NATIONAL COMMISSION FOR THE CERTIFICATION OF CRANE OPERATORS (NCCCO)

CANDIDATE HANDBOOK

- RIGGER LEVEL I
  - Telecommunications Tower Rigger Level I
- RIGGER LEVEL II
This handbook and application packet for the CCO Rigger certification program contains Candidate Application forms for both the Rigger Level I and Rigger Level II exams near the end of the book. This handbook reflects NCCCO’s current policies at the time of publication; to be sure that you have the latest version of this book, see the Handbooks and Forms page on the NCCCO website. Please read this handbook carefully and retain it for reference throughout the certification process.

Do not discard this document.

NCCCO does not discriminate against any individual because of race, gender, age, creed, disability, or national origin.
Dear NCCCO Rigger Certification Candidate:

Welcome to the National Commission for the Certification of Crane Operators (NCCCO) national rigger certification program.

NCCCO is a nonprofit organization founded in 1995 to establish a fair and independent evaluation of crane operator knowledge and skills. Key to this industry-led effort has been the development and administration of the CCO Written and Practical Examinations that lead to CCO certifications. As personnel responsibilities in the lifting industry have become better defined, NCCCO has developed additional certification programs for related occupations, including riggers and signalpersons.

This nationally recognized rigger certification program is the culmination of three years’ hard work by experts from the varied industries and groups that use rigging, including construction, steel erection, iron workers, the operating engineers, utilities, petrochemicals, specialty rigging companies, and rigging hardware and sling manufacturers. NCCCO task forces were made up of experts from all aspects of the rigging industry—riggers, training directors, managers, supervisors, manufacturers—who together represent many thousands of hours of rigging experience. These volunteers gave freely of their time and expertise with the goal of improving the safety of all whose work brings them into contact with rigging equipment.

Until recently rigger certification was voluntary unless required by local jurisdictions or specific employers. However, in November 2010 the federal Occupational Safety and Health Administration (OSHA) enacted new national regulations for cranes and derricks used in construction under 29 CFR 1926 Subpart CC, which state that riggers need to be qualified.

To ensure CCO examinations are—and remain—valid measurements of crane operators’ proficiency, NCCCO teamed the task force’s knowledge and experience with its exam development expertise. In addition to guiding the development of new examinations, NCCCO continually analyzes the performance of CCO exams and reports to the Exam Management Committees. To be able to provide fair and independent assessments, NCCCO does not conduct training, nor does it provide training materials.

NCCCO, as a third-party certification body, is fully committed to, and understands the importance of, delivering all certification activities on a foundation of impartiality. All policies and procedures are established in an objective manner and ultimately strive to achieve fairness throughout all activities. NCCCO prevents any conflicts of interest through detailed policies and procedures observed by staff, governing body representatives and those involved in written and practical exam administration.

This Candidate Handbook has been prepared to provide candidates with comprehensive information about the CCO Written and Practical Examinations leading to Rigger Level I and Rigger Level II certifications. NCCCO recognizes the commitment required to become certified and will do everything it can to make each candidate’s experience a positive and successful one. If after reading this handbook there is anything unclear, candidates may call NCCCO at 703-560-2391 or email info@nccco.org. NCCCO staff will guide the candidate through any aspect of the program that he/she would like explained in more detail.

Thank you for your interest—and good luck on your efforts to become CCO-certified!
# Table of Contents

## Introduction .......................................................................................... 1

- Program Description ............................................................................ 1
- CCO Examination Development ......................................................... 1
- Definition of a Rigger ........................................................................... 1
- Certified Rigger Level I ....................................................................... 1
- Certified Telecommunications Tower Rigger Level I ....................... 2
- Certified Rigger Level II ..................................................................... 2

## Certification Policies .......................................................................... 3

- Eligibility ................................................................................................. 3
- Certified Rigger Level I Exams .............................................................. 3
- Certified Rigger Level II Exams .............................................................. 3
- Certification Time Frames ..................................................................... 3
- Recertification ......................................................................................... 3
- Adding Rigger Level II to Existing Rigger Level I Certification .......... 4
- Code of Ethics for Certified Riggers ......................................................... 4
- Disciplinary Policy .................................................................................. 4
- Substance Abuse Policy ......................................................................... 5
- Certification Cards .................................................................................. 5
- Change of Address .................................................................................. 5

## Written Examination Process ......................................................... 7

- Application Process to Take the Written Examination ....................... 7
- Paper/Pencil Testing (PPT) Option ......................................................... 7
- Computer-Based Testing (CBT) Option ............................................... 9
- Test Site Information (Both PPT and CBT) ............................................. 11
- Test Scoring Information (PPT and CBT) .............................................. 11
- Retaking the Examination(s) ................................................................. 12
- Information Release Policy .................................................................. 12

## Written Examination Outline ......................................................... 13

- Domain: Scope of the Rigging Activity ............................................... 13
- Domain: Technical Knowledge ............................................................. 13
- Domain: Inspection ............................................................................... 13
- Domain: Execution of Rigging Activity ............................................... 13

## Written Examination Outline ......................................................... 15

- Domain: Scope of the Rigging Activity ............................................... 15
- Domain: Planning the Rigging Activity ............................................... 15
- Domain: Selection of Rigging Components ........................................ 15
- Domain: Technical Knowledge ............................................................. 16
- Domain: Inspection ............................................................................... 16
- Domain: Execution of Rigging Activity ............................................... 16
Reference List .................................................................................................................. 17

Practical Examination Process .................................................................................. 18
  Eligibility .................................................................................................................. 18
  Skills Tested ............................................................................................................. 18
  Scheduling a Test .................................................................................................... 18
  Test Day ................................................................................................................... 18
  Interruption/Restarting ........................................................................................... 18
  Practical Scoring ..................................................................................................... 18
  Practical Score Reporting ....................................................................................... 18
  Practical Examination Fees .................................................................................... 19
  Practical Exam Hand Scoring Requests .................................................................. 19

Practical Examination Outline—Rigger Level I .................................................. 20
  Tasks ......................................................................................................................... 20
  Pre-Test Briefing ................................................................................................... 20
  Task 1: Pre-Use Rigging Inspection ..................................................................... 20
  Task 2: Rigging Hitches ......................................................................................... 20
  Task 3: Rigging Connections ................................................................................ 20
  Task 4: Basic Knots ............................................................................................... 21
  Scoring Considerations .......................................................................................... 21

Practical Examination Outline—Rigger Level II .................................................. 22
  Tasks ......................................................................................................................... 22
  Unsafe Acts ............................................................................................................. 22
  Pre-Test Briefing ................................................................................................... 22
  Candidate ID and Signature .................................................................................. 22
  Pre-Test Familiarization ......................................................................................... 22
  Task 1: Level Lift .................................................................................................. 22
  Task 2: Rigging Frame Rotation .......................................................................... 23
  Scoring Considerations .......................................................................................... 23

Telecommunications Tower Rigger Level I ......................................................... 25
  Program Description ............................................................................................... 27
  Definition of a Telecommunications Tower Rigger ........................................... 27
  Written Examination Outline ............................................................................. 29
  Reference List ........................................................................................................ 31

Candidate Application Forms .................................................................................. 33
  Candidate Application—Written Examinations: Signalperson & Rigger ........... 35
  Candidate Application—Practical Examinations: Signalperson & Rigger .......... 37
  Candidate Application—Combined Written & Practical Exams: Signalperson & Rigger ........................................ 39

Change of Address Form ....................................................................................... 41

NCCCO Information Release Policy ....................................................................... 42
PROGRAM DESCRIPTION

The purpose of NCCCO’s rigger certification program is to set standards for measuring the knowledge and proficiency required for safe rigging practices. Based on extensive discussions with representatives from all segments of business and industry who recognize the impact of safety issues, NCCCO has identified the following potential benefits of rigger certification:

- Fewer accidents, injuries, and fatalities
- Reduced risk of loss
- Assurance of rigger’s abilities
- Less property damage
- Improved safety records
- Enhanced public image of riggers

Candidates are permitted to schedule and take both the Level I and Level II written and practical exams at the same time; however, for Rigger Level II certification to be valid, Rigger Level I certification must also be current.

The initial certification period is for five years. To maintain their certification, certificants are required to recertify prior to their expiration date. Periodic written examination is necessary to ensure that certificants’ knowledge of industry standards, equipment, and safety practices keeps pace with changes in these areas. NCCCO’s subject matter experts, working in conjunction with psychometric consultants, reviewed the speed of such change in the industry and researched other comparable certification and licensing programs before determining that this goal could be achieved by setting the examination interval at five years. Little, if any, additional benefit, it is believed, would accrue by more frequent testing. A practical (skills) examination is not required for recertification, as long as the certificant meets specified experience requirements.

CCO EXAMINATION DEVELOPMENT

The first step in the development of an objective test to measure the knowledge required for safe rigging operations was a job analysis study. This study identified the knowledge, skills, and abilities necessary for safe rigging operations. A representative number of subject matter experts (SMEs) then validated that the knowledge, skills, and abilities recommended by the experts was vital to safe operations. The job analysis study and validation survey were then used to generate the test blueprints and content specifications.

