



CANDIDATE HANDBOOK FOR SIGNAL PERSON

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

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!



TABLE OF CONTENTS

Introduction
Examination Development
Written Exams
Practical Exams
Eligibility
Experience
Occupational Health Evaluations
Certification Time Frames
Competency Certification Issuance
Recertification
Training Requirements
Code of Ethics for Certified Riggers
Substance Abuse Policy
Disciplinary Policy
Certification Cards
Change of Address
Written Examination Outline
Area 1:Hand Signals
Area 2:Voice Communication
Area 3:Basic Knowledge of Crane Operations
Area 4:Situational Awareness
Area 5: Safety Standards and Regulations
Practical Exams
Candidate Information and Instructions
Candidate ID and Signature
Practical Examination Outline
Post Test Procedure
Application Process
Submission
Examination Fees
Rescheduling, cancellation and withdrawal
Application Deadlines
Admission Letters
Test Site Information
Test Scoring Information



Liftek Technical Safety & Security Consultancies Candidate Handbook for Signalperson

Score Reporting
Retaking of the Exam
Information Release Policy
Appeals and Complaints

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 has been developed by experts in LTSSC in conjunction with DAC Requirements 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.

Exam timing may be set by the examiner and may be extended based on other variables and or language barriers.

The Signalperson Written/Oral Examination shall consist of 30 multiple-choice questions.

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



Liftek Technical Safety & Security Consultancies

Candidate Handbook for Signalperson

The Signalperson Practical Examination requires the candidate to demonstrate proficiency in giving both hand signals and voice commands. The practical exam also assesses the candidate's understanding of crane dynamics and crane operations.

ELIGIBILITY

- Be at least 18 years of age
- Have valid occupational health card
- Have valid driving license from the RTA for Lifting equipment operator.
- Comply with LEOTF Substance Abuse Policy
- Pass Written/Oral Examinations (Core Exam and at least one LTSSCecialty Exam) with score not less than 80%
- Pass Practical Examination(s) with score not less than 75%
- Comply with LEOTF Code of Ethics

EXPERIENCE

Signalman certification examinations are designed for signalpersons who are trained and who use hand and voice signals in crane operations.

OCCUPATIONAL HEALTH EVALUATION

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

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



Liftek Technical Safety & Security Consultancies Candidate Handbook for Signalperson

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 LTSS specialties may add a new LTSS specialty at the same time as they take their Recertification Examinations by taking the full examination in that LTSS 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 they undertake a relevant training. Training shall not be less than:

Signalman, 1 day 4-6 hours

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 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



Liftek Technical Safety & Security Consultancies Candidate Handbook for Signalperson

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.

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 EXAMS CONTENT

The Written/Oral Examination for the signalperson certification program tests the following knowledge areas, exam shall consist of 30 multiple-choice questions, below are guidelines for exam development:

Area 1: Hand Signals

- Approximately 30% of test: 9 Questions
 1. Know the standard method hand signals for mobile cranes, tower cranes, hoist,..etc.
 2. Understand the necessity of moving with the load while remaining visible to operator.
 3. Know the importance of providing clear and visible hand signals.
 4. Know the importance of keeping constant communication and understanding with the operator.

Area 2: Voice Communication

- Approximately 15% of test: 4-5 Questions
 1. Know the proper use of the equipment being used, as well as its benefits and limitations.
 2. Be aware of communication barriers, i.e. wind, language, interference.
 3. Know the importance of ensuring fully charged batteries are used and the communication device is in acceptable working order.
 4. Know the importance of keeping continuous communications and understanding with the operator.
 5. Know the standard method pertaining to function/direction, LTSSCeed and/or distance, and function/stop.
 6. Understand the importance of operator perLTSSCective while swinging.
 7. Know what action to take if the operator is not following signals correctly.

Area 3: Basic Knowledge of Crane Operations

- Approximately 25% of test: 7-8 Questions



1. Know basic crane terminology and definitions.
2. Understand the effect of size, shape, weight, and center of gravity of load being lifted.
3. Understand boom deflection and how to compensate for it.
4. Know the effect a moving load has on a crane.
5. Understand that boom length, angle, and load weight may effect boom deflection.
6. Know the importance of keeping the hoist line vertical when a load is applied.
7. Understand what causes drift and how to compensate for it.
8. Know the effects of side loading.
9. Know the causes and consequences of two blocking.
10. Know the importance of keeping personnel from the load path.
11. Understand that when applying load to crane that center of gravity needs to be below the boom tip.

