

Manpower Planning and Development (Forestry)
(Amendment) Notice, 2021 (No. 3)

IT is hereby notified that the Minister of Higher and Tertiary Education, Innovation, Science and Technology Development has, in terms of section 32 of the Manpower Planning and Development Act [*Chapter 28:02*], made the following notice:—

1. This notice may be cited as the Manpower Planning and Development (Forestry) (Amendment) Notice, 2021 (No. 3).

2. The First Schedule of the Manpower Planning and Development (Forestry) Notice, 1997, published in Statutory Instrument 145 of 1997, is amended by the insertion of—

- “Chain saw operator”
- “Kiln operator”
- “Mobile saw operator”
- “skidder operator”
- “Tele logger operator”

3. The Second Schedule is amended by the insertion of the following—

“SECOND SCHEDULE

PRACTICAL TRAINING SCHEDULE FOR KILN OPERATOR

Objectives:

1. Observe Safety Health and Environment and quality principles:
 - 1.1 knowledge on PPE
 - 1.2 Carry out safety brief/team talk/
 - 1.3 Identify risks and hazards
 - 1.4 Install barricades and warning signs
 - 1.5 Identify the location of a first aid kit
 - 1.6 Demonstrate safe use of tools and equipment
 - 1.7 Report machine malfunction
 - 1.8 Recommend moisture meter calibration
 - 1.9 Maintain clean working environment (proper housekeeping)

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2. Supervision of subordinates:
 - 2.1 Induct new employees
 - 2.2 Assign duties
 - 2.3 Demonstrate work process
 - 2.4 Monitor work progress
 - 2.5 Motivate subordinates
 - 2.6 Council subordinates
 - 2.7 Recommend training
 - 2.8 Reprimand subordinates
 - 2.9 Be accountable for the resources
3. Inspect steam generation from boiler:
 - 3.1 Should be able to communicate with boiler operator about steam supply
 - 3.2 Inspect and open the main steam valve
 - 3.3 Inspect steam to process
 - 3.4 Inspect Kiln valves (steam supply valves)
 - 3.5 Conduct system functionality
4. Inspecting awaiting timbers stacks:
 - 4.1 Inspect base column
 - 4.2 Check stickers column(should be of same cross section and length)
 - 4.3 Check pocket gapes on stack sides
 - 4.4 Check the availability of drying samples
 - 4.5 Inspect sides and ends of stacks
5. Kilns inspection:
 - 5.1 Knowledge of kiln chamber
 - 5.2 Demonstrate knowledge of airflow movement
 - 5.3 Knowledge of steam flow process
 - 5.4 Knowledge of humidity control
6. Load the kiln:
 - 6.1 Carry out initial moisture content test
 - 6.2 Knowledge of different timber cross sections and their drying characteristics
 - 6.3 Knowledge of different types of kilns and their characteristics

7. Dry timber:

- 7.1 Knowledge of drying defects
- 7.2 Be able to conduct system functionality test
- 7.3 Knowledge on how to test airflow speed
- 7.4 Carry out pre-heating procedure
- 7.5 Knowledge of steam supply
- 7.6 Demonstrate knowledge of drying schedules
- 7.7 Should be able to close kiln doors properly
- 7.8 Knowledge of kiln starting procedure
- 7.9 Be able to monitor set parameter conditions
- 7.10 Monitor the drying operations
- 7.11 Knowledge on how to discharge the kiln
- 7.12 How to handover dry stacks to dry mill section

8. Maintain records:

- 8.1 To be able to complete forms or record books
- 8.2 To be able to production reports
- 8.3 Be able to identify faults on the kiln
- 8.4 Be able to prepare work order
- 8.5 Be able to control stocks of operation
- 8.6 Be able to file records
- 8.7 Be able to use computer software

9. Communicate:


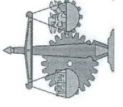
- 9.1 Be able to conduct meetings
- 9.2 Be able to communicate with relevant stakeholders
- 9.3 Be able to write memos and notices
- 9.4 Be able to use sign language.
- 9.5 Be able to use radio communication

10. Kiln discharging:


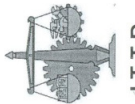
- 10.1 Knowledge on the procedure for discharging the kiln
- 10.2 Demonstrate moisture content testing skills
- 10.3 Be able to use and set moisture meter parameters
- 10.4 Demonstrate knowledge on handling kiln accessories during discharge operation

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- 10.5 Be able to identify drying defects
- 10.6 Knowledge of traverse operation
- 10.7 Knowledge on reconditioning timber after drying
- 10.8 Should be able to identify risks and hazards associated with discharging
- 11. knowledge of tools and equipment:
 - 11.1 Demonstrate knowledge on usage of wood moisture meter
 - 11.2 Should be able to identify tools and equipment
 - 11.3 Be able to use and set an infra-red thermometer
 - 11.4 Knowledge of probe cables and pins
 - 11.5 Knowledge of kiln types
 - 11.6 Knowledge of usage of wire strainer
 - 11.7 Demonstrate how to use a bogie trolley
 - 11.8 Knowledge on traverse usage


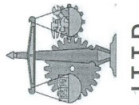
 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		 I.T.T.D.	CODE
INDUSTRY FORESTRY TRADE/ OCCUPATION MOBILE SAWMILL OPERATOR CLASS/LEVEL ONE				
DUTY A: MILL SITE SELECTION				
Pre-requisites: Lower level skills				
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	WORKPLACE ESSENTIAL SKILLS
A1. ADHERE TO SAFETY REGULATIONS	<ul style="list-style-type: none"> ✓ Put on personal protective equipment ✓ Conduct morning briefs ✓ Maintain first aid kit ✓ Maintain a clean and safe working area 	<ul style="list-style-type: none"> ➢ Appropriate PPE worn ➢ Daily morning meetings held ➢ First aid kit put in place ➢ Working area safe from dirt and hazards ➢ All SHE principles observed 	<ul style="list-style-type: none"> -SHE issues -Relevant acts and statutory instruments - Basic IT (computer) - Firefighting techniques -Basic Wood Technology/Saw Milling 	<ul style="list-style-type: none"> Communication Planning Analytical Accuracy Numeracy Literacy Calculations
A2. IDENTIFY MILL SITE	<ul style="list-style-type: none"> ✓ Calculate size of mill site ✓ Peg mobile mill site ✓ Construct access roads ✓ Construct fire guards ✓ Erect ablation facilities 	<ul style="list-style-type: none"> ➢ Mill Size Determined By The Size Of Operation/Project ➢ Mobile Mill Site Pegged According To Measurements ➢ Access Roads Put In Place ➢ Standard Fire Guards Put In Place ➢ Functional Ablation Facilities Put In Place 	<ul style="list-style-type: none"> -Basic Forestry -Basic Technical drawing -Basic chain saw operation 	Review Date:


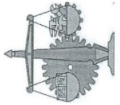
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<p>INDUSTRY FORESTRY</p>			
<p>DUTY A: MILL SITE SELECTION</p>			
<p>Pre-requisites: Lower level skills</p>			
<p>TASK</p>	<p>STEPS</p>	<p align="center">Approval Date:</p>	<p align="center">Review Date:</p>
<p>A3. PRODUCE MILL LAYOUT DRAFT</p>	<ul style="list-style-type: none"> ➤ Draw mobile mill layout ➤ Mark out work stations on the ground ➤ Erect required structures 	<p>PROFICIENCY INDICATORS</p> <ul style="list-style-type: none"> ➤ Required work stations determined and diagram produced ➤ Lines and pegs put in place ➤ Offices, sheds, rooms constructed 	<p>RELATED KNOWLEDGE</p>
			<p>WORKPLACE ESSENTIAL SKILLS</p>


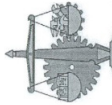
INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		I.T.T.D.		CODE
INDUSTRY FORESTRY		TRADE/ OCCUPATION MOBILE SAWMILL OPERATOR		CLASS/LEVEL ONE
DUTY B: MILL SET UP		Approval Date: 01/05/2021		Review Date: 01/05/2023
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	WORKPLACE ESSENTIAL SKILLS
B1. INSTALL EQUIPMENT	✓ Gather tools and equipment	✓ Machine components transported to identified station	-Basic fitting and turning	Communication
	✓ Assemble mobile saw machine	➤ All necessary tools and equipment on site	-Basic electrical engineering	Planning
	✓ Align mobile saw machine	➤ Mobile sawmill assembled and aligned on site	-SHE issues	Analytical
	✓ Test run mobile saw mill	➤ Machine running smoothly	-Relevant acts and statutory instruments	Accuracy
B2. PREPARE SAWN TIMBER STACK YARD	✓ Level stack yard ground	➤ Clear and level ground for stacking sawn timber in place	- Basic IT (computer)	Numeracy
	✓ Treat stack yard against termites	➤ Stack yard treated against termites	- Maintenance procedures	Literacy
	✓ Layout stacking damages	➤ Stacking damages put in place	- Firefighting techniques	
			- Technical drawing	
			- Wood Technology/Saw Milling	
			- Carpentry and Joinery	
			- Basic chain saw operation	


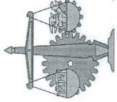
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INDUSTRY FORESTRY		TRADE/ OCCUPATION MOBILE SAWMILL OPERATOR		CLASS/ LEVEL ONE
DUTY B: MILL SET UP				
Pre-requisites: All lower level skills				
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	WORKPLACE ESSENTIAL SKILLS
B3. CONSTRUCT LOG DECK	<ul style="list-style-type: none"> ➤ Determine size of log deck ➤ Acquire construction material for deck ➤ Build log deck ➤ Measure and cut log stoppers 	<ul style="list-style-type: none"> ➤ Size of log deck determined according to height of machine ➤ Log deck construction material put in place ➤ Functional log deck in place ➤ Log stoppers put in place 		


