test Area size relates only to the minimum standard required by CPCS. Larger areas may be required to accommodate larger items of plant specific to the requirements of the CPCS Technical Test, for example crane categories and Slinger/Signaller.

Multiple Practical Tests can be simultaneously delivered in the Practical Test Area as long as each individual CPCS Practical Test complies with the individual CPCS Practical Test Specifications, and appropriate risk assessments have been completed.

The Practical Test Area must be maintained in good order and to the standards required to deliver the test.

3.3.7.3. **Conditions:** A CPCS Test Site must have the appropriate conditions and facilities to enable the CPCS Technical Test to be completed as defined in Article A on page 44.

3.3.7.4. **Fuelling procedures:** A CPCS Test Site must have (where applicable) written safe fuelling procedures, including safe fuelling points.

3.3.7.5. **Environmental management:** A CPCS Test Site shall ensure that all reasonable steps are taken to protect the environment from pollutants, such as spillages of oils and fuels

3.3.7.6. **Loading-out tower:** CPCS Test Sites wishing to offer categories requiring a loading-out tower must have a temporary loading-out tower built out of scaffolding, either tube and fitting or system (quick lock). This will ensure that operators will have the necessary skills to load towers safely and correctly on site. Simulations of loading-out towers, such as containers, H section steel type towers, earth works or concrete structures, will not meet Scheme requirements. The loading-out tower must comply with current legislation.

3.3.8. **Plant and equipment**

A CPCS Test Site must be able to deliver the CPCS Practical Technical Test using appropriate plant and equipment which meets PUWER and which is either owned, leased or hired for the CPCS Technical Test.

A CPCS Test Site must accommodate the needs of the customer if they wish to bring their own plant and equipment to complete the CPCS Practical Test.

3.3.9. **Opening hours**

There is no Scheme restriction on CPCS Test Site opening hours. However, CPCS Test Sites must comply with any other restrictions placed upon them (i.e. by local authorities and planning regulations).

3.3.10. **Partnership sites**

A CPCS Test Centre may partner with a client to deliver CPCS Technical Tests on their site (off-centre). However, CPCS Test Centres would only be permitted to deliver CPCS Technical Tests at the client site for categories the CPCS Centre is approved to offer, i.e. those for which they have a suitable Practical Test Area at their own CPCS Test Site(s).

The CPCS Test Centre must apply for the client's Test Site to be approved by CPCS through the CPCS Test Site accreditation process prior to any CPCS Technical Tests being notified.

3.4. **Off-centre testing**

3.4.1. Off-centre testing is permissible for specialist equipment (categories) covered by CPCS that requires a specific working environment. These categories are listed in Article A on page 44.

- 3.4.2. A CPCS Test Centre that wishes to offer off-centre categories only must meet CPCS Test Centre and CPCS Administration Centre Scheme Rules only.
- 3.4.3. A CPCS Test Centre that is accredited to offer off-centre categories only must ensure that CPCS Theory Tests are conducted in an environment that meets the CPCS Theory Test Area requirements (including Test Site facilities as in 3.3.5).
- 3.4.4. A CPCS Test Centre that is accredited to offer off-centre categories only must ensure that CPCS Practical Tests are conducted in an environment that meets the Practical Test Area requirements set out in the CPCS Technical Test specification prior to delivery of the CPCS Technical Test (including Test Site facilities listed in 3.3.5).

3.5. Maintenance of Test Site

- 3.5.1. A CPCS Test Centre is responsible for ensuring that the Test Site and Testing facilities are maintained in good repair, free from hazards, are regularly inspected and generally kept in a manner acceptable to CPCS.

4. CPCS Testers

4.1. CPCS Test Centre Accreditation

A CPCS Test Centre must have at least one registered CPCS Tester for each category that they wish to offer.

4.2. CPCS Tester Registration

A CPCS Test Centre must register a CPCS Tester to their CPCS Test Centre before they can notify that a CPCS Technical Test will be delivered by that CPCS Tester.

A CPCS Test Centre must ensure that their registered CPCS Testers are provided with the current CPCS Technical Test specifications and grading sheets.

A CPCS Test Centre must ensure that their registered CPCS Testers meet the following requirements:

- 4.2.1. They are fully aware of the CPCS Technical Test requirements
- 4.2.2. They are conversant with and comply to all Scheme Rules in full and at all times
- 4.2.3. They adhere to all relevant legislation, codes of practice and other regulations
- 4.2.4. They conduct themselves in an appropriate manner so as not to bring CPCS into disrepute
- 4.2.5. They are medically fit to undertake their duties and responsibilities as a CPCS Tester
- 4.2.6. They have given their written consent to be registered with that CPCS Test Centre.

4.3. Accredited CPCS Testers

A CPCS Test Centre can only register accredited CPCS Tester cardholders.

A CPCS Test Centre is responsible for ensuring that all CPCS Testers registered to the centre meet CPCS Tester requirements at all times (i.e. all qualifications must be in date and a valid card must be held).

4.4. CPCS Tester registrations to multiple CPCS Test Centres

A CPCS Tester can be registered with more than one CPCS Test Centre at any point in time.

4.5. CPCS Tester involvement in training

A CPCS Test Centre must ensure that the CPCS Tester delivering a CPCS Technical Test has not had any involvement in the training of the operator towards that specific CPCS Technical Test. This will ensure independent assessment of an operator's ability. The only exceptions to this rule are listed below.

4.5.1. **Appointed Person testing:** The definition of 'testing' is the marking of the written test scripts, both theory and practical. The written tests can be invigilated by the Trainer (as long as they are a qualified CPCS Tester for Appointed Persons registered to the Test Centre) but test documents must be passed to another CPCS Tester registered to the Test Centre for marking. Any agreed concessions or information given by an invigilator must be relayed to the Tester to ensure fairness of marking.

4.5.2. **Specific category or isolated locations:** CPCS recognises that under certain emergency situations (for example, specific categories or isolated locations) a CPCS Tester who has delivered the training to the operator may be the only individual available to complete the CPCS Technical Test.

CPCS is currently considering options for Monitored Testing where this is the case but these would need to be notified to CPCS further in advance of the standard notification period, and it is anticipated that this would incur an additional fee payable to CPCS to cover the associated costs. It must be noted that this proposal will only be considered in exceptional circumstances.

5. CPCS Technical Test Delivery

5.1. Pre-Technical Test operator requirements

The operator must have passed the appropriate ConstructionSkills Health & Safety Test within two years of the date of the CPCS Technical Test (covering Theory Tests, Practical Tests and On-Site Assessments). Please note the Health & Safety Test must also be within two years of the date of the card application receipt by ConstructionSkills' Processing Unit to allow the issue of the CPCS Card.

5.2. CPCS Theory Test delivery (Standard and Advanced)

- 5.2.1. A CPCS Test Centre must ensure that the operator has a valid (within two years of the CPCS Theory Test date) ConstructionSkills Health & Safety Test Pass prior to completing the CPCS Theory Test.
- 5.2.2. A CPCS Test Centre must ensure that CPCS Theory Tests are taken on a one-to-one basis with the CPCS Tester and are conducted in a segregated area away from other candidates or individuals (see Theory Test Area facilities), and completed in one session (with the exception of Appointed Persons which must meet criteria as outlined in the Technical Test A61 Guidance Notes).
- 5.2.3. A CPCS Test Centre must not supply the operator with a copy of the CPCS Theory Test paper containing the answers. Under no circumstances may the operator take into the CPCS Theory Test any notes unless specifically listed in the Test specification.
- 5.2.4. A CPCS Test Centre must ensure that, before delivering a CPCS Theory Test, the CPCS Tester has undertaken a final review of the Theory Test Area to ensure that it meets CPCS requirements.
- 5.2.5. A CPCS Test Centre must record the full CPCS Theory Test, including basic details, questions delivered by the CPCS Tester and responses made by the candidate using electronic digital audio means, with no interruptions from start to finish and retrievable at a later date for auditing purposes (with the exception of Appointed Persons which must meet criteria as outlined in the A61 section of the Technical Test Guidance Notes).

The requirement for an operator to submit to digital audio recording is in the Scheme Booklet and therefore part of the contractual requirements that the individual has with CPCS on application to the Scheme. If the operator refuses to submit their test to digital audio recording, the Test Centre should refuse to complete the CPCS Theory Test as the result would be invalid for supporting a card application.

- 5.2.6. With the introduction of a choice of test question papers per category and combined question papers, all questions will need to be asked. The concession of not needing to undertake duplicate questions when delivering several categories within the same working week has been revoked. Please see the Technical Test Guidance Notes for further information.
- 5.2.7. A CPCS Tester must fully and accurately complete the grading sheet in accordance with the CPCS Theory Test Procedures contained in the current and relevant CPCS Technical Test Guidance Notes.
- 5.2.8. A CPCS Test Centre must deliver the CPCS Theory Test in accordance with the CPCS Theory Test Procedures contained in the current and relevant Technical Test Guidance Notes.
- 5.2.9. If a CPCS Test Centre has a specific one-off request for a degree of flexibility in delivering the CPCS Theory Test, they can contact their CPCS Monitor who may be able to approve dispensation for exceptional circumstances.

5.3. CPCS Practical Test delivery (Standard [including On-Site Assessment] and Advanced)

- 5.3.1. A CPCS Test Centre must ensure that the operator has a valid (within two years of the CPCS Practical Test date) Construction Skills Health & Safety Test Pass applicable to the category of plant prior to completing the CPCS Practical Test.
- 5.3.2. A CPCS Test Centre must ensure that the operator has a CPCS Theory Test pass that is within six months of the Practical Test date (this does not apply for On-Site Assessment).
- 5.3.3. A CPCS Test Centre must ensure that CPCS Practical Tests are taken on a one-to-one basis with the CPCS Tester, with a one-to-one operator to machine ratio, and conducted on the CPCS Test Site in a segregated area away from other candidates or individuals (see Practical Test Area facilities) and completed in one session (with the exception of Appointed Persons which must meet criteria as outlined in the Technical Test A61 Guidance Notes).
- 5.3.4. A CPCS Test Centre must ensure that before conducting a CPCS Practical Test the CPCS Tester has:
- undertaken a final review of the Practical Test Area and plant/equipment to ensure that it is safe to use, in good working order, complies with the relevant CPCS Technical Test Specification and meets current health and safety legislation
 - the appropriate Personal Protective Equipment (PPE), and has checked that all operators involved in the CPCS Practical Test also have appropriate PPE
 - allowed the operator an appropriate warm-up or familiarisation period and is prepared and ready to start the CPCS Practical Test.
- 5.3.5. A CPCS Test Centre must record (using video equipment) the full CPCS Practical Test if requested by CPCS. The requirement for an operator to submit to video recording is in the Scheme Booklet and therefore part of the contractual requirements that the individual has with CPCS on application to the Scheme. If the operator refuses to allow their test to be recorded, the CPCS Test Centre should refuse to complete the CPCS Practical Test as the result would be invalid for supporting a card application.
If the CPCS Practical Test is being delivered at an off-site location, the CPCS Test Centre must obtain permission from that Site to use video equipment prior to the CPCS Practical Test. If the Site refuses to allow permission, the CPCS Test Centre should refuse to complete the CPCS Practical Test as the result would be invalid for supporting a card application.
- 5.3.6. A CPCS Tester must fully and accurately complete the:
- grading sheet in accordance with the CPCS Practical Test Procedures contained in the current and relevant CPCS Technical Test Guidance Notes
 - assessment sheet in accordance with the current and relevant CPCS On-Site Assessment Guidance Notes.
- 5.3.7. A CPCS Test Centre must deliver the CPCS Practical Test in accordance with the CPCS Practical Test Procedures contained in the current and relevant Technical Test Guidance Notes.
- 5.3.8. A CPCS Tester must terminate the CPCS Practical Test immediately if a dangerous situation arises.
- 5.3.9. A CPCS Tester can fulfil the role of a supporting operator (as long as certificated and competent on that category) if a risk assessment has been properly completed and they can maintain close and continuous supervision, with the exception of the following categories:
- A40 Slinger/Signaller:
CPCS Tester delivering a CPCS Practical Test cannot operate the crane
 - A42 Crusher:
CPCS Tester delivering a CPCS Practical Test cannot operate the loading equipment
 - A49 Loader/Securer:
CPCS Tester delivering a CPCS Practical Test cannot load and unload

- A50 Plant Loader/Securer – STGO:
CPCS Tester delivering a CPCS Practical Test cannot load and unload

- Excavation categories

The CPCS Tester will be permitted to fulfil the supporting role of Slinger/Signaller for excavation categories provided they hold the CPCS Slinger/Signaller Category or have passed both the CPCS Theory and Practical Technical Test for Slinger/Signaller.

It is appreciated that not all CPCS Testers who will be carrying out such testing currently hold this category or have passed the CPCS Technical Tests, therefore until their initial Tester Card expires, a Tester will be permitted to fulfil the supporting role of Slinger/Signaller in such occurrences provided that:

- they are certificated and competent to BS7121
- are able to fulfil the role on the category being tested
- a risk assessment has been properly completed
- they can maintain close and continuous supervision.

To ensure standards are maintained, all individuals fulfilling the role of Slinger/Signaller in the CPCS Technical Tests requiring such activities to be undertaken will, from 1 August 2013, be required as a minimum to have passed the CPCS Theory and Practical Technical Tests for Slinger/Signaller.

- 5.3.10. If concurrent CPCS Technical Tests are being delivered which require a common supporting operator, the CPCS Test Centre is allowed to use one supporting operator across the CPCS Technical Tests. However, a 'stop the clock' process must not be used and the candidate must not be disadvantaged in any way.
- 5.3.11. If a CPCS Test Centre has a specific one-off request for a degree of flexibility in delivering the CPCS Practical Test, they can contact their CPCS Monitor who may be able to approve dispensation for exceptional circumstances.

5.4. CPCS Advanced Technical Test delivery (Practical and Theory)

A CPCS Test Centre must only use CPCS Testers who meet the following requirements to deliver the CPCS Advanced Technical Test:

- 5.4.1. CPCS Testers who have a full five-year CPCS Tester Card
- 5.4.2. CPCS Testers who have completed a minimum of 10 CPCS Practical Tests and 10 CPCS Theory Tests within the last 12 months
Please note: if the Tester has not had three Practical Tests and three Theory Tests monitored within the last 12 months then the Monitor has the right to request that this monitoring is completed before a request to deliver Advanced Technical Tests is approved.
- 5.4.3. CPCS Testers with no sanctions (Level 3a, b or c) lodged against them within the last 12 months.

5.5. CPCS Practical Test delivery for candidates with disabilities

Under The Disability Discrimination Act 1995 (the Act) and revised Code of Practice for Trade Organisations, Qualification Bodies and General Qualification Bodies (the Code), CPCS Test Centres as a qualification body has obligations. The Code defines a qualification body as:

'an authority or body which can confer, renew or extend a professional or trade qualification. For this purpose a professional or trade qualification is an authorisation, qualification, recognition, registration, enrolment, approval or certification which is needed for, or which facilitates engagement in, a particular profession or trade'

This Act makes it unlawful for CPCS Test Centres to discriminate against a person with disabilities in relation to conferring professional or trade qualifications. The Act does not prevent the CPCS Test Centre from treating people with disabilities more favourably than those who have none.

One of the ways in which a CPCS Test Centre can discriminate against people with disabilities is when it fails to comply with a duty imposed on it to make 'reasonable adjustments' in relation to them. The duty to make a reasonable adjustment arises where a provision, criterion or practice applied by or on behalf of a CPCS Test Centre places a person with disabilities at a substantial disadvantage compared with people who have none. CPCS Test Centres have to take such steps as are reasonable for them to take in all circumstances to prevent that disadvantage – in other words they have to make a 'reasonable adjustment'. Where the duty arises, CPCS Test Centres cannot justify a failure to make a reasonable adjustment.

As a qualifications body, a CPCS Test Centre has a duty to make reasonable adjustments to the way it confers, renews, or extends professional or trade qualifications (except in respect of competence standards). It owes this duty to a person with disabilities who holds a qualification conferred by it and to an applicant with disabilities or potential applicant for such a qualification.

Having reviewed the Act and the Code, CPCS see no reason why the candidate should not be able to provide verbal answers to the following points or tasks:

- remove and replace safety pins when changing a bucket
- pre-start check
- carry out depth checks
- use of a laser level.

In the event that a CPCS Test Centre requires guidance concerning candidates with disabilities, please apply the above taking into account that CPCS Test Centres can make 'reasonable adjustments' in relation to the person with disabilities undertaking a CPCS Technical Test.

5.6. CPCS Practical Test delivery for categories including Lifting Operation Activities

A CPCS Test Centre shall ensure that an activity requiring plant equipment to carry out lifting operations as part of a CPCS Practical Test is undertaken in such a manner to comply with The Health and Safety at Work Act 1974, The Provision and Use of Work Equipment Regulations 1998 (PUWER), The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and relevant Codes of Practice and best practice documents, such as the BS 7121 series, applicable to the item of plant. It is therefore the responsibility of the CPCS Test Centre to ensure that all lifting operations meet the minimum requirements listed below:

- 5.6.1. They are planned by a competent person ensuring that there is a safe system of work.
- 5.6.2. Risk assessments are completed, implemented and updated accordingly.
- 5.6.3. Lifting equipment provided for the lifting operation is compliant with LOLER.
- 5.6.4. Lifting accessories and lifting equipment are tested and/or thoroughly examined in accordance with legislation.
- 5.6.5. Lifting equipment is visibly marked with its safe working load. Accessories, e.g. shackles and slings, should be similarly marked.
- 5.6.6. Loads are marked clearly with their weight and are in good condition to be used.
- 5.6.7. Roles and responsibilities of those involved with the lifting operation are clearly communicated.
- 5.6.8. A suitable communication system (signals) is agreed as part of the safe system of work.
- 5.6.9. There is close and continuous supervision of the lifting operation. (If qualified, the CPCS Tester may undertake this role.)
- 5.6.10. Information applicable to the use of lifting equipment and lifting accessories is made available.

6. CPCS Technical Test Administration

This section explains how a CPCS Test Centre must administer the CPCS Technical Test.

A CPCS Test Centre must ensure that it only submits valid notifications and results to CPCS. This incorporates:

- operators with a known CPCS registration number and appropriate pre-test qualifications
- completing CPCS Technical Tests at approved CPCS Test Sites
- in approved categories
- with a registered CPCS Tester
- within the time limits for notifications and results submissions.

6.1. Pre-notification

A CPCS Test Centre must ensure that the operator has a valid CPCS registration number (also known as Phoenix ID or registration number) to enable the CPCS Technical Test to be notified.

A CPCS Test Centre must provide all candidates with appropriate joining instructions and information prior to their CPCS Technical Test, including:

- confirmation that the CPCS Theory Test will be recorded, and that the CPCS Practical Test may be videoed
- details of the make and model of the machine on which they will complete the CPCS Practical Test (if not bringing their own)
- details of PPE to be brought
- requirement to bring photographic proof of identity (passport, driver's licence, CPCS Card, etc.)
- requirement to bring proof of LGV Licence if applying for Concrete Pump – Truck Mounted Boom (A06)
- requirement to bring proof of FÁS Safe Pass (if candidate is a resident of the Republic of Ireland and is exempt from holding a ConstructionSkills Health & Safety Test pass)
- requirement to bring a passport size photograph (not applicable if applying for a Trained Operator Card)
- requirement to bring copies of any certificates relevant to a CPCS Card application
- information as to how to access, or provision of, the relevant CPCS Technical Test Guidance Notes, CPCS Syllabus, CPCS Theory Test questions and/or CPCS Practical Test Specification.

6.2. CPCS Technical Test notifications

6.2.1. Method of notification submission

A CPCS Test Centre must provide at least two full normal working days prior notice of a CPCS Standard Technical Test.

A CPCS Test Centre must notify all CPCS Technical Tests, using the CPCS-ON (online notification and results submission) system.

In the event of a computer systems failure, notifications can be faxed to CPCS. Please see Article C on page 50 for further information.

6.2.2. CPCS Standard Technical Test notifications

A CPCS Test Centre must provide at least two full normal working days prior notice of a CPCS Standard Technical Test taking place. Notifications for this period must be submitted by:

- 1800 Monday for CPCS Standard Technical Tests to be delivered on Thursday
- 1800 Tuesday for CPCS Standard Technical Tests to be delivered on Friday, Saturday or Sunday

- 1800 Wednesday for CPCS Standard Technical Tests to be delivered on Monday
- 1800 Thursday for CPCS Standard Technical Tests to be delivered on Tuesday
- 1800 Friday for CPCS Standard Technical Tests to be delivered on Wednesday.

6.2.3. **CPCS Advanced Technical Test notifications**

A CPCS Test Centre must agree the date of a CPCS Advanced Technical Test with the CPCS Monitor before a notification is submitted.

A CPCS Test Centre must provide at least five full normal working days prior notice of a CPCS Advanced Technical Test taking place. Notifications for this period must be submitted by:

- 1800 Monday for CPCS Advanced Technical Tests to be delivered the following Tuesday
- 1800 Tuesday for CPCS Advanced Technical Tests to be delivered the following Wednesday
- 1800 Wednesday for CPCS Advanced Technical Tests to be delivered the following Thursday
- 1800 Thursday for CPCS Advanced Technical Tests to be delivered the following Friday, Saturday or Sunday
- 1800 Friday for CPCS Advanced Technical Tests to be delivered the following Monday.

6.2.4. **Late notifications**

In the event that a notification cannot be submitted in the given timescale, the Test Centre must gain approval beforehand from the relevant CPCS Monitor to be given permission to submit the late notification. Failure to contact the relevant Monitor may result in a sanction being given.

6.2.5. **CPCS Test Site special conditions**

A CPCS Test Centre must contact the CPCS Monitor prior to submission of a notification if there are any special conditions for example specific access requirements for a site at which they wish to deliver a CPCS Technical Test (e.g. security clearances or induction training).

In the event of a monitoring visit being denied to the CPCS Monitor as a result of special conditions that have not been notified, the CPCS Technical Test results will be rejected and a 'wasted visit fee' charged to the CPCS Test Centre.

6.2.6. **CPCS Technical Test notifications for off-centre categories**

A CPCS Test Centre must provide the exact location for the CPCS Technical Test if taking place off centre. If this is not possible, the CPCS Test Centre must contact the CPCS Monitor and provide the client's telephone number or the CPCS Tester's telephone number.

In the event of a monitoring visit being denied to the CPCS Monitor as a result of inadequate information given on the test location, the CPCS Technical Test results will be rejected and a 'wasted visit fee' charged to the CPCS Test Centre.

6.2.7. **CPCS Technical Test notification fee**

A fee is payable by the CPCS Test Centre to CPCS for each CPCS Technical Test notified (as listed in the Fee Schedule).

6.2.8. **Out of hours CPCS Technical Test notification fee**

An additional fee is payable by the CPCS Test Centre to CPCS for each out-of-hours CPCS Technical Test notified (as listed in the Fee Schedule).

6.2.9. **Rejected CPCS Technical Test notifications**

CPCS will reject notifications if the information supplied is not valid. In these circumstances CPCS will contact the CPCS Test Centre to either change the details provided to valid details or to request that the CPCS Technical Test is withdrawn. CPCS Technical Tests must not be undertaken until CPCS requirements are met and the CPCS Technical Test has been approved to take place.

6.2.10. CPCS Technical Test cancellation by the CPCS Test Centre

A CPCS Test Centre must contact their CPCS Monitor by telephone or text with a follow-up email to the CPCS Monitor confirming the cancellation of the Technical Test and that the Technical Test has been resulted as cancelled in CPCS-ON.

A CPCS Test Centre will be charged a 'wasted visit fee' (please see Fee Schedule for further information) if a CPCS Monitor attends a CPCS Technical Test which has been cancelled without notification to CPCS through the process outlined above.

CPCS will not refund the notification fee on the cancellation of a CPCS Technical Test except for periods of extreme weather.

In a period of extreme weather that results in a notified test being cancelled, CPCS will offer a refund when the test is re-scheduled and notified for a later date (this means the same individual on the same category at the same Test Centre). This means that in effect the second notification fee will be waived. However, if Test Centres are found to be abusing this system to gain refunds where tests were cancelled for other reasons, then the CPCS Monitor has the right to place the Test Centre under sanction.

6.2.11. CPCS Technical Test cancellation by CPCS

If a Monitor arrives at a CPCS Test Centre to monitor a notified CPCS Technical Test, the Monitor can formally cancel the test two hours after the notified start time if any of the individuals and/or facilities are not available. A 'wasted visit fee' will then be levied and CPCS will not refund the notification fee.

6.2.12. CPCS Technical Test reallocation

A CPCS Test Centre can manage their notified (both Standard and Advanced) Technical Tests using the following rules:

6.2.12.1 A CPCS Test Centre can book an operator onto a CPCS Theory Test immediately followed by a CPCS Practical test but if the operator fails the CPCS Theory Test:

- the CPCS Practical Test will not be able to take place, and
- the CPCS Practical Test notification fees will not be refundable (if the slot cannot be re-allocated as set out within 6.2.12.2).

6.2.12.2 If an operator is able to complete the CPCS Technical Test in a shorter time than allocated on notification, a CPCS Test Centre can bring a subsequent Technical Test forward if:

- the Tests are back to back, i.e. a maximum of a 15-minute gap
- they have the next customer waiting, and
- they have a CPCS Tester available to complete the CPCS Technical Test.

The CPCS Test Centre must contact their CPCS Monitor by telephone and request that they may bring a notified CPCS Technical Test slot forward. The CPCS Monitor has the right to refuse this, or to require that the CPCS Technical Test is video-recorded to facilitate retrospective monitoring. In the event of a monitoring visit being denied to the CPCS Monitor as a result of inadequate information given on CPCS Technical Tests being brought forward, a 'wasted visit fee' may be charged to the CPCS Test Centre. Concessions have been granted by the CPCS Management Committee in relation to the testing of Category A65.

6.2.12.3 If necessary, due to unforeseen circumstances, a CPCS Test Centre can amend their notified Standard Technical Tests within CPCS-ON by changing:

- the Tester
- the candidate
- the category, or
- the type of test (i.e. from Theory to Practical).

However, once a test has been notified, CPCS will not allow key monitoring information to be changed including:

- any Advanced Test information

- any information that would lead to an increase in the notification fee payable – i.e. making a test out-of-hours (and if the changes reduce the fee, then the additional fee is forfeit)
- the site
- the test date
- start time of the Test.

The CPCS Test Centre must contact their CPCS Monitor by telephone (a text message or voicemail is acceptable if they are unable to answer) to inform them of the changes made.

6.3. CPCS Technical Test grading sheet access

A CPCS Test Centre will be provided with the appropriate CPCS Technical Test grading sheets for the categories that they are approved to offer.

A CPCS Test Centre must complete the CPCS Technical Test grading sheet in accordance with the CPCS Theory Test Procedures contained in the current CPCS Technical Test Guidance Notes.

The CPCS Technical Test grading sheet must be signed by both the CPCS Tester and the operator.

6.4. CPCS Technical Test results feedback

A CPCS Test Centre must provide the operator with a copy (either handwritten or photocopied) of the CPCS Technical Test grading sheet at the end of the CPCS Technical Test, with feedback and comments on performance.

6.5. CPCS Technical Test results submission

A CPCS Test Centre must submit CPCS Technical Test results to CPCS by the end of the next normal working day.

The only exception to this rule is for the Appointed Persons CPCS Standard Technical Test, for which results must be submitted to CPCS within seven normal working days.

6.6. CPCS Technical Test letter of achievement

A CPCS Test Centre must present the operator with a CPCS Technical Test letter of achievement at the time of passing the CPCS Standard Practical Test.

The CPCS Technical Test letter of achievement will act as provisional certification to enable the operator to access sites whilst waiting for their CPCS Card application to be processed.

6.7. CPCS Terms & Conditions and Data Protection Statement

A CPCS Test Centre must ensure that the candidate has completed in full the CPCS Terms & Conditions and Data Protection Statement at the time of passing the CPCS Standard Practical Test. (Please see paragraph 2.8 for further information on card application processes.)

6.8. CPCS Card application forms – Competent Operator Card

A CPCS Test Centre must present the operator with form Application for a first CPCS Operator Card or to add further categories (F1/1) at the time of passing the CPCS Standard Practical Test. Please see paragraph 2.8 for further information on card application processes.

6.9. CPCS-ON administration – logging in

Those using the CPCS-ON (online notification and results submission) system will have been given, either by the CPCS Product Office or through Test Centre management via the manage users facility, an individual login name and password. The nominated password remains unique to that user. Individual passwords must not be used by any other staff member. Additional logins can be requested by email to CPCS.product@cskills.org or via the manage users facility on CPCS-ON.

7 Quality Assurance

This section explains how CPCS will monitor CPCS Test Centre Scheme Rule compliance and monitor and maintain the quality, consistency and integrity of CPCS Technical Tests.

A CPCS Test Centre must allow unrestricted access to CPCS monitoring staff and CPCS officials to all premises/sites where CPCS Technical Tests are being delivered or where there are related documents.

A CPCS Test Centre must comply promptly with all reasonable requests from CPCS for information in relation to CPCS Technical Tests delivered by the CPCS Test Centre.

A CPCS Test Centre must allow a CPCS Monitor to:

- take photographs and video
- take copies of documents
- interview staff
- interview candidates.

7.1 CPCS Monitor contact

A CPCS Test Centre and a CPCS Test Site will have a named CPCS Monitor contact. CPCS Monitors can be contacted by mobile telephone (call or text) or email. In the event of not being able to contact your CPCS Monitor, please try other CPCS Monitors or the CPCS Department.

7.2 Annual CPCS Test Centre Accreditation Maintenance

- 7.2.1 A CPCS Test Centre must allow CPCS unrestricted access to the CPCS Administration Office to complete an annual CPCS Test Centre Accreditation Maintenance visit during normal working hours.
- 7.2.2 A fee is payable by the CPCS Test Centre to CPCS for the annual CPCS Test Centre Accreditation Maintenance visit (as listed in the Fee Schedule), and this includes one CPCS Test Site Compliance Monitoring Visit.
- 7.2.3 A CPCS Test Centre must prove that it, and all of its CPCS Test Sites, continue to meet the CPCS Test Centre Scheme Rules and have the appropriate facilities to deliver the expected service.
- 7.2.4 CPCS Monitoring staff will use an appropriate checklist when conducting an annual CPCS Test Centre Accreditation Maintenance Visit.
- 7.2.5 A report on CPCS Test Centre compliance will be provided to the CPCS Test Centre within five normal working days of the visit, clearly listing any occurrences of non-compliance with an action plan to ensure compliance is regained.
- 7.2.6 A CPCS Test Centre that passes the CPCS Test Centre Accreditation Maintenance visit will retain its CPCS Test Centre accreditation for the following year.

