





Assessment Booklet

RIIMPO320F

Conduct civil construction excavator operations



Version: 3.1

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Information for the Participant

The assessment has been developed to assess your skills and knowledge required to operate excavator operations to lift carry and place materials.

The Assessment Booklet contains the assessments to be completed. Your Assessor will lead you through each assessment.

Theory Assessment
Time allowed is 1.5 hours. Additional time may be used.

Practical Assessment
Time allowed 4 hours. Additional time may be used.
Site WHS requirements are to be adhered to at all times.
The practical assessment will consist of questioning and observations and will consist of at least 2 tasks covering excavator operations.

Where the demonstration of competency is not achieved in the first attempt of an assessment, a second attempt at the time of the assessment will be provided.

Where competence is not achieved in the second attempt, options will be discussed to identify further training and/or assessment activities.



Participant Name



Assessment Record and Progressive Summary Report

Conduct civil construction excavator operations	Competent / Not Competent
Theory Assessment	©NC
Practical Assessment / Challenge Test	ELINC
statement of Attainment Section (completed by the assessor)	
Evidence Requirements	Competent / Not Competent
Enrolment Form	☐ Completed
Theory Assessment	C/NC
Practical Assessment and Challenge Test	C / NC
Plant SWMS	C/NC
RPL (if applicable)	
Statement of Attainment RIIMPO320F Conduct civil donstruction excavator operations	C / NC
Feedback:	
	A-10-10-10-10-10-10-10-10-10-10-10-10-10-
Signatures	
•	Date 🌼 🐭 🦸
	Date -

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Assessment Process Agreement

Participant and Assessor to complete prior to the Assessment

	g . St		
	Participant to answer the following questions (Yes or	No)	
1	Has the purpose and consequences of the assessment been explained?	Yes	No
2	Have you received a copy of the relevant standards/criteria?	Yes	No
3	Do you understand which evidences are to be collected?	Yes	No
4	Have your rights and the appeal system been fully explained?	Yes	No
5	Do you understand how to access your records if required?	(Yés)	No
6	Have you any special needs that need to be considered during assessment?	(Fes)	No
18	e outline here		
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	itures ipant Date _		18

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Theory Assessment

Name:		٧٨١١ -	¥:		11 801
Date:					
Procedure:	RIIMPO32	20F Conduct ci	vil construc	tion excavator o	perations /
Has the candidate beer Assessment should not p					? 🗹 Yes

QUES	TION	Satisfa Resp	
		Yes	No
State of the state	Plan and prepare for excavator operations	/	
1	Where would you locate the procedures and machine specific SWMS relevant to excavator operations? (A) In the company procedure manual kept in the site office B. In the administration office C. In your supervisor's drawer D. In the vehicle cabin		
2	Which of the following would be LEAST likely to be discussed at a shift change over? A. Work hazards C. Vehicle condition D. Problems encountered by previous shift	S	
3	Work instructions are obtained during pre-start briefings and toolbox talks and these include requirements on meeting the project quality plans? True B. False	3	
4	If you were unsure of how to tackle a task what would you need to refer to? A. Work Instructions B. Job or Task Hazard Analysis C. Operator Manuals D All of the above	প্র	

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QUES	STION	 1 100 (100 (100 (100 (100 (100 (100 (10	actory onse
		Yes	No
5	It is your duty of care to wear PPE in accordance with site rules and signage? (A.) True B. False		
6	Understanding verbal work instructions, civil construction terminology and interpreting basic civil sketches, drawings and plans are an important part of excavator operations? (A) True B. False		
7	Disposing of site contaminants correctly is covered in: A. Heritage policies B. Government legislation C. Environmental and site procedures D. Supervisors advice	1	
8	The SDS (previously MSDS) is where you would find information on the correct PPE requirements to safely handle and use oils and grease to service the machine? (A.) True B. False		
9	Soil erosion, Dust, Fluid spills, Damage to flora and fauna are some environmental issues which can arise from excavator operations True B. False	1	
10	When using a two way radio keep? A. Message short and talk quickly B. Talking as long as it takes to deliver message C. Message short and speak clearly D. Interrupting so that you can deliver your message	d	,
11	When travelling on site, excavator operators must adhere to site traffic management plans and hierarchy rules True B. False	u d	