Area 4: Situational Awareness (Site-LTSSCecific Considerations)

- Approximately 15% of test: 4-5 Questions
1. Know the importance of reviewing lift requirements with site supervision/operator/crew.
 2. Know how to identify and avoid hazards and obstacles.
 3. Understand the effects of weather conditions.
 4. Know how and when to use voice or hand signals.
 5. Know emergency procedures.

Area 5: Safety Standards and Regulations

- Approximately 15% of test: 4-5 Questions
1. Know the applicable local regulation/standards, including but not limited to:
 - a. People under loads
 - b. SuLTSSCended personnel platforms
 - c. Hand signal posting requirements
 2. Know electric power line hazards, applicable regulations, and safety practices

PRACTICAL EXAMS

CANDIDATE INFORMATION AND INSTRUCTIONS

You must report to the Test Site at the scheduled time. The Examiner 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 LTSSCecific tasks that you will be performing when taking the Rigger Level I 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 will ask you for government-issued photo identification such as a driver's license.

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

PRACTICAL EXAMINATION OUTLINE

The following is sample outline of the practical testing procedure, as provided to candidates at the time of testing. The signalperson Practical Examination consists of 2 scenarios. There is no time limit for this examination. Candidates will typically complete the exam in approximately 15 minutes.

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A typical Practical Examination instructions:

1. There are two types of scenarios to demonstrate proper hand or voice signals:
 - a. Match Scenario: In these scenarios, candidate will observe the crane performing certain functions and give the necessary hand or voice signal(s) that match or matches the function.
 - b. Candidate-Initiated Scenario: In these scenarios, candidate will give the necessary hand or voice signals to initiate and direct lifting equipment movement based on assigned task by the examiner.
2. All signals must be given in accordance with current standard signals (e.g., the swing signal is: Arm extended, point with finger in direction of swing of boom), see construction code of practice, hand signal.
3. The candidate shall be assessed in maintaining constant communication if they use voice signals.
4. In scenarios where multiple signals are required, candidates must give all signals correctly, examiners to assess each signal and it's relevant to the move.

POST TEST PROCEDURES

Once you have completed the Practical Examination:

- The Examiner will complete your score sheet.
- 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.

APPLICATION PROCESS

SUBMISSION OF APPLICATION

The Candidate Application and Physical Examination forms are located at the back of the [Candidate](#)



Liftek Technical Safety & Security Consultancies

Candidate Handbook for Signalperson

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:

Liftek Technical Safety and Security 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

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-Signalperson – Oral/Written	AED 499
New Certification-Signalperson – Practical	AED 699

Recertification Written Exam/Retest Fees:

Re-Certification-Signalperson – 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.



Liftek Technical Safety & Security Consultancies

Candidate Handbook for Signalperson

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.

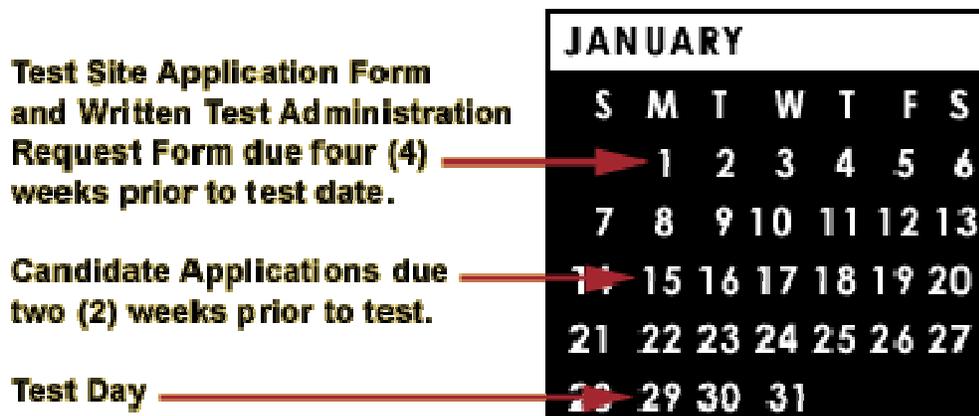
You will NOT receive a refund if you decide you no longer wish to take the test.

