



Supervision Guidelines for FMO RoR (Provisional Licence) for Forest Machine Operation(s)

THE HISTORY

Historically, this was known as the “Provisional Licence” scheme or “FMOCS” and originally administered by FCA, Forestry Commission L&D Branch Ae & mwmac Ltd.

The scheme was designed to enable candidates to gain at-work training, supervised by an appropriate qualified person, prior to a City & Guilds NPTC Forest Machine Operation(s) Assessment, whilst enabling Employers to fulfil contracts requiring that all employees hold the relevant machinery certification.

WHAT IS TRAINEE SUPERVISION?

Within the 6-month duration of the FMO Record of Registration, for it to remain valid, an employer must ensure there is **adequate and appropriate supervision** provided for trainees operating forest machines.

This is also a legal requirement under Management of Health and Safety at Work Regulations and can be delivered by one or more individuals within, or external to, a work team.

WHO CAN SUPERVISE?

The supervisor must be occupationally competent enough to fully understand the machine and the operation being carried out, including the risks involved and the controls that need to be in place, and to be able to intervene if necessary.

In addition, the supervisor should have mentoring and coaching skills, although this role might be fulfilled by others internal or external to the firm.

The supervisor would also hold the relevant FMO Certificate of Competence for the task at hand; ‘Competence’ being the ability to undertake responsibilities and perform activities to a recognised standard on a regular basis. It combines practical and thinking skills, knowledge and experience.

THE LEVEL OF SUPERVISION?

There are a variety of definitions of supervision, so it is essential an employer understands and implements the level of supervision necessary for trainees operating forest machines.

Initially, supervision should be carried out on a 1:1 basis by a competent person; this is sometimes termed ‘Personal’ Supervision where the supervisor is continuously observing and in the presence of the trainee and has the ability and competence to directly intervene. This would normally entail, for instance, sitting in the cab of a vehicle with the trainee initially.

Once it is considered safe to allow the trainee to work with more independence, the supervisor can step back but still need to see and hear the trainee doing the job; this is sometimes termed ‘Immediate’ or ‘Direct’ Supervision, or “within sight and sound”:

Here it is critical with machinery work that a means of direct communication between trainee and supervisor is in place (e.g. agreed hand signals or radio, etc.).

As the individual trainee's competence grows, it would be normal to reduce the level of supervision, progressively over time, to what is sometimes termed 'General' Supervision:

Here, it might not be required that the supervisor is physically present, but the supervisor should be directing activities as a crucial part of the role and be obtainable on site at all times.

The supervisor will need to evaluate the level of experience the trainee has gained, reflect on the performances observed, analyse the next steps and agree an action plan with the trainee.

The question arises whether the supervision is acceptable if this is carried out on a 'visit' to site basis; this will entirely depend on the nature of the work and whether there are other competent operators on site, as well as the attitude and safety awareness of the trainee.

The decision on level of supervision at any point in time is best made in consultation with the Forest Works Manager or the Contracts Supervisor, to ensure that Safe Systems of Work are in place for each task, and the risk management is dynamic enough to allow the varying levels of supervision that any individual will require.

The trainee should be involved in assessment of the risks associated with the work site, the machine operation and the tasks performed.

The aim would be to get to the point where a culture has been created between employer, supervisor and trainee, based on collaboration, trust and joint problem solving.

This would normally be the point where the trainee could be evaluated as ready for City & Guilds NPTC FMO Assessment for the Certificate of Competence.

HOW IS THIS SUPERVISION EVIDENCED ON SITE?

The Record of Registration (RoR) Form has recently been updated by one of the original administrators for the scheme, mwmac Ltd, in order to create a more effective working document for those involved with a Candidate's at-work training and work experience in readiness for their City & Guilds NPTC FMO Assessment.

This new version of the form is designed to be more relevant to the tasks being planned and completed at work. It is a place to plan and record at-work training and supervision and includes a section to record any actions to be taken by the candidate in order to develop their skills.

SECTION 1 contains the candidate's registration information:

- Registered Candidate's personal details
- Qualification(s) being worked towards
- Name of Qualified At-Work Supervisor
- Machinery being used
- Registration and Expiry Date

SECTION 2 contains the Evidence of Previous Experience and the At Work Supervision and Mentoring Plan/Record:

- **Evidence of Previous Experience**
 - Similar machinery experience or previous work can be indicated by the candidate.
 - The work experience of the candidate during the term of the RoR can be recorded here also.
- **At-Work Supervision and Mentoring Plan/Record**
 - The Candidate and Employer can plan, with the qualified supervisor, at-work training and work experience including a target date for completion.
 - The Qualified At-Work Supervisor can provide feedback during and/or after supervision or training and include any action points to the Candidate.

SECTION 3 must be completed to indicate that a plan of action has been agreed with all parties. Once the plan is recorded, agreed and signed the "Provisional Licence" status is active.

Subsequent City & Guilds NPTC FMO Assessment must be arranged with the Registering Centre within the 6-month RoR period.

EXAMPLE OF MWMAC'S NEW FORM:



**mwmac Ltd Record of Registration
for City & Guilds NPTC Forest Machine Operations**

SECTION 1: This is to confirm that the following individual has been registered for the Forest Machine Operation Qualification(s) listed below:

Candidate Full Name:	Date of Birth:	C&G NPTC No:
Candidate Address:		
Employer:	Employer Contact No:	
Name of Qualified At-Work Supervisor:	Qualified Supervisor C&G NPTC No:	
C&G NPTC Qualification registered:		
Machinery being used:		
Registration Date:	Expiry date:	

SECTION 2: This Record of Registration is valid for a period of 6 months from Registration Date and becomes a "Provisional Licence" when Section 2 & 3 are fully complete:

Evidence of Previous Experience: What experience is the Candidate bringing to the site?		
Similar previous work carried out:	Machine(s) used:	Duration from/to:

At-Work Supervision and Mentoring Plan/Record: <i>Use this section to record all at-work training planned & completed under the supervision of the Qualified Person.</i>				
Skill to be carried out/trained:	Target Date:	Feedback:	Action: (y/n/s)	Initial (when complete)

SECTION 3: Signatures below indicate that the plan has been agreed with all parties for the above supervised at-work training, to be completed and assessment arranged within the 6 month period:

Print Name of Candidate:	Signature:	Date:
Print Name of Employer:	Signature:	Date:
Print Name of FWM or Contract Supervisor:	Signature:	Date:

mwmac Ltd, Coed Pwllacca, Brynawern, Builth Wells, Powys, LD2 3SE
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The following documents must be read and understood by both employer and supervisor:

FISA Safety Bulletin - Supervision Guidelines for FMO RoR (Provisional Licence) for Forest Machine Operations
(Guidance originally known as a "Provisional Licence")
<https://bit.ly/2TV00Cp> Found at <https://www.ukfisa.com/safety-information/safety-bulletins.html>

New Entrants to Forestry – Supervision and Provisional Forestry Machinery Operation Licence
<https://www.ukfisa.com/assets/files/bulletins/New-Entrants-to-Forestry-Bulletin-Jan-2015.pdf>

Further background information relevant to supervision of trainees can be found in:

Training and certification: FISA Safety Guide 805
<https://www.ukfisa.com/assets/files/safetyLibrary/FISA%20805%20Training%20and%20Certs.pdf>

Plan, Do, Check, Act: An introduction to managing for health and safety
<http://www.hse.gov.uk/pubns/indg275.pdf>