

SAFETY FIRST



UNION PRIDE

Operating Engineers Certification Program

Signalperson

Rigger

Advanced Rigger – Assembly / Disassembly Director

Candidate Manual

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This Signalperson, Rigger, and Advanced Rigger – Assembly / Disassembly Director Candidate Manual (OECPIINST2013.4-2) contains important information on the requirements to eventually obtain nationally accredited certifications for members of the International Union of Operating Engineers and is the exclusive property of the Operating Engineers Certification Program, Inc.

The OECP may revise, delete, or revise any instruction, notice, policy, practice, or procedure in this instruction, or in its examinations, at any time at its sole discretion, upon approval of the OECP Board of Directors, without further notice.

Further information can be obtained at:

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Introduction

Dear Candidate:

It has traditionally been the goal of the International Union of Operating Engineers (IUOE), contractors who have signed labor agreements (Signatory Contractors), and their respective associations, to maintain the highest levels of safety, skill, performance, and competence for their members. These entities have always been in the forefront of state-of-the-art training techniques--in the classroom, with hands on training, and on the jobsite.

Over the years, cranes in construction have received increased attention from the public, industry, the media, and regulatory agencies. Unfortunately, this attention has usually been the result of major crane accidents. In the construction industry, cranes represent a very small percentage of the total heavy equipment found on the jobsite--yet they account for a significant portion of the construction accidents that result in one or more fatalities. The cost of these accidents can be staggering in human life, property damage, and subsequent legal liabilities. Although both industry and regulatory agencies have recognized the need for the training and/or certification of Signalperson's, Rigger's, and Advanced Rigger – Assembly / Disassembly Director, it has historically been difficult to achieve because of the wide diversity in the industry.

Recently though, many states, along with the Federal government, have enacted or in the process of enacting, regulations that require some form of Qualified Signalperson, Rigger, and Advanced Rigger-Advanced Rigger – Assembly / Disassembly Director qualification and/or certification. The IUOE and the Signatory Contractors are some of the strongest supporters of this legislation.

In response to these regulations, the **Operating Engineers Certification Program** has developed a process to assess the knowledge of the operating engineers for Signalpersons, Riggers, and the Advanced Rigger – Assembly / Disassembly Directors.

It is the mission of the Operating Engineers Certification Program to provide members of the International Union of Operating Engineers a means to obtain a valid and reliable certification that accurately assesses their competence--thereby directly promoting a safer jobsite environment for the worker, the public, and the industry.

This Signalperson, Rigger, and Advanced Rigger – Assembly / Disassembly Director Candidate Manual have been developed to provide you with detailed information concerning the requirements to be Signalperson, Rigger, and Advanced Rigger-Advanced Rigger – Assembly / Disassembly Director certified. We hope it answers any questions you may have and assists you in your professional development.

Any questions or comments concerning the certification program should be directed to the program's main office at (951) 351-4001 or e-mail oeep@oeep.org.

Thank you for your interest.

A handwritten signature in black ink, appearing to read 'Ronald Sikorski', written in a cursive style.

Ronald Sikorski
President
OECP Board of Directors

A handwritten signature in black ink, appearing to read 'Thomas A. Tatangelo', written in a cursive style.

Thomas Tatangelo
Treasurer
OECP Board of Directors



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PROGRAM OVERVIEW

The Operating Engineers Certification Program (OECP) is an independent, non-profit organization of the International Union of Operating Engineers (IUOE) formed to provide a means to obtain a valid and reliable certification that accurately assesses their competence in Signalperson, Rigger, and Advanced Rigger – Assembly / Disassembly Director operations, thereby directly promoting a safer jobsite environment for the worker, the public, and the industry. The program is managed by a Board of Directors primarily comprised of IUOE members and individuals representing major employers who utilize cranes in the construction industry who use Signalperson's, Rigger's, & Advanced Rigger – Assembly / Disassembly Director's.

All candidates who apply to the certification program will be required to pass both written and practical examinations in order to be certified. Written examinations include those assessing knowledge particular to becoming a Signalperson, Rigger, and Advanced Rigger – Assembly / Disassembly Director.

Currently the program offers certifications on the following:

- Signalperson
- Rigger
- Advanced Rigger – Assembly / Disassembly Director

Note: Detailed definitions of the above are located in the Frequently Asked Questions on page XX.

Candidates who pass the written examination(s), and who meet all other eligibility requirements, may then attempt the associated practical examination(s) for that particular certification type.

DEVELOPMENT OF THE EXAMINATIONS

The first step in the development of the examinations was to identify and select Subject Matter Experts (SME's) for which the program was designed to provide certification. These SME's were then given training and instruction in the methodologies of conducting an appropriate Job Task Analysis (JTA).

Meetings and discussions were subsequently held with the SME's to identify the specific knowledge required for safe and efficient Signalperson, Rigger,

and Advanced Rigger – Assembly / Disassembly Director. This knowledge, classified into various functional domains, was then validated by a survey of Signalperson, Rigger, and Advanced Rigger – Assembly / Disassembly Director within IUOE. Test blueprints using the results of the JTA and validation study were then developed.

Examination item banks for the written examination questions were created using a panel of SME's specifically trained in the details associated with the formation of multiple-choice test items. Developed questions were grouped into appropriate examinations with their inclusion based on content as defined by JTA and the test blueprints.

Practical examinations were developed using both the expertise of SME's and the review of other accredited programs currently in use throughout the industry that assess operator physical skills and abilities.

Training for program administrators/directors, examiners, practical examination coordinators, and qualified proctors was developed using the expertise of highly experienced training instructors and safety personnel from the target industry. Additional expertise from outside the industry was also used to devise standards and procedures to ensure a fair, non-biased, and standardized method of certification was incorporated into the program's operations.

