



# Hosting Your Own CCO Examinations – Part 2: Practical Exams

*Webinar will start in a few moments*



*Committed to Quality, Integrity and Fairness in Testing Since 1995*



# Hosting Your Own CCO Examinations – Part 2: Practical Exams

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# Presentation Outline



- Why Host a CCO Practical Exam?
- What/ Who is a Test Site Coordinator (TSC)?
- Practical TSC Duties
- Form Submission
- Commonly used material in course set-up
- Best Practices/Tips for Success

# Why Host a CCO Practical Exam?



- Complete “package”
- You choose equipment
- You set the schedule, more flexibility
- Reduce/eliminate travel expenses
- Retesting is easier
- Ability to order Pass/Fail or Detailed Score reports
- Industry recognition

# NCCCO & Training



- CCO Policy on Training
- Third-Party Independent Status
- Training Firms Roster
- Availability of Exam Outlines
- Practical Exam Videos



# Roles of those involved in practical testing



- Test Site Coordinator (TSC) – appointed by host company to setup the administration
- Practical Examiner (PE) – accredited by NCCCO to record candidate performance
- Proctor – PE's assistant for exam administrations

# TSC Duties



- Liaises with Practical Examiner and NCCCO in all aspects of test preparation and administration
- Ensures cranes and site meet NCCCO testing requirements
- Submits information to NCCCO on the Test Site Application (and Data Sheet for Mobile sites) and supporting doc. at least four (4) weeks prior to the first exam
- Provides notification of testing to NCCCO
- Stays up-to-date on current NCCCO policy and procedure surrounding holding exams



# TSC Duties (cont.)



- Signs a TSC Agreement
- Schedules candidates to take the practical examination and informs them of their test date location and time
- Remains on-site throughout the testing administration (or designates a representative)
- Prepares a pre-test and test area with all proper equipment
- Ensures personal protection equipment (PPE) is worn and suitable clothing for crane operation
- Sends material to NCCCO Services post exam





# PE Duties

- Ensure site is set up properly
- Complete Site Report and Crane Reports (if applicable)
- Secure a Proctor (Required)
- Maintain professional standards of testing practices
- Oversee Proctor
- In-charge of the examination administration
- Responsible for the safety of the personnel and equipment at the test site
- Give instructions to the practical exam candidate
- Time and record candidate performance on each task accurately
- Submit score sheets within 10 days of exam administration

# Proctor Duties



- Assist the Examiner in keeping the test site configured including barrels, and corridors
- Hook and unhook the chains, test weight, etc.
- Time all tasks as back-up to the Examiner
- Must **NOT** give any verbal instructions to the candidate during the actual test administration
- Must **NOT** disrupt Examiner's attention



# Pre-Exam Scheduling Tasks

- Appoint TSC
- Review TSC Handbook in detail
- Determine equipment and location to be used for testing and make sure they meet testing requirements
- Submit Test Site Application and request CAD drawing(s) (at least four weeks out)
- Identify Practical Examiner
- Obtain material required and build test course or Rigger Level II frame



# Practical Examiners for Hire

**CERTIFICATION QUICK LINKS**

MOBILE CRANE OPERATOR	TOWER CRANE OPERATOR	OVERHEAD CRANE OPERATOR
SIGNALPERSON	RIGGER	ARTICULATING CRANE OPERATOR

## PRACTICAL EXAMINERS FOR HIRE

The following Accredited Examiners are available for hire to administer the practical exam(s) only in the area(s) in which they are Accredited.

Areas Accredited Codes:

LB - Lattice Boom	TLL - Large Telescopic	TSS - Small Telescopic
TWR - Tower Crane	OVR - Overhead Crane	SGP - Signalperson
RIG - Rigger I	ABC - Articulating Boom Crane	ABL - Articulating Boom Loader
RIGII - Rigger II		

### Examiners Located in the State of AK

**Larry Graham**  
Company: IUOE Local 302  
Location: Anchorage, AK  
Phone: 907-561-5044  
Fax: 907-561-3672  
Email Address: [mhigh@gci.net](mailto:mhigh@gci.net)  
Accreditation Number: 062  
Areas Accredited: LB TLL TSS  
Certification Expires: 2/28/2012  
PE Expires: 12/31/2014

