



Canal &  
River Trust

## WORK EQUIPMENT ASSESSMENT – LOCK KEEPING

Candidates Name ..... Payroll No. ....

During the assessment did the candidate	Yes	No
Clean up and tidy site on arrival.		
Check whole site for problems, debris, broken equipment, slip & trip hazards, pollution, water levels, including checking lock approaches & moorings.		
Check auxiliary power supply is operational, if applicable		
Check full operation of lock		
Follow the local working alone procedure		
Check and position life saving equipment on arrival at site, if in procedures		
Check phones and radios on arrival at site		
Carry out the prescribed operator daily maintenance check and fill in the required forms		
Wear appropriate PPE for tasks in hand (e.g. gloves for oils, <b>life jacket</b> )		
Demonstrate the proper operation of a lock, both locking up & down and use of side pounds		
Fill in any daily log sheets and boat information		
Remove operating keys & secure cabin doors when away from lock operating area, where applicable		
Demonstrate correct manual handling techniques when operating manually operated locks.		
Demonstrate correct rope handling techniques for craft including the correct positioning of craft in the lock chamber		
Demonstrate best practice for the lock for water conservation e.g. use of side ponds, alternate up & down locking, double locking, sluice adjustment.		
Illuminate and follow correct warning lights at entrances to locks.		
Remove life saving equipment before leaving site, if in procedures		
Clean up and tidy site prior to departure.		
Demonstrate good customer care and dealing with conflict		

The candidate is required to demonstrate competence in all activities for a successful assessment.  
The assessment may be cancelled at any time, if in the assessor's judgement the safety of the candidate or any other person is endangered.

### Assessors Remarks

--

### Remedial action/recommended training

--

Assessors Signature ..... Date .....

Candidates Signature ..... Date .....

Location of Assessment .....