7.3 CPCS Test Site Compliance Monitoring

- 7.3.1 A CPCS Test Site must allow CPCS unrestricted access to complete a CPCS Test Site Compliance Visit during normal working hours.
- 7.3.2 CPCS have the right to complete at least one CPCS Test Site Compliance Visit a year to support CPCS Test Centre Accreditation Maintenance.
- 7.3.3 A CPCS Test Site must prove that it meets the requirements documented in the CPCS Test Centre Scheme Rules.
- 7.3.4 CPCS monitoring staff will use an appropriate checklist when conducting a CPCS Test Site Compliance Visit.

- 7.3.5 A report on CPCS Test Site compliance will be provided to the CPCS Test Centre within five normal working days of the visit, clearly listing any occurrences of non-compliance with an action plan to ensure compliance is regained.
- 7.3.6 A CPCS Test Site that passes the annual CPCS Test Site Compliance Visit will retain its CPCS Test Site accreditation for the following year.

7.4 CPCS Technical Test and/or On-site Assessment Monitoring

- 7.4.1 In accordance with the requirements set out in the CPCS Test Centre Scheme rules, CPCS has the right to appoint CPCS Staff to undertake un-announced or announced monitoring visits to check compliance with all elements of the CPCS Test Scheme rules.
- 7.4.2 The frequency of monitoring can be determined by a number of factors for example:
- the CPCS Test Centre's throughput of candidates
 - Customer complaints
 - Potential risks to the CPCS Technical Test or On-site Assessment standards
 - number of actions plans and/or sanctions raised
 - Health and Safety issues
- 7.4.3 The CPCS Test Centre must allow CPCS Staff access to CPCS Technical Test sites and/or On-site Assessment areas without notice, to observe the delivery of any CPCS Technical Tests and/or CPCS On-site Assessments.
- 7.4.4 The CPCS Monitor may choose to monitor CPCS Technical Tests and/or CPCS On-site Assessments at any stage through the process i.e. at the start, part way through or at the end.
- 7.4.5 CPCS Monitoring staff will use an appropriate checklist when observing the delivery of CPCS Technical Tests and/or CPCS On-site Assessments.
- 7.4.6 Monitoring of CPCS Technical Tests and/or CPCS On-site Assessments will be against CPCS specifications or any other related CPCS Scheme rules or standards.
- 7.4.7 The CPCS Monitor will not affect the outcome of the CPCS Technical Test and/or On-site Assessment. It is the responsibility of the CPCS Tester to determine whether the candidate has met the appropriate CPCS Technical Test and/or CPCS standards. However, should the CPCS Monitor observe a breach of Health and Safety Legislation and/or Scheme rules the CPCS the CPCS Monitor will inform the CPCS Tester and the CPCS Test Centre that the CPCS Technical Test and/or On-site Assessment will not be recognised by CPCS and will have to be re-taken.
- 7.4.8 In the event that the CPCS Monitor reports a CPCS Technical Test and/or On-site Assessment is not to be recognised as specified in 7.4.7 above, the CPCS Test Centre may lodge an appeal in writing against this decision by contacting the appropriate CPCS Team Leader at the CPCS Department. The appeal must be lodged within 10 Normal Working Days of the CPCS Technical Test and/or On-site Assessment taking place.
- 7.4.9 Once the CPCS Technical Test or CPCS On-site Assessment has been completed, the CPCS Monitor will provide feedback to the CPCS Tester regarding their performance, recording their comments on the CPCS Monitoring report. The report will be issued to the CPCS Test Centre within five Normal Working Days of the specific CPCS Technical Test and/or On-site Assessment.
- 7.4.10 It is the responsibility of the CPCS Test Centre to review monitoring reports (within CPCS-ON) and take necessary steps to comply with any action plans and/or sanctions that have been raised and where appropriate discuss the report with the CPCS Tester.
- 7.4.11 The Monitoring report may contain observations and/or comments on how to improve the delivery of CPCS Technical Tests and/or On-site Assessments and where appropriate, give guidance on best practice considered useful to support Health and Safety at the CPCS Test Site or to raise the standards of the CPCS Test Centre and/or CPCS Test Site facilities.

- 7.4.12 In the event that non-compliance against CPCS Technical Tests, On-site Assessments, specifications, Scheme rules and/or standards is observed, the CPCS Monitor will, if deemed appropriate, issue an action plan and/or sanction for the purpose of recording and correcting the non-compliance.
- 7.4.13 The CPCS Monitor may undertake retrospective monitoring to check CPCS theory test recordings, audit grading sheets and/or any other documents relevant to Scheme rules, specifications and standards.
- 7.4.14 The CPCS Monitor can request that CPCS Practical Tests and/or On-site Assessments are recorded (using video equipment) in full, ensuring all elements of the Practical Test and/or On-site Assessment are recorded and in accordance with the requirements set out below:
- 7.4.14.1 The recording may not be undertaken by the CPCS Tester delivering the CPCS Practical Test or On-site Assessment.
 - 7.4.14.2 The recording has captured all elements and will reflect a true account of the actual CPCS Practical Test and/or On-site Assessment.
 - 7.4.14.3 The CPCS Test Centre will ensure that the CPCS Practical Test and/or Assessment are correctly recorded and are made available to the Monitor on request.
- 7.4.15 The CPCS Monitor may not operate any item of plant or equipment unless authorised to do so by their employer CITB-ConstructionSkills.
- 7.4.16 The CPCS Monitor may not become involved in, or take part in any CPCS Technical Tests and/or On-site Assessments that they are directly or indirectly associated with when in the employment of CITB-ConstructionSkills.
- 7.4.17 The CPCS Monitor must not be offered or given any confidential information or data from individuals or CPCS Test Centres that would give pecuniary advantage to third parties or receive any favours or financial reward associated with their role as a CPCS Monitor.
- 7.4.18 CPCS welcomes feedback on monitoring activities and these should be sent in writing to the respective CPCS Team Leader.

7.5 Sanctions

CPCS has a Table of Sanctions for dealing with CPCS Test Centres which do not comply with the Scheme Rules.

The Table of Sanctions is designed to ensure a transparent, fair and consistent means of addressing shortcomings in the CPCS Test Centre's performance to deliver CPCS Technical Tests in relation to the Scheme Rules.

The Table of Sanctions contains five levels of infringement against the Scheme Rules linked to a specific sanction. These are set out in Article B on page 47, together with a rationale for the sanction, and represent the minimum response that CPCS can impose

7.6 Appeals

There are two types of dispute where a CPCS Test Centre can lodge an appeal:

7.6.1 Appeal against a sanction for non-compliance:

In the event of a dispute regarding a sanction for non-compliance with Scheme Rules, a CPCS Test Centre must lodge an appeal in writing, within 10 normal working days of receiving written notification. The appeal must be sent to either the North or South Team Leader at:

CPCS Department
ConstructionSkills
Bircham Newton
Kings Lynn
Norfolk PE31 6RH

If no appeal is made within the 10 normal working day appeal period, action to implement the suspension or termination of accreditation will be taken.

In the event that an appeal is made within the 10 normal working day appeal period, no action to implement the suspension or termination will be made until the appeal has been heard and the outcome of the Appeals Process has been determined.

7.6.2 Appeal against Test Centre Scheme Rules:

In the event of a dispute regarding Scheme Rules, a CPCS Test Centre must lodge an appeal in writing. The appeal must be sent to.

The CPCS Committee Secretary
ConstructionSkills
Bircham Newton
Kings Lynn
Norfolk PE31 6RH

The CPCS Department will provide full details of the Appeals Process on request.

8 Definitions

The purpose of this section is to define the terms used throughout these Scheme Rules.

The terms are listed in alphabetical order, with the exception of subsidiary elements; for example, all definitions relating to the CPCS Technical Test are listed under CPCS Technical Test.

8.1 Client Partnership Test Site

A Client Partnership Test Site is a CPCS Test Site located on an employer's premises or on a building site which has been specifically accredited by CPCS. A Client Partnership Test Site must meet all CPCS Test Site facility and obligation requirements. A CPCS Test Centre would only be permitted to deliver CPCS Technical Tests at the client's site for categories for which they are approved to offer at their Centre.

8.2 CPCS

The Construction Plant Competence Scheme (CPCS) provides skills cards for the plant sector of the Construction Industry. It was launched in 2003 at the request of employers to help them comply with regulations and requirements, and aims to apply common national standards for all plant operators. CPCS covers a large range of plant categories to meet employer and operator needs.

CPCS is owned by Construction Industry Training Board (otherwise known as ConstructionSkills) which allocates staff to manage and administer it on behalf of the CPCS Management Committee that develops its policy and strategy

8.3 CPCS Administration Office

A CPCS Administrative Office is a place of administrative activities which has been accredited by CPCS for the purpose of supporting the CPCS Technical Test.

8.4 CPCS Card

A skills card issued by CPCS to confirm either the skills, knowledge and understanding, or the competence of the operator holding the card:

- Red CPCS Trained Operator Card: a non-renewable two-year card issued by CPCS to operators who meet CPCS requirements for a red card and have yet to achieve the relevant SVQ/NVQ.
- Blue CPCS Competent Operator Card: a five-year card issued by CPCS to operators who have met CPCS requirements for a blue card and have achieved the relevant SVQ/NVQ.
- CPCS Tester Card: a two-year or five-year card issued by CPCS to operators who meet CPCS requirements for a CPCS Tester. The difference between the cards is whether the individual has achieved the relevant assessor qualification or units.
- CPCS Trainer Card: a two-year or five-year card issued by CPCS to operators who meet CPCS requirements for a CPCS Trainer. The difference between the cards is whether the individual has achieved the relevant learning qualification or units.

8.5 CPCS Category

A Category is defined as:

- an item of plant or equipment used within the construction industry in accordance with the manufacturer's basic design
- an agreed duty or occupation involving plant operations, e.g. Appointed Person, Slinger/Signaller.

New categories are continually being added; details of forthcoming categories can be found in Appendix A of the CPCS Scheme Handbook for Operators. There are two types of Category for the CPCS Technical Test. All Categories have a classification as either an On-Centre Category or an Off-Centre Category, depending on the appropriate site for delivering the CPCS Technical Test.

8.5.1 On-Centre Categories

On-Centre Categories are Categories covered by CPCS for which the CPCS Technical Test must be completed on a CPCS Test Centre Site.

