



This Candidate Handbook has been prepared to provide candidates with comprehensive information about the LTSSC Written and Practical Examinations leading to Crane Operator certifications.

LTSSC recognizes the commitment required to become certified and will do everything it can to make each candidate’s experience a positive and successful one. If after reading this handbook there is anything unclear, candidates may call LTSSC at 04-3384995 or email us at LTS@liftek-intl.com. LTSSC staff will guide the candidate through any aspect of the program that he/she would like explained in more detail.

Thank you for your interest—and good luck on your efforts to become LTSSC-certified!



INDEX

TABLE OF CONTENTS	Page No.
Introduction	4
Examination Development	4
Written Exams	4
Practical Exams	4
Eligibility	5
Experience	5
Occupational Health Evaluations	5
Certification Time Frames	5
Competency Certification Issuance	6
Recertification	6
Training Requirements	6
Code of Ethics for Certified Riggers	7
Substance Abuse Policy	7
Disciplinary Policy	8
Certification Cards	8
Change of Address	9
Written Examination Outline	9
Area 1: Site	9
Area 2: Operations	10
Area 3: Technical Knowledge	11
Area 4: Manufacturer’s Load Charts	12
Specialty Exams Outline	12
Area 1: Site	13
Area 2: Operations	13
Area 3: Technical Knowledge	14
Area 4: Manufacturer’s Load Charts	15
Integrating core and Specialty Exams	15
Practical Examination Outline	15
Candidate Information and Instructions	16
Candidate ID and Signature	16
Task 1 : Place Ball in Stop Circle	16
Task 2 : Follow Hand Signals	17
Task 3 : Place Ball in Barrels	17
Task 4 : Negotiate Zigzag Corridor with Load	17



**Liftek Technical Safety and Security Consultancies
Candidate Handbook –Lifting Equipment Operator**

Pre-test familiarization	18
Post Test Procedure	20
Combining Certification Requirements	20
Unsafe Act	20
Weather Conditions and Equipment Problems	21
Application Process	21
Submission	21
Examination Fees	23
Rescheduling, cancellation and withdrawal	23
Application Deadlines	23
Admission Letters	24
Test Site Information	24
Test Scoring Information	25
Score Reporting	25
Retaking of the Exam	26
LTSSC Information Release Policy	26
Appeals & Complaints	26

INTRODUCTION

LTSSC is the leading provider of independent personnel certification services to the Rigging and Crane Operation industries.



LTSSC recognizes that certification would ensure:

- Fewer accidents, injuries, and fatalities
- Reduced risk of loss
- Assurance of operators' abilities
- Less property damage
- Improved safety records
- Enhanced public image of crane operators, riggers and signalpersons

All candidates are required to pass both Written/Oral and Practical Examinations to be certified. The Practical Examination Specialties correspond to the Written/Oral Exam Specialties.

The initial certification period is for one year, after which an operator, rigger or signalman is required to recertify. Both Written/Oral and Practical Examinations are necessary to meet recertification requirement and to ensure that certificants knowledge of industry standards, equipment and safety practices are current.

Examination Development

Written/Oral Examinations (Core and Specialty Exams) components shall be developed as fair and objective assessments of the essential skills a lifting equipment operator needs to operate, rig and signal safely. Each examination may be developed by the examination body and shall contain a unique combination of questions from the question bank. Questions are selected for examinations based on the content areas and specialties defined later in this document.

The Lifting Equipment Operator, rigger and signalman Written/Oral Examination consists of a Core Examination in crane operation and at least one Specialty Examinations. Certification requires competency in both the Core and one or more Specialty category(s) as per the desired equipment. Exam timing may be set by the examiner and may be extended based on other variables and or languages barriers.

The Core Examination shall include at least 30 multiple-choice questions. Each Specialty Examinations consists of 20 multiple-choice questions.

Candidates must register for the Core and at least one of the Specialty Examinations. Candidates meeting the eligibility requirements may take the Written/Oral and Practical Examinations in any order.

Practical Examinations components shall be developed as fair and objective assessments of the essential skills for lifting equipment operator needs to operate, rig and signal safely.



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The Lifting Equipment Operator Practical Examination demonstrates crane operation proficiency.

- The practical test should be structured in such that it enables the operator to demonstrate safe and controlled operation in all circumstances and that regardless of prior knowledge of the crane, he carries out pre start up checks.
- That the set up and pre lift checks are done (ground conditions, local hazards, weather etc.),
- That he follows signals correctly and does not pre-empt or assume actions or direction to be taken.
- That he can estimate heights of surrounding structures relative to his crane and the load path and in the case of a tower crane accurately judge the distance to the floor or landing point.
- Has good hook/load control.

ELIGIBILITY

To be eligible for certification as Lifting Equipment Operator, rigger or signalman, candidates must:

- Be at least 18 years of age
- Have valid occupational health card issued by relevant department.
- Have valid driving license from the relevant authority (for lifting equipment operator, where applicable)
- Comply with LEOTF Substance Abuse Policy
- Pass Written/Oral Examinations (Core Exam and at least one Specialty Exam) with score not less than 80%
- Pass Practical Examination(s) with score not less than 75%
- Comply with the LEOTF Code of Ethics

EXPERIENCE

Lifting equipment operator certification examinations are designed for operators who are trained and who currently work in lifting equipment operation.

OCCUPATIONAL HEALTH EVALUATION

Certified crane operators must continue to meet occupational health card requirements throughout their certification periods.

CERTIFICATION TIME FRAMES

Candidates must pass Written/Oral Exams (Core + Specialty) and a Practical Exam in the category(s) for which they seek certification. Candidates may take their Written/Oral and Practical Exams in any order. Candidates have one month after they pass their first exam (Written/Oral or Practical) to pass the corresponding



Liftek Technical Safety and Security Consultancies Candidate Handbook –Lifting Equipment Operator

Written/Oral or Practical Exam(s) in the same category(s).

If a certified operator subsequently becomes certified in additional Specialties by taking the appropriate written and practical Specialty exams, the one-year certification period for the additional Specialties begins at the same time as he/she was originally certified (i.e., all specialties expire on the same date, regardless of when in the one-year certification period the candidate passed them).