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

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
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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.
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.

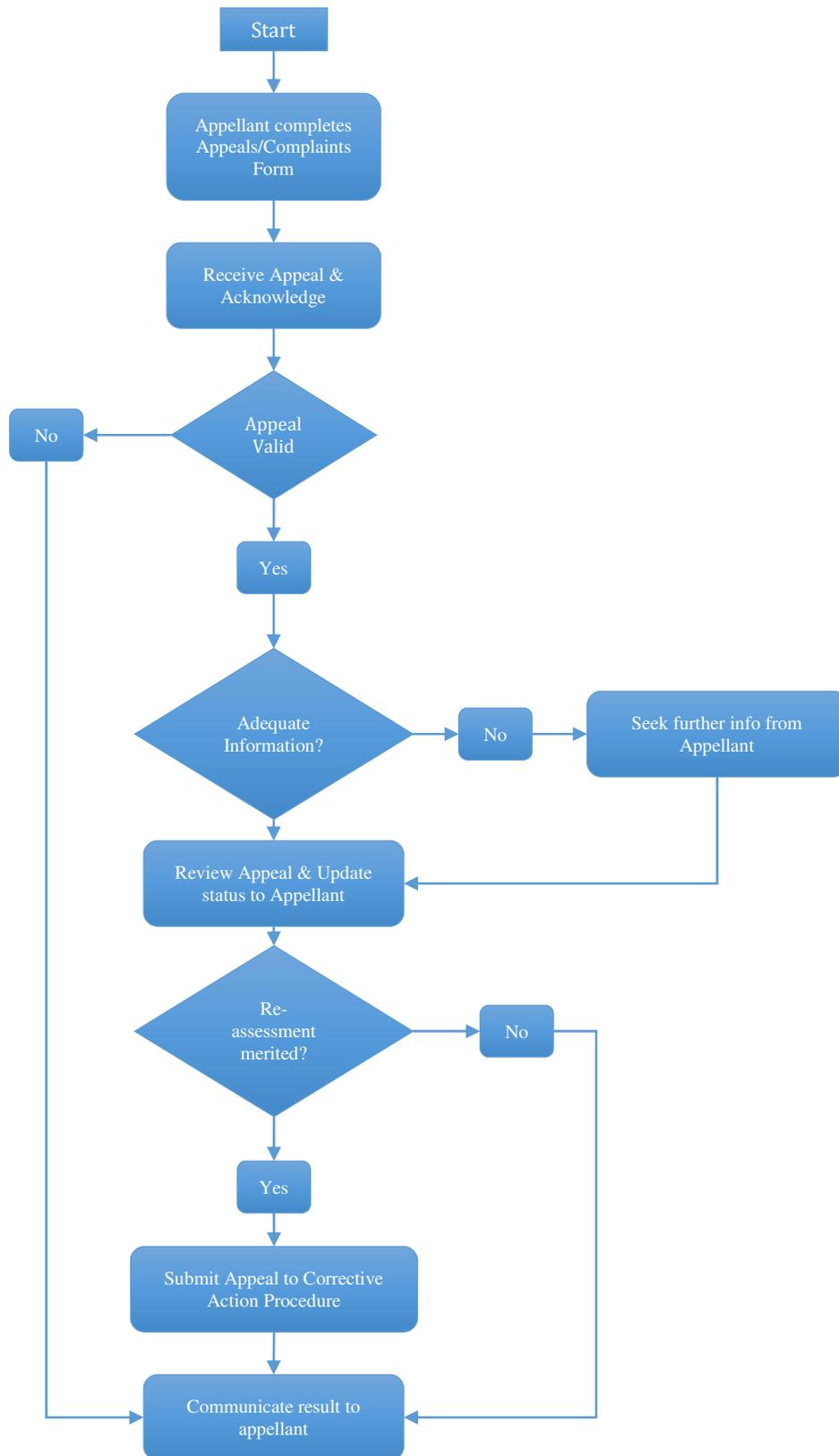
The person whose decision is appealed against will not be involved in the Appeals Handling process.

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: info@safetyplus-me.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.