

COMPETENCY ASSESSMENT

Quad

WRITTEN SAFE OPERATING PROCEDURE (SOP) REVIEW

The best place to start is by going through the farm quad bike SOP with your worker. This gets everyone on the same page about how the quad bike should be used safely, how it's maintained, and what checks need to be done before riding.

It reinforces safe habits and helps your worker understand the risks involved, as well as how following the procedures reduces the chance of anyone getting hurt.

When the whole team follows the same process, you keep the bikes in better condition and create a safer working environment where people look out for each other.

Alongside the quad SOP, you should also review your farm's emergency plans – especially what to do when working alone, including how to check in and check out at the end of the day.

PRACTICAL TRAINING

Practical training can be done in two ways, either on-farm with you, or off-farm with a training provider.

Off-farm

There are several NZ Unit Standards available for quad bike operation, delivered by trainers throughout the country.

This can be a good way for you and your team to learn safe riding techniques from experienced quad bike instructors

On-farm

If you're confident in your own skills and competence, you can train your staff member on the farm. For example, you might set up a marked course in a paddock and demonstrate safe riding around obstacles, including braking, cornering, and shifting body weight.

You should also take them step-by-step through a full maintenance check.

Refresher training

No matter how you choose to train, it's important to schedule regular refresher sessions for yourself and your team.

People forget things and bad habits creep in. A quick revisit of the training helps everyone stay confident, and consistent and it reinforces the safety habits on farm.

COMPETENCY ASSESSMENT

Whichever option you choose for training, you still need to assess whether your worker is competent to use your quad bike, on your farm. Prior experience elsewhere doesn't guarantee they're competent in your farm environment.

For the competency assessment or observation, you're watching the worker operate and handle the quad as they go about their normal work. Ideally, this competency assessment should be completed without you prompting them for any of the required actions, the goal is to see whether they can carry out the tasks correctly, as if you weren't there.

If you decide they are competent, they can:

-  **Show consistent safe behaviour without being reminded.**
-  **Demonstrate good judgement when planning their work and use of the vehicle.**
-  **Are confident and consistent.**

If you decide they are not competent, they:

-  **Miss steps or need reminding.**
-  **Are unsure or unclear – not confident.**
-  **Make poor/badly thought-out decisions.**
-  **Cannot plan their work or use of the vehicle well.**

COMPETENCY ASSESSMENT

Pre-Start	Demonstrated	Comments
Knows how to do a pre-start check. And what to do if the bike is unsafe to use.	YES NO	
Understands the tyre pressure required and how to check it.	YES NO	
Wears a helmet correctly – tight fitting, done up.	YES NO	
Knows the farm speed limit and quad bike no-go zones.	YES NO	
Knows we don't take passengers.	YES NO	
Knows we don't let anyone under 16 use the quad.	YES NO	
Wears other appropriate safety gear (such as gloves and eye protection) and can identify different safety gear for different farm tasks.	YES NO	
Knows what the load limits and right attachments are for the quad.	YES NO	
Knows where to get information from for the quad bike on the farm.	YES NO	
Knows what jobs the quad bike is to be used for (and what it is not to be used for).	YES NO	
Knows how to safely load and unload the quad.	YES NO	

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COMPETENCY ASSESSMENT

Pre-Start (Continued)	Demonstrated	Comments
Has their phone/radio/PLB with them..	YES NO	
Comments		

Planning	Demonstrated	Comments
Can plan their route in advance.	YES NO	
Can identify unsafe conditions and then adjusts the plan.	YES NO	
Told someone where they're going and when they'll be back	YES NO	
Can identify when the quad is not the best vehicle to use – and adjusts.	YES NO	
Can explain what to do in an emergency – who to call and how to raise the alarm.	YES NO	

Comments		
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COMPETENCY ASSESSMENT

Operating the Quad	Demonstrated	Comments
Knows the bike controls.	YES NO	
Rides at a speed right for the conditions – look at steering, braking, gear selection, change of surface.	YES NO	
Demonstrates active decision making when conditions change (weather, stock etc).	YES NO	
Keeps both hands on handlebars and feet on foot pegs.	YES NO	
Can scan ahead for hazards – good concentration.	YES NO	
Knows where the kill switch is and how to operate it.	YES NO	
Shifts body weight correctly when turning (active riding).	YES NO	
Rides straight up and down slopes (not across).	YES NO	
Moves weight forward when climbing.	YES NO	
Moves weight back when descending.	YES NO	
Uses low gear and steady throttle on slopes.	YES NO	
Reverses safely while looking over both shoulders.	YES NO	

Continued on the next page.

COMPETENCY ASSESSMENT

Operating the Quad (continued)		Demonstrated	Comments
Demonstrates safe riding behaviour while towing (w/where applicable).		YES NO	
Controls their stop using both front and rear brakes.		YES NO	
Knows how to report if something is broken or not right with the quad.		YES NO	
Comments			

Post-work		Demonstrated	Comments
Stops on flat ground. Engages the brake.		YES	NO
Removes the key when finished using the quad.		YES	NO
Cleans the quad properly and reports anything that needs repairing etc.		YES	NO
Comments			

RECORD OF TRAINING: QUAD BIKES STANDARD OPERATING PROCEDURE

Name of Participant	Type of training	Date	Trainer Name & Signature	Participant Signature	Assessment Outcome
	Written SOP review				 Competent: Approved to operate quad bike unsupervised  Requires further training: Can operate under supervision  Not competent: Unable to use Quad
	Practical Training				
	Competency Observation 1				
	Competency Observation 2				
	Written SOP review				 Competent: Approved to operate quad bike unsupervised  Requires further training: Can operate under supervision  Not competent: Unable to use Quad
	Practical Training				
	Competency Observation 1				
	Competency Observation 2				
	Written SOP review				 Competent: Approved to operate quad bike unsupervised  Requires further training: Can operate under supervision  Not competent: Unable to use Quad
	Practical Training				
	Competency Observation 1				
	Competency Observation 2				