(See Article A on page 41 for a list of categories.)

8.5.2 Off-Centre Categories

Off-Centre Categories are specialist Categories covered by CPCS for which the CPCS Technical Test can be completed off centre due to the requirements for specific working environments in order to complete appropriate tasks relating to the CPCS Technical Test. These categories can be completed on centre if the CPCS Test Site has the facilities to do so.

(See Article A for a list of categories.)

Categories covered by CPCS are continually reviewed. New categories and category endorsements are added with the approval of the CPCS Management Committee following consultation with industry, manufacturers, practitioners and CPCS Test Centres.

For further information about the suitability of an item of plant or equipment in meeting category requirements, contact a CPCS Monitor or the CPCS Department. CPCS interpretation and description of the plant or equipment is final.

8.6 CPCS Category Endorsements

Category Endorsements are applied to certain categories of plant where there are significant differences in the type of plant due to weight, size, capacity or application. Category endorsements enable CPCS to be more precise about the type of machine that the operator is deemed competent to use.

8.7 CPCS Department

The CPCS Department is the body of CPCS staff headed by the Head of Testing & Card Services based at ConstructionSkills main offices.

Head of Testing & Card Services
ConstructionSkills
Bircham Newton
Kings Lynn
PE31 6RH
0844 844 4745

8.8 CPCS Monitor

A CPCS Monitor is an individual employed by ConstructionSkills (CPCS) for the purpose of carrying out monitoring visits to ensure that CPCS Test Centres comply with the Scheme Rules.

In addition to their primary role, CPCS Monitors can provide advice and guidance on CPCS. If a CPCS Test Centre wishes to have an advice visit, they should agree a suitable time and place for the visit with the CPCS Monitor.

9 CPCS Technical Tests and Assessment

There are two levels of CPCS Technical Test that can be taken: Standard and Advanced. An On-Site Assessment is further available, predominately as an option for renewal purposes, and a Plant Operator Renewal Test is being developed, also for renewal purposes. Each test and its elements are described further.

9.1 CPCS Standard Test

The CPCS Standard Technical Test is set by CPCS and designed to ensure that candidates have the necessary knowledge and practical skills specific to CPCS learning outcomes for a particular category covered by CPCS. It has two elements:

- a Theory Test
- a Practical Test.

9.2 CPCS Advanced Technical Test

The CPCS Advanced Technical Test is a set by the Scheme at a higher level and designed to ensure that candidates have the necessary combination of experience, knowledge and skills specific to a particular Category covered by CPCS for the purpose of delivering training against Scheme criteria, or conducting CPCS Technical Tests both at standard and advanced level. It has two elements:

- an Advanced Theory Test
- an Advanced Practical Test.

9.3 CPCS Theory Test

The CPCS Theory Test is set to identify a detailed robust test of knowledge directly related to a CPCS Category. Both the Standard and Advanced Theory Test incorporate questions relating to:

- specific Category- and environment-related health and safety
- operator's rights and responsibilities
- pre-start checks
- use of the operators' manual
- category-specific preparation, operating and shut-down requirements.

9.4 CPCS Standard Theory Test

The CPCS Standard Theory Test is part of CPCS requirements for individuals applying for their first CPCS Operator Card or for those adding a Category to a current CPCS Operator Card.

There is a CPCS Standard Theory Test for each Category. Where a Category has endorsements, the CPCS Standard Theory Test is taken once but the CPCS Standard Practical Test must be completed to attain each required endorsement.

The CPCS Standard Theory Test must be answered verbally in a one-on-one session with a CPCS Tester registered with a CPCS Test Centre.

Individuals are required to achieve 80% to pass the CPCS Standard Theory Test and meet requirements for applying for a Trained or Competent Operator Card.

There is a guideline estimated time of 1 hour for each CPCS Standard Theory Test.

The CPCS Standard Theory Test must be passed before the CPCS Standard Practical Test is attempted (with the exception of Appointed Persons). The CPCS Standard Theory Test is valid for six months from the date of achievement for the purpose of progression onto the CPCS Standard Practical Test.

There is a CPCS Standard Theory Test for each Category. Where a Category has endorsements, the CPCS Standard Theory Test is taken once but the CPCS Standard Practical Test must be completed to attain each required endorsement.

9.5 CPCS Advanced Theory Test

The CPCS Advanced Theory Test is part of CPCS requirements for individuals applying for their first CPCS Tester or CPCS Trainer Card or for those adding a Category to a current CPCS Tester or Trainer Card.

There is a CPCS Advanced Theory Test for each Category. Where a Category has endorsements, the CPCS Advanced Theory Test is taken once but the CPCS Advanced Practical Test must be completed to attain each required endorsement.

The CPCS Advanced Theory Test must be answered verbally, in a one-on-one session with a CPCS Tester registered with a CPCS Test Centre.

All CPCS Advanced Theory Tests will be monitored by CPCS (100%).

There is a guideline estimated time of 1 hour for each CPCS Advanced Theory Test.

The candidate must record a minimum of 80% on the CPCS Advanced Theory Test for the Category before the CPCS Advanced Practical Test is attempted. However, the operator must achieve 100% on the CPCS Advanced Theory Test to record a pass and to apply for a Tester and/or Trainer Card. This does not apply to Appointed Persons where the Advanced Theory Test is written.

The CPCS Advanced Theory Test result is valid for six months from the date of achievement for the purposes of progression onto the CPCS Advanced Practical Test.

9.6 CPCS Practical Tests

The CPCS Practical Test is set to ensure practical ability through a series of practical activities, based on core operating skills.

9.7 CPCS Standard Practical Test

The CPCS Standard Practical Test is part of CPCS requirements for individuals applying for their first CPCS Operator Card or for those adding a Category to a current CPCS Operator Card.

There is a CPCS Standard Practical Test for each Category, but for categories with endorsements the endorsement must be specified and the test taken on the appropriate piece of plant.

The CPCS Standard Practical Test needs to be completed within specified time limits.

The time limits have been set to ensure that a candidate has sufficient work skills to be productive in current and future employment. The time limits have been set at a level that allows even newly trained operators to prove a sufficient measure of productivity when mapped against industry timescales.

The CPCS Standard Theory Test must be passed before the Standard Practical Test is attempted (with the exception of Appointed Persons). The CPCS Standard Theory Test is valid for six months from the date of achievement for the purpose of progression onto the CPCS Standard Practical Test.

9.8 CPCS Advanced Practical Test

The CPCS Advanced Practical Test is part of CPCS requirements for individuals applying for their first CPCS Tester or Trainer Card or for those adding a Category to a current CPCS Tester or Trainer Card.

There is a CPCS Advanced Practical Test for each Category but for categories with endorsements, the endorsement must be specified and the test taken on the appropriate piece of plant.

All CPCS Advanced Practical Tests will be monitored by CPCS (100%).

The CPCS Advanced Practical Test needs to be completed within specified time limits.

The time limits have been set to ensure that a candidate has sufficient work skills to be able to assess, test or train operators in the category of machine.

The operator must record a minimum of 80% on the CPCS Advanced Theory Test for the category before the CPCS Advanced Practical Test is attempted. However, the operator must achieve 100% on the CPCS Advanced Theory Test to record a pass and to apply for a Tester and/or Trainer Card. This does not apply to Appointed Persons where the Advanced Theory Test is written.

9.9 CPCS On-Site Assessment (OSA)

The CPCS On-Site Assessment is a practical assessment of operating ability carried out in the workplace. It can act as an alternative to the standard CPCS Practical Test or CPCS Logbook when renewing the blue Competent Operator Card.

The On-Site Assessment must be conducted by a registered CPCS Tester working through a CPCS Test Centre.

9.10 CPCS Plant Operator Renewal Test

The CPCS Plant Operator Renewal Test is to be set by CPCS to identify the ongoing knowledge specific to a CPCS category and will be part of CPCS requirements for individuals applying to renew categories on a CPCS Operator, Tester or Trainer Card.

Development work on the renewal test is currently underway and is proposed to be available from mid 2011.

9.11 CPCS Test Centre

A CPCS Test Centre is a place of operation which has been accredited by CPCS for the purpose of providing a single point of contact to the operator with a CPCS Administration Office with facilities to accommodate administration activities, and a CPCS Test Site on which the CPCS Technical Test can be delivered.

9.12 CPCS Test Centre for Off-Centre Categories only

A CPCS Test Centre for Off-Centre Categories only is a place of operation which has been accredited by CPCS for the purpose of providing a one stop service for off-Centre categories only, with facilities to accommodate administration activities only.

9.13 CPCS Test Site

A CPCS Test Site is a place of operation which has been accredited by CPCS for the purpose of delivering CPCS Technical Tests. It is the location that the candidate will visit to complete both theory and practical elements of their CPCS Technical Test.

9.14 CPCS Tester

A CPCS Tester is an individual who has met the CPCS Scheme requirements to become a CPCS Tester, and has been issued with a CPCS Tester Card.

9.15 Registered CPCS Tester

A registered CPCS Tester is a CPCS Tester who has been registered with a CPCS Test Centre to deliver CPCS Technical Tests on their behalf.

9.16 CPCS Trainer

A CPCS Trainer is an individual who has met the CPCS Scheme requirements to become a CPCS Trainer, and has been issued with a CPCS Trainer Card.

9.17 Health & Safety Test

Health & Safety Test means ConstructionSkills Health & Safety Test.

9.18 Normal Working Day

A Normal Working Day is defined as a day other than Saturday or Sunday or a public or bank holiday that is common in both England and Scotland.

9.19 Normal Working Hours

Normal Working Hours are defined as 0800 to 1700 on a normal working day.

9.20 Out of Hours

Out of Hours are times that fall outside normal working hours (see above).

9.21 Operator

An Operator is a person who operates or intends to operate a CPCS category of plant or equipment and who wishes to take a CPCS Technical Test to either become a CPCS cardholder or add another category to their CPCS Card.

9.22 Practical Test Area

A Practical Test Area is an area of land within the CPCS Test Site which meets the CPCS category-specific resource requirements, including size of area, for the delivery of the practical element of the Technical Test.

9.23 Scheme Rules

The Scheme Rules are the CPCS Test Centre Scheme Rules, as outlined in this document as amended and published by CPCS from time to time.