DISCLAIMER

This manual, the OECP Signalperson, Rigger, Advanced Rigger – Assembly / Disassembly Director Candidate Manual, is compiled and published by the OECP. Although every effort has been made to ensure the accuracy and completeness of this manual at the time of release, the OECP makes no guarantee that the manual is free of errors or omissions. This manual is intended solely as guidance for IUOE members in good standing to become a certified Signalperson, Rigger, and Advanced Rigger – Assembly / Disassembly Director through the testing administered by the OECP, and is not intended to be a comprehensive reference on operations or as a Signalperson, Rigger, or Advanced Rigger – Assembly / Disassembly Director. The OECP makes no warranties or representations, expressed or implied, that the use of any information, apparatus, method, or process discussed in this manual, and/or assessed on its examinations, is appropriate to current regulation or practice.



It is the responsibility of the operating engineer and the contractor on the job to ensure adherence to all applicable regulations and safe operating practices. The OECP assumes no liability for damages resulting from the use of any information, apparatus, method, or process disclosed in this manual and/or assessed on its examinations. The use of any name of a specific brand of products in this manual, or on OECP examinations, is intended only as an example and is not an endorsement of that brand by the OECP nor should it be construed as such.

LIABILITY LIMITATIONS

The information compiled in this manual is being provided by the OECP as a service to the IUOE membership. Although every effort has been made to ensure the accuracy and completeness of this information, the OECP cannot be held liable for any errors, omissions, or interpretations of standards, regulations and/or safe operating practices described herein or assessed on its examinations. Standards, regulations, and interpretations may change without individual notice to the IUOE membership. This manual does not have the effect of law. Neither this manual, nor OECP assessment criteria, replaces applicable laws nor accepted safe operating practices. If any conflicts occur, the laws and current industry recognized safe operation practices shall control.

The OECP is neither responsible nor liable for the accuracy or promptness of delivery or redelivery of any documentation or candidate applications submitted by candidates to or from the OECP. Candidates should track any mailings/deliveries to the OECP and allow reasonable time for their arrival.

The OECP may revise, delete, or supplement any instruction, policy, practice, or procedure in this manual, or in its examinations, at any time at its sole discretion, upon approval of the OECP Board of Directors, without further notice.

ELIGIBILITY

Requirements for initial certification for Signalperson, Rigger, and Advanced Rigger – Assembly / Disassembly Director certifications include the following:

- Must be a member in good standing with the International Union of Operating Engineers with dues paid through the current month.
- Must have no less than 500 hours of documented basic crane-related Signalperson and/or Qualified Rigging experience and/or training in the last five (5) years.
- Must meet the definition of a Competent Person as described in §29 CFR 1926.1401
- Pass written examinations (Signalperson candidates must pass the Signalperson written examination; Rigger candidates must pass the Rigger written examination.
- *Advanced Rigger – Assembly / Disassembly Director must meet the definition of a Competent –Qualified person as described in §29 CFR 1926.1401, and pass the Advanced Rigger – Assembly / Disassembly Director written examination.
- Pass associated practical examination(s).

**Note: A candidate must possess a valid Qualified Signalperson and Rigger certification to qualify for the Advanced Rigger - Assembly / Disassembly Director certification.*

ELIGIBILITY DETERMINATION

The OECPCertification Director is responsible for determining an applicant's conformity to the program's published eligibility requirements. Appeals from rejected applicants should be directed to the OECPCertification Board of Directors at the address listed on page 6. The Board of Directors will make the final decision on any issue of eligibility determination.

CANDIDATES REQUESTING SPECIAL ACCOMMODATIONS

Arrangements for persons with disabilities will be provided upon request, in conformance with the Americans with Disabilities Act (ADA).

Candidates requesting such accommodations are required to submit professional documentation in support of their requests to the OECPCertification Director no later than two (2) weeks prior to the scheduled examination date.

NON-DISCRIMINATION POLICY

The OECPCertification is committed to providing equal access and opportunity for Signalperson, Rigger, and Advanced Rigger – Assembly / Disassembly Director certification to all members of the IUOE regardless of race, color, national origin, age, religion, or sex.

INITIAL WRITTEN EXAMINATION CATEGORIES

There are three (3) written examination categories, i.e., Signalperson, Rigger, and Advanced Rigger – Assembly / Disassembly Director*.

The Signalperson examination consists of 25 multiple-choice questions that are scored to assess candidate knowledge. The time limit for this examination is one (1) hour.

The Rigger examination consists of 50 multiple-choice questions that are scored to assess candidate knowledge. The time limit for this examination is one and one half (1½) hour.

The Advanced Rigger – Assembly / Disassembly Director examination consists of 50 multiple-choice questions that are scored to assess candidate knowledge. The time limit for this examination is one and one half (1½) hour.

**Note: More details concerning written examinations can be found on pages 8 thru 11.*

INITIAL WRITTEN EXAMINATION EXPIRATION

Passing scores for written examinations are only valid for a period of one (1) year from the date the examination was taken. The related practical examination(s) must be completed within this one (1) year time-frame or the written examination results will expire. In the event expiration occurs, the candidate will be required to retake the applicable written examination(s) prior to being eligible to participate in the practical examination(s).

PRACTICAL EXAMINATION

Candidates who pass the written examination(s) are eligible to participate in the practical examination(s). There are three (3) different practical examinations.

- Signalperson
*Written examination prerequisite:
Signalperson*
- Rigger
*Written examination prerequisite:
Rigger*
- Advanced Rigger – Assembly / Disassembly Director
*Written examination prerequisite:
Advanced Rigger – Assembly / Disassembly Director*

**Note: More details concerning practical examinations can be found on pages 20 thru 27.*

CERTIFICATION DOCUMENTS

A candidate successfully completing the certification process (or recertification process) will be issued a signed letter of certification along with a hard plastic, photo identification card that specifies the classification which they are certified for. The expiration date of certification(s) will also be listed. Lost or stolen cards should be reported to the OECP for a replacement. Any certificants who subsequently qualify in additional certification classifications will be issued a new certification letter and card. Records of certification(s) will be maintained by the OECP as required by law.

CERTIFICATION EXPIRATION

Certification is valid for a period of five (5) years based on the date of the first certification achieved. If a certificant subsequently becomes certified in additional certification classifications, the five (5) year certification period for the additional specialties will begin on the same date as the first certification. In other words, all certifications will expire on the same date regardless of when they were obtained--the expiration date being that of the first certification.