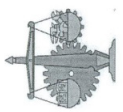
 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		 I.T.T.D.	CODE
INDUSTRY FORESTRY		TRADE/ OCCUPATION MOBILE SAWMILL OPERATOR		CLASS/ LEVEL ONE
DUTY C: PRODUCTION OF SAWN TIMBER				
Pre-requisites: All lower level skills				
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	WORKPLACE ESSENTIAL SKILLS
C1. COMPLETE LOG PRODUCTION SHEET	<ul style="list-style-type: none"> ✓ Measure logs ✓ Fill in log tally sheet ✓ Grade logs for processing ✓ Calculate log volume 	<ul style="list-style-type: none"> ➤ Length and diameter of logs confirmed ➤ Completed log tally sheets produced ➤ Logs graded accordingly ➤ Actual log volumes recorded 	<ul style="list-style-type: none"> -Basic fitting and turning -Basic Saw Milling -Basic electrical engineering -SHE issues -Relevant acts and statutory instruments - Basic IT (computer) 	<ul style="list-style-type: none"> Communication Planning Analytical Accuracy Numeracy Literacy
C2. CARRY OUT MACHINE PRE-CHECKS	<ul style="list-style-type: none"> ✓ Check machine cleanliness ✓ Remove obstacles ✓ Check saw condition ✓ Check V-belts ✓ Check riving knives, guide and guards 	<ul style="list-style-type: none"> ➤ All dirt and obstacles removed ➤ Saw blade in good working condition ➤ Correct saw tightness ➤ V- belt in good working condition ➤ Riving knife, guides and guards in correct position with blade 	<ul style="list-style-type: none"> - Maintenance procedures - Firefighting techniques -Wood structure and properties - Basic chain saw operation 	


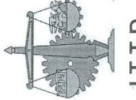
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<p align="center">INDUSTRY FORESTRY TRADE/ OCCUPATION MOBILE SAWMILL OPERATOR CLASS/LEVEL ONE</p>				
<p align="center">DUTY C: PRODUCTION OF SAWN TIMBER</p>				
<p>Pre-requisites: All lower level skills</p>				
<p>TASK</p>			<p align="center">Approval Date: 01/05/2021</p>	<p align="center">Review Date: 01/05/2023</p>
<p>C3. LOAD LOG ON TO MACHINE</p>	<p>STEPS</p> <ul style="list-style-type: none"> ➤ Evaluate log ➤ Align log onto machine ➤ Start the machine 	<p>PROFICIENCY INDICATORS</p> <ul style="list-style-type: none"> ➤ Cutting pattern determined ➤ Log aligned and clamped ➤ Opening cut performed to satisfaction 	<p>RELATED KNOWLEDGE</p>	<p>WORKPLACE ESSENTIAL SKILLS</p>
<p>C4. CUT LOG INTO SAWN TIMBER</p>	<ul style="list-style-type: none"> ➤ Adjust the size selector accordingly ➤ Cut the cant into required sizes ➤ Recover sawn boards from slabs ➤ Cut stickers from off cuts 	<ul style="list-style-type: none"> ➤ Correct size of timber produced ➤ Sawn boards recovered from slabs ➤ Stickers cut from off-cuts 		


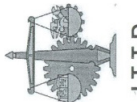
 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		 I.T.T.D.	CODE
INDUSTRY FORESTRY				
DUTY D: SAWN TIMBER GRADING				
Pre-requisites: All lower level skills				
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	WORKPLACE ESSENTIAL SKILLS
D1. ASSESS TIMBER DEFECTS	<ul style="list-style-type: none"> ✓ Assess timber cross section ✓ Assess wane edge ✓ Assess knots ✓ Assess rots ✓ Mark and cut timber to remove defects 	<ul style="list-style-type: none"> ➤ Timber defects identified and marked ➤ All unacceptable defects removed 	<ul style="list-style-type: none"> - Timber Quality Control - Basic Saw Milling - SHE issues - Relevant acts and statutory instruments - Basic IT (computer) - Basic marketing - Maintenance procedures - Firefighting techniques - Wood structure and properties - Basic chain saw operation 	<ul style="list-style-type: none"> Communication Planning Analytical Accuracy Numeracy Literacy
D2. COMPILING PRODUCTION SHEETS	<ul style="list-style-type: none"> ✓ Measure and mark timber to standard sizes ✓ Cut timber to standard sizes ✓ Tally timber into sheet ✓ Calculate sawn timber production records 	<ul style="list-style-type: none"> ➤ Timber marked to standard size ➤ Timber cut to standard size ➤ Timber tally sheets produced ➤ Volume of timber recorded 		
Approval Date: 01/05/2021				
Review Date: 01/05/2023				

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INDUSTRY FORESTRY		TRADE/OCCUPATION MOBILE SAWMILL OPERATOR CLASS/LEVEL ONE	
DUTY D: SAWN TIMBER GRADING			
Pre-requisites: All lower level skills			
TASK	STEPS	PROFICIENCY INDICATORS	Review Date: 01/05/2023 WORKPLACE ESSENTIAL SKILLS
D3. STACKING TIMBER	<ul style="list-style-type: none"> ➤ Check wind direction and determine orientation ➤ Label stacking area for each cross section ➤ Select timber cross section ➤ Place stickers and stack timber 	<ul style="list-style-type: none"> ➤ Timber stacked according to wind direction ➤ Timber measurements on each stack label ➤ Timber stacked according to size and stickers in correct positions 	


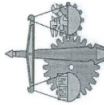
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INDUSTRY FORESTRY				
TRADE/OCCUPATION MOBILE SAWMILL OPERATOR				
CLASS/LEVEL ONE				
DUTY E: MOBILE SAW MILL MAINTENANCE				
Pre-requisites: All lower level skills				
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	WORKPLACE ESSENTIAL SKILLS
E1. CHECK MOBILE SAW MILL MACHINE ALIGNMENT	<ul style="list-style-type: none"> ✓ Isolate machine ✓ Check carriage alignment ✓ Check riving knife position ✓ Check saw rear and front guide ✓ Check V-belts ✓ Check levelness of machine 	<ul style="list-style-type: none"> ➤ Machine isolated and warning sign put on switch ➤ Carriage aligned properly ➤ Riving knife in correct position ➤ Rear, front guides and guards correctly set ➤ V-belts set in correct position ➤ Machine adjusted to levelness 	<ul style="list-style-type: none"> -Basic fitting and turning -Wood Technology -Basic electrical engineering --SHE issues -Relevant acts and statutory instruments -Basic pressure/hydraulic vessels regulations -Basic IT (computer) -Basic marketing -Maintenance procedures -Firefighting techniques -Basic Saw doctoring 	<ul style="list-style-type: none"> Communication Planning Analytical Accuracy Numeracy Literacy
E2. ASSESS MOVING PARTS FOR WEAR AND TEAR	<ul style="list-style-type: none"> ✓ Isolate machine ✓ Carry out routine services ✓ Lubricate moving parts ✓ Check moving parts for wear and tear ✓ Carry out minor repairs ✓ Report major faults 	<ul style="list-style-type: none"> ➤ Machine isolated and warning sign put on switch ➤ Routine services done as required ➤ All moving parts lubricated ➤ Worn out moving parts replaced ➤ Major faults reported 	<ul style="list-style-type: none"> -Basic fitting and turning -Wood Technology -Basic electrical engineering --SHE issues -Relevant acts and statutory instruments -Basic pressure/hydraulic vessels regulations -Basic IT (computer) -Basic marketing -Maintenance procedures -Firefighting techniques -Basic Saw doctoring 	<ul style="list-style-type: none"> Communication Planning Analytical Accuracy Numeracy Literacy

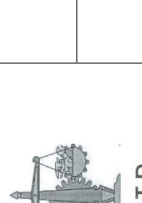
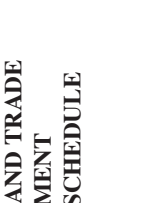
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INDUSTRY FORESTRY		TRADE/OCCUPATION MOBILE SAWMILL OPERATOR		CLASS/LEVEL ONE
DUTY E: MOBILE SAW MILL MAINTENANCE				
Approval Date: 01/05/2021 Review Date: 01/05/2023				
Pre-requisites: All lower level skills				
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	WORKPLACE ESSENTIAL SKILLS
E3. CHANGE SAWS	<ul style="list-style-type: none"> ➤ Isolate machine ➤ Clean machine ➤ Remove machine guards ➤ Remove saw guides ➤ Remove saw from the machine ➤ Sharpen saw ➤ Replace saw 	<ul style="list-style-type: none"> ➤ Machine isolated and warning sign put on switch ➤ Machine rid of all dirt and saw dust ➤ Machine guards and guides re-moved ➤ Saw blade sharpened and replaced 		