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QUES	TION	Satisfa Resp	
		Yes	No
19	When hot seating, you must check that before approaching any machine. A. Safely parked on level ground B. Operator out of cab C. Bucket lowered to ground O All of the above	u	
20	What action should you take in the event of fatigue? A. Keep on working until the shift break B. Stop the machine and have a rest O Notify supervisor and park up safely D. Call up for a cup of coffee	Đ/	
21	You must attach		
22	The excavator must be parked in a safe position, with the bucket grounded and the operator in the cab with the door closed before any person may climb onto the machine. A. True B. False	₫ /	
23	When mounting/dismounting an excavator you must: A. Face away from the machine and maintain three points of contact B. Face the machine and maintain three points of contact Maintain three points of contact D. Face the machine		
24	The required horn signals for starting and commencing to move the excavator are: A. 1 to move forward, 2 to reverse, 3 to start, 1 to lift bucket (B) 1 to start, 2 to move forward, 3 to reverse, 1 to lift bucket C. 1 to reverse, 2 to start, 3 to move forward, 2 to lift bucket D. 1 to start, 2 to reverse, 3 to move forward, 2 to lift bucket	a	

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QUES	TION	The state of the s	actory onse
		Yes	No
12	What is the site emergency radio channel? A. 1 B. 2 C. 3 D. Site specific regulations	•	ū
13	Who is responsible for identifying hazards/risks on site? A. Company managers B. Your supervisor C. You D Everybody	6	
14	Who must you notify immediately if any changes occur during operations? A. Maintenance B. Crusher C. Supervisor D. Other operators		
15	When mounting/dismounting ensure that you carry all the tools, supplies, etc you will require for your shift. A True (B.) False		
16	Communication systems used to liaise with others are: A. Computer, faxes, mobile phones B. Written reports and memos C. Verbal communication D. Communicate through meeting E. Two way radios (F.) All of the above		,
17	Accessing site geological and survey data can be a part of the attachment selection criteria to carry out allotted task. A True B. False	P	
18	Always approach an excavator from a position so as to allow vision to the cab. (A.) True B. False	a	

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QUES	TION	Satisfa Resp	
		Yes	No
25	The purpose of a walk around inspection is to ensure that nobody is in, under, behind or around the machine before boarding and to check the terrain you intend moving into is clear (A) True B. False	1	
26	A must be fitted to the isolation point prior to conducting a walk around inspection if you intend to enter into the footprint of the machine. A. testing and adjusting tag B. personal isolation lock C. testing and adjusting tag D. personal danger tag and lock		
27	A pre-start check must be conducted: A. If any repair or service work has been performed (B) At each shift change or after repair/service work has been performed C. At each shift change D. Once a week		
28	 What should be looked for when inspecting track assemblies? A. Track tension B. Track chain pins for wear, movement and missing grouser plates C. Rollers, idlers, sprockets and final drives for damage, wear and oil leaks D. All of the above 		
29	Any faults, damage or abnormalities found during a pre-start check should be reported: A. In the log book and then commence operation (B.) Immediately, logged into the 103 book and machine not operated until checked/fixed C. To maintenance/ supervisor and then commence operation D. At the end of the shift		
30	If the engine will not start, how long must you wait before attempting a restart? A. 1 minute B. 2 minutes C. 3 minutes D. 4 minutes	<u>a</u>	

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QUES	ITION	Satisfo Resp	
		Yes	No
31	What action do you take if any warning lights continue to show after starting? A. Rev the engine to get them to go out B. Keep the engine idling and report any faults C. Shut the engine down and report any faults D. Shut the engine down and then restart after 5 mins	1	0
32	What are some of the methods for extinguishing a fire? A. Starvation B. Smothering C. Cooling All of the above		
33	When are you required to test the fire suppression system? A. Only after the machine has returned from maintenance B. Once a week C. As part of the machine's periodical service During every pre-start check	4	
34	Place the following in correct order for testing the fire suppression system. 3 A. Press test button on control panel 4 B. Check alarm sounds and light flashes 1 C. Start the engine 6 D. Press test button followed by reset button for system reset and restart machine 5 E. Check for engine shutdown 2 F. Let air pressure build up after starting	VA .	
35	All hydraulic controls should be checked that they are functioning correctly and the should be to ensure even wear and grease distribution. A. Boom / raised fully B. Bucket / fully extended Machine / slewed through 3600 D. Stick / fully extended		