RECERTIFICATION

The recertification process is designed to measure the continued competence of certificants.

In addition to the Eligibility Requirements stated on page 3, the requirements for recertification include the following:

- Be a member in good standing with the International Union of Operating Engineers with dues paid through the current month.
- Pass recertification written examination(s).
- Pass practical examination(s), if applicable.

Note: Candidates with at least 500 hours of documented verifiable experience for the specific type of Signalperson, Rigger, and Advanced Rigger – Assembly / Disassembly Director or which recertification is sought--during the immediately preceding certification period--are initially exempt from having to take the practical examination(s) to obtain recertification. All experience in the recertification period must be with a signatory contractor / employer.

Recertification of candidate, who possesses equivalent accredited Signalperson, Rigger, and Advanced Rigger – Assembly / Disassembly Director certifications other than OECP, is possible if they meet the eligibility requirements for the desired crane type. Equivalency information can be found on page XX.

Candidates should strive to complete a scheduled recertification examination no later than six (6) months prior to their certification expiration date. This will reduce the risk of last minute delays which could prevent the completion of the examination process prior to the expiration of any current certifications. Recertification applications can be obtained from the OECP website at www.oecp.org or by contacting the OECP main office.

Certificants may recertify anytime within twelve (12) months of the expiration date without affecting the current expiration date.

For example:

If the current expiration date on the card is November 15, 2018 and the operator completes the required recertification examinations on December 10, 2017, a new certification card will be issued with an expiration date of November 15, 2023.

RECERTIFICATION EXAMINATIONS

The topics covered in the recertification examinations are similar to those assessed in the original certifying examinations.

There are three (3) different categories of recertification written examinations:

- Signalperson
- Rigger
- Advanced Rigger – Assembly / Disassembly Director*

Each of the three (3) categories of recertification written examinations will consist of 25 questions. The time limit for each of these recertification written examinations is one (1) hour. Recertification candidates are only allowed two (2) consecutive failures of any particular recertification written examination (Signalperson, Rigger,

and Advanced Rigger – Assembly / Disassembly Director) before their certification expires. Candidates who are unsuccessful after two (2) failures must then perform all requirements (written and practical) currently in use for initial certification(s).

Candidates for recertification must successfully complete any required practical examination(s) prior to their certification expiration date to obtain recertification on any particular examination type(s). Failure to do so will result in the loss of the particular certification(s). There is no grace period.

Practical examinations (if required) will be exactly the same as those conducted during the initial certification process.

**Note: A candidate must possess a valid Signalperson and Rigger certification to qualify for the Advanced Rigger – Assembly / Disassembly Director certification.*

SUBSTANCE ABUSE POLICY

It is the policy of the OECP that Rigger & Signalpersons, Advanced Rigger – Assembly / Disassembly Directors who apply for certification, or recertification, shall not use prescribed, over-the-counter, or illegal substances which may impair their ability to safely perform the functions as described.

This includes, but is not limited to, illegal drugs, controlled substances, designer drugs, or any other substance which has an effect on the human body of being a narcotic, depressant, stimulant, or hallucinogen.

An exception is that a candidate may use a drug if it is prescribed by a licensed physician who is familiar with the operator’s medical history and all assigned duties, and who has advised the operator that the prescribed drug will not adversely affect the operator’s ability to safely perform their duties.

In addition to this policy, all candidates must comply with the substance abuse testing rules as specified in ASME B30.5.

DISCIPLINARY POLICY

Candidates may be barred from further participation in the certification process for violation of any of the testing requirements as listed under Examination Site Security (see page 9) or if there is clear, undisputed, and documented proof that the candidate has intentionally attempted to undermine the program’s operations in other ways not listed herein.

For certificants, a violation of the following rules will result in certification status being revoked:

- Certification expiration date is exceeded without recertification..
- Suspension, revocation, or expiration of IUOE membership.
- Falsifying information on any document submitted to the OECP.
- Falsifying a certification card or document.
- Evidence of a violation of the OECP Substance Abuse Policy.
- Clear, undisputed, and documented proof of performance demonstrating a critical lack of knowledge, skills, judgment, safe operation, and/or abilities necessary to justify continued certification.

The Board of Directors will evaluate and decide all cases involving the potential barring of a candidate from participation in the certification process or the suspension or revocation of certification due to any cause other than the normal expiration of certification(s) and/or the expiration of required document(s). The Board of Directors recognizes the sensitive nature of such proceedings and the need to not only make a fair and impartial decision based on the facts, but to also ensure proper safeguarding of any personal information used in the process. Notification of the barring from participation in the program, or the suspension and/or revocation of any certification(s), will be made in writing. Appeals of these decisions are permissible. Appeals are described in the OECP’s Certificant Disciplinary Policies & Procedures which are available from the OECP Executive Director upon written request. Appeals must be submitted in writing and received no later than 30 days after the notification of such actions.

APPEALS

Further information and submitted appeals must be addressed to:

Operating Engineers Certification Program
4210 Riverwalk Parkway, Suite 330
Riverside, CA 92505
Attn: OECP Board of Directors

RETENTION OF INFORMATION

The OECP main office will retain candidate information as required by law. Information to be retained (either electronically and/or hardcopy) will include as a minimum:

- Candidate application(s).
- A copy of the letter of certification sent to a certificant.
- All written examination answer sheets and scores.
- All practical examination final score sheets.

Note: Candidates/certificants should report any changes in contact information, (e.g., address, telephone number, e-mail, etc.) to the OECP Certification Director as soon as possible. The OECP Certification Director can be reached at the address and telephone number listed below.

RELEASE OF INFORMATION

The OECP will release information regarding certification status to any employer, government agency, person, or entity that submits a request. Released information will be limited to the individual's name and current certification status.

No information concerning the written or practical examination scores, results and/or any other personal data will be released without prior written authorization from the individual or the individual's legal representative.

QUESTIONS

Any questions concerning the program including eligibility determination, the application process, assessment instrument results, and/or certification status should be directed to the OECP Certification Director. (See contact information below) Requests for rescoring of written examinations must follow the procedures described on page 10.