COMPETENCY CERTIFICATE ISSUANCE

Competency certificate will be issued by LTSSC and signed by the certification Manager.

Certificate will include at least but not limited to the photo of the certified individual, unique identification no. for tracking, machine type that the individual certified to operate, issue date and validity in addition to as required by the ISO 17024 standard and specified by DAC.

RECERTIFICATION

Certification is valid for one year. Recertification candidates must complete all recertification requirements prior to their certification's expiration date. This includes:

- Passing the Recertification Written/Oral Examination(s)
- Continuing to meet Occupational Health card requirements
- Have valid driving license from the relevant authority where applicable
- Compliance with Substance Abuse Policy
- Compliance with the Code of Ethics

Recertification candidates who must take both practical and written/oral exams, however, must do so before their certification expires. Recertification candidates may take their Recertification Written/Oral and practical Examinations up to one month prior to their certification's date of expiration. Regardless of the date of the Recertification Examination, the new one-year certification period begins from the date of expiration of the candidate's initial certification.

Candidates who are not certified in all Specialties may add a new Specialty at the same time as they take their Recertification Examinations by taking the full examination in that Specialty.

TRAINING REQUIREMENT

Candidate who fails in either one or both written/oral or practical examination twice (two time in roll) shall not undertake any further assessment until he undertake a relevant training. Training shall not be less than: **Lifting equipment operator, 3 days-5-7 hours a day.**

DAC will assess the knowledge and competencies of the operator's onsite randomly to insure the regulation is being followed. Any Company that violate either the



training or the certification requirements will be subjected to legal action.

CODE OF ETHICS FOR CERTIFIED LIFTING EQUIPMENT OPERATORS, RIGGERS AND SIGNALMAN

Certified lifting equipment operators, riggers and signalman must comply with Code of Ethics during their certification, as set below:

- Free of bias with regard to religion, ethnicity, gender, age, national origin, and disability
- So as to place the safety and welfare of workers associated with the lifting operation above all other considerations
- So as to protect nearby general public property and the environment
- Make management aware if he has safety concerns relating to the lifting operations that he is performing
- Not knowingly violate safety-related regulations, warnings, or instructions set forth by the authority, recognized safety standards, the lifting equipment manufacturer, or relevant department.
- Not misrepresent or knowingly deceive others concerning the experience or the capabilities of himself or the crane he is operating
- Not misrepresent or misuse his certification card, both of which are the property; and understand that he must return the card to the issuing authority immediately if required to do so.

It is the responsibility of the certifying organization to have the candidate understands the code of Ethics.

SUBSTANCE ABUSE POLICY

It is the policy of the department that crane operators shall not use prescribed or over-the-counter substances that would impair their ability to operate cranes safely. This includes illegal drugs, controlled substances (including trace amounts), look-alike drugs, designer drugs, or any other substance that may have an effect on the human body of being a narcotic, depressant, stimulant, or hallucinogen.

An exception to this rule is that an operator may use such a substance or drug if it is prescribed by a licensed medical practitioner who is familiar with the operator's medical history and all assigned duties, and who has advised the operator the prescribed substance will not adversely affect the operator's ability to operate a crane safely.

DISCIPLINARY POLICY

The relevant department is responsible for establishing and implementing standards and codes of conduct, such as ethical standards and policies and procedures for



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disciplinary action. Grounds for revocation (until the issue is resolved and written approval from PSS ((Public Safety Section) & DAC is issued) of certification status shall include, but not be limited to, the following:

- Period of certification exceeded without renewal
- Evidence of falsification of any information on any documents submitted to the department or its agents
- Evidence of non-compliance with Substance Abuse Policy
- Evidence of culpability in an accident during certification period
- Evidence of non-compliance with medical requirements required for the Occupational Health Card issuance.
- Evidence of non-compliance with the Code of Ethics

The department has established policies and procedures to address alleged violations of the Code of Ethics fairly and consistently. The complaints procedures have been designed to ensure that only valid and actionable complaints are investigated and considered. These procedures also ensure that all parties involved in the complaint have an opportunity to document circumstances warranting the complaint and to respond to the complaint. The department has a two-tier process to ensure that issues regarding the practice and conduct of certified crane operators are fairly and reasonably investigated and determined, and that the public is protected against unprofessional and unethical conduct by certificants.

Complaints against certificants are initially investigated by Public Health and Safety Department. If the complaint is considered actionable, DAC will be notified accordingly.

CERTIFICATION CARDS

Certified operators, rigger and signalman shall keep their original card with them all the time for review and checking from the relevant authorities during inspection. Certificates will not substitute or replace the Driving license, Driving License shall be also available for checking. Certification card shall contain the sentence "**This is not a driving license**".

CHANGE OF ADDRESS OR CONTACT DETAILS

Certificants who change their address must notify LTSSC as soon as possible. Failure to do so may cause certificants to miss important updates on the LTSSC program that could affect their certification.



Liftek Technical Safety and Security Consultancies

Candidate Handbook –Lifting Equipment Operator

Changes of address should be sent to LTSSC. They must be in writing, but can be sent via letter or fax. A form is provided for this purpose in the Candidate Handbook or the [Handbook & Forms](#) page.

WRITTEN EXAMINATION OUTLINE

CORE EXAMINATION—LIFTING EQUIPMENT OPERATOR

The Core examination portion of the Written/Oral Examination tests the following knowledge areas relating to the general lifting operation shall consist of 30 multiple-choice questions below are sample for the purpose of exam development:

Area 1: Site

- Approximately 20% of test: 6 Questions
1. Know the ability of supporting surfaces to handle the expected loads. Elements of concern include but are not limited to:
 - a. Weakness below the surface, such as voids, tanks, and loose fill
 - b. Weakness on the surface, such as retaining walls, slopes, excavations..etc.
 - c. Firm, drained, and graded ground conditions for adequate support
 2. Know the proper use of mats, blocking, or cribbing and outriggers or crawlers, as they affect the ability of supporting surfaces to handle the expected loads of the operation.
 3. Know electric power line hazards, corresponding regulations, and safety practices.
 4. Know how to identify and evaluate hazards associated with Access to job site, Site hazards such as underground utilities, Transportation clearances ...etc.
 5. Know how to review lift requirements with site supervision, including determining working height, boom length, load radius, load weight, crane capacity, travel clearance, extension of crawlers or outriggers/stabilizers, and counterweights.