9.24 Single Point of Contact

This is a single point for customer contact that will deliver a customer-focused service to:

- promote CPCS
- assist with enquiries
- deliver CPCS Technical Tests
- arrange or deliver ConstructionSkills Health & Safety Test
- arrange or deliver SVQ/NVQ Level 2 in relevant occupations to obtain the CPCS Competence (blue) Card
- support Grant applications to CITB-ConstructionSkills
- arrange or deliver any other further services required by CPCS.

SCHEDULE 1: FEES

as published and amended from time to time by the Owner
(see clause 5 of the Test Centre Agreement)

1. The Test Centre shall pay to the Owner the current fees as published and amended from time to time by the Owner.

CPCS Fee Structure		Net Fee
1	CPCS Test Centre Accreditation Fees	
1.1	Application fee for CPCS Test Centre Accreditation	£750.00
	<p>This fee is a one-off charge applicable to all that apply for CPCS Test Centre accreditation. This fee covers all CPCS Categories that the applicant wishes to offer. This fee will include one CPCS Administration Office compliance visit and one CPCS Test Site compliance visit.</p> <p>This fee is payable upon application.</p> <p>£500 of this fee shall be refunded to the applicant in the following circumstances:</p> <p>(a) If an application is rejected prior to the CPCS Test Site compliance visit being completed</p> <p>or</p> <p>(b) If an application is unsuccessful following a completed CPCS Test Site compliance visit, a CPCS Test Site compliance visit fee will be charged and deducted from the £500 refund.</p>	
1.2	CPCS Test Centre Accreditation Maintenance Fee	£500.00
	<p>This fee is an annual charge applicable to all Accredited CPCS Test Centres that wish to retain CPCS Test Centre status.</p> <p>This fee covers all CPCS Categories that the applicant wishes to offer.</p> <p>This fee will include one CPCS Administration Office compliance visit and one CPCS Test Site compliance visit.</p> <p>This fee is payable upon booking the visit.</p>	
1.3	CPCS Test Site Compliance Visit	£350.00
	<p>A CPCS Test Centre with multiple CPCS Test Sites will have to pay a fee for a CPCS Test Site compliance visit for each additional CPCS Test Site (one is included with the initial application for accreditation and one with the annual Accreditation Maintenance visit).</p> <p>This fee is payable on booking the CPCS Test Site compliance visit, if an initial application, or after the visit, if an Accreditation Maintenance visit.</p>	
1.4	CPCS Test Centre Accreditation Amendment Fee	£25.00
	<p>This fee is a one-off charge per application applicable to CPCS Test Centres that apply to have the details of their accreditation amended, for example:</p> <ul style="list-style-type: none"> • adding Categories to existing registered Testers • adding Testers • adding Categories at existing accredited Test Sites where no site compliance visit is required as facilities are known. <p>This fee covers all amendment requests included in an application.</p> <p>This fee is payable upon application and is non-refundable if the application is rejected or withdrawn.</p> <p><i>Note: there will be no charge for updating contact information, such as telephone numbers, email addresses, contact names, log-ons.</i></p>	

CPCS Fee Structure		Net Fee
2	CPCS Technical Test Notification Fees	
2.1	CPCS Technical Test Notification Fee	£25.00
<p>This fee is a charge for all CPCS Technical Tests notified to CPCS, to contribute to the cost of administration and monitoring of the activity.</p> <p>A separate fee shall be payable for the Theory Test element and the Practical Test element.</p> <p>This fee is payable on notification, and is non-refundable if the CPCS Technical Test is then cancelled.</p> <p>This fee is payable for all notifications irrespective of whether the specific CPCS Technical Test is monitored.</p>		
2.2	Out of Hours CPCS Technical Test Monitoring Fee	£25.00
<p>This fee is an additional charge for all CPCS Technical Tests notified to CPCS as occurring outside of normal working hours (as defined in the Scheme Rules), to contribute to the additional cost of monitoring such activities.</p> <p>This fee is payable on notification, and is non-refundable if the CPCS Technical Test is then cancelled.</p> <p>This fee is payable for all notifications irrespective of whether the CPCS Technical Test is monitored.</p> <p><i>Note: A total fee of £50 will therefore be payable for each CPCS Standard Technical Test notified as occurring outside normal working hours (with the exception of Appointed Persons).</i></p>		
2.3	CPCS Standard Technical Test Appointed Persons Monitoring Fee	Removed
<p>This fee was removed from the Scheme as of 15 December 2008.</p>		
2.4	CPCS Advanced Technical Test Monitoring Fee	£25.00
<p>This fee is an additional charge for all CPCS Advanced Technical Tests notified to CPCS, to contribute to the additional cost of 100% monitoring of such activities.</p> <p>This fee is payable on notification, and is non-refundable if the CPCS Technical Test is then cancelled.</p> <p>This fee will be in addition to the CPCS Technical Test Notification Fee.</p> <p><i>Note: A total fee of £50 will therefore be payable for each CPCS Advanced Technical Test notified as occurring during normal working hours.</i></p> <p><i>A total fee of £75 will therefore be payable for each CPCS Advanced Technical Test notified as occurring outside of normal working hours.</i></p>		
2.5	Wasted Monitoring Visit Fee	£200.00
<p>This fee is an additional charge for CPCS Test Centres who fail to inform CPCS that a notified CPCS Technical Test has been cancelled, resulting in a CPCS Monitor arriving to monitor a CPCS Technical Test.</p>		

2. The fees shall be paid in accordance with the timescales set out in the table above.
3. All payments must be made in UK sterling (GBP) and reference our invoice number where provided.
4. Where payment is to be made through a credit account, payment shall be made within 30 days of the date of invoice.
5. No payment shall be deemed to have been received until we have received cleared funds.

SCENARIOS FOR FEES THAT WILL BE DUE ON SUBMISSION OF A NOTIFICATION

Fee Scenario 1: A Standard Technical Test that is:

- notified to take place during normal working hours on a normal working day, and
- for any category including Appointed Persons.

e.g. A09 Forward Tipping Dumper Test due to start at 1000 on a Monday.

Fee Ref	Fees	Theory	Practical
2.1	CPCS Technical Test Notification Fee	£25	£25
	Total	£25	£25

Fee Scenario 2: A Standard Technical Test that is:

- notified to take place out of hours, and
- for any category including Appointed Persons.

e.g. A09 Forward Tipping Dumper Test due to start at 1000 on a Saturday.

Fee Ref	Fees	Theory	Practical
2.1	CPCS Technical Test Notification Fee	£25	£25
2.2	Out of hours CPCS Technical Test Monitoring Fee	£25	£25
	Total	£50	£50

Fee Scenario 3: An Advanced Technical Test that is:

- notified to take place during normal working hours on a normal working day, and
- for any category including Appointed Persons.

e.g. A09 Forward Tipping Dumper Test Advanced Test due to start at 1000 on a Monday.

Fee Ref	Fees	Theory	Practical
2.1	CPCS Technical Test Notification Fee	£25	£25
2.4	CPCS Advanced Technical Test Monitoring Fee	£25	£25
	Total	£50	£50

Fee Scenario 4: An Advanced Technical Test that is:





- notified to take place out of hours, and
- for any category including Appointed Persons.

e.g. A09 Forward Tipping Dumper Advanced Test due to start at 1000 on a Saturday.

Fee Ref	Fees	Theory	Practical
2.1	CPCS Technical Test Notification Fee	£25	£25
2.2	Out of hours CPCS Technical Test Monitoring Fee	£25	£25
2.4	CPCS Advanced Technical Test Monitoring Fee	£25	£25
	Total	£75	£75

SCHEDULE 2: CPCS CERTIFICATION MARKS

as published and amended from time to time by the Owner
(see clause 9 of the Test Centre Agreement)

Application Number	Mark /Text	Application Date	Classes
To follow	CPCS	23.05.08	37, 39, 41, 42 & 45
To follow		27.05.08	37, 39, 41, 42 & 45
To follow		27.05.08	37, 39, 41, 42 & 45
To follow		27.05.08	37, 39, 41, 42 & 45
To follow		27.05.08	37, 39, 41, 42 & 45

SCHEDULE 3: MAXIMUM CHARGES

as published and amended from time to time by the Owner
(see clause 5.2 of the Test Centre Agreement)

1. CPCS Standard Theory Test
Maximum charge = £100 (refer to point 5 for elements covered)
2. CPCS Standard Practical Test
Maximum charges per plant categories split into three groups in columns 3A, 3B and 3C in the table below:

Category 3A = £725 (refer to point 5 for elements covered)

Category 3B = £425 (refer to point 5 for elements covered)

Category 3C = £325 (refer to point 5 for elements covered)

3A = £725	3B = £425	3C = £325
Crawler Crane	Compact Crane	Agricultural Tractor
Crawler – Tractor/Dozer	Crane/Lifting Operations Supervisor	Appointed Person
Crawler – Tractor/Side Boom	Crusher	Hoist
Demolition Plant (material processing/ non-hydraulic/hyd rotating/high reach)	Dragline	MEWP Boom
Excavator 180° above 5 tonnes	Dump Truck Articulated	MEWP Mast
Excavator 360° above 10 tonnes	Dump Truck Rigid	Climber
Mobile Crane	Excavator 180° below 5 tonnes	MEWP Scissor
Motorised Scraper	Excavator 360° below 10 tonnes	Piling Rig – Tripod
Piling Rig – Bored above/below 15 tonnes	Forklift Side Loader	Ride On Roller
Piling Rig – Driven above/below 15 tonnes	Forward Tipping Dumper	All remaining
Soil/Landfill Compactor	Grader	Road/Rail Plant –
Tower Crane	Industrial Counterbalanced Forklift	Technical Test
Tracked Loading Shovel	Loader/Compressor	(both Practical and
Trailer Mounted Concrete Pump	Loader/Securer – non STGO	Theory) have not
Truck Mounted Concrete Boom Pump*	Loader/Securer – STGO	been developed.
Wheeled Loading Shovel	Lorry Loader	
	Pedestrian Operated Tower Crane	
	Reach Truck	
	Rough Terrain Masted Forklift	
	Screener	
	Skid Steer	
	Skip Handler	
	Slinger/Signaller	
	Telescopic Handler	
	Trencher	
	Tunnelling Locomotive	

3. CPCS Advanced Theory Test
There is no maximum charge
4. CPCS On-Site Assessment
There is no maximum charge
5. Where a maximum charge has been set the following elements need to be included:
 - Plant hire for the duration of the test, lease or procurement costs
 - Tester costs
 - Tester expenses
 - Test Site land rental costs
 - Administration office and staff costs

- Supporting operator charges, if role cannot be fulfilled by Tester (as defined in CPCS Test Centre Scheme Rules)
- Any other Test Centre costs not explicitly excluded
- CPCS Technical Test Notification Fee (Fee element 2.1 in Schedule 1 Fees).

6. Where a maximum charge has been set, the following elements need not be included:

- **VAT:** the figures quoted are all net, so VAT may be charged in addition to the maximum charge.
- **Out of hours CPCS Technical Test monitoring fee:** if the operator wants to complete the Technical Test out of hours, this cost can be charged in addition to the maximum charge (Fee element 2.2 in Schedule 1 Fees)
- **Out of hours Test Centre expenses:** if the Test Centre has to pay staff overtime to complete tests out of hours on customer request, they may pass their additional expenses on to the customer in addition to the maximum charge, if agreed before Testing begins.
- **Any additional fees agreed with the customer:** If a customer wishes to negotiate specific criteria regarding when and where Tests are undertaken and the Test Centre is willing to accommodate such requests, by agreement of both parties it will be permitted for such additional fees to be outlined in the quotation and, if agreed, be subsequently charged.
- **Interpreter fees:** if the operator requires an interpreter, the costs of provision and co-ordination can be charged in addition to the maximum charge.
- **SVQ/NVQ registration charges:** if the operator wants to be registered for the SVQ/NVQ, the registration fee can be charged in addition to the maximum charge.

SCHEDULE 4: CPCS BRANDING GUIDELINES

as published and amended from time to time by the Owner
(see clause 9.3 of the Test Centre Agreement)

Published as an independent document on the CPCS website.

Article A. Technical Test Details by Category

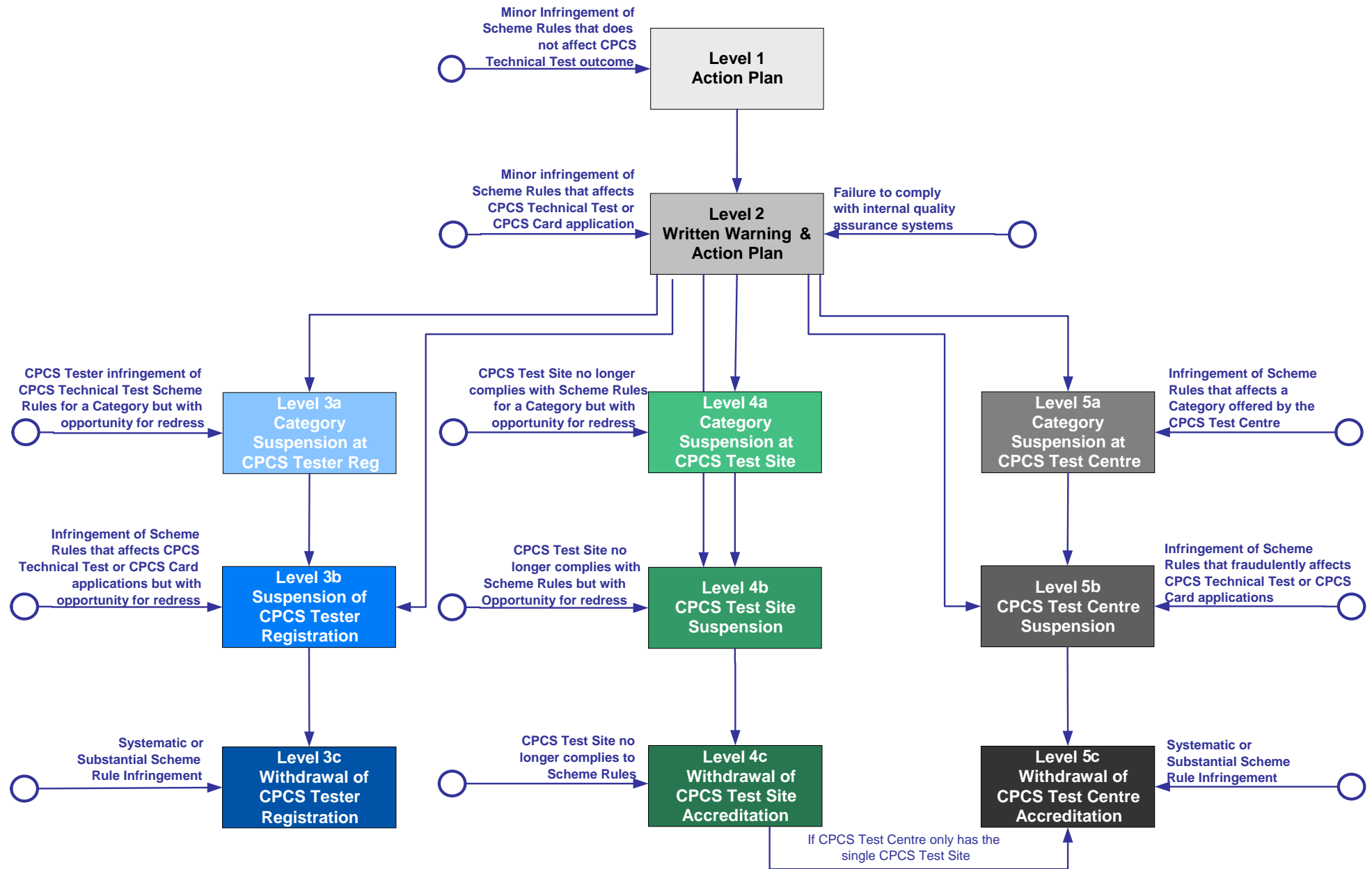
Cat. Ref.	Category	On Centre or Off Centre	Practical Test Area Minimum Size <i>(please see note below)</i>
A02	Crawler Crane	Off Centre	In accordance with machine and test specification
A04	Tower Crane	Off Centre	In accordance with machine and test specification
A05	Dragline	Off Centre	In accordance with machine and test specification
A06	Concrete Pump – Truck Mounted Boom	Off Centre	In accordance with machine and test specification
A09	Forward Tipping Dumper	On Centre	60 m x 60 m 3600 m ²
A10	Excavator 180° below 5 tonnes	On Centre	30 m x 30 m 900 m ²
A12	Excavator 180° above 5 tonnes	On Centre	60m x 60m 3600 m ²
A14	Rough Terrain Masted Forklift	On Centre	60 m x 60 m 3600 m ²
A15	Forklift Side Loader	On Centre	30 m x 30 m 900 m ²
A16	Industrial Forklift Truck	Off Centre	In accordance with machine and test specification
A17	Telescopic Handler	On Centre	60 m x 60 m 3600 m ²
A18	Reach Truck	On Centre	15 m x 15 m 225 m ²
A19	Grader	Off Centre	In accordance with machine and test specification
A20	Hoist	Off Centre	In accordance with machine and test specification
A21	Wheeled Loading Shovel	On Centre	40 m x 40 m 1600 m ²
A22	Tracked Loading Shovel	On Centre	90 m x 90 m 8100 m ²
A23	Skid Steer Loader	On Centre	30 m x 30 m 900 m ²
A24	Motorised Scraper	Off Centre	In accordance with machine and test specification
A25	Mobile Elevating Work Platform – Scissor	On Centre	20 m x 20 m 400 m ²
A26	Mobile Elevating Work Platform – Boom	On Centre	20 m x 20 m 400 m ²
A27	Mobile Elevating Work Platform – Mast Climber	Off Centre	In accordance with machine and test specification
A30	Piling Rig – Tripod	Off Centre	In accordance with machine and test

Cat. Ref.	Category	On Centre or Off Centre	Practical Test Area Minimum Size <i>(please see note below)</i>
			specification
A31	Ride On Roller	On Centre	30 m x 30 m 900 m ²
A32	Soil/Landfill Compactor	Off Centre	In accordance with machine and test specification
A33	Agricultural Tractor	On Centre	40 m x 40 m 1600 m ²
A34	Crawler – Tractor/Dozer	Off Centre	In accordance with machine and test specification
A35	Crawler – Tractor/Side Boom	Off Centre	In accordance with machine and test specification
A36	Lorry Loader	On Centre	30 m x 30 m 900 m ²
A37	Trencher	Off Centre	In accordance with machine and test specification
A39	Skip Handler	Off Centre	In accordance with machine and test specification
A40	Slinger/Signaller	On Centre	30 m x 30 m 900 m ²
A41	Loader Compressor	On Centre	30m x 30m 900 m ²
A42	Crusher	Off Centre	In accordance with machine and test specification
A43	Screener	Off Centre	In accordance with machine and test specification
A44	Concrete Pump Trailer Mounted	Off Centre	In accordance with machine and test specification
A45	Piling Rig – Driven below 15 tonnes	Off Centre	In accordance with machine and test specification
A46	Piling Rig – Driven above 15 tonnes	Off Centre	In accordance with machine and test specification
A47	Piling Rig – Bored below 15 tonnes	Off Centre	In accordance with machine and test specification
A48	Piling Rig – Bored above 15 tonnes	Off Centre	In accordance with machine and test specification
A49	Loader/Securer – non STGO	On Centre	50 m x 50 m 2500 m ²
A50	Loader/Securer – STGO	Off Centre	In accordance with machine and test specification
A56	Dump Truck – Articulated Chassis	Off Centre	In accordance with machine and test specification
A57	Dump Truck – Rigid Chassis	Off Centre	In accordance with machine and test specification
A58	Excavator 360° below 10 tonnes	On Centre	30 m x 30 m

Cat. Ref.	Category	On Centre or Off Centre	Practical Test Area Minimum Size <i>(please see note below)</i>
			900 m ²
A59	Excavator 360° above 10 tonnes	On Centre	90 m x 90 m 8100 m ²
A60	Mobile Crane	On Centre	30m x 30m 900 m ² with a minimum width of 30 m
A61	Appointed Person – Lifting Operations	Off Centre	Classroom-based
A62	Crane/Lifting Operations Supervisor	On Centre	30 m x 30 m 900 m ²
A63	Pedestrian Operated Tower Crane	Off Centre	In accordance with machine and test specification
A65	Demolition Plant	Off Centre	In accordance with machine and test specification
A66	Compact Crane	On Centre	15 m x 15 m 225 m ²
A67	Tunnelling Locomotive	Off Centre	In accordance with machine and test specification

The CPCS Practical Test Areas will be regularly reviewed.