**Michael Holcomb**  
Company: IUOE Local 302  
Location: Palmer, AK  
Phone: 907-746-3117  
Fax: 907-745-6136  
Email Address: [aoett@mtaonline.net](mailto:aoett@mtaonline.net)  
Accreditation Number: 599  
Areas Accredited: LB TLL TSS  
Certification Expires: 3/31/2012  
PE Expires: 9/30/2015

**Bill Elmore**  
Company: Alaska Crane Consultants  
Location: Kenai, AK  
Phone: 907-240-7953  
Email Address: [akcraneconsultant@gci.net](mailto:akcraneconsultant@gci.net)  
Accreditation Number: 634  
Areas Accredited: LB TLL TSS OVR SGP  
Certification Expires: 11/30/2015  
PE Expires: 2/28/2016

**David Spann**  
Company: Mining and Petroleum Training Service  
Location: Soldotna, AK  
Phone: 907-262-2788  
Fax: 907-262-2812  
Email Address: [david.spann@alaska.edu](mailto:david.spann@alaska.edu)  
Accreditation Number: 1380  
Areas Accredited: SGP RIG

<http://nccco.org/general/examhire.html>

# Practical Exam Scheduling



Four (4) Weeks or More Prior to Exam:

- Complete and submit the Test Site Application
  - Data Sheet (Mobile Crane Only)
  - Load Chart (Mobile Crane Only)
  - Range Diagram (Mobile Crane Only)
  - Line Pull Chart (Mobile Crane Only)
- Complete and submit the Test Site Coordinator Agreement form





# Mobile Crane Data Sheet



## TEST SITE APPLICATION & DATA SHEET (CONT'D) PRACTICAL EXAMINATION—MOBILE CRANES

### INSTRUCTIONS FOR COMPLETING THIS DATA SHEET

Photocopy this form for use with every crane you plan to test on.

Please ensure to include the load charts, working area diagrams, and range diagrams for each test crane in its proposed configuration. NCCCO cannot process this application without all this information.

TEST SITE NUMBER: \_\_\_\_\_

### SECTION A: CRANE TYPE (Check the box next to the type of the crane you plan to test on.)

<input type="checkbox"/> LATTICE BOOM TRUCK*	<b>*For Lattice Boom Only:</b> IS THIS A FRICTION MACHINE? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> LATTICE BOOM CRAWLER*	For NCCCO testing purposes, a friction machine is defined as a lattice boom crane in which the sole means of hoist and lower functions is through friction clutches and brakes.
<input type="checkbox"/> TELESCOPIC BOOM—SWING CAB**	<b>**For Telescopic Boom Only:</b> IS THIS A BOOM TRUCK? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> TELESCOPIC BOOM—FIXED CAB**	For NCCCO testing purposes, a boom truck (commercial truck-mounted crane) is defined as a crane consisting of a rotating superstructure (center post or turntable), a fixed or telescopic boom, operating machinery and one or more operator's stations, mounted on a frame attached to a commercial truck chassis with a payload hauling capability whose power source powers the crane. Its function is to lift, lower, and swing loads at various radii, requiring the use of outriggers/stabilizers.

### SECTION B: CRANE SETUP (Provide data for items 1 thru 11 using the crane's load chart. Answer items 5-7 for the appropriate crane type and/or capacity.)

1. MAKE/MODEL	2. SERIAL NUMBER	3. MAX. RATED CAPACITY (TONS)
4. CONFIGURATION OF CRANE COUNTERWEIGHT: <input type="checkbox"/> Standard <input type="checkbox"/> Adjustable: _____ lb. Type: _____ ROPE SIZE & TYPE: _____	WORKING AREA: <input type="checkbox"/> 90° <input type="checkbox"/> 180° <input type="checkbox"/> Other: _____ CONTROL POSITION: <input type="checkbox"/> Fixed Controls <input type="checkbox"/> Remote Controls (may only be used if noted on supplied CAD)	OUTRIGGER/STABILIZER SPREAD: <input type="checkbox"/> Front: _____ ft. <input type="checkbox"/> Back: _____ ft. TRUCK BED LENGTH: _____ ft. JIB STOWED? <input type="checkbox"/> Yes <input type="checkbox"/> No
CRANE POSITION: <input type="checkbox"/> Behind cab <input type="checkbox"/> Center mount <input type="checkbox"/> Rear mount <input type="checkbox"/> Fifth wheel		
Answer item 5 for TELESCOPIC BOOM CRANES only.		
5. MAXIMUM FULL POWERED BOOM: _____ FT.		
Answer item 6 for LATTICE BOOM CRANES UP TO 50 TONS CAPACITY only.		
6. 80 FT. OF BOOM (± 10 FT.) = _____ FT.		
Answer item 7 for LATTICE BOOM CRANES ABOVE 50 TONS CAPACITY only.		
7. 120 FT. OF BOOM (± 10 FT.) = _____ FT.		
8. ALLOWABLE LINE PULL AS STATED IN THE LOAD CHART: _____ LB.		
9. TEST WEIGHT RANGE BETWEEN: _____ (20% OF LINE PULL) AND _____ LB. (30% OF LINE PULL)		
Note: Carry-decks and boom trucks may have a different Test Weight range that is based on the machine capacity at the longest test radius. In any case, a 55-gallon drum MAY NOT be used as a Test Weight.		
10. HEIGHT OF TEST WEIGHT: _____ FT.		
11. DIAMETER OF TEST WEIGHT: _____ FT. + 4 FT. = WIDTH OF ZIGZAG CORRIDOR: _____ FT.		

### SECTION C: TO BE COMPLETED BY NCCCO (Leave this section blank.)

12. LENGTH OF INSIDE LEGS OF CORRIDOR: _____ FT.	13. LENGTH OF OUTSIDE LEGS OF CORRIDOR: _____ FT.
14. RADIUS FROM CENTER OF ROTATION OF CRANE TO: CENTER OF BARREL 1: _____ FT. CENTER OF BARREL 2: _____ FT. CENTER OF STOP CIRCLE: _____ FT.	
15. RADIUS WITH _____ FT. BOOM AT 50 DEGREE ANGLE = _____ FT. CAPACITY IN THIS CONFIGURATION (MAY BE LIMITED BY SINGLE LINE PULL): _____ LB.	

## • Load Charts

- Must be submitted from the crane
- A digital picture of the durable chart is acceptable
- Reference only or marketing materials are not accepted

## • Test Weight Diameter

- Provided by TSC



# Practical Exam Site Established



**From:** Erin Jones [<mailto:ejones@nccco.org>]  
**Sent:** Friday, January 08, 2016 4:45 PM  
**To:** newtestsite@cranecompany.com  
**Subject:** NCCCO Test Site Application & Data Sheet Received PE-9999

We have received your Application and Data Sheet for the CCO Practical Exam and it is being processed. Your site in Smithfield, TX has been assigned a test site number of PE-9999. **You should receive your CAD drawings by close of business on Friday, February 5, 2016.** If you have not received your drawings by then please feel free to contact me at the number below for an updated status on your request. Your drawings will come via e-mail in a PDF format. You will need Acrobat Reader to view your drawings.

The following crane(s) were received for processing:

- **Terex BT 4792- SN 48061522746**
- **Manitex 1770C- SN 135374**
- **Grove RT635C- SN 98765**

Please note that Test Site Coordinators and/or Practical Examiners administering practical exams at new Practical Exam Test Sites are required to notify NCCCO via the NCCCO Practical Examiner/Test Site Coordinator Login at [www.nccco.org](http://www.nccco.org) no less than two (2) business days prior to any intended test administration for 12 months from the first test administration. Cancellations of any tests are subject to the same requirement. Failure to notify NCCCO in this manner may result in score sheets not being processed.

If you have any questions or concerns please feel free to contact me.