Area 2: Operations

- Approximately 25% of test: 7-8 Questions
1. Know how to conduct shift crane inspections for unsafe conditions/deficiencies



Liftek Technical Safety and Security Consultancies Candidate Handbook –Lifting Equipment Operator

and when to notify supervision of these conditions.

2. Know how to pick, carry, swing, and place the load smoothly and safely on rubber tires and on outriggers/stabilizers or crawlers (where applicable).
3. Know proper procedures and methods of reeving all wire ropes and methods of reeving multiple-part lines and selecting the proper load block and/or ball.
4. Know standard method signals Hand and Voice signals.
5. Know how to shut down and secure the crane properly when leaving it unattended, based on manufacturer's recommendations in both normal and emergency conditions.
6. Know the manufacturer's recommendations for operating in various weather conditions, and understand how environmental conditions affect the safe operation of the crane.
7. Know how to verify the weight of the load and rigging prior to initiating the lift.
8. Know how to determine where the load is to be picked up and placed, and know how to verify the radii.
9. Know basic load rigging procedures.
10. Know how to perform shift and monthly maintenance and inspection.
11. Know how to use and understand the requirements for operational aids and safety devices:
Anti-two block device, Boom angle indicator, Rated load indicator, Boom length indicators, Crane level indicator, etc.
12. Know which operations reduce crane capacity or require specific procedures or skills, such as:
Multi-crane lifts, Suspended personnel platforms, Barge operations..etc.
13. Know the proper procedures for operating safely under the following conditions like Traveling with suspended loads, Approaching two blocking, Operating near electric power lines, Using a suspended personnel platform, Lifting loads from beneath the surface of the water, Handling loads out of the operator's vision ("operating in the blind")
14. Know how to react to Electric power line contact, Loss of stability, Control malfunction, Block and line twisting Carrier or travel malfunction, Personnel under load or in fall zone.



Liftek Technical Safety and Security Consultancies Candidate Handbook –Lifting Equipment Operator

15. Know how to use the outriggers properly in accordance with manufacturer's specifications.
16. Know the effects of dynamic loading from Wind, Stopping and starting, Impact loading, moving the load etc.
17. Know the effect of side loading.
18. Know operator's authority to stop operations.
19. Know operator certification requirements.

Area 3: Technical Knowledge

- Approximately 30% of test: 9 Questions

1. Know basic crane terminology and definitions.
2. Know functions and limitations of the crane and attachments.
3. Know wire rope inspection procedures, lubrication etc.
4. Know different rigging devices
5. Know the limitations of protective measures against electrical hazards.
6. Know the effects of load share and load transfer in multi-crane lifts.
7. Know the significance of the instruments, gauge readings, and machine power systems.
8. Know the requirements of shift inspections and maintenance.
9. Know the uses and limitations of all operational devices/aids.
10. Know how to calculate net capacity for the crane configuration using the applicable manufacturer's load chart.
11. Know how to use manufacturer-approved attachments and their effect on the crane's operation.
12. Know the principles of backward stability.
13. Know requirements for fall protection.
14. Know requirements for access and egress.
15. Know the general requirements that apply to assembly/disassembly operations.



16. Know assembly/disassembly procedures when in proximity to power lines

Area 4: Manufacturers’ Load Charts

- Approximately 25% of test: 7-8 Questions

1. Know the terminology necessary to use load charts.
2. Know how to ensure that the load chart is the appropriate chart for the machine in its particular application.
3. Know how to use capacity load charts; this includes knowing:
 - a. The operational limitations of load charts and footnotes
 - b. The difference between structural capacity and capacity limited by stability
 - c. What is included in load chart capacity?
 - d. The range diagram and its relationship to the load chart
 - e. The work area chart and its relationship to the load chart
 - f. Where to find and how to use the parts-of-line information
 - g. The safe working load of hoist line
4. Know how to use the load chart together with the load indicators.

Examiner may shift some of the uncovered topics in the written/oral exam in the practical exam, record shall be kept for assessment.

SPECIALTY EXAMINATIONS OUTLINE—LIFTING EQUIPMENT OPERATOR



The Specialty Examinations for Lifting Equipment Operator certification program test the following knowledge areas relating to the operation of each of these types of lifting equipment, exam contains 20 multiple-choice questions covering the areas below as sample guide for the exam development purposes:

Type of lifting equipment may include but not limited to:

- Mobile crane;
- Tower crane;
- Construction Hoist;
- Overhead Crane;
- Jib crane;
- Gantry crane ...etc.

Lifting equipment sub-type must be identified and referred to clearly in the both the exam document and the certification card.

Area 1: Site

- Approximately 10% of test : 2 Questions
1. Know the proper use of mats, blocking, or cribbing and outriggers or crawlers as



Liftek Technical Safety and Security Consultancies Candidate Handbook –Lifting Equipment Operator

they affect the suitability of supporting surfaces to handle the expected loads of the operation.

2. Know the limitations of machine clearances, extension of crawlers or outriggers/stabilizers, and counterweights.

Area 2: Operations

• Approximately 30% of test : 6 Questions

1. Know how to inspect the crane for unsafe conditions, complete required records, and communicate unsafe conditions to the proper authority.

2. Know how to pick, carry, swing, and place the load smoothly and safely on rubber tires and on outriggers/stabilizers or crawlers (where applicable).

3. Know proper boom assembly and disassembly techniques for:

- a. Lattice booms
- b. Extension and retraction of power pinned and/or manual boom extensions
- c. Erection and dismantling of lattice extension or jibs

4. Know how to react to changes in conditions that affect the safe operation of the crane.

5. Know how to shut down and secure the crane properly when leaving it unattended.

6. Know how to prepare the crane for transportation by loading or unloading on trailers, and be familiar with the differences between rail and barge loading.