Article B. CPCS Table of Sanctions for the Breach of CPCS Test Centre Scheme Rules



Level	Sanction	Rationale	Issues
<p>1</p> <p>Corrective Observation</p> <p>Centre, Tester and Trainer</p>	<p>Written warning with follow up audit/verification</p>	<ul style="list-style-type: none"> • Minor Infringement of Scheme Rules with NO EFFECT ON TEST(S) or ASSESSMENT(S) OUTCOME(S) 	<ul style="list-style-type: none"> • Inadequate Document and Management Systems • Poor customer service • Candidate not made aware of their right of appeal • Inadequate CPCS Test Site induction • Inadequate Welfare facilities and/or Theory Test Area (room) • Failure to prepare for CPCS Test/Assessment • Candidate not supported in card application process • Testing facilities poorly maintained and/or require attention
<p>2</p> <p>Corrective Action</p> <p>Centre Only</p>	<p>Suspension of CPCS-ON login with action plan</p> <p>If suspended no concessions will be allowed</p> <p>Centre may result completed Tests/Assessments already notified by contacting the CPCS Department but cannot notify any further Tests or Assessments until Logins are re-instated by CPCS</p>	<ul style="list-style-type: none"> • Failure to comply with Action Plan (escalated from level 1) • Continuing minor infringement of Scheme Rules NO EFFECT ON TEST(S) or ASSESSMENT(S) OUTCOME(S) • Failure to comply with internal quality assurance systems • Infringement of Scheme Rules that affects CPCS Technical Test, On-site Assessment or CPCS Card application but with opportunity for redress • Non-compliance with ConstructionSkills financial procedures associated with Centre Accreditation criteria 	<ul style="list-style-type: none"> • Failure to comply with written warning • Quality assurance system not robust • Failure to ensure CPCS Tester qualifications/certification are valid • Failure to ensure that the plant and equipment meet scheme requirements • Delivery of CPCS Practical Tests where Operator has failed CPCS Theory Test • Delivery of CPCS Practical Tests where Operator does not have a valid Theory and/or Health & Safety Test • Failure to give required notification of a CPCS Practical and or Theory Test • Failure to inform CPCS of cancellations of CPCS Technical Tests • Failure to correctly notify location of off-centre CPCS Tests • Failure to prepare Practical and or Theory Test Area • CPCS Grading Sheets not correctly completed • Failure to comply with CPCS Tester ratios • Failure to submit CPCS Test Results in accordance with Scheme requirements and/or Inadequate storage facilities of Test outcomes • Failure to comply with ConstructionSkills financial Terms and conditions • Failure to submit annual maintenance visit declaration within 10 working days of due date

Level	Sanction	Rationale	Issues
CPCS Tester Sanctions			
3a Improvement notice	Category Suspension with action plan	<ul style="list-style-type: none"> Continuing category specific CPCS Tester Infringement of Scheme Rules (escalated from level 1) CPCS Tester infringement of CPCS Practical Test Scheme Rules for a category but with opportunity for redress 	<ul style="list-style-type: none"> Failure to comply with Action Plan Failure to follow category specific CPCS Practical Test Procedures Failure to demonstrate category specific knowledge as documented in the CPCS Advanced Technical Test Leading the Operator in any CPCS Technical Test Failure to ensure that CPCS Grading Sheets are correctly completed Lack of knowledge and practical skills specific to a category
3b Improvement notice	Suspension of CPCS Tester with Action Plan Immediate suspension until resolved – can be escalated to level 3c after 30 days of issue of level 3b No guaranteed return to Scheme	<ul style="list-style-type: none"> Continuing Tester category specific Infringement of Scheme Rules (escalated from level 3a) CPCS Tester Infringement of Scheme Rules that affects CPCS Practical Test or CPCS Card applications, but with opportunity for redress 	<ul style="list-style-type: none"> Failure to comply with Action Plan (escalated from level 1) Failure to comply with Action Plan (escalated from level 3a) CPCS Tester is not fully conversant with Scheme Rules Failure to co-operate with CPCS Monitor or other ConstructionSkills staff associated with CPCS Failure to respond to correspondence from CPCS Failure to comply with Operator to CPCS Tester ratios Failure to carry out test in accordance with notification Required Qualifications/Certificates not maintained Failure to deliver CPCS Technical Tests/Assessments to standards described in relevant test/assessment papers
3c Scheme removal notice	Tester removed from Scheme No guaranteed return to Scheme	<ul style="list-style-type: none"> Continuing CPCS Tester infringements of Scheme Rules (escalated from level 3b) Breach of Health and Safety legislation Health and Safety risk to candidate during test/assessment process 	<ul style="list-style-type: none"> Failure to comply with Action Plan (escalated from level 3b) Failure to protect candidate from risk to their health and safety Fraudulent completion of CPCS Technical Test Grading Sheet Candidate inadequately supervised during Test/Assessment process Improper or unsafe conduct Failure to comply with relevant Health and Safety legislation Breach of equality legislation 3 or more sanctions issued within a 12 month period

Level	Sanction	Rationale	Issues
CPCS Test Site Sanctions			
4a Improvement notice	Category Suspension at CPCS Test Site with Action Plan Immediate suspension until resolved	<ul style="list-style-type: none"> Continuing category specific Test Site Infringement of Scheme Rules (escalated from level 2) Test Site no longer complies to Scheme Rules for a category but with opportunity for redress 	<ul style="list-style-type: none"> Failure to comply with Action Plan (escalated from level 2) Inadequate Facilities to deliver CPCS Technical Tests Ground conditions not suitable for specific category Failure to have a registered CPCS Tester available
4b Improvement notice	CPCS Test Site Suspension with Action Plan Immediate suspension until resolved Can be escalated to level 4c after 30 days of issue of level 4b	<ul style="list-style-type: none"> Continuing Test Site Infringement of Scheme Rules (escalated from level 2) Continuing category specific Test Site facility infringements of Scheme Rules (escalated from level 4a) Test Site no longer complies with Scheme Rules, but with opportunity for redress 	<ul style="list-style-type: none"> Failure to comply with Written Warning (escalated from level 2) Failure to comply with Action Plan (escalated from level 4a) Failure to comply with health and safety regulations Failure to ensure that there is an adequate site induction programme Failure to implement a safe system of work Failure to provide a risk assessment Facilities changed without prior notification and/or agreement with CPCS Monitor No accident and emergency procedure Test Site no longer meets Scheme standards
4c Scheme removal notice	CPCS Test Site Accreditation removed To regain Site Accreditation, a new application is required along with appropriate fee No guaranteed return to Scheme	<ul style="list-style-type: none"> Continuing Test Site facility infringements of Scheme Rules (escalated from level 4b) Test Site no longer complies with Scheme Rules 	<ul style="list-style-type: none"> Failure to comply with Action Plan (escalated from level 4b) Test Areas below standard required Failure to manage Environment and/or Health and Safety hazards Health and safety legislation 3 or more sanctions applied to Test site within 12 month period Test Site no longer complies with Practical Test area minimum size

Level	Sanction	Rationale	Issues
CPCS Test Centre Sanctions			
5a	<p>Category Suspension at CPCS Test Centre with Action Plan</p> <p>Immediate suspension until resolved</p> <p>No guaranteed return to Scheme</p>	<ul style="list-style-type: none"> Centre continuation to breach Scheme Rules Centre unable to provide sufficient facilities/resources category specific 	<ul style="list-style-type: none"> Failure to comply with Action Plan (escalated from level 4c) Insufficient facilities and/or resources Poorly maintained facilities or equipment
5b	<p>CPCS Test Centre Suspension with Action Plan</p> <p>Immediate suspension until resolved – can be escalated to level 5c after 30 days of issue of level 5b</p> <p>No guaranteed return to Scheme</p>	<ul style="list-style-type: none"> Centre infringement of Scheme Rules (escalated from level 2 at Centre level) Category specific CPCS Test Centre facility infringement of Scheme Rules (escalated from level 5a) Infringement of Scheme Rules that affects CPCS Technical Test outcome or CPCS Card application but with opportunity for redress 	<ul style="list-style-type: none"> Failure to comply with Action Plan (escalated from level 2) Failure to comply with Action Plan (escalated from level 5a) Use of non-registered or non-carded CPCS Tester CPCS Technical Tests or CPCS On-site Assessments not delivered in accordance with Scheme requirements Failure to comply with written warning(s) or correspondence CPCS staff refused access to areas to be monitored/audited Insufficient administration support in Centre Inadequate customer support/service Insufficient number of Tests/Assessment completed within annual accreditation period Failure to complete annual maintenance visit requirements
5c Scheme removal notice	<p>Removal of CPCS Test Centre Accreditation</p> <p>No guaranteed return to Scheme</p>	<ul style="list-style-type: none"> Centre infringement of Scheme Rules (escalated from level 5b) Major breach of Accreditation Agreement 	<ul style="list-style-type: none"> Failure to comply with Action Plan (escalated from level 5b) Breach of legal obligations set out in Scheme Rules Fraudulent completion of CPCS Practical or Theory Test Grading Sheets Malpractice 3 or more sanctions applied to Centre within annual accreditation period Breach of Health and Safety legislation or Test Centre Agreement

Article C. Further Sources of Information

CPCS

CPCS helpdesk: 0844 815 7274
CPCS fax: 01485 577 390
CPCS website: www.cskills.org/cpcs

These sources will be able to provide information on:

- how to get a CPCS Card
- how to find a CPCS Test Centre
- how to find a CPCS Trainer.

ConstructionSkills Health & Safety Test

H&S booking number: 0344 994 4488
H&S website: www.cskills.org/healthsafety

These sources will be able to provide information on:

- how to prepare for the Health & Safety test
- how to book the Health & Safety test.

CITB-ConstructionSkills Grant

Grant website: www.cskills.org/grant

This source will be able to provide information on:

- what grant is
- what grants are available
- how much grant you can claim
- how to claim grant.

Interpreter Agency

Agency name: Satis
Contact name: Stevan Alcock
Telephone number: 0845 166 2512
Mobile number: 07931 30 3363
Email: satishlang@btconnect.com

This source will be able to provide information on:

- How to find an interpreter.

Article D. Acceptable Photograph Format



A candidate's image must conform to the standard passport photograph quality.

- Head and shoulders image only
- Candidate looking forward
- No headgear
- Lighting to be such as to provide a clear image of the candidate
- Candidate to be seated in front of a plain, pale-coloured background

The image will be cropped to 300 x 350 pixels within CPCS-ON.