Operating Engineers Certification Program
4210 Riverwalk Parkway, Suite 330
Riverside, CA 92505
Attn: OECP Certification Director
Phone: 951- 351-4001
E-mail: oecp@oecp.org
Web: www.oecp.org



Written Examination Process

OECP INITIAL CERTIFICATION FEE SCHEDULE				
SIGNALPERSON RIGGER ADVANCED RIGGER – ASSEMBLY / DISASSEMBLY	PAPER PENCIL TESTING (PPT)	COMPUTER BASED TEST TRAINING SITES	COMPUTER BASED TEST CONTRACT SITES	OECP PRACTICAL EXAM FEES
Written Examination – Initial Signalperson*	\$105	\$95	\$165	N/A
RIGGER CERTIFICATION				
Written Examination – Initial Rigger	\$105	\$75	\$165	
Practical Examination – Initial Rigger				\$50
ADVANCED RIGGER – ASSEMBLY / DISASSEMBLY DIRECTOR CERTIFICATION				
Written Examination – Advanced Rigger, A/DD**	\$195	\$165	\$205	
Practical Examination – Advanced Rigger, A/DD**				\$80

*Initial Signalperson practical fees included with written exam fees

OECP RECERTIFICATION FEE SCHEDULE				
SIGNALPERSON RIGGER ADVANCED RIGGER – ASSEMBLY / DISASSEMBLY	PAPER PENCIL TESTING (PPT)	COMPUTER BASED TEST TRAINING SITES	COMPUTER BASED TEST CONTRACT SITES	OECP PRACTICAL EXAM
Written Examination – Recert Signalperson	\$85	\$55	\$135	N/A
QUALIFIED RIGGER RECERTIFICATION				
Written Examination – Recert Rigger	\$95	\$65	\$165	
Practical Examination – Recert Rigger				\$50
ADVANCED RIGGER – ASSEMBLY / DISASSEMBLY DIRECTOR RECERTIFICATION				
Written Examination – Recert Adv Rigger, A/DD**	\$175	\$155	\$205	
Practical Examination – Recert Adv Rigger, A/DD**				\$80

**To be developed



Written Examination Process

APPLICATION PROCESS FOR WRITTEN EXAMINATIONS

Candidates wishing to apply for the OECP Signalperson and Rigger certification written examinations can obtain applications from the OECP website at www.oecp.org or at the OECP office and all participating IUOE locations.

APPLICATION GUIDELINES

To avoid delays, it is very important that all information and documentation be included when submitting an application to the OECP for processing. Incomplete applications will be returned in their entirety along with detailed instructions as to the reason(s) for the rejection and recommended corrective actions for re-submission.

OECP Signalperson & Rigger Recertification Only:
Certificants requesting recertification must use the "Application for Recertification" form when applying. It is recommended that the recertification process be commenced at least six (6) months prior to the expiration date on the certification card to ensure certifications do not expire due to unforeseen delays. Even though the actual process is relatively short, recertification candidates will still need to work around scheduled examination dates and availabilities. Recertification applications can be obtained from the OECP website at www.oecp.org or by contacting the OECP main office.

OECP Advanced Rigger – Assembly / Disassembly Director* Certification
Certificants requesting recertification for the Advanced Rigger – Assembly / Disassembly Director certification must use the "Application for Recertification" form when applying. It is recommended that the recertification process be commenced at least six (6) months prior to the expiration date on the certification card to ensure certifications do not expire due to unforeseen delays. Even though the actual process is relatively short, recertification candidates will still need to work around scheduled examination dates and availabilities. Recertification applications can be obtained from the OECP website at www.oecp.org or by contacting the OECP main office.*

***Note:** A candidate must possess a valid Signalperson and Rigger certification to qualify for the Advanced Rigger – Assembly / Disassembly Director recertification.

Recertification applicants must be able to document a minimum of 500 hours of qualified crane rigging and signaling experience for which recertification is sought since the date of last certification, or a practical examination will be required prior to the certification expiration date. All experience for recertification must be with a signatory contractor / employer.

Candidates for recertification must successfully complete all required testing criteria prior to their certification expiration date to obtain recertification. This includes successfully passing required practical examination.

It is important that applicants pay particular care in ensuring all information is filled-in correctly to prevent errors during processing. The application and copies of all required documents should be mailed to the OECP main office at the address listed on the application. The following documents must be received, reviewed, and accepted by the OECP Certification office no less than five (5) working days prior to a candidate attending an examination:

- Completed and signed Application.
- A copy of a valid IUOE Registration Card (or a current dues receipt) showing dues paid through the current month.
- A copy of a official photo identification (Driver's License or other government issued photo identification).

Applicants meeting all eligibility criteria, and who submit completed applications, will be notified by USPS mail (or electronic mail) that they are accepted candidates for certification. Candidates will be instructed to contact the OECP certification office for scheduled written examination dates. It is the responsibility of the candidate to contact the OECP certification office and receive formal verbal approval prior to attending any scheduled written examination.

WRITTEN EXAMINATION FEES

Written examination fees must be paid in full after applications are reviewed and accepted by the OECP certification office at least five (5) working days prior to the scheduled examination date. Examination fees can be submitted on the OECP website at www.oecp.org. Electronic checks, credit cards, and debit cards are accepted payment forms on the website.



Written Examination Process

Checks and money orders must be mailed or delivered to the OECP certification office. Cash payments are payable at the OECP main office *ONLY*. Do not send cash in the mail. Examination fees will *NOT* be accepted the day of the examination.

Please see page 7 for the written examination fee schedules for written examinations.

REFUND POLICY

The Operating Engineers Certification Program does not offer refunds for examinations that have not been taken. However, candidates may reschedule examinations, at no charge to the candidate, up to five (5) working days **before** the scheduled examination date. Candidates who reschedule examinations with less than five (5) days before the scheduled examination date, and/or are not present on the scheduled examination date, will be charged a \$25.00 service fee. Candidates will not be charged to reschedule an examination that is cancelled as the result of inclement weather, and or equipment failure.

