

Construction Skills Certification Scheme

Candidate Pack for the Training and Assessment Programme

Location of Underground Services

Please read this document carefully. Further information and clarification may be obtained from the CSCS Operations Unit, phone 01 533 2500

WARNING

You will be **REFUSED** entry (Day 1 and Day 2) if you do not have a physical and valid SafePass card in your possession. The following are not acceptable

- Photos/photocopies of your card
- Statement of results
- Letter stating that a card application has been made

No SafePass Card – no entry



Guidance Notes for Candidates

The following documents are also attached:

Part 1 – Application Details

Part 2 – Key Task Log

Aim of Programme

The aim of this programme is to provide candidates with the required knowledge, skills and competence to safely locate underground services when involved with excavation works.

Candidate Profile

Candidates for this programme must:

- Be at least 17 years of age.
- Have the minimum requirement of a valid Safe Pass Card or equivalent
- Have basic literacy and numerical skills
- Have a B1 level of English in accordance with the Common European Framework of Reference for languages [CEFR]: [Common European Framework of Reference for Languages: Learning, Teaching, Assessment \(CEFR\) - Common European Framework of Reference for Languages \(CEFR\)](#)
 - **No interpreter permitted**
- Candidates must also have previous experience of working on excavations/ locating underground services within the last six months. Specifically, candidates must:
 - have used a CAT and Genny under supervision in an on-site setting to locate underground services on at least 3 occasions
 - have assisted in excavation works in the vicinity of live underground services (under supervision) on at least 3 occasions
 - have assisted in excavation operations or location of underground services for (6) months in advance of the programme.

Note: The experience specified must be verified by an existing LUGS card holder by way of a signed, dated and stamped Key Task Log contained in this LUGS Candidate Pack. The above items must also be verified by the current or previous employer (Part 1 of this pack).

Application Requirements

Sections A, B, and E of Part 1 need to be completed by the applicant with Sections C and D completed by the employer.

Section E must list experience dealing with location of underground services/excavation operations.

Part 2 – Key Task Log must be completed and submitted along with Part 1 to the chosen SOLAS Approved Training Organisation **AT LEAST TWO WORKING DAYS PRIOR** to attending the two-day training and assessment programme.

The Key Task Log must be signed off by an experienced LUGS cardholder and endorsed by the employer or by the employer's nominated representative. Failure to do so will result in the candidate being unable to commence the programme.

Candidates must bring with them on the day:

- a recent passport sized and passport quality photograph,
- their SafePass card or equivalent – **NO CARD, NO ENTRY**
- safety boots (dielectric preferred),
- safety helmet and
- Class 2 minimum reflective 'hi-vis' jacket.

Two-day Programme Content

Induction

Registration and induction will be undertaken at the start of the day. Candidates **must** present their SafePass card or an equivalent to the course assessor, and Parts 1 and 2 of this pack, if not already submitted.

Training

Candidates will undertake 14 hours of structured training and an assessment programme over a 2-day period.

Theory test

On completion of training, candidates will undertake a related knowledge multi-choice question paper (45 minutes maximum duration). Question topics will include:

- Legislation and regulations
- Employer and employee responsibilities
- Types of services
- Associated hazards
- Location procedures
- Safe digging practice.

To be successful in the theory test, candidates must achieve a minimum of 70% of the total available marks.

Practical test

The practical test will require candidates to demonstrate specified tasks using a CAT, Genny, and Sonde or Flexitrace.

The grading sheet for the practical test is divided into essential items and desirable items. In order to pass the candidate must achieve all essential items. Desirable items allow a candidate to demonstrate superior performance and to achieve a credit result. The practical assessment tasks must be completed within a maximum duration of **30 minutes**.

Feedback and Certification

If a candidate meets the required standard, the Approved Training Organisation will process the relevant assessment documentation for certification and registration. The CSCS card is printed and posted to the candidate's home address. A QQI certificate will be awarded on successful completion of the Assessment Programme.

Candidates who are referred will receive written feedback from the assessor and may be advised to undertake further corrective training and/or site experience.

If a candidate is unsuccessful with either theory or practical test they will be required to re-sit the second day of the course and to re-do both the theory and practical tests.

If a candidate is unsuccessful with both the theory and the practical test, they will be required to re-sit both days of the course and to repeat both the theory and practical tests.

Assessment Requirements

Should a candidate have any particular assessment requirements, i.e. need a reader/writer or any other form of special needs, the Approved Training Organisation must be informed well in advance of attending the two-day programme so that the appropriate assistance may be sourced.

Information regarding a candidate's particular requirements will be treated with the strictest confidence by the Approved Training Organisation.

REMINDER

Contents of the Candidate Pack fully completed and signed by the candidate and sent to employer 2 days prior to commencement of course date.

Candidates must bring on the day

- Passport sized photograph
- SOLAS SafePass card or equivalent
- Safety boots (dielectric preferred) and safety helmet
- Reflective 'Hi-Viz' jacket

Further information and clarification may be obtained from the CSCS Operations Unit, phone 01 5332500.

No SafePass Card – no entry



CSCS/QSCS DATA PROTECTION NOTICE

PARTICIPANT AND EMPLOYER DATA PROTECTION NOTICE

1. PERSONAL DATA COLLECTED AND OBTAINED

This Data Protection Notice ("Notice") sets out the basis on which SOLAS ("**SOLAS**", "**we**", "**our**" or "**us**") of Block 1, Castleforbes House, Castleforbes Road, Dublin 1 will use the personal details ("Personal Data") provided when completing the application form (the "**Form**") to be registered as a CSCS/QSCS cardholder. This Notice also details how SOLAS will process this Personal Data for the purpose of assessing the Form and, if successful, issuing a CSCS/QSCS card to you ("**Card**"). The Personal Data we obtain from you will be held by SOLAS as a controller. SOLAS will collect and process the Personal Data that you provide in the Form.

IMPORTANT: where you provide Personal Data about other individuals (e.g. your existing/previous employer or endorsers), you agree that you are responsible for ensuring that such individuals know their Personal Data will be used by SOLAS accordance with this Notice.

2. HOW AND WHY, WE PROCESS YOUR PERSONAL DATA

This section details how ("**legal basis**") and why ("**purposes**") we process your Personal Data:

Legal basis: it is necessary to process your Personal Data to enter into and perform our contract with you including for the following purposes: (a) to process your Form; (b) to issue you with a Card; (c) to verify your Card on an ongoing basis; (d) to renew your Card where you ask us to do so; and (e) to respond to you when we receive any correspondence from you. **IMPORTANT**: If you do not provide us with your Personal Data so that we can process it for the above purposes, we will not be able to assess or process your Form, issue you with or renew your Card and/or communicate with you as necessary in relation to your Form and/or your Card.

Legal basis: it is also necessary to process your Personal Data for the purpose of complying with legal obligations to which we are subject including to fulfil our statutory functions.

3. DISCLOSURE OF YOUR PERSONAL DATA

We may disclose some or all of your Personal Data to the following parties: SOLAS business units, SOLAS agents or service providers including CSCS/QSCS trainers, your

existing or potential employers, government and state authorities including in particular the Construction Industry Federation (CIF), Credit Card Systems Ireland Ltd and Quality and Qualifications Ireland. We may also disclose your Personal Data to third parties if we are under a legal duty to disclose or share your Personal Data in order to comply with any

4. KEEPING YOUR PERSONAL DATA

We will keep your Personal Data for the period for which your Card is valid and/or renewed and for a period of 7.5 years from when your Card expires and/or is not renewed. In some cases, we will need to retain your Personal Data for longer periods for compliance with legal obligations imposed on us or where we are a party to legal proceedings with you, and to ensure you a continued client service. Such Personal Data will be securely retained in line with the SOLAS records retention and disposal Procedure.

5. YOUR RIGHTS

The following are your rights to address any concerns or queries regarding the processing of your Personal Data. You can exercise any of these rights by submitting a request to the Data Protection Officer, SOLAS, Block 1, Castleforbes House, Dublin 1. We will provide you with information on any action taken upon your request in relation to any of these rights without undue delay and at the latest within one month of receiving your request. We may extend this by up to 2 months if necessary, however we will inform you if this arises. You have the right to lodge a complaint with the Data Protection Commission with regards to our processing of your Personal Data.

- The Right to Access
- The Right to Rectification
- The Right to Erasure
- The Right to Restriction of Processing
- The Right to Object to Processing
- The Right to Withdraw Consent
- The Right to Data Portability
- The Right to Object Automated Decision Making

6. CHANGES TO THIS NOTICE

We may amend this Notice from time to time, in whole or part, at our sole discretion. Any changes to this notice will be posted on the SOLAS CSCS/QSCS website at <https://www.solas.ie/construction-lp/cscs/s>

If at any time we decide to use your Personal Data in a manner significantly different from that stated in this Notice, or otherwise disclosed to you at the time it was collected, we will notify you by e-mail, and you will have a choice as to whether or not we use your information in the new manner.

7. CONTACT US

If you have questions or concerns about this Notice, please contact the SOLAS Data Protection Officer at SOLAS Data Protection Officer, SOLAS, Castleforbes House, Dublin 1.

Construction Skills Certification Scheme

Part 1 – Application Details

Section A - Applicant Details

SurnameForenames.....

Address

.....

Postcode/EirCode.....Tel

PPS Number

Section B - Applicant Declaration

I confirm that the information detailed in this application, and any submitted information is valid, genuine and correct.

- I have a B1 Level of English in accordance with the Common European Framework of Reference for Languages (CEFR).

Please sign

Section C - Employer Details

Employer/Company name

Address

.....

Postcode Tel

Are you self-employed? Yes No

Section D - Employer Confirmation (including self-employed)

The named individual signing this section must be in a supervisory or managerial position, nominated by the employer organisation.

We/I the employer confirm that:

- The applicant possesses a current 'SafePass' registration card or equivalent.
- The applicant has been instructed to present their physical SafePass registration card on arrival at the course.
- The information detailed in this application, and any submitted information is valid, genuine and correct.