7. Know how to move the crane (no load) safely under its own power:

- a. Between job sites
- b. Within job sites
- c. Loading onto and unloading off of trailers

8. Know the manufacturer's specifications for operating in various weather conditions and understand how environmental conditions affect the safe operation of the crane.

9. Know how to level the crane properly.

10. Know how to perform daily maintenance and inspections.

11. Know how to use the following operator aids:

- a. Wind indicator
- b. Anti-two block device
- c. Boom angle indicator



- d. Boom angle device
- e. Boom length indicators

12. Know the proper procedures for operating safely under the following conditions:

- a. Traveling with suspended loads
- b. Approaching two blocking
- c. Operating near electric power lines
- d. Using suspended personnel platforms
- e. Using other than full outrigger/crawler extensions
- f. Lifting loads from beneath the surface of the water
- g. Using various approved counterweight configurations
- h. Handling loads out of the operator's vision ("operating in the blind")
- i. Using electronic communication techniques such as radios

13. Know emergency response procedures for:

- a. Fire control
- ▣b. Electric power line contact
- c. Loss of stability
- d. Control malfunction
- e. Two blocking
- f. Overload
- g. Carrier or travel malfunction

Area 3: Technical Knowledge

- Approximately 25% of test : 5 Questions

- 1. Know the functions and limitations of the crane and attachments.
- 2. Know basic crane terms.
- 3. Know how the boom hoist and load hoist(s) are driven and engaged to the power source.
- 4. Know the requirements of standard and optional controls.
- 5. Know the requirements of pre-operation inspection and maintenance.
- 6. Know how to use operational assist devices, including:
 - a. Anti-two block devices
 - b. Load moment indicators and rated load indicators
 - c. Outrigger position indicators
 - d. Mechanical levels
 - e. Boom angle indicators....etc.
- 7. Know how to use manufacturer-approved attachments and their effects on the crane.
- 8. Know the function and safe use of crawler position (extended or retracted), outriggers, and/or stabilizers where applicable.
- 9. Know how to assemble and disassemble boom sections, extensions, and jib.



Area 4: Manufacturers' Load Charts

- Approximately 35% of test : 7 Questions
1. Know the terminology necessary to use load charts.
 2. Know how to use load charts; for example:
 - a. The operational limitations of load charts and footnotes
 - b. How to relate the chart to the configuration of the crane—crawlers or outriggers extended or retracted, jib erected or offset, and various counterweight configurations where applicable
 - c. The difference between structural capacity and capacity limited by stability
 - d. What is included in load chart capacity
 - e. The range diagram and its relationship to the load chart
 - f. The work area chart and its relationship to the load chart
 3. Know how to calculate net capacity for allowable configurations of the crane using the manufacturer's load chart.

INTEGRATING CORE AND SPECIALITY EXAMINATION

The examiner may administer the core exam separately if the participant wishes to take more than one speciality in the same written/oral exam day.

The examiner may integrate both core and speciality examination into one exam per lifting equipment type consists of 50 multiple choice question covering the whole areas for certain crane type/speciality without changing the percentage of the areas.

CANDIDATE INFORMATION AND INSTRUCTIONS

You must report to the Test Site at the scheduled time. The Test Site Coordinator is responsible for setting the testing schedule. During the Practical Examination, you are under the direction of the Examiner and must follow the Examiner's directions at all times.

The following sections describe the specific tasks that you will be performing when taking the Crane Operator Practical Examination. It is important that you understand these instructions. If there is anything you do not understand, please request clarification from the Examiner.

You will be required to complete all phases of the test in sequence. Once you have completed all of the Practical Exam you must leave the testing area. Only personnel involved in the administration of the test are allowed in the test area

CANDIDATE ID AND SIGNATURE

Prior to beginning the examination, the Examiner must ask a candidate for a photo identification, such as a driver's license.



Liftek Technical Safety and Security Consultancies Candidate Handbook –Lifting Equipment Operator

The Examiner will ask if the candidate has read the Candidate Information and Instructions and will answer any questions. He/she will have the candidate sign the score sheet indicating that the candidate understands the instructions for the test.

PRACTICAL EXAMINATION OUTLINES

Below are samples for the practical tests.

The Practical Examination is comprised of four main tasks that increase progressively in the skill level tested. Skills tested are: hoisting, booming, swinging, following hand signals, and combination (multifunction) operations.

Crane operation with load and without load is required.

Adapt to the Test Site Layout for each model of crane used for the Practical Examination to ensure the examination remains standardized for all candidates, wherever and whenever they may test.

TASKS

The four tasks that make up the Practical Examination are task 1,2, 3 and Task 4, an optimum time limit shall be set by the examiner. The examiner based on the lifting equipment type may modify tasks.

TASK 1: PLACE BALL IN STOP CIRCLE

Sample optimum Time: 11/2 minutes

1. Raise the ball and chain at least 3 meter off the ground to clear all obstacles and personnel.
2. Bring it from its starting position in the Start Circle to the Stop Circle.
3. Once the ball and chain reaches the Stop Circle, place it there such that the chain suspended from the hook makes contact with the ground inside the circle and remains there.
4. Candidates must be debriefed after finishing the test especially if one or more of the following happens:
 - a. Dragging chain or contacting ground outside of the circle
 - b. Hook or ball touching ground either inside or outside of the circle
 - c. Hook or ball contacting any part of the course or crane
 - d. Lifting the chain off the ground after it has made contact with the ground inside the circle
 - e. Exceeding the optimum time

TASK 2: FOLLOW HAND SIGNALS

This task is not timed.

1. Examiner must use standard signals.
2. The Examiner may select four signals from the following:



- a. Hoist and stop
 - b. Swing and stop
 - c. Lower the load and stop
 - d. Lower the load slowly and stop
 - e. Lower the boom, raise the load, and stop f. Raise the boom and stop
 - g. Lower the boom and stop
 - h. Raise the boom, lower the load, and stop
3. The Examiner may give the signals in any sequence.