EXAMINATION LOCATIONS

The OECP administers written examinations throughout the geographical areas covered by the IUOE. A candidate may attend a scheduled examination in any area. All Paper Pencil (PPT) examinations will be administered by an Examiner, with Qualified Proctors in a standardized format to ensure all candidates are provided equivalent testing environments, e.g., examination room accommodations, testing materials, instructions, etc. PPT examinations generally are scheduled at IUOE local union training sites.

All Computer Based Testing (CBT) will be administered by a Qualified Proctor in a standardized format to ensure all candidates are provided equivalent testing environments, e.g., examination room accommodations, testing materials, instructions, etc. CBT examinations generally are scheduled at authorized IUOE local union training sites or contracted testing facilities.

EXAMINATION SITE INFORMATION

Candidates must be present at the examination site prior to the scheduled time. The dress code for the written examinations is casual.

Each candidate must bring government issued photo identification and a valid IUOE Registration Card (or a current dues receipt) to the examination site showing dues paid through the current month. Candidates will be required to sign the Written Examination Registration List upon entry to the

testing area. Pencils, erasers, and scratch paper will be available at the examination site.

EXAMINATION SITE SECURITY

The candidates who attend an OECP written examination acknowledge that they understand and will comply with the following rules:

- No cell phones, pagers, packages, books, unauthorized scratch paper, personal calculators, personal digital assistant devices, recorders, cameras, and/or other material will be allowed in the examination area.
- The examinations are secure documents and are the property of the OECP. No part of the examinations may be photographed, copied, or reproduced in part or in whole by any means, including memorization.
- None of the examination booklets, scratch paper, or other documents associated with the examinations can be taken from the immediate examination area.
- Candidates participating in any irregularity during an examination, such as giving or obtaining unauthorized aid or information, may be subject to immediate dismissal from the examination area with their examination(s) subsequently declared invalid.
- Violations of any of the preceding policies may bar a candidate from further participation in the certification process.
- Candidates will confirm by their signatures on the Written Examination Registration List that they have read, understand, and will comply with the above statements.

SCORING PROCESS

It is critically important that all candidates complete the answer sheets according to the Examiner's, or Qualified Proctor's, pre-test instructions.

On paper pencil testing, only those answers that are clearly marked on the provided answer sheet will be scored.

The examinations are "criterion referenced" which means that the passing (minimum) score is set beforehand. A candidate's performance is not



Written Examination Process

compared to the score of other candidates taking the examination. The passing scores are absolute, minimum standards, and are determined using psychometrically accepted standards as set forth in the Standards for Educational and Psychological Testing of the American Psychological Association.

Each candidate must achieve a score equal to, or higher than, the passing score to pass the examination. All examination results will have the form of a scaled score on a scale of 0 to 100.

All paper pencil examinations are machine scored with selected examinations second checked by hand to verify machine accuracy.

The OECP Certification Director will notify each candidate by USPS mail of their results. Scores are typically mailed within ten (10) working days of the examination date. Additionally, for paper pencil testing, scores can be e-mailed with the signed permission of the candidate.

COMPUTER BASED TESTING (CBT)

All computer based testing (CBT) written examinations are scored at the end of the examination. Immediate results are available by the Proctor contacting the OECP certification office. In addition, the OECP Certification Director will then notify each candidate by mail of their complete results by domain and whether the examinee had passed or failed the entire examination. Complete results are typically mailed within ten (10) working days of the examination date. Additionally, scores can be e-mailed to the current e-mail address on file with the OECP. All score results are absolutely confidential. No candidate's score information for any examination will be given over the telephone. There will be no exceptions.

RESCORING REQUESTS

A candidate who did not pass one or more of the examinations may request a rescoring of the examination(s). This request must be made in writing to the OECP Certification Director (see contact information on page 6) and received within 30 days of the examination date. All written requests must contain the candidate's full name, mailing address, IUOE registration number, contact phone number, and signature.

The candidate will be immediately notified, by USPS mail, of the results of the re-scoring. In the event that a re-scoring results in a passing score, the candidate will be immediately reinstated in the certification process.

RETAKE A WRITTEN EXAMINATION

Candidates who do not pass a written examination must wait for a defined period of time before being allowed to retake the failed examination. This defined period of time is determined by applying a formula that takes into account how the candidate performed on all other attempts of that particular written examination. In most cases, a candidate that fails a written examination must wait at least ten (10) working days before being allowed to retake that particular examination again. This information will be included in the detailed post-examination report that will typically be mailed to all unsuccessful candidates within ten (10) working days following the examination(s).

Candidates needing to re-take an examination(s) must call the OECP certification office to schedule no less than five (5) working days prior to the scheduled examination date. ***"No exceptions"***

Note: To maintain examination integrity, candidates are only allowed five (5) consecutive failures of any particular written examination (Signalperson, Rigger, Advanced Rigger – Assembly / Disassembly Director) within a five (5) year period. After the fifth consecutive failure, the candidate will be barred from attempting that particular written examination for a period of two (2) years.

FEEDBACK

Feedback from the candidates is welcome. Feedback is a very important and critical process that helps the OECP to improve the examinations. Each candidate will be provided the opportunity to complete a feedback form at the examination site. Identifying oneself on the form is optional.



Written Examination Outline (Signalperson, Rigger)

SIGNALPERSON WRITTEN EXAMINATION

The Signalperson written examination consists of 25 multiple-choice questions constructed and scored to assess Signalperson knowledge in the domains listed below.

(Approximately 100% of the written examination questions)

1. Understand and perform the actions of signaling a crane in construction using signals

- a. Standards for signalpersons.
- b. Understand basic hand signals.
- c. Understand basic voice commands.
- d. Understand basic radio signals.
- e. Basic construction crane components.
- f. Knowledge of specific job site safety.

RIGGER WRITTEN EXAMINATION

The Rigger written examination consists of 50 multiple-choice questions constructed and scored to assess Rigger knowledge in the domains listed below.