Please sign

Name (Print clearly)

Position

Section E - Applicant Experience

Please briefly list work carried out while locating underground services and excavation operations, including dates and location of experience.

Note: The experience listed must include (although not limited to) 6 month period preceding the candidate's application to attend the programme.

Dates from/to	Employer	Location and brief details of work done
Example 9 Nov 2022 – 22 Dec 2022	Eir	Duct laying for MAN broadband project for Sligo Town

Dates from/to	Employer	Location and brief details of work done

Continue on a separate sheet if needed

Construction Skills Certification Scheme

Part 2 Key Task Log - Location of Underground Services

Introduction

The purpose of this form is to document the applicant's existing relevant experience in locating underground services and excavation operations. This is to ensure that all those attending the programme have the potential to meet the required standards in terms of knowledge, skill and competence in the location of underground services using cable and pipe locating devices. This section **must** be completed and returned to the chosen SOLAS Approved Training Organisation **AT LEAST TWO WORKING DAYS PRIOR TO** attending the two-day training and assessment programme.

On-the-Job Key Task Log in advance of LUGS CSCS Programme

A qualified LUGS cardholder must initial and sign off the listed Key Tasks which are to be completed under supervision. Where more than one LUGS cardholder signs off on the listed Key Tasks, the card details of each person must be recorded.

The employer or the employer's nominated representative ("The Endorser") must sign off on the completed log.

As stated in the Training Programme Specification under the heading, 'Previous Experience', candidates must have used a CAT and Genny under supervision and assisted in excavation works on at least three occasions.

LUGS Experience - Occasion 1

Please ✓ as appropriate

Task	Yes	No	Date	Qualified LUGS Cardholder initials and Site location
1. Carried out functional checks on a CAT				
2. Searched for a buried service using a CAT				
3. Pinpointed a buried service using a CAT				
4. Traced the direction of a buried service				
5. Marked the position of an identified buried service				
6. Used a Genny in conjunction with a CAT to trace an underground service				

LUGS Experience - Occasion 2

Please ✓ as appropriate

Task	Yes	No	Date	Qualified LUGS Cardholder initials and Site location
1. Carried out functional checks on a CAT				
2. Searched for a buried service using a CAT				
3. Pinpointed a buried service using a CAT				
4. Traced the direction of a buried service				
5. Marked the position of an identified buried service				
6. Used a Genny in conjunction with a CAT to trace an underground service				

LUGS Experience - Occasion 3

Please ✓ as appropriate

Task	Yes	No	Date	Qualified LUGS Cardholder initials and Site location
1. Carried out functional checks on a CAT				
2. Searched for a buried service using a CAT				
3. Pinpointed a buried service using a CAT				
4. Traced the direction of a buried service				
5. Marked the position of an identified buried service				
6. Used a Genny in conjunction with a CAT to trace an underground service				

General Excavation Work/ Experience - Occasion 1

Please ✓ as appropriate

Tasks/Activities	Yes	No	Date	Qualified LUGS Cardholder initials and Site location
1. Used site drawings/plans to act as an aid to identify underground services prior to excavation work				
2. Assisted in carrying out a risk assessment prior to excavation work				
3. Assisted in digging trial holes prior to excavation work in the vicinity of underground services				
4. Witnessed an excavation in the vicinity of an identified underground service				
5. Assisted in trench backfilling following an underground service installation and/or assisted in installing supports to an excavated trench				

General Excavation Work/ Experience - Occasion 2

Please ✓ as appropriate

Tasks/Activities	Yes	No	Date	Qualified LUGS Cardholder initials and Site location
1. Used site drawings/plans to act as an aid to identify underground services prior to excavation work				
2. Assisted in carrying out a risk assessment prior to excavation work				
3. Assisted in digging trial holes prior to excavation work in the vicinity of underground services				
4. Witnessed an excavation in the vicinity of an identified underground service				
5. Assisted in trench backfilling following an underground service installation and/or assisted in installing supports to an excavated trench				

General Excavation Work/ Experience - Occasion 3

Please ✓ as appropriate

Tasks/Activities	Yes	No	Date	Qualified LUGS Cardholder initials and Site location
1. Used site drawings/plans to act as an aid to identify underground services prior to excavation work				
2. Assisted in carrying out a risk assessment prior to excavation work				
3. Assisted in digging trial holes prior to excavation work in the vicinity of underground services				
4. Witnessed an excavation in the vicinity of an identified underground service				
5. Assisted in trench backfilling following an underground service installation and/or assisted in installing supports to an excavated trench				

Tasks must be completed correctly prior to sign off by a competent LUGS Cardholder.

Every person signing off on these tasks must provide their details as a Qualified LUGS Cardholder. **Complete multiple copies of this page if necessary.**

Applicant's signature: _____

Qualified LUGS Cardholder's Name: _____

Qualified LUGS Cardholder's Signature: _____

Qualified LUGS Cardholder's CSCS Card Number: _____

Qualified LUGS Cardholder's CSCS Card Expiry Date: _____

Endorser's Name _____

Endorser's Signature _____

Company: _____

Date: _____