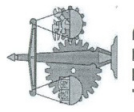
TOOLS AND EQUIPMENT NECESSARY TO COMPLETE THIS DUTY:		
<ul style="list-style-type: none"> - Computer - Mobile saw mill machine - Chain saw - Oil can - Jerry can - Fitter's tool box - Tractor - Vehicle - Axe - Raincoat - PPE - Pick - Hoe - Grease gun - Fire extinguisher - Tent - Rope - Camp knife - First aid kit 	<ul style="list-style-type: none"> - Shovel - Saw blades - Spirit level - Stationery - Wheel barrow - Machine manual - Wrenches - Grinders - Saw doctoring equipment - Gas bottle - Bow saw - Pliers - Hacksaw - Test rig - Vice - Leak detector - Gas lighter - Hand drill - Firefighting equipment 	<p>HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:</p> <ul style="list-style-type: none"> - First aid - Disaster management - Firefighting equipment
<p>MATERIALS</p> <ul style="list-style-type: none"> - Gaskets - Fittings - Welding rods - Flexible hoses - Inert gas cylinders - Thread tape - Stag sealant 		<p>SPECIFIC WORKER TRAITS REQUIRED TO COMPLETE THIS DUTY</p> <ul style="list-style-type: none"> - Honest - organized - Efficient - Hard working - efficient - considerate - sociable - patient - assertive - empathetic - innovative - creative - analytical - sober minded


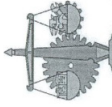
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INDUSTRY ONE		TRADE/OCCUPATION	CLASS/LEVEL
DUTY A: DUTY A : Inspect steam generation from boiler		KILN OPERATOR	
Pre-requisites:			
Approval Date:			
Review Date:			
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE
A1: check steam supply A 2: Inspect and open the main steam valve	I. Check pressure gauge reading II. Check steam to process III. Liaise with the boiler operator on procedure for loading the boiler I. Check the amount of steam to process II. Check for possible steam leaks III. Partially turn the valve anti-clock wise and stop to allow steam flow. IV. Again turn the valve anti clockwise to the required position	<ul style="list-style-type: none"> • Percentage of kiln loads against available steam pressure • Constant supply of steam <ul style="list-style-type: none"> • Receives adequate constant steam supply • No leakages along the pipeline • Absents of water hammering 	<ul style="list-style-type: none"> • Knowledge of power plant and operations • Basic boiler principles • Knowledge on how to read pressure gauge • Know characteristics of steam • Knowledge of valves
		WORKPLACE ESSENTIAL SKILLS	<ul style="list-style-type: none"> • Measuring skill. • Weighing skill. • Numeracy. • Timing skill.


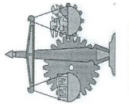
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DUTY A: DUTY A : Inspect steam generation from boiler					
Pre-requisites:					
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	WORKPLACE ESSENTIAL SKILLS	
A3: conduct system functionality test	<ul style="list-style-type: none"> • NB, Opening of the valve should be done slowly and gentle. <ol style="list-style-type: none"> I. Check And Inspect Kiln Steam Valves (Manual Valves) II. Check All Kiln Accessories Are In Position And Functioning Well. III. Check Connectivity Of Computers And Accessories 	<ul style="list-style-type: none"> • No leakages along the pipeline. • Correct readings on display panel 			

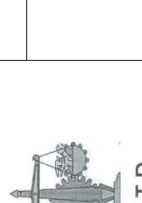

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INDUSTRY ONE		TRADE/OCCUPATION	CLASS/LEVEL	KILN OPERATOR
DUTY B : Inspect awaiting timber stacks				
Pre-requisites:				
Approval Date:				
Review Date:				
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	WORKPLACE ESSENTIAL SKILLS
B1: Inspect the carriage B2: Inspect the stack	I. Check the base alignment II. Check firmness III. Check levelness IV. Check brackets I. Stickers I. Inspect stickers placed on edge II. All sticker lines should be well aligned. III. Inspect stickers not in vertical lines IV. Inspect sticker thickness V. Inspect wedge supports	• Base well aligned • Base firm and rigid • Base level and balanced • Carriage stops when brackets are applied • Stickers evenly arranged on edges • Sticker lines aligned • Even sticker thickness • Absence of patch drying on timber	• Knowledge of timber stacking • Knowledge of sawn cross sections • Knowledge of nutritional value • Knowledge of species • Basic timber drying techniques	• Numeracy skill. • Costing skill. • Estimating skill. • Literacy skill. • Measuring skill. • Turning skill.


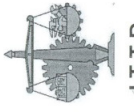
 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		 I.T.T.D.	CODE
INDUSTRY ONE		TRADE/OCCUPATION	CLASS/LEVEL	KILN OPERATOR
DUTY B : Inspect awaiting timber stacks				
Pre-requisites:				
TASK	STEPS	APPROVAL DATE:	REVIEW DATE:	WORKPLACE ESSENTIAL SKILLS
	<p>2. Boards</p> <ol style="list-style-type: none"> I. Check ends on stickers II. Check gaps on sides III. Check segregation IV. Check overlaps V. Check availability of drying samples <p>3. Stack</p> <ol style="list-style-type: none"> I. Inspect squareness of boogie ends II. Check whether the sides are vertical III. Identify the cross section 		<p style="text-align: center;">RELATED KNOWLEDGE</p> <ul style="list-style-type: none"> • Knowledge of timber cross sections • Knowledge of how to stack • Knowledge of timber thickness • Knowledge of stack height 	<ul style="list-style-type: none"> • Estimation skill • Numeracy skill • Literacy skill • Calculative skill

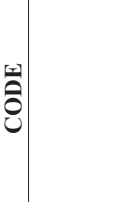
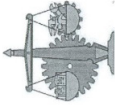
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 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		 I.T.T.D.	CODE
INDUSTRY ONE		TRADE/OCCUPATION	CLASS/LEVEL FORESTRY KILN OPERATOR	
DUTY C: KILN CHAMBER INSPECTION				
Pre-requisites:		Approval Date:		
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	WORKPLACE ESSENTIAL SKILLS
C1. Check air flow movement	i. Check firmness of all fans ii. Check fan direction iii. Check if baffles and false ceiling are in good condition	• Fans runs smoothly • Air blowing on same direction • Even circulation of air	• Basic wood drying principles • Knowledge of kiln accessories and their purpose • Basic maintenance fundamentals	• Timing • Estimation • Hearing
C2. Inspect steam flow process	i. Check steam leakages ii. Check pressure gauge and adjust valves to suit process iii. Check whether leggings are in place	• No steam leaks inside the chamber • Constant readings on pressure gauge • no heat loss	• basic pneumatic skills • kiln quality control	• Literacy skills • Estimation skills • Problem solving skills
C3. Inspect channel rails	I. Check rails or rollers II. lubricate III. check and report loose bolts IV. Clean the chamber.	• Smooth movement of bogeys • Minimum boogey breakdowns • Clean kiln chamber • No derailments	• Basic maintenance fundamentals	• hygiene skill • visual inspection skills


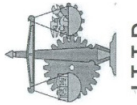
 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE	 I.T.T.D.	CODE
INDUSTRY ONE	TRADE/OCCUPATION	CLASS/LEVEL FORESTRY	KILN OPERATOR
DUTY C: KILN CHAMBER INSPECTION			
Pre-requisites:			
Approval Date:			
Review Date:			
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE
C4: Check climatic control instruments	<ul style="list-style-type: none"> i. Change foil paper ii. Check and refill water in the wet bulb iii. Clean temperature probes 	<ul style="list-style-type: none"> • Correct EMC readings on the panel readings • Accurate temperature readings 	WORKPLACE ESSENTIAL SKILLS <ul style="list-style-type: none"> • Computer operation • Graph interpretation • Fragile apparatus handling technique

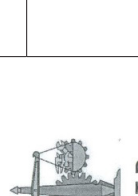

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 ZIMBABWE	<p align="center">INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE</p>	 I.T.T.D.	<p align="center">CODE</p>
INDUSTRY ONE		TRADE/OCCUPATION CLASS/LEVEL FORESTRY	KILN OPERATOR
DUTY D: DRY TIMBER			
Pre-requisites:			
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE
D1: load the kiln	i. Insert wood probes ii. Feed stacks into the kiln iii. Connect probe cables iv. Check the kiln wind speed v. Put baffles in position vi. Close the kiln door	<ul style="list-style-type: none"> • Boogies inside the kiln • MC readings will appear on the panel • Smooth drying phase • Same cross section material in the kiln 	<ul style="list-style-type: none"> • Drying principles • Computer literacy • Knowledge of kiln operation • Knowledge of controlled air behavior. • Knowledge of timber drying schedules/stages • Knowledge of wood characteristics • Knowledge of Kiln loading and discharging principles • Knowledge of safety rules and regulations • Knowledge of preventive maintenance • opening and closing kiln doors • safety procedures / standards • kiln quality control
Review Date:			
WORKPLACE ESSENTIAL SKILLS			
<ul style="list-style-type: none"> ➤ Traverse operation skill ➤ Wire rope handling skill ➤ bogeys/carriage moving skills ➤ supervision ➤ problem identification ➤ computer skills 			

 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE	 I.T.T.D.	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE	CODE
INDUSTRY ONE	TRADE/OCCUPATION CLASS/LEVEL FORESTRY	TRADE/OCCUPATION CLASS/LEVEL FORESTRY	TRADE/OCCUPATION CLASS/LEVEL FORESTRY	KILN OPERATOR
DUTY D: DRY TIMBER				
Pre-requisites:				
Approval Date:				
Review Date:				
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	WORKPLACE ESSENTIAL SKILLS
D2: Run the kiln	I. Start the kiln II. Formulate drying schedule 1. Set parameters for heating up phase 2. Set parameters for drying phase 3. Set parameters for conditioning phase III. Observe and Monitor the drying process IV. Verify moisture content periodically.	<ul style="list-style-type: none"> • Kiln runs smoothly • Minimum drying defects • Timberdries within expected drying time (cycle time). • Gradual reduction in moisture content readings. 	<ul style="list-style-type: none"> • knowledge of timber drying defects • Knowledge of kiln control instrumentation. • Kiln performance analysis 	

