



# SITE REPORT

## PRACTICAL EXAMINATION - OVERHEAD CRANE

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 Plan. The Examiner must also conduct a visual inspection of the crane for proper set-up 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 VCR or 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 (Candidate Handbook).
- A plan view of the Test Site Layout.
- Operators Manuals for all cranes to be tested on, at least one (1) extra copy of those pages of the Operator's Manual dealing with operating instructions.

**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 SET-UP

- Entire course is level within 5% of true level.
- Right Angle Corridor has no more than a six (6) inches maximum change in elevation.
- The maximum distance for the course set-up on cab-operated crane is 50 foot horizontal from the operator controls to the center of Circle #1.
- Free of debris, stored materials, surface irregularities, or hazards which could interfere with test maneuvers.

**Using the Test Site Plan, 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 long leg side of the Test Weight Circle corridor.
- Length of the short leg side of the Test Weight Circle corridor.
- Width of the Right Angle corridor.
- Poles placed at two (2) feet centers.
- Horizontal PVC poles placed according to Test Site Plan.
- Taped lines locate correctly before and after horizontal pole obstructions.

# SITE REPORT (CONT'D)

Test Site #: \_\_\_\_\_

## PRACTICAL EXAMINATION - OVERHEAD CRANE

PAGE 2 of 3

### Poles

- Made of 1½ inches, white PVC pipe, SHD. 40, 36 inches long.
- Top 12 inches, painted or taped fluorescent 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 inches 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) is 48 inches outside diameter, painted two (2) inches wide and located per the Test Site Plan.
- Test Weight Circle (inner) is 42 inches outside diameter, painted two (2) inches wide and located per the Test Site Plan.
- Circle #1 is 42 inches outside diameter, painted two (2) inches wide and located per the Test Site Plan.

### CRANE SELECTION AND SET-UP

- Crane as identified in the Test Site Plan.

### 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 Plan.
- Hook height is as stated on Test Site Plan.

### Test Weight

- Weight as indicated in Test Site Plan.
- Verified by a weight ticket or other type of certification documenting the actual load weight available to the Examiner.
- Cylindrical in shape.
- The diameter of the Test Weight is three (3) feet (113 inches circumference).
- Height is no more than 2 times its diameter and in any case does not exceed five (5) feet in height.
- Method of attachment is by a sling not exceeding 3 ft. in length.
- A 36 inch length of ¾ inch chain.

*NOTE: In order 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 fluorescent orange or red.
- Chain is attached to the bottom center of the Test Weight

### Test Weight Rigging

- All load supporting components must be assembled in accordance with proper rigging practice and working load limits for the hardware utilized. Any specially fabricated structural components which 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.

### Test Course Set-Up

- The Practical Examiner whose signature appears at the end of this Test 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 (2) stop watches
  - CAD (Test Site Layout)
  - Clip Board
  - Proctor
  - Anemometer (wind meter)
  - Verbatim Instructions
  - Pen or Pencil
  - Notification of test e-mail (new test sites if applicable)
  - 100 foot measuring tape
  - Personal Protective Equipment (hard hats, work boots, etc)
  - 30 foot measuring tape

# SITE REPORT (CONT'D)

Test Site #: \_\_\_\_\_

## PRACTICAL EXAMINATION - OVERHEAD CRANE

PAGE 3 of 3

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

Describe fully any deviations from the approved Test Site Set-Up and Crane Selection and Set-Up.

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### TEST SITE REPORT WAIVER

Under the modified reporting provisions for permanent practical test sites, the requirement for a 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 site/location and Test Site Coordinator in the last six months. If it has been more than six months since the last full Site Report was submitted, another full Site Report must be conducted. 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

**I attest that there have been no changes to the test crane or test site/location since the last site report was conducted (if this was more than six months ago, a full Site Report must be conducted). I further attest that I was the Test Site Coordinator at this site when the last site report was conducted, and 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

**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