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QUES'	TION	Satisfactory Response	
		Yes	No
36	When parking up at the end of shift for a hot seat change over, what must you do before the incoming operator can approach? A. Park the machine and ground bucket B. Park the machine, ground bucket and get out of the cab C. Park the machine, ground bucket and stay in the machine Park the machine, ground bucket and exit to the ground		
37	 Which following statement is FALSE? A. When carrying out a hot seat change over, the incoming operator must undertake a visual walk around inspection prior to boarding B. When parking up, allow adequate room around the machine for service trucks and other equipment C. The machine should never be parked under a high overhang You are not required to undertake a walk around inspection after park up, as the incoming operator will be doing one 		
	Operate excavator		
38	Coordination with other workers is an important part of safety requirements. (A) True B. False		
39	A Take Five booklet must be filled out before each shift or if conditions or your task changes throughout the shift: (A) True B. False	T	0
40	A visual inspection of the work area should be undertaken before attempting a task: (A) True B. False	T	
41	You must check and test the security of all safety locking pins and keeper bolts of any fitted attachments before a task is undertaken. True B. False		

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QUES	TION		actory onse
		Yes	No
42	On hearing an emergency evacuation alarm in the workplace; how would you evacuate? (A) Evacuate following procedures, routes and exit points to your nominated muster areas B. Evacuate by the quickest means and report to any muster area C. Evacuate following your mate, through any areas that will give you the quickest way out D. None of the above		
43	You have noticed smoke coming from the engine compartment. Place the following steps in the correct procedure order. A. Manually activate the fire suppression system 3 B. Park machine safely and lower bucket to ground 1 C. Evacuate the machine 5 D. Place an emergency call over the two-way radio4 E. Shut down the engine 2	4	
44	Place the following in order to identify the correct procedure if your machine breaks down in an operational area. 4 A. Turn on hazard lights 5 B. Notify Supervisor and others in immediate area 3 C. Shut down the engine if necessary 6 D. If safe, stay in cab and wait for assistance 1 E. Park up and ground bucket 2 F. Apply travel brake		
45	The machine should always be travelled with the tracks in the "basic" position. (A) True B. False		
46	The slew brake should be OFF when travelling. A. True B False	Ø	

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QUES'	TION	Satisfo Resp	
		Yes	No
47	 What must you do if, when moving using a spotter, you lose sight of the spotter or signals are not clear? A Stop and don't move until contact/ understanding is established B. Sound the horn three times and keep moving back C. Stop and get out of the cab to look for the spotter D. Keep moving but call up on two-way to find out where the spotter is 	A	
48	If the machine becomes unstable, or starts slipping or rocking while travelling you should: A. Slow up until the machine is stable B. Release the travel pedals immediately and ground the bucket C. Push the travel pedals back and forward until machine is stable D. Ground the bucket		
49	The excavator must be positioned as level as possible when operating to aid stability and machine efficiency. (A) True B. False	Ø	
50	The bucket can be slewed over persons / machines / vehicles as long as it is empty. A. True B. False	J	
51	When performing a slew inspection of the area, always attempt to slew to the left (anti-clockwise). (A) True B. False		
52	The slew function can be used to shift rocks, clean floors and clean up walls. A. True B. False	Ģ	

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QUES	ITION	Satisfo Resp	actory onse
		Yes	No
53	What position should the civil excavator be in when travelling the machine on level ground, with no overhead obstructions, for some distance?		
54	If operating conditions change during a shift you would modify operating techniques to meet changing work conditions. A True B. False	1	
55	Which of the following can be classed as changing work conditions? A. Weather conditions B. Haulage plant C. Geological data D. Terrain or site conditions (E.) All the above		
56	Which of the following is a form of communication? A. Two way radio B. Horn signal C. Hand signals D. All the above		
57	Operate all hydraulic functions in a manner. A. Slow and careful B. Fast and furious C Smooth and rhythmic D. Quick and efficient		

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QUEST	ION	Satisfa Resp	A Company of the Comp
		Yes	No
58	If the machine suffers a failure and needs to be parked up in an operational area then must be placed around the machine. A. A windrow barrier B. Cones C. Flashing lights D. All of the above	4	·
59	When operating near power lines, you cannot work (fully extended) closer than metres. (A) 3 B. 5 C. 10 D. 15	8	
60	When stripping topsoil or excavating soft or wet material it is best to use a tilt or mud bucket. (A) True B. False	A	
61	When excavating heavy or rocky soil you should use a digging bucket or general purpose bucket. (A) True B. False		
62	When "walking" off benches, always travel with the drive motors to the front (A) True B. False	包	
63	Optimum bench height for loading trucks is: A. About the height of the excavator B. 7 metres C. Just less than the maximum reach of the excavator bucket D. About the height of a truck body	٩	

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QUES	STION	A TELEVISION OF STREET	actory onse
		Yes	No
64	 Which following statement is FALSE? A. The bucket should be disengaged from the face before commencing to slew B. Take care when working a high face as vibrations and even the machine engine noise can be enough to cause a face collapse When working a face, the excavator should be positioned at approximately 45° to the face with the drive motors pointing towards the face D. The machine should work a face from right to left, with the trucks positioned on the left of the excavator to avoid blindside loading 	<u>d</u>	·
65	An excavator must excavate or load over the drive motors. A. True B False	Q/	
66	The first bucketful of a load should be slowly tilted forward and gently dumped low into the truck body. (A) True B. False	u l	
67	Whenever the excavator is sitting and waiting for trucks, the bucket should be grounded to avoid unnecessary strain on the hydraulic system. A True B. False	ð	
68	Selecting an attachment is carried out with the aid of geological data and task specifications: (A) True B. False	I	ū
69	When fitting attachments to an excavator they should be tested for security and correct operating function: (A) True B. False	Q	
70	Attachment safety pins or hydraulic locking tabs must be activated after fitting attachment: (A) True B. False		

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QUES1	IION	Satisfa Respo	
		Yes/	No
71	Match excavator attachment to task: 1 Tilt bucket	1	
72	Attachments should be used within their maximum mechanical angles and limits. (a) True (b) False		G
73	Attachments must be used as per manufactures recommendations and designed performance limits. (A). True B. False	\$	
74	If loading rocky material, fill the first bucket with material to cushion the impact of the material to follow. A. Heavy rock B. A mix of heavy and light C. Light rocky D Fines	Ų.	
75	The approximate weight of a cubic metre of wet sand weighs. A. 1.0 tonne (B) 1.6 tonne C. 3.0 tonne D. 2.5 tonne		
76	Trucks should be loaded to their maximum efficient capacity without overloading or placing material on the over cab loading board (A) True B. False	₽ P	

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QUES	TION		actory onse
		Yes_	No
77	What is the maximum depth a trench be excavated in stable ground before battering or shoring is required if a person is to enter that excavation? A. 0.4m B. 2.0m C 1.5m D. 3.0m	V	
78	You are excavating using an excavator. Clean sand, crushed aggregate, plastic tape, moisture and sandbags could be some of the indications that you are excavating close to an underground service? A True B. False	2	
79	Digging boxes, shoring, benching and battering are all ways to help prevent a cave in on excavations and trenching (A) True B. False		
80	When excavating a trench or excavation in firm ground the battering or benching angle of repose should be approximately the depth of the excavation? (A) True B. False	. <u>.</u> d	
81	When an excavator is used in a demolition process a falling object protective structure (FOPS) must be fitted A True B. False		
82	An excavator is in danger of overturning when slewing a load if the turntable is not level (A) True B. False	a	
83	Does soft or uneven ground change how much you can lift or carry? A You cannot carry or lift as much load safely B. It doesn't matter how soft the ground is you can still carry or lift the same amount	Ø	

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QUES'	TION	Satisfa Resp	
		Yes	No
84	How far must people be kept away from the excavator when it is digging? A. 10m B. 15m C. 30m (D) The operating radius of the machine		
85	What action should you take if you discover a large rock protruding from the side of trench you are excavating? (A) Remove the rock that could fall and injure someone B. Ignore it, it's somebody else's problem C. Cover it up so no one can see it	Ð	
86	When a sling or chain is used with a reeve or choker hitch around a square load, how is the SWLL (safe working load limit) changed? (A) Reduces the SWLL by 50% B. Does not affect the SWLL C. Increases the SWLL Reduces the SWLL by 25%		
87	When a sling or chain is used with a reeve or choker hitch around a pipe or round load, how is the SWLL (safe working load limit) changed? A. Reduces the SWLL by 50% B. Increases the SWLL C. Does not affect the SWLL Q. Reduces the SWLL by 25%		
88	If lifting a nominated load, how would you be able to assess its weight? A. Calculate the weight by volume B. Delivery dockets C. Weighbridge dockets D. Weight marked on the item (£) Any of the above		
89	Why is it illegal to attach slings to the teeth of a bucket? A. Bucket teeth are not an approved lifting connection B. The teeth may break off C. The sling can easily slip off All of the above		