TASK 3: PLACE BALL IN BARRELS

Sample optimum times:

Telescopic Boom Crane—Fixed Cab: 31/2 minutes

Telescopic Boom Crane—Swing Cab: 31/2 minutes

Lattice Boom Crane: 4 minutes

- Bring the overhaul ball from the Start Circle and place it into Barrel #1. (If you knock over Barrel #1 and put the ball in Barrel #2.)
- The Examiner will determine when the horizontal white line painted around the center of the ball has dropped below the rim of Barrel #1, move the ball from Barrel #1 to Barrel #2.
- The Examiner will determine when the horizontal white line painted around the center of the ball has dropped below the rim of the barrel. Hold the ball in Barrel #2 until instructed
- Candidates must be debriefed after finishing the test especially if one or more of the following happens:
 - a. Moving barrel
 - b. Knocking over barrel
 - c. Hook or ball touching ground
 - d. Exceeding the optimum time

TASK 4: NEGOTIATE ZIGZAG CORRIDOR WITH LOAD

Sample optimum times:

Telescopic Boom Crane—Fixed Cab: 4 minutes each direction

Telescopic Boom Crane—Swing Cab: 3 minutes each direction

Lattice Boom Crane: 3 minutes each direction

- Lift the Test Weight into the air and swing, boom up or down, and hoist up or down as your judge necessary to guide the load through the Zigzag Corridor without touching the ground with the Test Weight, raising the Test Weight so high that the chain leaves the ground, or knocking over any part of the PVC pole barrier.
- Candidates must be debriefed after finishing the test especially if one or more of the following happens:
 - a. Knocking ball off pole
 - b. Moving pole base off line



- c. Knocking pole over
 - d. Chain leaving ground
 - e. Passing poles with chain off ground
 - f. Load touching ground
 - g. Circumventing the course
 - h. Exceeding the optimum time
 - Placed the Test Weight on the ground in the Stop Circle. The task is not complete until the load is placed completely within the outside perimeter of the circle.
 - Lift the Test Weight from the Stop Circle and travel through the corridor in reverse fashion.
 - Place the Test Weight on the ground in the Test Weight Circle. The task is not complete until the load is placed completely within the outside perimeter of the circle
 - At the Examiner’s direction, swing the hook to the Start Circle
- In all tasks examiner will brief the candidates on their rules and directions and performance requirement and when and how to start and stop.

PRE-TEST FAMILIARIZATION

- All rigging slings and hardware are approved for use and do not require pre-use inspection.
- Torquing of hardware or nuts is not required; hand- tighten these items only.
- Softeners shall not be used or provided for these tasks.
- Do not point-load rigging on the frame.
- Do not apply rigging at less than 30 degrees to the horizontal.
- Any misapplication of slings or hardware during these tasks will result in performance deductions.
- You are not permitted to attach rigging at the center of gravity.
- You may not add, adjust, or remove rigging while the load is suspended.
- A lifting attempt is defined as any movement of the frame from hoisting.
- You are not allowed to climb on the rigging frame.
- The Practical Examiner will remove the blocking when the frame is suspended.
- A digital level may be used during these tasks.
- At the conclusion of each task, breakdown all rigging components and return them to the rigging table.
- A maximum of three minutes will be permitted to evaluate the rigging gear used for these tasks. A laminated picture of the Rigging Frame and a grease pencil are provided for your use.
- If you are ready in less than three minutes, please indicate that you are ready to begin.

POST TEST PROCEDURES

Once you have completed the Practical Examination:

- The Examiner will complete your score sheet.



Liftek Technical Safety and Security Consultancies Candidate Handbook –Lifting Equipment Operator

- The Examiner is not permitted to review your score sheet or discuss your performance on the test.
- Exam results will be mailed to you
- If you have completed all of your tests, you must leave the Test Site.

COMBINING CERTIFICATION REQUIREMENTS

- Written/Oral :
- Core exam may be administered separately if the candidate would like to take more than one speciality.
- Practical :
- Once a practical examination starts for any certification area, it shall be finished prior starting other practical examination in other areas. Examiners are not allowed to combine the performance requirement of different specialities into one speciality

UNSAFE ACT

Core and speciality exams may be administered separately or combined if the candidates would like to take only one speciality. Once a practical examination starts for any certification area, it shall be finished prior starting other practical examination in other areas. Examiners are not allowed to combine the performance requirement of different specialities into one speciality.

If at any time during the Pre-Test Period or during the test, candidates commit an unsafe act, examiners must disqualify candidates from continuing with the test if any of the unsafe acts present include but are not limited to the following:

- 1. Dropping the overhaul ball or Test Weight (on ground, in barrel, etc.)
- 2. Two blocking of the crane
- 3. Uncontrolled or reckless operation
- 4. Failure to respond to a stop signal
- 5. Contacting an obstruction with the crane or Test Weight
- 6. Any action that in the judgment of the Examiner could endanger personnel or equipment at the Test

The Examiner has the authority to stop the test at any time for reasons of safety. Examiners are responsible for informing Public Health and Safety Department in that case by either e-mails, letter or fax, record shall be kept. If the candidate is disqualified due to an unsafe act, the case will be reviewed by the relevant authority, and candidate will be notified with the department decision of the eligibility for rescheduling the Practical Exam or otherwise.

WEATHER CONDITIONS AND EQUIPMENT PROBLEMS

The Examiner must use an anemometer to check the wind speed and then will



Liftek Technical Safety and Security Consultancies Candidate Handbook –Lifting Equipment Operator

record the weather conditions on the score/assessment sheet. The Examiner has the responsibility to determine if weather conditions or equipment problems are such that a test needs to be suspended. If the test is interrupted due to weather conditions or equipment problems, the procedure for restarting is as follows:

- Candidate will resume the test at the beginning of the task he/she was performing at the time of the interruption, as appropriate.
- If candidate resume the test on a different machine, candidates may start the entire test over from the beginning.
- If the testing is delayed to a different day, the test must be restarted from the beginning.