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 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE	 I.T.T.D.	CODE
INDUSTRY ONE		TRADE/OCCUPATION	CLASS/LEVEL FORESTRY KILN OPERATOR
DUTY D : DRY TIMBER			
Pre-requisites:			
TASK		Approval Date:	Review Date:
	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE
D3: Discharge the kilnrails	I. Stop the kiln II. Open kiln doors III. Move bogeys into the cooling sheds. IV. Allow cooling for at least twelve hours before handover for de-stacking. V. Record the discharge VI. Carry out prong test	<ul style="list-style-type: none"> • No equipment in motion • All doors open • Boogies outside the kiln • Cooling time adhered • Kiln production figures 	
D4: Record	I. File safety and team talk records II. File production records III. File job cards IV. Keep kiln history files	<ul style="list-style-type: none"> • Records of safety, production, job cards and kiln history available • Handover and takeover books completed and available 	

 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE	 I.T.T.D.	CODE
INDUSTRY ONE TRADE/OCCUPATION CLASS/LEVEL FORESTRY KILN OPERATOR		DUTY D: DRY TIMBER	
Pre-requisites:			
TASK	STEPS	Approval Date:	Review Date:
	Tools and equipment	PROFICIENCY INDICATORS	RELATED KNOWLEDGE
		Required knowledge and skills <ul style="list-style-type: none"> • Basic first aid • Basic report writing • Communication • Computer literacy • Knowledge of safety rules and regulations • Knowledge of preventive maintenance • Opening and closing kiln doors • Safety procedures / standards • Knowledge of drying principles • Proper use of tools and equipment • Filing and record keeping • Literacy and numeracy • Measuring skill • Estimation skill • Sampling techniques • SHEQ principles 	
			WORKPLACE ESSENTIAL SKILLS

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TOOLS, EQUIPMENT AND MATERIALS

Moisture content cables
Moisture meter
PPE
Power drill
Pressure gauge
Pressure monitor/unit
Probes
Probe puller
Stack trollies/Boogies
Stationery
Measuring tape
Thermometer
Torch
Stop watch
Wheelbarrow
Foil/cellulose papers
Propeller Anemometer
Boilers
Bottle jerk
Calculator
Calipers
Capstans winch
Chains or wire rope
Computers and accessories
Fire extinguishers
First Aid Kit
Hosepipe
Kiln
Locks
Strainers
Drying ovens
Measuring scale
Hygrometer


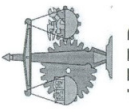
HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:


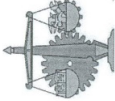
- Proper use of PPE
- Maintain clean working environment
- Nominate shift safety health and environment representative
- Carry out shift safety brief
- Collect first aid kit
- Demonstrate safe use of tools
- Report machine faults
- Set moisture meter parameters
- Identify possible hazards and risks
- Install barricades where there is need
- Safe disposal of waste water from the steam line

Worker Behaviors/traits

- Accommodative
- Self-supervisory
- Honest
- Sober
- Innovative
- Proactive
- Physically fit
- Punctual
- Reliable
- Problem solving technique


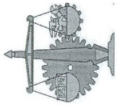
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 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		 I.T.T.D.	CODE
INDUSTRY FORESTRY				
TRADE/OCCUPATION SKIDDER OPERATOR				
CLASS/LEVEL FORESTRY ONE				
DUTY A: MAINTAIN HEALTH SAFETY AND ENVIRONMENT				
Pre-requisites:				
TASK				
A1 Adhere to safety rules and regulations	> Request for rules and regulations > Read the rules and regulations > Implement the rules and regulations	> Rules and regulations requested in accordance with company policy > Regulations read and understood > Rules and regulations implemented according to company policy > Accidents are prevented or minimized > Signed safety book	RELATED KNOWLEDGE > Health and safety regulations > Types of skidder machine > Types of hazards > Method of terrain > Scope of work > Assessment methods > Standard operating procedures > First aid > Correct use of PPE's > Disposal methods	WORKPLACE ESSENTIAL SKILLS > communication > time management > planning > literacy > numeracy > estimation > decision making > Research
A2 Use PPE	> Identify suitable PPE > Request PPE > Receive PPE > Wear PPE	> Identified PPE > Completed requisition form > Receipt of PPE > Minimize injuries		

INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		CODE		
 ZIMBABWE	 I.T.T.D.			
INDUSTRY FORESTRY	TRADE/OCCUPATION SKIDDER OPERATOR	CLASS/LEVEL FORESTRY ONE		
DUTY A: MAINTAIN HEALTH SAFETY AND ENVIRONMENT				
Pre-requisites:				
Approval Date:				
Review Date:				
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	WORKPLACE ESSENTIAL SKILLS
A3 Assess environment features	<ul style="list-style-type: none"> ➤ Request map ➤ Analyze map ➤ Identify possible locations ➤ Visit site ➤ Verify physical location against the map 	<ul style="list-style-type: none"> ➤ Requested map ➤ Identified features ➤ Visited site ➤ Marked areas 	<ul style="list-style-type: none"> ➤ Historical background ➤ Map reading ➤ Marking out codes ➤ Cultural and traditional beliefs ➤ Research techniques 	
A4 Observe safety distances	<ul style="list-style-type: none"> ➤ Identify task at hand ➤ Analyze the task ➤ Establish safe distances 	<ul style="list-style-type: none"> ➤ Instruction issued ➤ Drafted work plan ➤ Established safe distances 	<ul style="list-style-type: none"> ➤ Standard operating procedures ➤ Knowledge of other machines working nearby ➤ Method of calculating safe distances 	

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INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		I. T. T. D.	CODE
INDUSTRY FORESTRY ZIMBABWE			
TRADE/OCCUPATION SKIDDER OPERATOR		CLASS/LEVEL FORESTRY ONE	
DUTY A: MAINTAIN HEALTH SAFETY AND ENVIROMENT			
Approval Date:		Review Date:	
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE
A5 Protect endangered species	<ul style="list-style-type: none"> ➤ Request map ➤ Analyze map ➤ Identify locations ➤ Take necessary measures 	<ul style="list-style-type: none"> ➤ Requested map ➤ Identified locations ➤ Protection plan 	<ul style="list-style-type: none"> ➤ Map reading ➤ Location history ➤ Knowledge of environmental activist ➤ Conservation method ➤ Research techniques ➤ Housekeeping methods ➤ Waste disposal
A6 Observe housekeeping	<ul style="list-style-type: none"> ➤ Identify areas of housekeeping ➤ Establish housekeeping method ➤ Select appropriate method ➤ Establish disposal methods ➤ Select appropriate disposal method ➤ Carryout housekeeping 	<ul style="list-style-type: none"> ➤ Identified areas of house keeping ➤ Appropriate method selected ➤ Appropriate disposal method selected in accordance with forest standard operation procedure (SOP's) ➤ Housekeeping carried out in accordance with forest industry (SOP's) 	

 ZIMBABWE		INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		 I.T.T.D.		CODE	
INDUSTRY FORESTRY		TRADE/OCCUPATION SKIDDER OPERATOR		CLASS/LEVEL FORESTRY ONE			
DUTY A: MAINTAIN HEALTH SAFETY AND ENVIRONMENT							
Pre-requisites:				Review Date:			
TASK		STEPS		PROFICIENCY INDICATORS		RELATED KNOWLEDGE	
A7 Construct a fire guard		<ul style="list-style-type: none"> ➤ Request map/block plan ➤ Identify boundaries ➤ Identify service networks ➤ Determine construction methods ➤ Select appropriate method ➤ Put up a fire guard 		<ul style="list-style-type: none"> ➤ Requested map ➤ Identified pegs ➤ Location markings ➤ Appropriate method selected according to standard operation procedures ➤ Constructed fire guard according to SOP's 		<ul style="list-style-type: none"> ➤ Types of fireguards ➤ Construction methods ➤ Map reading ➤ Related trades ➤ Basic plumbing and electrical 	
TOOLS AND EQUIPMENT NECESSARY TO COMPLETE THIS DUTY:							
<ul style="list-style-type: none"> ➤ PPE's ➤ First aid kit ➤ Fire extinguisher ➤ Map 							

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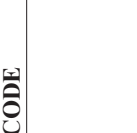
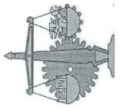
- ▲ Stationery
- ▲ Tape measures
- ▲ Hoes

HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:


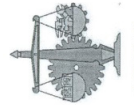
- ▲ SHEQ
- ▲ SOP's

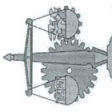
SPECIFIC WORKER TRAITS REQUIRED COMPLETING THIS DUTY:

- ▲ Good eyesight
- ▲ honest
- ▲ mature
- ▲ sober

 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		 I.T.T.D.	CODE
INDUSTRY FORESTRY TRADE/OCCUPATION SKIDDER OPERATOR CLASS/LEVEL ONE DUTY B: MAINTAIN MACHINE				
Pre-requisites:			Approval Date:	
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	ESSENTIAL SKILLS
B1 Check coolant level	<ul style="list-style-type: none"> ➤ Remove covers ➤ Identify header tank position ➤ Inspect the coolant level 	<ul style="list-style-type: none"> ➤ Removed covers ➤ Identified header tank ➤ Correct coolant 	<ul style="list-style-type: none"> ➤ Basic mechanical knowledge ➤ Types of coolant ➤ Maximum and minimum level ➤ Minimum and maximum level 	<ul style="list-style-type: none"> Communication planning Literacy Numeracy Problem solving Decision making and judgment Time management coordination
B2 Check oil levels	<ul style="list-style-type: none"> ➤ Remove covers ➤ Identify dip stick or side glass ➤ Inspect oil level 	<ul style="list-style-type: none"> ➤ Removed covers ➤ Identified side glass or dip stick ➤ Correct oil level 	<ul style="list-style-type: none"> ➤ Types of oils ➤ Knowledge for specific oil for ➤ specific machine ➤ Basic knowledge of viscosity 	
B3 Perform walk around inspection	<ul style="list-style-type: none"> ➤ Establish points of inspection ➤ Create checklist ➤ Perform inspection 	<ul style="list-style-type: none"> ➤ Created checklist ➤ Completed checklist 	<ul style="list-style-type: none"> ➤ Basic mechanical knowledge ➤ Knowledge of completing documents 	

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INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		CODE		
 ZIMBABWE	 I. T. T. D.			
INDUSTRY FORESTRY DUTY B: MAINTAIN MACHINE	TRADE/OCCUPATION SKIDDER OPERATOR CLASS/LEVEL ONE			
Pre-requisites:				
Approval Date:				
Review Date:				
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	ESSENTIAL SKILLS
B4 Lubricate moving parts	<ul style="list-style-type: none"> ➤ Establish moving parts ➤ Identify greasing points ➤ Apply grease 	<ul style="list-style-type: none"> ➤ moving parts established ➤ Identified greasing areas ➤ Greased parts 	<ul style="list-style-type: none"> ➤ Types of greased/lubricants ➤ Types of grease guns and usage 	
B5 Check fuel level	<ul style="list-style-type: none"> ➤ Switch ignition key to accessories ➤ Check display unit ➤ Take reading 	<ul style="list-style-type: none"> ➤ Key positioned to accessories ➤ Fuel level checked 	<ul style="list-style-type: none"> ➤ Calculation of consumption rate per hour ➤ Calculation of variances ➤ Knowledge of behaviors of fuels ➤ Use of firefighting equipment ➤ Understanding of the display unit symbols ➤ Basic mechanical knowledge 	
B6 Diagnose machine faults	<ul style="list-style-type: none"> ➤ Switch on ignition ➤ Analyze display unit ➤ Note error codes necessary 	<ul style="list-style-type: none"> ➤ Key positioned to accessories ➤ Display unit analyzed according to standard operating procedures ➤ Noted error codes 	<ul style="list-style-type: none"> ➤ Basic machine maintenance ➤ Cleaning methods ➤ Sensitive components 	

INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		I.T.T.D. 	CODE
INDUSTRY FORESTRY ZIMBABWE			
TRADE/OCCUPATION SKIDDER OPERATOR		CLASS/LEVEL ONE	
DUTY B: MAINTAIN MACHINE			
Pre-requisites:		Approval Date:	
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE
B7 Clean Machine	<ul style="list-style-type: none"> ➤ Move machine to wash bay ➤ Switch off machine, allow to cool down ➤ Remove engine covers ➤ Cover sensitive areas ➤ Apply water ➤ Open machine door ➤ blow to remove dirt 	<ul style="list-style-type: none"> ➤ Switched off machine ➤ Removed covers ➤ Cleaned machine 	<ul style="list-style-type: none"> ➤ Basic machine maintenance ➤ Basic mechanical knowledge ➤ Knowledge of work documents
B8 Report machine fault	<ul style="list-style-type: none"> ➤ Identify faults ➤ Analyze faults ➤ Categorize faults ➤ Communicate faults 	<ul style="list-style-type: none"> ➤ Identified faults ➤ Categorized faults ➤ Appropriate communication used 	<ul style="list-style-type: none"> ➤ Tool handling ➤ Direction of threads
B9 Tighten wheel nuts	<ul style="list-style-type: none"> ➤ Identify loose wheel nuts ➤ Identify appropriate tools ➤ Select ideal tool ➤ Carryout tightening process 	<ul style="list-style-type: none"> ➤ Identified loose wheel nuts ➤ Appropriate tools selected ➤ Tightened wheel nuts 	

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TOOLS AND EQUIPMENT NECESSARY TO COMPLETE THIS DUTY:

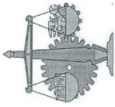
- Grease gun
- Pressure cleaner
- Wheel spanner
- Communication radio
- Mobile phone

HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:


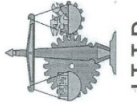
- First aid
- Disaster management
- Human factors and ergonomics
- SHEQ

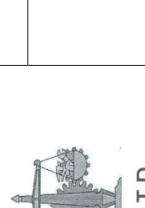
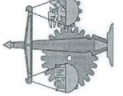
SPECIFIC WORKER TRAITS REQUIRED TO COMPLETE THIS DUTY

- Good hearing
- trainable
- Hardworking
- Sober
- Sound judgement

INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		CODE	
 I.T.T.D.			
INDUSTRY FORESTRY		CLASS/LEVEL ONE	
TRADE/OCCUPATION SKIDDER OPERATOR			
DUTY C: CREATE HARVEST SITE PLAN			
Pre-requisites:			
TASK		Approval Date:	Review Date:
STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	ESSENTIAL SKILLS
<ul style="list-style-type: none"> ➤ Conduct field reconnaissance ➤ Analyze map ➤ Compare map with physical ground 	<ul style="list-style-type: none"> ➤ Requested map ➤ Analyzed map ➤ Sketched map 	<ul style="list-style-type: none"> ➤ Map reading ➤ Knowledge of topography ➤ Field assessment ➤ Designing and creating work plan 	<ul style="list-style-type: none"> ➤ Communication planning ➤ analytical numeracy ➤ Literacy ➤ estimation
<ul style="list-style-type: none"> ➤ C2 identify existing boundaries ➤ Request map ➤ Analyze map ➤ Compare map with physical ground ➤ Confirm boundaries 	<ul style="list-style-type: none"> ➤ Requested map ➤ Analyzed map ➤ Sketched map with boundaries 	<ul style="list-style-type: none"> ➤ Map reading ➤ Knowledge of sketching maps ➤ History of the area 	
<ul style="list-style-type: none"> ➤ C3 Identify natural features ➤ Request map ➤ Analyze map ➤ Compare map with physical ground ➤ Take note of all physical features 	<ul style="list-style-type: none"> ➤ Requested map ➤ Analyzed map ➤ Sketched map complete with physical features 		

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 ZIMBABWE	<p align="center">INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE</p>		 I.T.T.D.	<p align="center">CODE</p>
<p align="center">INDUSTRY FORESTRY TRADE/OCCUPATION SKIDDER OPERATOR CLASS/LEVEL ONE</p>				
<p align="center">DUTY C: CREATE HARVEST SITE PLAN</p>				
<p align="center">Pre-requisites:</p>				
<p align="center">Approval Date:</p>				
<p align="center">Review Date:</p>				
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	ESSENTIAL SKILLS
C4 Determine felling direction	<ul style="list-style-type: none"> ➤ Establish lean direction ➤ Contact housekeeping ➤ Establish escape routes ➤ Insert fore cut ➤ Insert back cut 	<ul style="list-style-type: none"> ➤ Established lean direction ➤ Clean work area ➤ Inserted fore cut ➤ Inserted back cut 	<ul style="list-style-type: none"> ➤ Knowledge of identifying lean direction ➤ Felling techniques ➤ Felling standards ➤ Safety health environment and quality ➤ Knowledge of first aid maps 	
C5 Mark skid trays	<ul style="list-style-type: none"> ➤ Undertake environmental survey ➤ Identify possible routes ➤ Select the appropriate route 	<ul style="list-style-type: none"> ➤ Sketched map ➤ Identified routes ➤ Appropriate route ➤ Selected according to standard operating procedures 	<ul style="list-style-type: none"> ➤ Knowledge of sketching maps ➤ Impact assessment ➤ Standard operating procedure ➤ SHEQ ➤ Knowledge of sketching maps 	
C6 Establish landing bays log deck	<ul style="list-style-type: none"> ➤ Undertake environmental survey ➤ Identify possible landing bays/decks ➤ Select appropriate landing bay/log deck 	<ul style="list-style-type: none"> ➤ Sketched map ➤ Identified possible landing bays/log deck ➤ Selected landing bays and decks according to SOP's. 	<ul style="list-style-type: none"> ➤ Impact assessment ➤ Standard operating procedure ➤ SHEQ 	

 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		 I.T.T.D.	CODE
INDUSTRY FORESTRY TRADE/OCCUPATION SKIDDER OPERATOR DUTY C: CREATE HARVEST SITE PLAN				
Pre-requisites:				
Approval Date:				
Review Date:				
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	ESSENTIAL SKILLS
C7 Draw compartment harvesting sketch map	Request map Analyze map Identify boundaries Identify physical features Sketch compartment map	Requested map Analyzed map Identified physical features Compartment harvesting sketch map	Map reading Map sketching	

TOOLS AND EQUIPMENT NECESSARY TO COMPLETE THIS DUTY:

- Map
- Matchet
- Pegs


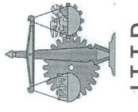
HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:


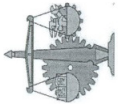
- First aid
- SOP's
- SHEQ

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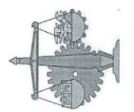
SPECIFIC WORKER TRAITS REQUIRED TO COMPLETE THIS DUTY:


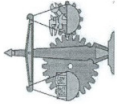
- Sound judgment
- Sound mind
- Honest
- Mature

 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		 I.T.T.D.	CODE
INDUSTRY FORESTRY TRADE/OCCUPATION SKIDDER OPERATOR DUTY D: OPERATE MACHINE				
Pre-requisites:				
Approval Date:				
Review Date:				
TASK D1 Complete pre run check	STEPS ➤ Request forms ➤ Check machine ➤ Fill in forms ➤ Submit forms	PROFICIENCY INDICATORS ➤ Requested forms ➤ Completed checklist ➤ Submitted forms	RELATED KNOWLEDGE ➤ Working Documents ➤ Basic knowledge of machine components ➤ Understanding symbols	ESSENTIAL SKILLS ➤ Communication ➤ planning ➤ analytical ➤ accuracy ➤ numeracy ➤ Literacy
D2 Run machine	➤ Switch on the machine to accessories ➤ Monitor the display unit for possible defects ➤ Run the engine ➤ Check for functionality	➤ Display unit switched on ➤ Machine functionality noted		


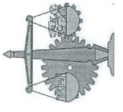
 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		 I.T.T.D.	CODE
INDUSTRY FORESTRY TRADE/OCCUPATION SKIDDER OPERATOR DUTY D: OPERATE MACHINE CLASS/LEVEL ONE				
Pre-requisites:				
TASK				
D3 Conduct primary land survey	STEPS > Request map > Analyze map > Mark boundaries > Conduct physical land survey > Note hazards > Analyze hazards > Mark hazardous areas	PROFICIENCY INDICATORS > Requested map > Analyzed map > Marked boundaries > Noted hazards > Marked areas	RELATED KNOWLEDGE > Map reading > Knowledge of modern technology > Surveying techniques > First aid > SHEQ > SHEQ SOP's > First aid	ESSENTIAL SKILLS
D4 Dislodge hang ups	> Identify dislodging methods > Analyze methods > Select appropriate method > Execute task	> Identified methods > Appropriate dislodging method selected > Task executed		

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 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		 I.T.T.D.	CODE	
INDUSTRY FORESTRY		TRADE/OCCUPATION SKIDDER OPERATOR		CLASS/LEVEL ONE	
DUTY D: OPERATE MACHINE		Approval Date:			
Pre-requisites:		Review Date:			
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	ESSENTIAL SKILLS	
D5 Assist tree felling	<ul style="list-style-type: none"> ➤ Assist in identify felling methods ➤ Assist in analyzing felling methods ➤ Assist in selecting appropriate method ➤ Execute task 	<ul style="list-style-type: none"> ➤ Identified felling methods ➤ Analyzed felling methods ➤ Selected appropriate method ➤ Task executed 	<ul style="list-style-type: none"> ➤ Basic tree felling ➤ SHEQ ➤ First aid ➤ SOP's 		
D6 Prepare skid treks/routes	<ul style="list-style-type: none"> ➤ Assess the compartment ➤ Identify possible routes ➤ Analyze possible routes ➤ Select appropriate route ➤ Perform task 	<ul style="list-style-type: none"> ➤ Assessed compartment ➤ Identified route ➤ Selected rout ➤ Skid route prepared according to SOP's 	<ul style="list-style-type: none"> ➤ Extraction methods ➤ Topography ➤ SHEQ ➤ First aid ➤ SOP's ➤ Grapping techniques ➤ Spreading techniques ➤ SHEQ ➤ SOP'S 		

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INDUSTRY FORESTRY		TRADE/OCCUPATION SKIDDER OPERATOR		CLASS/LEVEL ONE			
DUTY D: OPERATE MACHINE							
Pre-requisites:		Approval Date:		Review Date:			
TASK		STEPS		PROFICIENCY INDICATORS		RELATED KNOWLEDGE	
D7 Grapple logs	<ul style="list-style-type: none"> ➤ Identify Grapping techniques ➤ Arrange logs ➤ Lift logs ➤ Drag logs ➤ Drop logs 	<ul style="list-style-type: none"> ➤ Identified grapping techniques ➤ Arranged logs ➤ Lifted logs ➤ Dragged logs ➤ Dropped logs according to SOP's 	<ul style="list-style-type: none"> ➤ SHEQ ➤ SOP'S ➤ First aid ➤ Winching techniques 				
D8 Chocks logs	<ul style="list-style-type: none"> ➤ Identify felling pattern ➤ Identify chocking methods ➤ Analyze chocking methods ➤ Select appropriate chocking method ➤ Perform task 	<ul style="list-style-type: none"> ➤ Identified felling pattern ➤ Identified chocking method ➤ Selected appropriate chocking method ➤ Logs chocked according SOP'S 	<ul style="list-style-type: none"> ➤ Grapping techniques ➤ Spreading techniques ➤ SHEQ ➤ SOP'S ➤ First aid 				

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INDUSTRY FORESTRY		TRADE/OCCUPATION SKIDDER OPERATOR		CLASS/LEVEL ONE		
DUTY D: OPERATE MACHINE						
Pre-requisites:						
TASK			Approval Date:		Review Date:	
D9 Spreading logs	STEPS > Lift logs > Drag logs > Identify spreading techniques > Select the appropriate spreading techniques > Execute task	PROFICIENCY INDICATORS > Lifted logs > Dragged logs > Appropriate method selected > Logs spread according to SOP'S	RELATED KNOWLEDGE	ESSENTIAL SKILLS		

TOOLS AND EQUIPMENT NECESSARY TO COMPLETE THIS DUTY:

- > Chain sliders
- > Choker chain
- > Hammer lock coupling
- > Logging hook
- > Wire rope


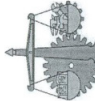
HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:

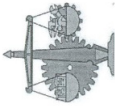

- ▶ First aid
- ▶ SHEQ
- ▶ SOP's

SPECIFIC WORKER TRAITS REQUIRED TO COMPLETE THIS DUTY:

- ▶ Good eyesight
- ▶ honest
- ▶ passionate
- ▶ sober
- ▶ mature

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<p align="center">INDUSTRY FORESTRY TRADE/OCCUPATION SKIDDER OPERATOR CLASS/LEVEL ONE</p>				
<p align="center">DUTY E: COMMUNICATE</p>				
<p align="center">Pre-requisites:</p>				
<p align="center">Approval Date:</p>				
<p align="center">Review Date:</p>				
<p>TASK</p>	<p>STEPS</p>	<p>PROFICIENCY INDICATORS</p>	<p>RELATED KNOWLEDGE</p>	<p>ESSENTIAL SKILLS</p>
E1 Participate in daily SHE briefing	<ul style="list-style-type: none"> ➤ Schedule brief ➤ Attend brief ➤ Mark register ➤ Conduct discussion ➤ Sign off 	<ul style="list-style-type: none"> ➤ Brief schedule ➤ Attendance register ➤ Minutes ➤ Attendee's signatures 	<ul style="list-style-type: none"> ➤ SHEQ ➤ First aid 	<ul style="list-style-type: none"> ➤ communication ➤ time management ➤ planning ➤ literacy ➤ numeracy ➤ estimation skills
E2 Make calls	<ul style="list-style-type: none"> ➤ Decide on subject matter ➤ Search for contact details ➤ Book call 	<ul style="list-style-type: none"> ➤ Call purpose ➤ Contact detail ➤ Call made 	<ul style="list-style-type: none"> ➤ Communication skills(mannerism) ➤ Organizational structure 	
E3 Use radio communication	<ul style="list-style-type: none"> ➤ Decide on subject matter ➤ Select radio channel ➤ Raise call sign ➤ Relay message 	<ul style="list-style-type: none"> ➤ Selected radio channel ➤ Raised call sign ➤ Relayed message 	<ul style="list-style-type: none"> ➤ Mannerism ➤ Knowledge of phonetic alphabet ➤ Organizational structure 	

INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		 I. T. T. D.	CODE
 ZIMBABWE	INDUSTRY FORESTRY		TRADE/OCCUPATION SKIDDER OPERATOR
DUTY E: COMMUNICATE			
Pre-requisites:			
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE
E4 Submit daily log book	<ul style="list-style-type: none"> ➤ Collect log book ➤ Complete entries ➤ Seek approval ➤ Forward log book to responsible office 	<ul style="list-style-type: none"> ➤ Collected log book ➤ Filled in log book ➤ Signed log book ➤ Filed log book 	<ul style="list-style-type: none"> ➤ Working documents ➤ Recording keeping ➤ Calculations ➤ Encoding and decoding of signal
E5 Use communication signals	<ul style="list-style-type: none"> ➤ Establish the activity ➤ Determine matching signal ➤ communicate 	<ul style="list-style-type: none"> ➤ Communication carried out ➤ Completed activity 	<ul style="list-style-type: none"> ➤ Working documents ➤ Organizational structure
E6 Request for resources	<ul style="list-style-type: none"> ➤ Request forms ➤ Complete forms ➤ Seek approval ➤ Submit forms 	<ul style="list-style-type: none"> ➤ Requested forms ➤ Completed forms ➤ Approved requisition ➤ Filed forms 	<ul style="list-style-type: none"> ➤ Public relations ➤ Interpersonal skills
E7 Liaise with relevant stakeholder	<ul style="list-style-type: none"> ➤ Establish subject matter ➤ Determine stakeholders ➤ Communicate subject matter 	<ul style="list-style-type: none"> ➤ Agreed subject matter ➤ Listed stakeholders ➤ Proof of communication sent 	