DOMAIN A: STANDARDS KNOWLEDGE (Approximately 36% of the written examination questions)

1. Know applicable standards and regulations regarding the following:

- a. Crane rigging use in the vicinity of energized power lines.
- b. Requirements for removing running / standing wire rope and other rigging from service.
- c. Correct use of slings, bridles, shackles, spreader bars, hooks, safety latches, chains, wedge sockets, softeners, thimbles, and swivels.
- d. Personnel platform operations including pre-lift procedures.
- e. Inspections.
- f. Daily inspection logs.

DOMAIN B: OPERATIONS KNOWLEDGE (Approximately 48% of the written examination questions)

1. Know the proper use and assembly of rigging and components.

- a. Pre-operational checks and tests.
- b. Common sling hitches.
- c. Blocking, matting, and cribbing.
- d. Wire rope slings.
- e. Synthetic nylon and Kevlar slings.
- f. Rolling blocks.
- g. Tag lines.

2. Know the proper actions while working near rigging operations.

- a. Know the nomenclature of “basic” crane components.
- b. Pre-lift planning.
- c. Proper response to emergencies.
- d. Standard lockout / tag out.
- e. Proper actions for overload conditions.
- f. Effects of crane boom deflection.
- g. Understand what the term “Fall Zone” is.
- h. Ground stability.
- i. Surrounding site preparation and safety.

DOMAIN C: CALCULATIONS

(Approximately 16% of the written examination questions)

1. Understand basic crane related calculations while rigging on a crane.

- a. Understanding the load rating for rigging on cranes in construction.
- b. Determine specific weights of loads.
- c. Difference between gross and net capacity.
- d. Determine specific rigging deductions from crane load charts.
- e. Determining parts of line required to make a lift.



Written Examination Outline (Advanced Rigger – Assembly / Disassembly Director)

ADVANCED RIGGER – ASSEMBLY / DISASSEMBLY DIRECTOR WRITTEN EXAMINATION

The Advanced Rigger – Assembly / Disassembly Director written examination consists of 50 multiple-choice questions constructed and scored to assess Advanced Rigger – Assembly / Disassembly Director knowledge in the domains listed below.

(To be developed)



Sample Questions (Signalperson – Rigger)

SIGNALPERSON SAMPLE QUESTIONS

The following are representative questions that are typical of those found on the Signalperson written examinations.

1. All signalpersons must signal cranes from the operator's _____.
 - a. Manual
 - b. Perspective
 - c. Left Side
 - d. Right Side
2. To control the drifting of the load a signalperson should?
 - a. Keep the boom tip over the load
 - b. Touch the load on the ground
 - c. Employ additional ground persons
 - d. Factor in wind direction
3. §29 CFR 1926.1422 states that a hand signal chart must _____.
 - a. in the vicinity of the hoisting operation
 - b. on the door of the crane
 - c. posted in the office trailer
 - d. conspicuously
4. Who observes clearances when the crane could get closer than the minimum approach distance of the power line as permitted in Table A?
 - a. Appointed spotter
 - b. Appointed rigger
 - c. Dedicated spotter
 - d. Dedicated rigger
5. Stop signals are given by the _____.
 - a. dedicated signalpersons
 - b. general foreman
 - c. any person
 - d. no more than 2 persons
6. Qualified signalpersons must have knowledge of standard signals and a basic understanding of the crane's _____.
 - a. design
 - b. limitations
 - c. engineering
 - d. manufacturing
7. When a crane booms down the crane's capacity will?
 - a. Increase
 - b. Decrease
 - c. Not a factor
 - d. limits boom angle
8. When signaling a personnel platform, direct communication must be maintained between the signalperson and the _____.
 - a. Project Manager
 - b. Lift Director
 - c. Crane Operator
 - d. Qualified Rigger
9. If the crane operator sounds two (2) short blasts of the horn, the intention is _____.
 - a. Stop
 - b. Go forward
 - c. Back up
 - d. Shut down
10. Side loading the boom _____.
 - a. is never allowed
 - b. allowed in tight situations
 - c. is okay periodically
 - d. only if on the lift plan



Sample Questions (Signalperson – Rigger)

(To be developed)



Written Examination References

The following reference sources were used to verify the accuracy of the examination questions. These references can be purchased from the organizations listed below. Some may also be available through respective IUOE local union training sites. Candidates should contact their IUOE local union's training representative to determine availability. The OECP does not supply study or resource materials nor conduct training for the certification examinations, and is not responsible for revisions, changes, or deletions of the listed reference sources below.

IPT's Crane and Rigging Training Manual

IPT Publishing and Training, Ltd.
P.O. Box 9590
Edmonton, Alberta
Canada T6E 5X2
Tel: (888) 808-6763
Fax: (780) 962-4819
Internet: <http://www.iptbooks.com>

Rigging

Crane Institute of America, Inc.
3880 St. Johns Parkway
Sanford, FL 32771-6370
Tel: (800) 832-2726
Fax: (327) 771-6370
Internet: <http://www.craneinstitute.com>

ASME B30.23-2011

Personnel Lifting Systems

American Society of Mechanical Engineers
P.O. Box 2300
Fairfield, NJ 07007-2300
Tel: (800) 843-2763
Fax: (973) 882-1717
Internet: <http://www.asme.org>

Mobile Craning Today

Operating Engineers Training Institute of Ontario
2245 Speers Road
Oakville, Ontario
Canada L6L 6X8
Phone: (877) 793-4863
Email: marketing@oetio.com

Occupational Safety and Health Administration (OSHA)

U.S. Department of Labor

**29 CFR 1910.147; The Control of Hazardous Energy
(lockout/tagout)**

29 CFR 1910.179; Signalperson & Gantry Cranes

**29 CFR 1910.180; Crawler, Locomotive & Truck
Crane**

**29 CFR 1926.251; Rigging Equipment for Material
Handling**

**29 CFR 1926.1400-1442; Cranes & Derricks in
Construction**

Internet: <http://www.gpoaccess.gov/cfr>



EXAMINATION PROCESS FOR PRACTICAL EXAMINATIONS

Candidates who have successfully passed the written Paper Pencil Test (PPT) for Signalperson must call and schedule the practical examination no less than five (5) working days prior to scheduling the exam.