## Erin Jones

Program Manager, Audit Program/

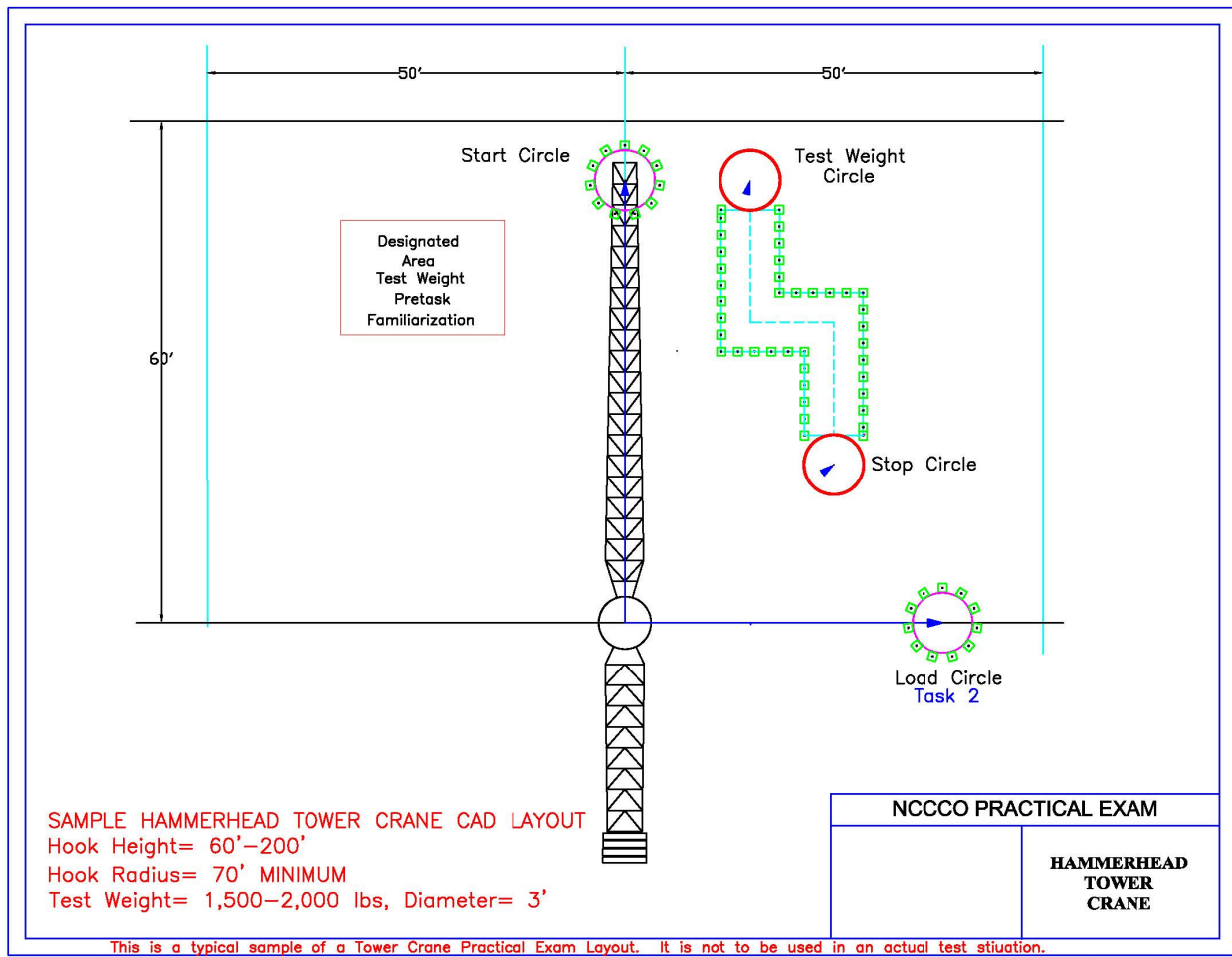
Practical Examiner Accreditation

National Commission for the Certification of





# Sample Test Site Layout (CAD)



- Generated based on submission of Data Sheet
- Specific to crane/location
- Instructs TSC on precisely how to set up test course
- Course set up will be verified by PE

# Notification



Notification must be provided at least two [2] business days prior to conducting Practical Exams by logging into the TSC site of the NCCCO website and completing the online form in the following cases:

- New Test Locations
  - Locations that have never held exams
- Reinstated Test Locations
  - Locations that been discontinued and reactivated



# NCCCO Test Course



## Ready Reference Checklist ARTICULATING BOOM CRANES

### YOU WILL NEED THE FOLLOWING FOR *EACH* CRANE TO BE TESTED ON:

- A Test Weight 400-1000 lb. including rigging—verified by a weight ticket, crane's load indicating device (LMI, RCI, RCL), or other type of certification documenting the actual load weight available to the Examiner—cylindrical in shape, 3 ft. in diameter, and 2 ft.-5 ft. in height
- Length of 3/8- or 5/16-inch chain, painted orange or red, measuring 3 ft. long from the bottom center of the Test Weight
- Test Weight rigging has three sling legs (use of bridle recommended), 2-4 ft. in length (3 ft. recommended); recommend 60 degree sling angles (minimum 30 degrees required)
- Picking ears are mounted inside the Test Weight, or if mounted on the outside of the Test Weight the bottom of ears are at least 3 ft. 6" above the bottom of the weight
- PVC pipe, white, 1½ in. (SHD 40), sufficient to make 40 three-foot-long poles [34 poles needed for ABC #1 course]
- PVC pipe, white, 1 in. diameter, sufficient to make a 6 ft. ± 1 in. long hurdle
- ¾-inch, CDX-grade (or better) plywood or high density polyethylene (HDPE)\*, sufficient to create 40 pole bases, each 1½ in. (± ½ in.) × 12 in. × 12 in.
- 40 tennis balls [34 Balls needed for ABC #1 course]
- Minimum 6 ft. long horizontal obstruction pole made of 1 in. PVC
- 40 ft. of nylon string, to attach tennis balls to poles (optional) [34 ft. needed for ABC #1 course]
- 80 1¼-inch, zinc-plated (galvanized) screws or equivalent to secure nylon string to tennis balls and poles (optional) [68 screws needed for ABC #1 course]
- 300 ft. string line, brightly colored (for Zigzag Corridor and Test Site Layout use) **NOTE: chalk line may NOT be used**

- Test Weight and specifications
- PVC pipe, white, 1 ½ in. (SHD 40)
- Tennis balls
- ¾-inch, CDX-grade plywood or high density polyethylene
- Paint (orange or red) for painting the tops of the poles and chain