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TOOLS AND EQUIPMENT NECESSARY TO COMPLETE THIS DUTY:


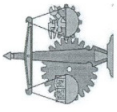
- Radio
- Mobile phone
- stationery

HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:


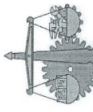
- First aid
- disaster management
- SHEQ


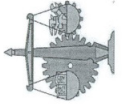
SPECIFIC WORKER TRAITS REQUIRED TO COMPLETE THIS DUTY:

- Honest
- Good eyesight
- Sound judgment
- Hard working
- trainable
- sober minded

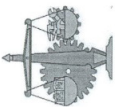

 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		 I. T. T. D.	CODE
INDUSTRY FORESTRY TRADE/OCCUPATION SKIDDER OPERATOR CLASS/LEVEL ONE				
DUTY A: MAINTAIN THE TELE LOGGER MACHINE				
Pre-requisites:		Approval Date:		
TASK A1 Carryout engine oil checks	STEPS > Assess engine oil level > Check oil viscosity > Inspect for oil leaks	PROFICIENCY INDICATORS > Dip stick full level covered > Hydraulic system functioning well > No leakages on the machine	RELATED KNOWLEDGE > Product knowledge > Material science > Product species > Types of tele loggers	ESSENTIAL SKILLS > communication > time management > planning > literacy > numeracy > estimation > decision making > detail-oriented
A2 Carryout hydraulic oil checks	> Monitor side level glasses > Check functionality of hydraulic cylinders > Carry out checks on hydraulic pump	> Hydraulic pipes in good condition > Hydraulic cylinders functioning well. > Required oil level consistently attained > Hydraulic pumps functioning well	> Interpretation of product specifications > Standard operational procedures > Staking methods	


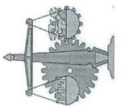
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INDUSTRY FORESTRY TRADE/OCCUPATION SKIDDER OPERATOR CLASS/LEVEL ONE DUTY A: MAINTAIN THE TELE LOGGER MACHINE				
Pre-requisites:				
Approval Date:				
Review Date:				
TASK A3 service air filter	STEPS ➤ Pull out air filter ➤ Remove debris from the filter ➤ Clean air filter ➤ Check air filter for damages ➤ Replace air filter	PROFICIENCY INDICATORS ➤ Air filter well maintained	RELATED KNOWLEDGE	ESSENTIAL SKILLS
A4 carry out checks on safety belt	➤ Check functionality of safety belt ➤ Check for damages of safety belt ➤ Check adjustment of the safety belt	➤ Safety belt adjusting well ➤ Safety belt fastening secured ➤ No damages on safety belt identified		

 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE	 I.T.T.D.	CODE
INDUSTRY FORESTRY			
DUTY A: MAINTAIN THE TELE LOGGER MACHINE			
Pre-requisites:			
Approval Date:			
Review Date:			
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE
A5 Service grapple	<ul style="list-style-type: none"> ➤ Lubricate grapple ➤ Lubricate grapple link pin ➤ Verify tightness of grapple pins ➤ Check for damages on the grapple frame ➤ Verify the clamping of grapple ➤ Grease the shaft of telescopic boom ➤ Check functionality of the grapple rotor 	<ul style="list-style-type: none"> ➤ Grapple functioning well ➤ Grapple pin secured ➤ Grapple frame aligned ➤ Grapple rotor rotating well 	
A6 Service paddle	<ul style="list-style-type: none"> ➤ Confirm position of paddles ➤ Check the connection from paddle to hydraulic pump ➤ Grease paddles 	<ul style="list-style-type: none"> ➤ Paddle balanced ➤ Machine in a correct driving mode 	

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 ZIMBABWE			
INDUSTRY FORESTRY		TRADE/OCCUPATION SKIDDER OPERATOR	CLASS/LEVEL ONE
DUTY A: MAINTAIN THE TELE LOGGER MACHINE			
Pre-requisites:		Approval Date:	
TASK	STEPS	PROFICIENCY INDICATORS	Review Date: RELATED KNOWLEDGE
A7 Service exhaust	<ul style="list-style-type: none"> ➤ Check for damages on the exhaust pipe ➤ Repair damages on the exhaust pipe ➤ Check position of tele logger of exhaust dispose 	<ul style="list-style-type: none"> ➤ Smoke disposal in the correct direction ➤ No unusual sound from the engine 	
A8 Carryout checks on tyres	<ul style="list-style-type: none"> ➤ Check wheel rims ➤ Carryout checks on the driving wheel. ➤ Grease bearing of the rear wheel ➤ Lubricate bush of the rear wheel ➤ Check condition of the tyres 	<ul style="list-style-type: none"> ➤ Wheel motor tightened ➤ Rear wheel bearing lubricated ➤ Wheel rims in good condition ➤ Bush of rear wheel lubricated 	

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INDUSTRY FORESTRY TRADE/OCCUPATION SKIDDER OPERATOR CLASS/LEVEL ONE				
DUTY A: MAINTAIN THE TELE LOGGER MACHINE				
Pre-requisites:				
Approval Date:				
Review Date:				
TASK A9 Carryout brake test	STEPS > Check functionality of brake light > Apply brakes on the reverse direction > Apply brakes on the forward direction	PROFICIENCY INDICATORS > Brakes working well > Park brakes switch signaling on and off identified. > Brakes balancing	RELATED KNOWLEDGE	ESSENTIAL SKILLS

TOOLS AND EQUIPMENT NECESSARY TO COMPLETE THIS DUTY:

- > Set of Spanners
- > Screw driver
- > Wheel spanner
- > Lifting Jack
- > Allen key
- > Grease gun


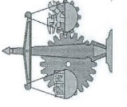
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HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:


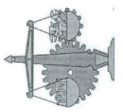
- ▲ First aid kit
- ▲ PPE

SPECIFIC WORKER TRAITS REQUIRED COMPLETING THIS DUTY:

- ▲ Good eyesight
- ▲ honest
- ▲ assertive
- ▲ sober
- ▲ dependable

 <p>ZIMBABWE</p>	<p>INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE</p>		 <p>I.T.T.D.</p>	<p>CODE</p>
<p>INDUSTRY FORESTRY TRADE/OCCUPATION SKIDDER OPERATOR CLASS/LEVEL ONE</p>				
<p>DUTY B: LOGGING OF PRODUCTS</p>				
<p>Pre-requisites:</p>		<p>Approval Date:</p>		
<p>TASK</p>	<p>STEPS</p>	<p>PROFICIENCY INDICATORS</p>	<p>RELATED KNOWLEDGE</p>	<p>ESSENTIAL SKILLS</p>
<p>B1 Select type of tele logger machine</p>	<ul style="list-style-type: none"> ➤ Inspect machine functionality ➤ Establish tele logger transportation mode ➤ Select placement site ➤ Establish tele logger operation area 	<ul style="list-style-type: none"> ➤ Machine working properly ➤ Tele logger transported well 	<ul style="list-style-type: none"> ➤ SHE Procedures ➤ PPE ➤ Machine operation ➤ Quality control analysis ➤ Equipment maintenance ➤ Monitoring ➤ Equipment selection ➤ Troubleshooting ➤ mathematics 	<ul style="list-style-type: none"> Communication planning Literacy Numeracy Problem solving Decision making and judgment Time management coordination
<p>B2 Prepare offloading bay</p>	<ul style="list-style-type: none"> ➤ Pit filling ➤ Clear surrounding area ➤ Prepare route to the offloading bay 	<ul style="list-style-type: none"> ➤ Offloading bay properly prepared ➤ Working area well leveled ➤ Machine down time avoided 		
<p>B3 Carryout logging</p>	<ul style="list-style-type: none"> ➤ Clear the surrounding area ➤ Prepare log deck ➤ Perform log forwarding from plantation to deck ➤ Load logs on deck ➤ Heap logs 	<ul style="list-style-type: none"> ➤ Logs heaped according to correct dimension and specie 		

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INDUSTRY FORESTRY TRADE/OCCUPATION SKIDDER OPERATOR DUTY B: LOGGING OF PRODUCTS	CLASS/LEVEL ONE		
Pre-requisites:			
Approval Date:		Review Date:	
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE
B4 Spreading logs	<ul style="list-style-type: none"> ➤ Place runners ➤ Lay logs on top of the runners ➤ Grade logs according to species ➤ Select logs according to dimension ➤ Sort logs 	<ul style="list-style-type: none"> ➤ Logs graded well according to dimension and species 	
ESSENTIAL SKILLS			

TOOLS AND EQUIPMENT NECESSARY TO COMPLETE THIS DUTY:

- Tele logger machine
- Axe
- Shovel
- Machete
- Kidney belt


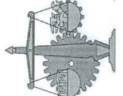
HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:

- First aid
- Disaster management
- Human factors and ergonomics

SPECIFIC WORKER TRAITS REQUIRED TO COMPLETE THIS DUTY

- dependable
- attention to detail
- cooperation
- self control
- persistence
- sober minded
- initiative

**Manpower Planning and Development (Forestry)
(Amendment) Notice, 2021 (No. 3)**

INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		CODE		
 ZIMBABWE	 I. T. T. D.			
INDUSTRY FORESTRY	TRADE/OCCUPATION SKIDDER OPERATOR	CLASS/LEVEL ONE		
DUTY C: LOAD PRODUCTS/LOGS				
Pre-requisites:				
Approval Date:				
Review Date:				
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	ESSENTIAL SKILLS
C1 Determine tele logger	<ul style="list-style-type: none"> ➤ Remove obstacles ➤ Fill the surrounding pits ➤ Check height clearance ➤ Check weight limit of the tele logger 	<ul style="list-style-type: none"> ➤ Working area cleared ➤ Well leveled ground ➤ Weight limit maintained ➤ Height level maintained 	<ul style="list-style-type: none"> ➤ SHE issues ➤ Relevant acts and statutory instrument ➤ Product knowledge ➤ Types of tele logger ➤ Tree species ➤ Machine operation ➤ Sign language 	<ul style="list-style-type: none"> ➤ Communication ➤ planning ➤ analytical ➤ numeracy ➤ Literacy ➤ estimation
C2 Determine load/product	<ul style="list-style-type: none"> ➤ Confirm order requirements ➤ Check species log ➤ Check quantity of log ➤ Check quality log 	<ul style="list-style-type: none"> ➤ Order specification confirmed ➤ Correct species of log ➤ Quality maintained ➤ Correct quantity 		
C3 load truck	<ul style="list-style-type: none"> ➤ Confirm suitability of truck ➤ Confirm order requirements ➤ lift logs ➤ Maintain level of logs ➤ Top and tail logs ➤ Check stability of load ➤ Check height of log 	<ul style="list-style-type: none"> ➤ Order specification identified ➤ Correct level of logs maintained ➤ Correct cargo capacity ➤ load balanced 		

TOOLS AND EQUIPMENT NECESSARY TO COMPLETE THIS DUTY:

- Tele logger machine
- Wire rope
- Chain
- Kidney belt


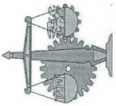
HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:

- First aid
- disaster management
- Human factors and ergonomics

SPECIFIC WORKER TRAITS REQUIRED TO COMPLETE THIS DUTY:

- Stress tolerance
- integrity
- social oriented
- analytical thinking

Manpower Planning and Development (Forestry)
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INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		CODE		
 ZIMBABWE				
 I. T. T. D.				
INDUSTRY FORESTRY TRADE/OCCUPATION SKIDDER OPERATOR DUTY D: OFFLOAD PRODUCTS/LOGS		CLASS/LEVEL ONE		
Pre-requisites:				
Approval Date:				
Review Date:				
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	ESSENTIAL SKILLS
D1 clear offloading bay/area	<ul style="list-style-type: none"> ➤ fill pits ➤ remove waste from work ➤ place log runners 	<ul style="list-style-type: none"> ➤ Log deck area cleared. 	<ul style="list-style-type: none"> ➤ LPG Standards ➤ SHE issues ➤ Relevant acts and statutory instruments ➤ Maintenance procedures 	<ul style="list-style-type: none"> ➤ Communication ➤ planning ➤ analytical ➤ accuracy ➤ numeracy ➤ Literacy
D2 offloading products/logs	<ul style="list-style-type: none"> ➤ Confirm suitability of offloading area ➤ Check surrounding area before offloading ➤ Remove load from the truck 	<ul style="list-style-type: none"> ➤ Offloading area well cleared 		
D3 spreading logs	<ul style="list-style-type: none"> ➤ Place runners ➤ Lay logs on top of runners ➤ Grade logs according to species ➤ Select logs according to dimension ➤ Sort logs 	<ul style="list-style-type: none"> ➤ Logs graded well according to dimension and species 		

TOOLS AND EQUIPMENT NECESSARY TO COMPLETE THIS DUTY:

- Tele logger machine
- Wire rope
- Shovel
- Kidney belt


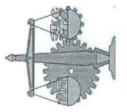
HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:

- First aid
- disaster management
- Firefighting equipment

SPECIFIC WORKER TRAITS REQUIRED TO COMPLETE THIS DUTY:

- Good eyesight
- honest
- assertive
- sober
- mature

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 ZIMBABWE	<p align="center">INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE</p>		 I. T. T. D.	<p align="center">CODE</p>
<p align="center">INDUSTRY FORESTRY</p>				
<p align="center">TRADE/OCCUPATION SKIDDER OPERATOR</p>				
<p align="center">CLASS/LEVEL ONE</p>				
<p align="center">DUTY E: CARRYOUT LOG STAKING</p>				
<p align="center">Pre-requisites:</p>				
<p align="center">Approval Date:</p>				
<p align="center">Review Date:</p>				
<p>TASK</p>	<p>STEPS</p>	<p>PROFICIENCY INDICATORS</p>	<p>RELATED KNOWLEDGE</p>	<p>ESSENTIAL SKILLS</p>
<p>E1 Select logs</p>	<ul style="list-style-type: none"> ➤ sort log according to specie ➤ sort log according to length ➤ sort logs according to diameter ➤ remove rejects logs ➤ place rejects logs on bay 	<ul style="list-style-type: none"> ➤ log sorted according to species and dimension. 	<ul style="list-style-type: none"> ➤ Product knowledge ➤ Material science ➤ Product specie ➤ Interpretation of product specifications ➤ Standard operational procedures ➤ Staking methods 	<ul style="list-style-type: none"> ➤ communication ➤ time management ➤ planning ➤ literacy ➤ numeracy ➤ estimation skills
<p>E2 prepare staking area</p>	<ul style="list-style-type: none"> ➤ Lay runners/damage ➤ Select placement site ➤ Fill pits 	<ul style="list-style-type: none"> ➤ Logs staked according to standard operational procedures (SOP's) 		
<p>E3 carryout log staking</p>	<ul style="list-style-type: none"> ➤ Select staking method ➤ Lift/drag logs to the stake ➤ Lay log on the stake runner 	<ul style="list-style-type: none"> ➤ Stake logs according standard operational procedure 		

TOOLS AND EQUIPMENT NECESSARY TO COMPLETE THIS DUTY:

- Tele logger machine
- runners


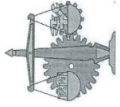
HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:

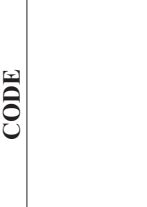
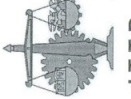
- First aid
- disaster management
- Firefighting equipment

SPECIFIC WORKER TRAITS REQUIRED TO COMPLETE THIS DUTY:

- Honest
- organized
- Efficient
- Hard working
- efficient
- sober minded

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 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE		 I.T.T.D.	CODE
INDUSTRY FORESTRY				
TRADE/OCCUPATION SKIDDER OPERATOR				
CLASS/LEVEL ONE				
DUTY F: MAINTAIN SAFETY HEALTH AND ENVIRONMENT				
Pre-requisites:				
Approval Date:				
Review Date:				
TASK	STEPS	PROFICIENCY INDICATORS	RELATED KNOWLEDGE	ESSENTIAL SKILLS
F1 Identify risk and hazards in work area	<ul style="list-style-type: none"> ➤ check for sagging of overhead electrical cables ➤ safety briefings ➤ Remove obstacles in work area ➤ Wear personal protective equipment(PPE) 	<ul style="list-style-type: none"> ➤ Appropriate PPE used ➤ Safety briefings attended ➤ Workplace height clearance attained ➤ Workplace area level cleared off obstacles 	<ul style="list-style-type: none"> ➤ Standard operational procedures ➤ First aid ➤ Standard association of Zimbabwe ➤ Safety, health and environment standards ➤ Forestry Act ➤ Equipment manuals ➤ Knowledge of insigna 	<ul style="list-style-type: none"> ➤ time management ➤ planning ➤ literacy ➤ numeracy ➤ estimation skills
F2 Housekeeping	<ul style="list-style-type: none"> ➤ Clean workplace ➤ Dispose waste in appropriate area ➤ Fill pits 	<ul style="list-style-type: none"> ➤ Clean work environment ➤ Leveled work area ground 		
F3 Report machine faults	<ul style="list-style-type: none"> ➤ Write job card ➤ Communicate to maintenance team ➤ Assist technician 	<ul style="list-style-type: none"> ➤ Job cards available ➤ Machine repaired 		

 ZIMBABWE	INDUSTRIAL TRAINING AND TRADE TESTING DEPARTMENT SKILLS PROFICIENCY SCHEDULE	 I.T.T.D.	CODE
INDUSTRY FORESTRY		TRADE/OCCUPATION SKIDDER OPERATOR	
DUTY F: MAINTAIN SAFETY HEALTH AND ENVIRONMENT		CLASS/LEVEL ONE	
Pre-requisites:			
TASK		Approval Date:	
STEPS		Review Date:	
F4 Carryout daily routine checks	> Lubricate machine parts > Check V-belts > Check oil levels > Top oils > Clean machine	PROFICIENCY INDICATORS > Machine parts well lubricated > V-belts working appropriately > Oil gauges at full level > Machine cleaned	RELATED KNOWLEDGE
ESSENTIAL SKILLS			

TOOLS AND EQUIPMENT NECESSARY TO COMPLETE THIS DUTY:

- > Tele logger machine
- > runners

HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:

- > First aid
- > disaster management
- > Firefighting equipment

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SPECIFIC WORKER TRAITS REQUIRED TO COMPLETE THIS DUTY:

- ▲ Honest
- ▲ organized
- ▲ Efficient
- ▲ Hard working
- ▲ efficient
- ▲ considerate
- ▲ sociable
- ▲ analytical
- ▲ sober minded.”.

*Supplement to the Zimbabwean Government Gazette dated the 5th November, 2021.
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