For candidates who have successfully passed the Computer Based Test (CBT) for Signalperson will be eligible to take the practical examination immediately upon notification from the OECP Certification Office of passing that CBT.

Rigger and Advanced Rigger – Assembly / Disassembly Director*. Upon passing the written examination, the candidate must contact the OECP office and receive formal confirmation prior to attending any scheduled practical examination. Candidates must call and schedule a practical examination(s) no less than five (5) working days prior to the scheduled examination date.

In any case candidates for initial certification must successfully complete the practical examination(s) within twelve (12) months of the associated written examination(s) date. If this is not accomplished, the candidate will be required to retake the associated written examination(s). There is no grace period.

CANDIDATES REQUESTING SPECIAL ACCOMMODATIONS

Arrangements for persons with disabilities will be provided upon request, in conformance with the Americans with Disabilities Act (ADA).

Candidates requesting such accommodations are required to submit professional documentation in support of their requests to the OECP Certification Director no later than two (2) weeks prior to the scheduled examination date.

PRACTICAL EXAMINATION FEES

Practical examination fees must be paid in full to the OECP certification office at least five (5) working days prior to the scheduled examination date. Examination fees can be submitted on the OECP website at www.oecp.org. Electronic checks, credit cards, and debit cards are accepted payment forms on the website. Checks and money orders must be mailed or delivered to the OECP certification office. Cash payments are payable at the OECP main office *ONLY*. Do not send cash in the mail. Examination fees will *NOT* be accepted the day of the

examination. **NOTE:** Practical exam fees are included for Signalperson examinations. Please see page 7 for the examination fee schedules for OECP practical examinations.

EXAMINATION LOCATIONS

The OECP administers practical examinations throughout the geographical areas covered by the IUOE. The location(s) of the examinations vary and are based on the number of applications received from any of the different areas. Eligible candidates may schedule an examination in any area of the IUOE that OECP examinations are offered.

The examinations will be administered by a third party, independent, and impartial Examiner or Qualified Proctor in a standardized format to ensure all candidates are provided equivalent testing environments, e.g., terrain, examination types, test layout, instructions, etc.

EXAMINATION SITE INFORMATION

Candidates must be present at the examination site at the scheduled time. Practical examinations are typically scheduled on a Saturday to accommodate work schedules.

Candidates must wear work clothing and appropriate personal protective equipment. Each candidate must bring government issued photo identification to the test site along with a valid IUOE Registration Card (or a current dues receipt) showing dues paid through the current month.

Candidates will be required to sign the Practical Examination Registration List upon entry to the testing area.

PRACTICAL EXAMINATION TYPES

Practical examinations are conducted on the following examination types:

- Signalperson
- Rigger
- Advanced Rigger – Assembly / Disassembly Director*

**Note: A candidate must possess a valid/current Signalperson and a Rigger certification to qualify for the Advanced Rigger – Assembly / Disassembly Director certification.*



REFUND POLICY

The Operating Engineers Certification Program does not offer refunds for examinations that have not been taken. However, candidates may reschedule examinations, at no charge to the candidate, up to five (5) working days **before** the scheduled examination date. Candidates who reschedule examinations with less than five (5) working days before the scheduled examination date, and/or are not present on the scheduled examination date, will be charged a \$25.00 service fee. Candidates will not be charged to reschedule an examination that is cancelled as the result of inclement weather, and or equipment failure.

SIGNALPERSON TESTING

The practical examination consists of a using series of ten (10) OSHA approved hand crane hand signals that are used to determine the skill level of the candidates. The skills tested will require candidates to demonstrate proficiency in of a Signalperson during crane operations in the hoisting and placement of the loads to be hoisted.

SIGNALPERSON PRACTICAL SCORING

Procedures for the practical examinations have been designed to maximize standardization and reliability across tests. A candidate will start each examination with a total of 100 points and may then lose points during the examination either through operational errors and/or by exceeding established time limits. A minimum of 70 points is required to pass the examination. Candidates may not watch other candidates who are having their exams administered and must remain in a designated waiting area until called for their exam.

All scoring will be directly supervised by an OECP Examiner or Practical Examination Coordinator. Qualified Proctors will assist in administering the practical examinations. The Examiner / Practical Examination Coordinator will monitor the practical examinations, ensuring all scoring is in accordance with established procedures.

The Examiner / Practical Examination Coordinator will review and sign all practical examination final score sheets and will be the sole and final judge for any decisions involving test site accommodations, administration, operations, scoring, and qualification of candidate performance

RIGGER TESTING

The practical examination consists of six (6) tests that increase in skill level. Candidates will be required to demonstrate the following:

- Pre-operational Rigging Inspection
- Lift Calculations
- Rigging Selection on Items to Hoist
- Rigging Assembly of Item #1 to Hoist
- Rigging Assembly of Item #2 to Hoist
- Remove Rigging from Items properly and stowed as found

Using OSHA approved hand crane hand signals, the skills tested will require candidates to demonstrate proficiency in several aspects of a Rigger during crane operations, and safely hoisting and placement of the load.

RIGGER PRACTICAL SCORING

Procedures for the practical examinations have been designed to maximize standardization and reliability across tests. A candidate will start each examination with a total of 100 points and may then lose points during the examination either through operational errors and/or by exceeding established time limits. A minimum of 70 points is required to pass the examination. Candidates may not watch other candidates who are having their exams administered and must remain in a designated waiting area until called for their exam.

All scoring will be directly supervised by an OECP Examiner or Practical Examination Coordinator. Qualified Proctors will assist in administering the practical examinations. The Examiner / Practical Examination Coordinator will monitor the practical examinations, ensuring all scoring is in accordance with established procedures.

The Examiner / Practical Examination Coordinator will review and sign all practical examination final score sheets and will be the sole and final judge for any decisions involving test site accommodations, administration, operations, scoring, and qualification of candidate performance.