# Practical Exam Audits



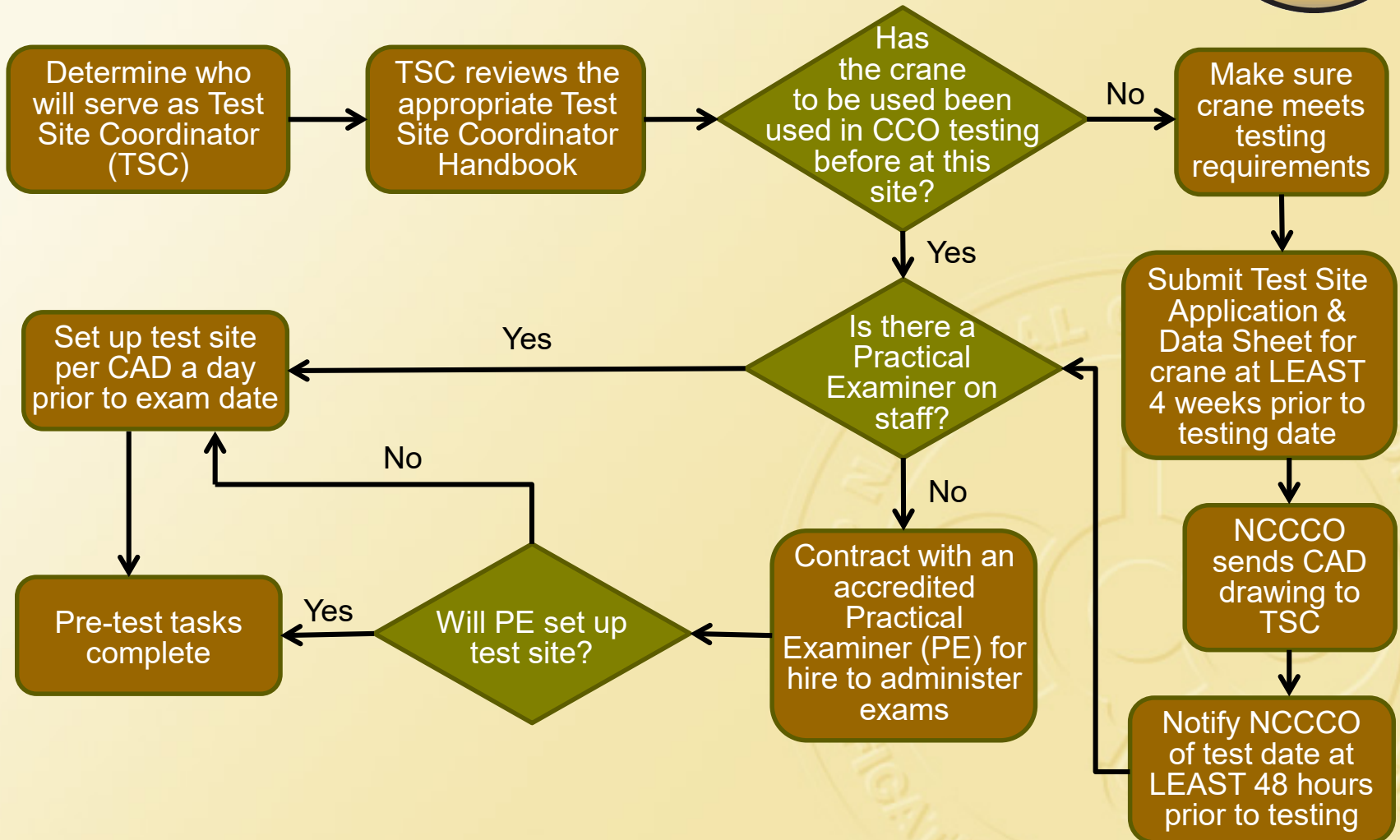
- Program Integrity
- All new Practical Test Sites are subject to auditing
- Practical Examiners also audited
- Auditor will contact TSC prior to exam day (announced audits only)
- Auditors to review/record, not correct
- TSC's, Practical Examiners, and Proctors must all cooperate fully with Auditor

# Other Considerations



- Cost of hosting exams - \$50 test site fee (annually if testing in subsequent years); can have as many cranes or practical exams at this site for no additional fee
- Additional Fees (if applicable)
  - Less than four (4) weeks CAD request
- Secure test sites
- Simultaneous multi test administrations require a PE and Proctor for each piece of equipment

# Setting Up a Practical Exam





# Best Practices/Tips for Success



- **Plan** ahead for initial site registration
- **Ask** questions
- Ensure candidate applications are **complete**, this includes testing site information
- Give applications and photos (if on disc or hard copy photos) to PE in order to send everything in **one package**
- Document **PE Site Number** and **Exam Type and Date** on all correspondence
- **Digital photos** are preferred, **label photos** with Last Name\_First Name
- Become familiar with the certification process and policies (**Candidate Handbook**)

# TSC Resources



- Test Site Coordinator Handbook
  - [www.nccco.org/handbooks-forms#TSC](http://www.nccco.org/handbooks-forms#TSC)
- Candidate Handbooks
  - [www.nccco.org/handbooks](http://www.nccco.org/handbooks)
- Ready Reference Checklist (in handbook)
- CCO*Online* Newsletter
- PE For Hire Listing

# NCCCO Terminology Reference



**Test Site Application** – Submitted prior to first exam administration to request a specific practical exam location

**PE Site Number** – Number assigned by NCCCO to a specific test address (does not change for each test date, even at same testing location), also used on candidate applications

**Pass/Fail Report** – Report available for order only by TSC's with a pass/fail status of each candidate testing

**Ready Reference Checklist** - Quick reference sheet showing all material required to setup a practical exam course requiring machinery



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# Questions



# QUESTIONS?





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