

## Basic Details

Test Ref:	Date of Test:
CPCS Tester Name:	Tester ID:
Candidate Name:	Individual ID:
Notified Test Time:	Actual Start Time:
Actual Duration:	

## Competence Interview Template

Subject Area	Discussion Criteria	Response Area	Achieved Y/N
1. Recognising and reporting hazards associated with the workplace.	1.1 Give three examples of hazards on the sites/locations you have worked at?  If the candidate cannot not give three examples, probe for more depth on one example.	<b><i>Location, ground type, terrain, major or prolific proximity hazards.</i></b>	
	1.2 Give an example of how a hazard or changed circumstance was reported at a site/location you have worked at.	<b><i>Types of hazard reported, how and to whom.</i></b>	
	1.3 Give an example of how you were informed of a hazard and what control measures were put in place?	<b><i>Method of communication, inductions etc. localised control measures.</i></b>	
2. Complying with workplace health, safety and welfare legislation.	2.1 Give two examples of workplace inductions you have received, including the method of delivery, typical content and duration.	<b><i>When inductions took place, by whom and what was covered.</i></b>	
	2.2 How have you complied with general site safety and warning notices?	<b><i>Types of notices, warnings and compliance methods.</i></b>	
	2.3 Explain how you have complied with site generic risk assessments and method statements.  Probing question: Has it ever been difficult to maintain compliance in your experience?	<b><i>Compliance methods and potential difficulties of maintaining compliance.</i></b>	
	2.4 Give two examples of safety control equipment/PPE/RPE/safety gear required at a site/location you have worked at?  Probing question: Why was the safety equipment required?	<b><i>Generic (hard hat, hi-vis etc.) and specific (respiration equipment etc.).</i></b>	

3. Working responsibly to contribute to workplace health, safety and welfare.	3.1 How have you taken personal responsibility for ensuring health, safety and welfare at a site/location you have worked at?	<i>Actions taken to relay concerns, stop work or seek alternative methods.</i>	
	3.2 Give three examples of appropriate behaviour and responsible actions you have taken at a site/location you have worked at.	<i>Personal behaviours and ways of acting responsibly.</i>	
4. Complying with organisational policies and procedures to contribute to health, safety and welfare.	4.1 Give an example of an encounter you have had with site emergencies, incidents or evacuations.  Probing question: How do you think the emergency, incident or evacuation was handled?	<i>General site issues (fire, structure collapse etc.) but not occupationally specific.</i>	
	4.2 Tell me about the specific emergency procedures at one of the sites/locations you have worked at.  Probe if they have not mentioned fire, evacuation, accident and incident.	<i>Fire, evacuation, accident and incidents.</i>	
	4.3 What contributions have you made to maintaining health, safety and welfare?	<i>Contributions made and for what type and purpose.</i>	
5. Supporting organisational security arrangements and procedures.	5.1 What measures have you taken to help to secure the machine/equipment at the end of the working day?	<i>Machine positioning, configuration, shut down, securing cabs, storage facilities etc.</i>	
	5.2 Give two examples of the methods you have used to ensure general site security during and at the end of the working day.	<i>Securing cabins, site gates, removal of potential hazards to unauthorised persons on site etc.</i>	
6. Communicating with others in establishing and maintaining productive work practices.	6.1 How have you communicated differently with line management, customers and colleagues to establish productive work practices?	<i>Communication with site employers, supervisors, managers, other trades and supporting staff.</i>	
	6.2 Give three examples of different communication methods used on site/location to ensure that work carried out is productive and safe.	<i>Relevant to role, level and extent of communication, and type of information exchanged with co-workers.</i>	

	Probing question: What typical information was relayed between people on site?	<i>Use of communication equipment such as radios etc.</i>	
7. Maintaining a good working relationship when conforming to productive working practices	7.1 How have you maintained good working relationships?  Probing question: Give an example of when you have overcome a poor working relationship or conflict, and how you did this.	<i>Relationships with co-workers, management, employer, customers and others involved with or near to the operation.</i>	
	7.2 How have the principles of equality, diversity and inclusion been applied at a site/location you have worked at?	<i>Working relationships between genders, races, sexualities, disabilities and other nationalities etc.</i>	
8. Interpreting given work information and instructions.	8.1 Give two examples of times you have extracted and interpreted information needed to carry out tasks?  If the candidate cannot give two examples, probe for more depth on one example.	<i>Types of information sources include but are not limited to: manufacturers' operator manuals, decals, drawings, lift plans, method statements, other technical information.</i>	
	8.2 Explain how you have complied with and followed work instructions such as risk assessments, method statements, lift plan criteria etc.  The candidate must explain how they have complied and followed at least one set of work instructions.	<i>How compliance was maintained.</i>	
	8.3 What issues have you faced when trying to comply with work information or instructions?	<i>Change of events, external influencing factors, lack of resources, staffing, breakdowns, altered schedules.</i>	
9. Working with others to organise the sequence and way in which work is carried out	9.1 What help from supporting personnel have you used when carrying out work tasks and what duties did they perform?	<i>Supporting personnel such as marshallers, slingers, maintenance staff etc.</i>	
	9.2 Give an example of the communication used between you and your team members to effectively undertake work activities.	<i>Method, frequency and sequence, and factors around continual and timely communication amongst workers.</i>	

10. Requesting resources needed to complete the work activities.	10.1 When and how have you identified the required resources needed?	<i>Resources include oils, lubricants, tools etc. and additional equipment such as slings, attachments etc.</i>	
	10.2 How have you dealt with problems and/or hazards with the selection of resources?	<i>Example of problems and/or hazards and how they were dealt with.</i>	
11. Minimising the risk of damage to the work and surrounding areas.	11.1 What methods have you used to protect equipment, accessories, loads, personnel and surrounding structures/objects?	<i>Identification and protection methods.</i>	
	11.2 Give an example from a site/location you have worked on of how damage was avoided or minimised, and what the potential consequences could have been?	<i>Examples of how risks to equipment, load or objects were controlled and minimised.</i>	
	11.3 What methods have you used to maintain, clean and tidy work areas and dispose of waste?	<i>Organisational procedures.</i>	
12. Complete the work within the allocated time.	12.1 What methods have you used to ensure that your work was completed in the required time to meet deadlines?	<i>Examples of what was undertaken to meet the deadlines.</i>	
	12.2 What has happened in situations where operations exceeded the given time?  Probing question: What did you learn from this?	<i>Factors that prevented the work being completed on time and what was learnt.</i>	

To achieve the Competence Interview the candidate must achieve a 'Y' in all boxes.