ADVANCED RIGGER – ASSEMBLY / DISASSEMBLY DIRECTOR TESTING

The practical examination for the Advanced Rigger – Assembly / Disassembly Director (ADD) has been designed for candidates to demonstrate the skill and ability needed to perform advanced rigging and perform the assembly and disassembly of cranes and accessories in construction.

The practical examination consists of xxx (X) tests that increase in skill level. Candidates will be required to demonstrate the following:

- TBD

Using OSHA approved hand crane hand signals, the skills tested will require candidates to demonstrate proficiency in several aspects of a Advanced Rigger – Assembly / Disassembly Director during crane operations, and safely hoisting, assembly, disassembly, and placement of the cranes accessories and loads.

ADVANCED RIGGER – ASSEMBLY / DISASSEMBLY DIRECTOR PRACTICAL SCORING

Procedures for the practical examinations have been designed to maximize standardization and reliability across tests. A candidate will start each examination with a total of 100 points and may then lose points during the examination either through operational errors and/or by exceeding established time limits. A minimum of 70 points is required to pass the examination. Candidates may not watch other candidates who are having their exams administered and must remain in a designated waiting area until called for their exam.

All scoring will be directly supervised by an OECP Examiner or Practical Examination Coordinator. Qualified Proctor will assist in administering the practical examinations. The Examiner / Practical Examination Coordinator will monitor the practical examinations, ensuring all scoring is in accordance with established procedures.

The Examiner / Practical Examination Coordinator will review and sign all practical examination final score sheets and will be the sole and final judge for any decisions involving test site accommodations, administration, operations, scoring, and qualification of candidate performance.

SCORE REPORTING

Upon completion of a practical examination, immediate notification of the obtained score will be made privately to the candidate by the OECP Examiner, Practical Examination Coordinator or a designated Qualified Proctor.

Any appeals by the candidate on the results of the scoring should be immediately addressed to the Examiner who will conduct an on-the-spot review of the situation and make a final determination at that time. Candidates who successfully pass the practical examination(s) will typically be mailed their certification card within ten (10) working days.

RETAKEING A PRACTICAL EXAMINATION

Candidates who do not pass a practical examination must wait at least ten (10) working days before being allowed to retake the failed examination. This information will be included in the detailed post-examination report that will typically be mailed to all unsuccessful candidates typically within ten (10) working days following the examination.

Candidates needing to re-take an examination(s) must call the OECP certification office to schedule an examination no less than five (5) working days prior to the examination date.

Note: To maintain examination integrity, candidates are only allowed five (5) consecutive failures of any particular practical examination (crane type) within a five (5) year period. After the fifth consecutive failure, the candidate will be barred from attempting that particular practical examination for a period of two (2) years.

FEEDBACK

Feedback from the candidates is welcome. Feedback is a very important and critical process that helps the OECP to improve the examinations. Each candidate will be provided the opportunity to complete an feedback form at the examination site. Identifying oneself on the form is optional.



Practical Examination Outline (Signalperson)

The following is an outline of the Signalperson crane practical examination, as exactly provided to candidates at the time of testing (pages 19 to 20).

CANDIDATE INFORMATION AND INSTRUCTIONS

The following describes the specific performance tasks for the practical examination.

There will be a meeting prior to the beginning of the day's examinations. The OECP Examiner, Practical Examination Coordinator, and/or a designated Qualified Proctor, will describe the day's activities and answer any questions about the process. Please utilize this opportunity to ensure you fully understand the examination.

This document describes the test items that will be evaluated by the examination. This document, except when scored electronically, also contains a statement for you to sign (see page 20) indicating you fully understand the examination procedures, rules, tasks, and processes.

You will be required to stay in a designated safe area until you are called to begin the examination.

EXAMINATION TEST

NOTE: The practical examination begins once the candidate acknowledges they are ready to begin the exam. The OECP Examiner, Practical Examination Coordinator, or Qualified Proctor will then start the exam.

The following is a detailed description of the ten (10) test questions and the order they are performed:

Test #1 thru #10

The OECP Examiner, Practical Examination Coordinator, or Qualified Proctor will preselect ten (10) standard mobile crane signals from the Mobile Crane Hand Signals chart before the exam begins. These signals will be randomly selected and do not represent any particular order.

Points will be deducted for the following:

- Not responding to a signal promptly (within five (5) seconds)
Deduct five (5) points
- Responding with wrong action
Deduct five (5) points

Candidates have only one (1) chance for each test item to respond with the correct signal. Once the signal is given to the candidate the OECP Examiner, Practical Examination Coordinator, or Qualified Proctor will score the result of that question and then verbally tell the candidate "next signal" and then proceed with the next test question.

REASONS FOR IMMEDIATE FAILURE

- More than 30 points deducted.
- Any refusal to follow instructions from the OECP Examiner, Practical Examination Coordinator, or Qualified Proctor.
- Not being able to complete any one (1) test.

POST EXAMINATION PROCEDURE

1. The OECP Examiner or Practical Examination Coordinator and/or Qualified Proctor will review and sign your score sheets. The OECP Examiner, Practical Examination Coordinator, or Qualified Proctor will privately notify you whether you passed or failed. You must complete all ten (10) tests and have a total score of 70 points or above to pass the practical examination. If you are successful, the certification card will be mailed to you typically within ten (10) working days.
2. If you fail the practical examination, you will be required to wait ten (10) working days before attempting a retest. You must retake **both** the written and practical examination and pay all exam fees prior to retaking the Signalperson examination.
3. The OECP Examiner's / Practical Examination Coordinator's decisions on all practical examination related matters are final.



Practical Examination Outline (Signalperson)

EXAMINATION PROCEDURE ACKNOWLEDGEMENT

I have read and fully understand the signalperson practical examination instructions as described on pages 19 to 23 of the Crane Operator Candidate Manual (OECPIINST2013.4-2).

Name (Print): _____

Signature: _____

Date: _____

**THIS PAGE WILL BE SIGNED AND SUBMITTED AT THE PRACTICAL EXAMINATION
UNLESS SCORED ELECTRONICALLY.**

Note: This page will be provided at the examination.