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QUES	TION		actory onse
		Yes	No
90	When a four legged bridle sling arrangement is used to hoist a rigid load, the two diagonally opposite slings must be capable of supporting the weight of the load whilst other two slings are used for stability (A) True B. False	u v	
91	The SWL (safe working load) must be attached to the excavator, the lifting lugs or hooks and a current SWL tag on the lifting slings or chains before the excavator can be used in any hoisting operations. A True B. False		
92	A tag line can be used to control the swing of a load you are lifting B. False	1/4	
93	You are allowed to lift a person in the bucket of an excavator. A. True B. False	W	
94	You must check the security of the safety pins and keeper bolts of all attachments before operations. A True B. False	W.	
95	When preparing the excavator for removal off site it should be cleaned of any excess mud or spoil for safety and environmental reasons: (A) True B. False	₩ /	
96	When loading or unloading you must follow the instruction of the float operator at all times. A True B. False		

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QUES'	QUESTION		ictory onse
		Yes	No
	Post excavator operations		
97	The machine operator must remain in the footprint of the machine whilst it is being refuelled / serviced A. True B. False	a /	
98	Before entering the workshop area you must notify them and any entry / exit from bays must be guided by a spotter. A True B. False	1	Q
99	Before refuelling, the plant No and engine hours must be entered into the computer on-board the fuel truck True B. False	1	
100	Attachments not being used should be stored in the appropriate location (A) True B. False		۵
101	At the end of the shift any attachments used should be: A. Broken B. Covered in mud C. Cleaned and checked for damage and working condition D. Disposed of	ū	
102	It is the responsibility of the operator who has just finished a shift to ensure the operator's cabin is clean and tidy. (A) True B. False	9	
103	Fluids should be checked and any faults reported at the end of the shift. A True B. False	Ò.	
104	All site daily records and reports should be completed at the end of shift. (A) True B. False	G .	

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QUES	TION	1 STATE OF THE STA	actory onse
		Yes	No
105	The two (2) main calculations you need to know and apply are for area and volume. Area is calculated as multiplying the length x width. Volume is calculated by multiplying the length x width x depth. True B. False	₽¥	
106	Are these typical construction sequences?	Ø	
	 Earthworks: Mark out work area Clear the surface work area Remove topsoil Create contours, batters or benches (A) True		
	B. False		
	 Roadworks: Complete as per earthworks, and Create drains Cut and fill as required Compact as needed Cut pavement layers 		
	And True B. False		
	Drainage: Complete as per earthworks and roadworks as needed Form drain lines Form out the area to be worked Lay drains, box drains or culverts Backfill Landscape True B. False		

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Feedback:		
		p - 6
Participant's underpinning knowledge was:		22 - 11WEE
Signed by the assessor:	Signed by Participant:	-
Date:		-



Name:



Practical Assessment

Assessor:	**	
Date:	II	
Procedure:	RIIMPO320F Conduct civil construction exce	avator operations /
	en pre briefed on the assessment and appeals to proceed until this has been completed	process? Ye
During the demonstra	tion of skills, did the candidate:	Satisfactory Response
		Yes No
Activities cover loading, curling lifting and committee cover lifting and committee cover lifting loading lifting device loading l	reading carrying materials ation kfilling avation ported and removed for the task: e compaction wheel in plate in wheel	

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Task 2 Details: Excavate fyling	the Stockpill		_
Task 2 Details: Excavate frence Material type: hard rock / c	lay:		
,	ſ		
Aetivities covered (Note – all activities to Loading, cutting/boxing	be covered):		
stripping/spreading			
If lifting and carrying materials Dulk excavation			
mixing/backfilling			8
trench excavation stockpiling			
battering benching			1
site clean up			
Attachments fitted and removed for the	task:		
tilt bucket buckets			
lifting device			.5
☐ vibrating compaction wheel☐ ripper/tyne			
compaction plate			
compaction wheel			
auger			16
THE STATE OF THE S		Lamina de la constantina della	Li-
Feedback:	A STATE OF THE STA		1112
6	/		
Participant's performance was:	Satisfactory		-
	Signed by Particip		
			10.00
Date:			

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