

Appointed Person – Lifting Operations A61

Technical Test – Renewal / Competence Assessment

Introduction

Providing all criteria contained within this document are met, it allows an individual holding:

- a CPCS Trained Operator card to upgrade to a CPCS Competent Operator card
- OR
- a CPCS Competent Operator card to renew the category of Appointed Person where they are unable to record the minimum of 300 hours over five years (or 5 hours per month pro rata) within their CPCS Plant Operator Logbook.

The criteria consist of a declaration of elements of ongoing operating ability within the role of lift planning, which must be confirmed by the Employer.

Guidance Notes for Completion

The Applicant must complete section A below and initial the Applicant initials column in Annex A.

The Employer must complete Sections B and C below.

This document **MUST** be attached to the CPCS application form being submitted by the Applicant. We would advise that a copy is kept by the Applicant for a minimum period of two years to support their Logbook records.

CPCS reserves the right to suspend the category if these requirements are not met.

Section A: Applicant details
<p>Applicant name:</p> <p>Applicant ref:</p>

Section B: Employer details
<p>Employer name:</p> <p>CITB Registration no (if applicable):</p> <p><i>Employer address:</i></p>

Section C: Employer confirmation
<p><i>The named individual signing this section must be in a supervisory position and nominated by the employer organisation</i></p> <p>I confirm that we, the employer, consider the Applicant competent in carrying out duties as an Appointed Person as per the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 Approved Code of Practice Guidance (L113), British Standards BS 7121 and as the statements in Annex A.</p> <p>Name: Position:</p> <p>Signature:</p>

Annex A

Employer Endorsement

Annex A can only be completed by the Endorser and the Applicant. Each statement must be initialled by both parties. The Applicant can only be considered competent providing **ALL** statements are initialled by the Applicant and Endorser, and signed by the Endorser in their details section.

An Endorser is a responsible person within the employer organisation e.g. Line Manager, Supervisor etc., who can confirm the Applicant’s operating ability against each of the statements.

The Endorser should only initial the statements where they can confirm that the Applicant has carried out the work. Some statements may require the initials of more than one Endorser. Copies of this form may be made if there are more than two Endorsers signing.

The term ‘correctly’ is defined as conforming to current applicable legislation, manufacturers’ instructions, industry best practice and safe systems of work.

I, the Applicant confirm I am able to correctly: and the Endorser (or Endorsers) confirm(s) The Applicant is able to correctly:		
Statements	Applicant initials	Endorser initials
• allocate the duties for a crane supervisor, crane operator, slinger/signaller and others involved in the lifting operation		
• follow the requirements of legislation, regulations, and codes of practice that relate to lifting duties		
• follow the requirements for basic, standard and complex lifts		
• identify the capabilities of different types of crane and their limitations for given lifting operations		
• identify the maintenance, inspection, thorough examination and testing requirements for lifting equipment and accessories		
• specify the setting up, erection, levelling and dismantling requirements for different types of lifting equipment and lifts		
• specify the requirements when planning the lifting of persons		
• allocate the different types of lifting accessories for various applications		
• identify the relevant information relating to different types of lifting accessories, i.e. markings, certificates, thorough examination reports, etc.		
• specify the sling sizes and angles for different types of loads		
• specify slinging techniques for various types of loads including balanced, unbalanced and loose		

Statements	Applicant initials	Endorser initials
<ul style="list-style-type: none"> • prescribe the different types of communication methods for lifting purposes 		
<ul style="list-style-type: none"> • establish lifting equipment point loadings/outrigger loadings, spreader mat types and sizes from given information 		
<ul style="list-style-type: none"> • establish the function and use of an RCI 		
<ul style="list-style-type: none"> • specify the additional requirements for loads to be lifted from height 		
<ul style="list-style-type: none"> • select the appropriate lifting accessories for given types of loads 		
<ul style="list-style-type: none"> • select the correct crane and configuration for various types of lift 		
<ul style="list-style-type: none"> • extract information from duties charts, range diagrams and specification sheets 		
<ul style="list-style-type: none"> • identify the potential proximity and underground hazards when planning lifts 		
<ul style="list-style-type: none"> • action the notification, liaising and reporting procedures to statutory, authority, and utility bodies when affected by the lifting operation, i.e. works, railways, highways, airfields, etc. 		
<ul style="list-style-type: none"> • identify and plan an area with exclusion zones for different, given lifting operations incorporating safe access/egress routes for before, during and after the lift 		
<ul style="list-style-type: none"> • identify the weights and centres of gravity for different types of loads 		
<ul style="list-style-type: none"> • specify the requirements that allow safe site access and egress for typical lifting equipment 		
<ul style="list-style-type: none"> • construct a safe system of work by completing risk assessments, method statements and lift plans using given information 		
<ul style="list-style-type: none"> • prepare and explain lift plan information to others involved in a lifting operation 		
<ul style="list-style-type: none"> • specify the positioning of cranes, loads and other limiting factors in relation to fixed objects 		
<ul style="list-style-type: none"> • recommend actions should environmental factors and the surrounding area, external to the lift zone, affect the lifting operation 		
<ul style="list-style-type: none"> • complete a reflective report following a typical lifting operation 		

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Endorser No 1

Name:	Signature:
Company name and address:	
Postcode:	Contact Tel No:
Position:	Date:

Endorser No 2 (if required)

Name:	Signature:
Company name and address:	
Postcode:	Contact Tel No:
Position:	Date: