

On-site Renewal Assessment

Appointed Person – Lifting Operations – A61



AN NOCN JOB CARD

Basic details	Applicant Name:		Applicant CPCS Ref:		Date of Assessment:	
	Employer Name:		Endorsers Name:		Position / Title	
	Employer Address:					
					Post code	

The following statements are to be initialled by the applicant and the endorser. The applicant can only be deemed competent providing ALL statements are initialled by the applicant and endorser and the Employer confirmation is signed by the endorser.

An endorser is a responsible person within the employer organisation e.g. Line Manager, Supervisor etc., who can confirm the applicant's 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 confirming to current applicable legislation, manufacturers' instructions, industry best practice and safe systems of work.

Statements	Applicant Initials	Endorser Initials	Comments
1. Allocate the duties for a Lifting Operations Supervisor, Lifting Equipment Operator, Slinger / Signaller and others involved in the lifting operation.			
2. Follow the requirements of legislation, regulations and codes of practice which relate to lifting duties.			
3. Follow the requirements for basic and complex lifts.			
4. Identify the capabilities of different types of crane and their limitations for given lifting operations.			
5. Identify the maintenance, inspection, thorough examination and testing requirements for lifting equipment and accessories.			
6. Specify the setting up, erection, levelling and dismantling requirements for different types of lifting equipment and lifts.			
7. Specify the requirements when planning the lifting of persons?			

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8. Allocate the different types of lifting accessories for various applications.			
9. Identify the relevant information relating to different types of lifting accessories, i.e. markings, certificates, thorough examination reports, etc.			
10. Specify the sling sizes and angles for different types of loads.			
11. Specify slinging techniques for various types of loads including balanced, unbalanced and loose.			
12. Describe the different types of communication methods for lifting purposes.			
13. Establish lifting equipment point loadings/outrigger loadings, spreader mat types and sizes from given information.			
14. Establish the function and use of an RCI.			
15. Specify the additional requirements for loads to be lifted from height.			
16. Select the appropriate lifting accessories for given types of loads.			
17. Select the correct crane and configuration for various types of lift.			
18. Extract information from duties charts, range diagrams and specification sheets.			

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19. Identify potential proximity and underground hazards when planning lifts.			
20. 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.			
21. 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.			
22. Identify the weights and centres of gravity for different loads.			
23. Specify the requirements that allow safe site access/egress for typical lifting equipment.			
24. Construct a safe system of work by completing Risk Assessments. Establish lifting equipment point loadings/56outrigger loadings, spreader mat types and sizes from given information.			
25. Prepare and explain lift plan information to others involved in a lifting operation.			
26. Specify the positioning of lifting equipment, loads and other limiting factors in relation to fixed objects.			
27. Recommend actions should environmental factors within and external to the lift zone affect the lifting operation.			
28. Complete a reflective report following a typical lifting operation.			

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Employer and Applicant confirmation

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 the statements within this document.

I have carried out the assessment in accordance with CPCS requirements and that the Applicant has: Achieved Not Achieved the Standard outlined in this document.

Should the Candidate be graded 'Not achieved', a period of training or experience is advised prior to the assessment being re-attempted

Applicant Name Applicant
Signature.....

Endorsers Name Endorsers
Signature.....

Endorsers Contact details

Email

Telephone or Mobile