APPLICATION PROCESS

SUBMISSION OF APPLICATION

The Candidate Application and Physical Examination forms are located at the back of the [Candidate Handbook](#). The Candidate Application with the appropriate fees, as well as any correspondence and request for information concerning the administration of LTSSC examinations, should be sent to:

- LTSSC Safety & Securities Consultancies
Office 105
Intercoil Business Centre
Al Quoz 4, Dubai

Check your application to ensure that all information is accurate and complete. In addition to your completed application, make sure you have enclosed the appropriate fees.

Follow the directions carefully when filling in the information required. Incomplete applications, incorrect payment, and/or inaccurate documentation will delay the processing and incur additional fees. It could result in your NOT being able to sit for the examination(s).

Deadlines

Please note that all deadlines are UPON RECEIPT deadlines and that candidates are responsible for making sure that complete and accurate applications reach LTSSC by the stated deadline.

EXAMINATION FEES



Liftek Technical Safety and Security Consultancies
Candidate Handbook –Lifting Equipment Operator

The appropriate fee(s) must be enclosed with the completed application. Checks and cash must be made payable to LTSSC Safety and Security Consultancies.. All returned checks that are unable to be processed will be subject to a AED 100/- fee.

New Certification-Lifting Equipment Operator – Oral/Written	AED 499
New Certification-Lifting Equipment Operator – Practical	AED 699

Recertification Written Exam/Retest Fees:

Re-Certification-Lifting Equipment Operator – Oral/Written	AED 299
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Other Fees:

Retest fees are the same as for first-time exams.

RESCHEDULING, CANCELLATIONS, AND WITHDRAWALS

Should a candidate be unable to sit for the examination, LTSSC must receive notification in writing no later than seven business days prior to the scheduled examination date. Candidate fees will be held up to one year. When the candidate reschedules, he/she will need to pay an additional AED rescheduling fee.

When the candidate is ready to reschedule his/her Written Examination, he/she must notify LTSSC and submit the necessary documentation and fees to LTSSC by the deadline for the rescheduled test date.

Candidates withdrawing or canceling after the deadline or not sitting for the examination will forfeit all application fees and will NOT receive a refund.

Emergency Cancellations or Withdrawals

ONLY the following situations will be accepted as grounds for emergency cancellations or withdrawals:

- Called to work — supporting documentation required: letter from employer
- Candidate illness — supporting documentation required: doctor’s note
- Family death — supporting documentation required: death certificate or obituary notice

Requests for medical and personal emergency withdrawals are handled by LTSSC. Please write a letter to LTSSC describing your situation. Be sure to include your full name, address, emirates I.D and Driving License along with the scheduled test date, site number, and supporting documentation indicated above.

LTSSC MUST receive your written notification within seven (7) business days after the scheduled examination date or you will forfeit ALL application fees. You will be allowed to reschedule for a future examination administration.



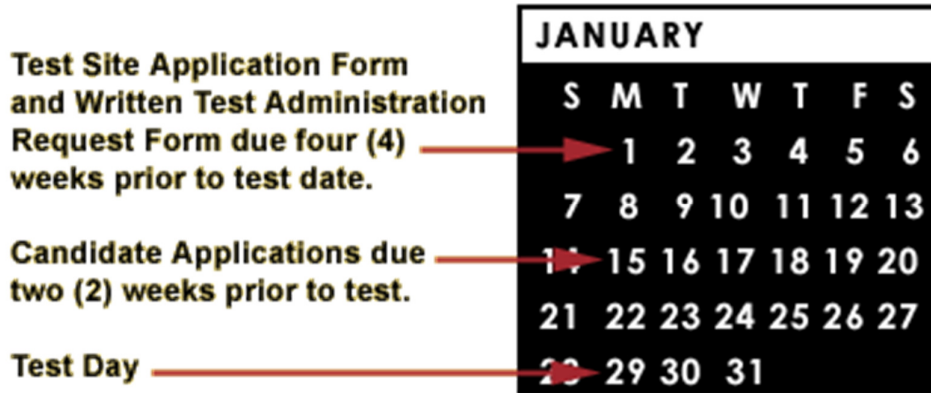
You will NOT receive a refund if you decide you no longer wish to take the test.

TEST ADMINISTRATION SCHEDULE FOR THE LTSSC EXAMINATIONS

LTSSC written certification examinations are available for administration on demand with at least four (4) weeks notice.

APPLICATION DEADLINES

Tests can be administered at any time so long as the application deadlines are adhered to. Sample deadlines shown are for a test date of January 29.



ADMISSION LETTERS

Approximately one week before the scheduled test date, registered and eligible candidates approved to take the LTSSC Written Examinations will receive an admission letter. The admission letter contains information regarding the test center address, the reporting time, the examination(s) the candidate is registered for, and the materials candidates need to bring with them on the day of the administration. This admission letter must be presented at the Test Site to gain admittance to the examination(s).

No candidate will be allowed to sit for the examination unless he/she presents an admission letter valid for the specific test date.

TEST SITE INFORMATION

Identification at the Test Site

In addition to an admission letter valid for the specific test date, candidates must bring valid photo identification to the Test Site on the day of the administration. Candidates are required to show their ID and sign the Test Site roster upon entry to the testing area.

- PASSPORT
- DRIVERS LICENSE
- EMIRATES ID



Liftek Technical Safety and Security Consultancies Candidate Handbook –Lifting Equipment Operator

NOTE: Candidates without appropriate identification documents will NOT be admitted to take the written certification examination(s).

Materials to Bring to the Test Site

Each candidate must bring the following items to the test site:

- Valid photo identification
- Admission letter for the specific test date
- Two (2) sharpened #2 pencils (to complete the examination answer sheet)
- A good eraser

○

NOTE: No books, scratch paper, calculators, beepers, cellular phones or other materials will be allowed in the examination room.

Test Security

For the purposes of test security, candidates who sit for the LTSSC examination(s) acknowledge that they understand the following:

- The examination is the exclusive property of LTSSC.
- The examination and the questions contained therein are protected by federal copyright law. No part of the examination(s) may be copied or reproduced in part or whole by any means whatsoever, including memorization.
- Theft or attempted theft of an examination booklet or any of its pages is punishable as a felony.
- Candidate participation in any irregularity occurring during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by an observation or subsequent statistical analysis, may be sufficient cause to terminate participation, invalidate the results of the examination, or other appropriate remedy.
- Candidates verify that they have successfully met the physical/medical requirements and are eligible to take this examination. If at any time it is confirmed that a candidate has not met all the requirements, the candidate will no longer be eligible for certification.
- A candidate's signature on the answer sheet for the administration of the examination confirms that the candidate has read and understands the above statements.

TEST SCORING INFORMATION

Test Scoring

LTSSC Written Examinations are criterion-referenced examinations; i.e., the passing score is set beforehand, and candidate performance on the examination is not compared to the performance of others taking the examination. In a criterion-referenced examination, a candidate must obtain a score equal to or higher than a predetermined passing score to pass the test.



Score Reporting

Candidates must record their answers in the appropriate area for their answers to be recorded.

All candidates will receive a score report of their performance. Examination results are mailed to candidates approximately 12 business days after the examination administration.

Candidate scores cannot be given over the telephone.

Retaking the Examination(s)

Candidates who fail an examination(s) may retake the examination(s). Candidates will need to reapply and pay all corresponding fees.

Information Release Policy

LTSSC releases information pertaining to individuals who have successfully passed one or more LTSSC examinations according to its [Information Release Policy](#).

CERTIFICATION DECISION

On successful completion of the Written/Oral Exam and the Practical Exam, all relevant documents are forwarded to the Assessor/Decision Maker, including

- Exam Papers
- Application Forms
- Identification Proof documents
- Relevant Training experience documents
- Relevant Work experience documents

The satisfactory review of the documents by the Assessor/Decision Maker will result in his/her decision to grant Certification to the Candidate.

Certified Individuals will be issued a Certificate of Competence duly signed by the Assessor.

LTSSC Information Release Policy

POLICIES

1. It shall be the policy of LTSSC to provide Releasable Information pertaining to individuals who have successfully passed one or more LTSSC examinations. It shall also be the policy of LTSSC to provide Releasable Information pertaining to such individuals on its website using such protocols as may be established.
2. Releasable Information may be released to a Third Party who makes a written request, including by electronic correspondence. Generally, Releasable Information will be released within one business day from actual receipt of a written request.



Liftek Technical Safety and Security Consultancies Candidate Handbook –Lifting Equipment Operator

3. “Releasable information” means and refers to the following information: name, certification status, examination dates, certification dates, exam scores, and certification history
4. If a Third Party requests information concerning an individual who has not taken or successfully passed an LTSSC examination, LTSSC may release a statement confirming that, as of a given date, the individual does not appear on LTSSC’s list of successful candidates in one or more categories of certification.
5. If an applicant or certificant is under formal sanction, suspension, or revocation by LTSSC, then LTSSC may release a statement to that effect to any persons and by any reasonable means, including by means of a list published on the LTSSC website. In addition, if an individual applicant or certificant is under formal investigation, sanction, suspension, or revocation by LTSSC, then LTSSC may release a statement concerning the status of the applicant or certificant to any Third Party and to any jurisdiction that requires or accepts LTSSC certification as a basis for satisfying requirements to work in the jurisdiction. Any such statement to a Third Party or jurisdiction may identify.
6. If a Third Party seeks information other than the foregoing information, generally, absent a subpoena or similar legal process, such information will not be released. However, in the course of business, as circumstances reasonably warrant, LTSSC reserves the discretion to release information other than the foregoing information.
7. Certain situations may require or warrant the immediate verbal confirmation of an individual’s certification status or other Releasable Information in response to a written or verbal request. Under such circumstances, LTSSC may provide such immediate verbal confirmation, at its discretion. When such a verbal confirmation is provided, it shall be LTSSC’s policy to follow up with a written confirmation.
8. It shall be the policy of LTSSC to discuss score-related and test-specific matters only with a candidate or a candidate’s authorized legal representative.
9. LTSSC will release Releasable Information about an individual upon receipt of a written request (including electronic correspondence) from that individual. LTSSC may release information other than Releasable Information about an individual, at its discretion, upon receipt of a signed, notarized, written request from that individual. In addition, LTSSC will release information other than Releasable Information about an individual when required by a legal authority of competent jurisdiction under a duly-issued subpoena, subject to any objection, or as otherwise required by law.
10. LTSSC shall ensure that information obtained during the certification process, or from sources other than the applicant, candidate or certified person, is not disclosed to an unauthorized party without the written consent of the individual (applicant, candidate or certified person), except where the law requires such information to be disclosed.



Appeals & Complaints:

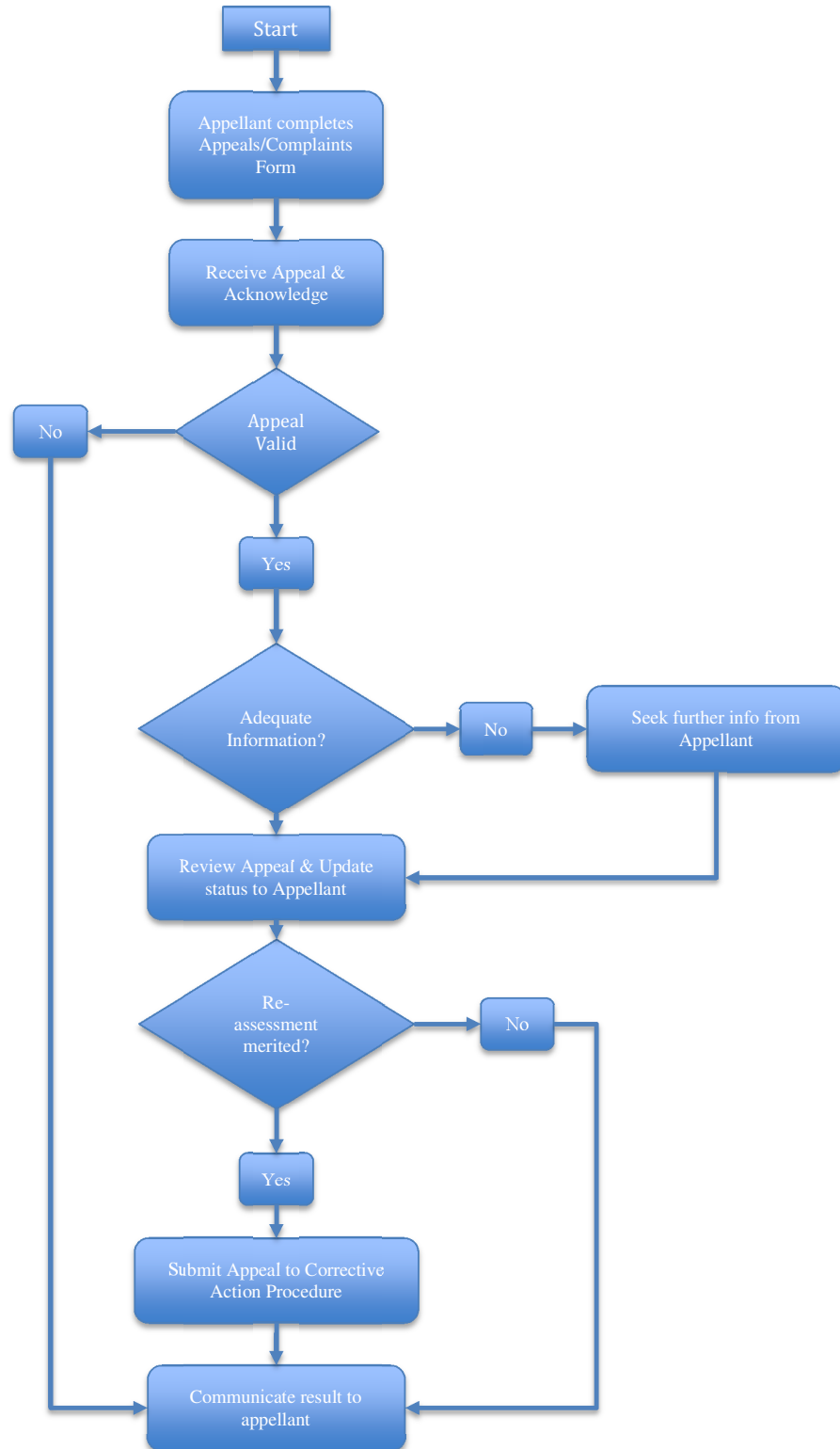
LTSSC provides a mechanism for clients to lodge appeals if they object to the result of a certification. The Appeals Form and appeals process is disclosed publicly to ensure all clients (and other stakeholders) understand their rights.

The person whose decision is appealed against will not be involved in the Appeals Handling process.

Also, the person against whom a Complaint has been raised will not be involved in the Complaints Handling process.

This ensures an independent and fair resolution to all Appeals and Complaints.

The procedure below outlines how appeals are handled.





IMPORTANT CONTACT INFORMATION

Liftek Technical Safety & Securities Consultancies
Office 103
Intercoil Business Centre
Al Quoz 4, Dubai

Ph. No. 04- 3384995
E-mail: LTS@liftek-intl.com

CANDIDATE AGREEMENTS

On the relevant Application Form and prior to the start of an Exam the Candidate will be asked to sign the below agreements.

CANDIDATE AGREEMENT:

Under penalties of perjury, I declare that the foregoing statements and those in any required accompanying documentation are true.

I understand and agree that my failure to provide accurate and complete information or abide by LTSSC's policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification.

I understand that LTSSC reserves the right to verify any information in this application or in connection with my certification. I consent to LTSSC's release of any information regarding this application and my examination administration and results to third parties.

I have received a copy of the LTSSC Candidate Handbook and have read it and agree to abide by the rules and policies stated on it.

I understand and agree to be bound by all prevailing LTSSC policies and procedures.

I attest that I have passed a substance abuse test conducted by a recognized laboratory service and agree to comply with LTSSC's and the relevant Schemes substance abuse policy.

I have passed a physical exam that complies with the Scheme requirement for my certification designation and I will continue to comply with those requirements.

I hereby attest that in the event of suspension of my certification I will refrain from further promotion of the certification while it is suspended.

I also attest that in the event of withdrawal of my certification, I will refrain from use of all references to a certified status.



**CANDIDATE'S AGREEMENT TO NON DISCLOSURE & COMPLIANCE TO TESTING
POLICIES**

By signing, the Candidate agrees to comply with all testing regulations required by Liftek Technical Safety & Security Consultancies (LTSSC) including, without limitation, to the policies listed below.

- No Cheating. Candidate agrees that all work submitted by Candidate in completing the Exam and in satisfaction of the Certification Requirements, including Exam answers, assignments, resolutions and personal registration information are entirely Candidate's own. Candidate will neither: (i) provide nor accept improper assistance; nor (ii) use unauthorized materials in attempting to satisfy Certification Requirements.
- No Misconduct. Candidate agrees not to (i) falsify his or her identity or impersonate another individual; (ii) forge the Certification, Exam score reports, identification cards or any other Exam records; (iii) engage in fraudulent conduct or misrepresent him or herself as Certified when he or she has not successfully met the applicable Certification Requirements; and/or (iv) engage in any other misconduct that could be considered by LTSSC, in its sole discretion, as compromising the integrity, security or confidentiality of the Exam or the Certification.
- No Disclosure. Candidate understands and agrees that the Exam is LTSSC's confidential and proprietary information. Candidate agrees to maintain the confidentiality of the Exam and not disclose, whether verbally, in writing or in any media, the contents of the Exam or any part of the Certification. Further, Candidate agrees not to request any other individual to disclose the Exam or any part thereof to the Candidate.
- No Misuse of the Exam. Candidate agrees not to copy, publish, offer to sell, sell, publicly perform or display, distribute in any way or otherwise transfer, modify, make derivative works thereof, reverse engineer, decompile, disassemble or translate the Exam or part thereof.