



# Site Report

## PRACTICAL EXAMINATION—OVERHEAD CRANES

NCCCO has established specific conditions and guidelines that each Practical Examination Test Site must adhere to. This *Site Report* is designed to ensure these conditions are met. The Examiner is required to perform a site inspection prior to the start of the first examination and complete the *Site Report* form. The Examiner must arrive at the Test Site in sufficient time to verify by measuring with a tape the accuracy of the course layout with respect to the NCCCO Test Site Layout (CAD). The Examiner must also conduct a visual inspection of the crane for proper setup prior to testing any applicant. This *Site Report* must be presented on demand to any Practical Test Auditor.

**Please type or print neatly.**

TEST SITE	DATE
NAME OF TEST SITE COORDINATOR	

**Check the following items for compliance:**

### PRE-TEST CANDIDATE BRIEFING AREA

An indoor facility suitable for the Pre-Test Briefing of exam candidates, to include:

- Sufficient tables and chairs to seat candidates for the Pre-Test Briefing
- Equipped with a DVD and television or computer for candidates to watch the NCCCO Practical Exam video
- Located so that waiting candidates are unable to observe other candidates being tested

Candidate materials available:

- A written description of the examination (*NCCCO Overhead Crane Operator Candidate Handbook*)
- A plan view of the Test Site Layout (CAD)
- Operator's manuals and load charts for all cranes to be tested on, including at least one extra copy of those pages of the operator's manual dealing with operating instructions
- One copy of the complete operator's manual
- Instructions for the LMI system, if the crane is so equipped

**This section is to be completed for each crane used during the testing session:**

MAKE / MODEL OF CRANE:	SERIAL NUMBER OF CRANE:
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### TEST SITE SETUP

- Entire course is level within five percent (5%) of true level
- Right Angle Corridor has no more than a 6 in. maximum change in elevation
- The maximum distance for the course setup on a cab-operated crane is 50 ft. horizontally from the operator controls to the center of Circle #1
- Site is free of debris, stored materials, surface irregularities, or hazards that could interfere with test maneuvers
- No obstructions are within 5 ft. of the Test Site in any direction

**Using the Test Site Layout (CAD), verify the following measurements:**

- Distance from the Gridline #1 to Gridline #2
- Distance from the center of Circle #1 to center of Test Weight Circle along Gridline #1
- Distance from the center of Circle #1 to the end of the long leg of Circle #1 Corridor
- Distance from the center of Circle #1 to the end of the short leg of Circle #1 Corridor
- Length of the middle corridor legs
- Length of the two long sides of the Right Angle Corridor
- Length of the four short sides of the Right Angle Corridor
- Width of the Right Angle Corridor
- Poles placed at 2 ft. centers
- Horizontal PVC poles placed according to Test Site Layout (CAD)
- Taped lines located correctly before and after horizontal pole obstructions

# SITE REPORT (CONT'D)

## PRACTICAL EXAMINATION—OVERHEAD CRANES

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### POLES

- 54 poles made of 1½-inch, white PVC pipe (SHD. 40), each 3 ft. long, ball on each pole
- Top 12 in. painted or taped orange or red
- Mounted to a platform made of two layers of ¾-inch, CDX-grade (or better) plywood, or high density polyethylene (HDPE), cut 12 in. square
- A taut, longitudinal string line placed on the ground through the centerline of each pole base
- Spare poles and bases available

### CIRCLES

- Test Weight Circle (outer) has 48 in. outside diameter, painted 2 in. wide, and located per the Test Site Layout (CAD)
- Test Weight Circle (inner) has 42 in. outside diameter, painted 2 in. wide, and located per the Test Site Layout (CAD)
- Circle #1 has 42 in. outside diameter, painted 2 in. wide, and is located per the Test Site Layout (CAD)

### TROLLEY LAYDOWN

- Carpet approximately 15 ft. x 27 in.
- Three 9 in. square targets placed per the Task 4 Course Layout drawing on page 80
- Distance from point A to center of first target is 57 in.
- Measurement between target centers is 37 in.
- Chain-and-Ring Assembly is 13 ft. min./15 ft. max. and constructed per CAD drawing on page 80
- Master Links are Crosby ¾" LOK-A-LOY (A-1337), painted red or orange; Crosby ¾" LOK-A-LOY (A-336) are also acceptable
- Pin Assembly is per CAD drawing on page 80
  - Taped or weighted to prevent movement

### CRANE SELECTION AND SETUP

- Crane as identified in the Test Site Layout (CAD)

### TEST CRANE

- Set up and leveled, in the location specified, ready for operation in accordance with the manufacturer's recommendations
- Bridge length is as stated on Test Site Layout (CAD)
- Hook height is as stated on the Test Site Layout (CAD)

### TEST WEIGHT

- Weight as indicated in Test Site Layout (CAD)
- Verified by a weight ticket or other type of certification documenting the actual load weight available to the Examiner
- Cylindrical in shape
- Diameter of the Test Weight is 3 ft.
- Height is no more than two times its diameter and, in any case, does not exceed 5 ft. in height
- Method of attachment is by a sling 2–4 ft. from load-bearing point to load-bearing point
- A 36 in. length of ¾-inch chain
  - NOTE: To measure the chain length, attach the Test Weight to the crane hook. Raise the Test Weight until the chain barely touches the ground and measure from the lowest edge of Test Weight to ground.*
  - Chain is painted orange or red
  - Chain is attached to the bottom center of the Test Weight
- Cab-operated cranes only:** Four 36 in. lengths of ¾-inch chain, painted red or orange, removable and attached on the inside bottom rim at 0, 90, 180, and 270 degrees

### TEST WEIGHT RIGGING

- All load-supporting components must be assembled in accordance with proper rigging practice and working load limits for the hardware used. Any specially fabricated structural components that are part of the load-supporting system must be designed and fabricated in accordance with the requirements of the current ASME B30.20 standard, *Below-the-Hook Lifting Devices*.

# SITE REPORT (CONT'D)

## PRACTICAL EXAMINATION—OVERHEAD CRANES

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### TEST COURSE SETUP

- The Practical Examiner whose signature appears at the end of this *Site Report* attests that he/she has set up the course. *(Check only if the Practical Examiner has set up the test course.)*
- The Examiner must have the following items for conducting the Practical Exam:
  - Two stopwatches*
  - Clipboard*
  - Anemometer (wind meter)*
  - Pen or pencil*
  - 30 ft. measuring tape*
  - 100 ft. measuring tape*
  - Test Site Layout (CAD)*
  - Proctor*
  - Verbatim instructions*
  - Notification of test e-mail (new test sites, if applicable )*
  - Personal protective equipment (hard hats, work boots, etc.)*
  - Two-way communications device (for cab-operated exams)*

### DEVIATIONS FROM STANDARD TEST CONDITIONS OR TEST SITE PARAMETERS

Describe fully any deviations from the approved Test Site Layout (CAD) and Crane Selection and Setup:

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### TEST SITE REPORT WAIVER

Under the modified reporting provisions for permanent Practical Exam Test Sites, the requirement for a fully completed *Site Report* prior to each test is waived. This option is available only to Test Sites where there has been no change in test crane, test weight, Test Site, and Test Site Coordinator in the last six months. If it has been more than six months since the last full *Site Report* was completed, another full *Site Report* must be completed. If the Test Site Coordinator requests a Test Site Report Waiver, the Examiner must have the Test Site Coordinator read the following attestation and sign below:

#### TEST SITE COORDINATOR ATTESTATION *(Signature required only if attesting to permanent Test Site status.)*

*I attest that there have been no changes to the test crane, Test Site, or location since the last Site Report was completed. (If this was more than six months ago, a full Site Report must be completed). I further attest that I was the Test Site Coordinator at this site when the last Site Report was completed, and I have continued to act in this capacity since that time.*

SIGNATURE OF TEST SITE COORDINATOR	DATE
PRINTED NAME OF TEST SITE COORDINATOR	DATE LAST SITE REPORT CONDUCTED

#### PRACTICAL EXAMINER ATTESTATION *(Examiner signature required.)*

*I attest that this is a true and accurate report of the above named Test Site.*

SIGNATURE OF EXAMINER	DATE
PRINTED NAME OF EXAMINER	EXAMINER ACCREDITATION NUMBER

***This Site Report is to be completed by the Examiner prior to each testing session and sent with candidate score sheets to:***

International Assessment Institute  
 Attention: NCCCO Testing  
 600 Cleveland Street, Suite 900  
 Clearwater, Florida 33755  
 Phone: 727-449-8525  
 Fax: 727-461-2746