Development of the CCO Rigger Written Examinations involved a panel of SMEs who worked with NCCCO staff to write and review all questions used in the examinations. Each examination contains a unique combination of questions from the question bank. These questions are selected for the examinations on the basis of the content areas, as defined by the test blueprints.

The CCO Rigger Practical Examinations were developed as fair and objective assessments of the essential duties riggers need to perform for safe rigging operations.

These exams were developed over a three-year period by NCCCO task forces made up of experts from all aspects of the rigging industry—specialty riggers, ironworkers, training directors, managers, supervisors, manufacturers—who together represent many thousands of hours of rigging experience. These task forces teamed their knowledge and experience with NCCCO’s exam-development expertise. NCCCO guided the task force in establishing key elements of the program, including identifying essential skills, selecting tasks, standardizing test conditions, developing the scoring process, establishing reliability among tests, and creating flexible application and scheduling procedures.

In concert with the Rigger task forces, NCCCO staff also designed the Practical Examiner Accreditation Program, whereby NCCCO trains and accredits CCO-certified riggers to administer CCO Rigger Practical Examinations.

DEFINITION OF A RIGGER

A certified rigger is a person who has been trained and certified to handle and move loads. The level of certification depends upon the individual's training, knowledge, skill base, and ability to perform functions related to the selection, inspection, and proper use of rigging equipment.

This person may be qualified in a craft or trade and carry an occupational title such as iron worker, electrician, carpenter, millwright, mechanic, laborer, mason, longshoreman, lineman, pipe fitter, boilermaker, and the like. (The persons described in the categories above will be referred to as rigger even though they carry another occupational title.)

CERTIFIED RIGGER LEVEL I

NCCCO identified the following job duties for Rigger Level I certification. They can perform simple, repetitive rigging tasks when the load weight, center of gravity, the rigging,
and rigging configuration are provided or known by the rigger through experience or on-the-job training prior to the rigging activities. Specifically, Level I Riggers should be able to demonstrate or have knowledge of how to:

- Inspect rigging before use
- Identify and attach rigging with basic knowledge of hitch configurations, capacities, and basic knots
- Recognize associated hazards
- Use various types of rigging equipment and basic hitches and their applications

CERTIFIED TELECOMMUNICATIONS TOWER RIGGER LEVEL I

The Telecommunications Tower Rigger Level I certification is a restricted version of the Rigger Level I certification. NCCCO identified the following job duties for Telecommunications Tower Rigger Level I certification. A certified Telecommunications Tower Rigger Level I can perform simple, repetitive rigging tasks when the load weight, center of gravity, the rigging, and rigging configuration are provided or known through experience, while under direct supervision of a Competent Rigger per ANSI/ASSP A10.48. Specifically, Level I Telecommunications Tower Riggers should be able to demonstrate and/or have knowledge of how to:

- Inspect rigging hardware and components prior to the rigging activities
- Review site-specific rigging plans
- Identify and attach rigging hardware with appropriate hitch configurations, capacities, and knots
- Identify and apply basic knowledge of rope types and uses (i.e., synthetic, wire)
- Recognize associated hazards
- Communicate and identify signal operations
- Use various types of rigging equipment (i.e., capstans, base mounted hoists)
- Apply rigging anchorage/attachment points

CERTIFIED RIGGER LEVEL II

In addition to knowing and demonstrating Rigger Level I knowledge and skills, they can select rigging components and procedures based on rigging capacity. Unsupervised, Level II Riggers can:

- Estimate load weight and center of gravity
- Identify lift points
- Determine and select rigging based on loading
- Perform pre-use inspection of rigging and lift points
- Understand periodic inspection criteria
- Identify and attach rigging with knowledge of hitch configurations and load angle factors, rigging capacities, and load integrity
- Understand load dynamics and associated hazards

As applicable, Level II Riggers will also have a working knowledge of hoisting equipment, winches, jacks, industrial rollers, and similar equipment.
ELIGIBILITY

To be eligible for certification, candidates must:

- Be at least 18 years of age
- Comply with NCCCO’s Substance Abuse Policy
- Pass Written Examination(s)—Written exams may be taken as either paper/pencil tests (PPT), see page 7 for details, or computer-based tests (CBT), see page 10 for details.
- Pass Practical Examination(s)
- Comply with the Code of Ethics for Certified Riggers

CERTIFIED RIGGER LEVEL I EXAMS

Written Examination

The Certified Rigger Level I Written Examination consists of 60 multiple-choice questions. Candidates are allowed 60 minutes to complete the test.

Practical Examination

The successful completion of an CCO Certified Rigger Level I Practical Examination demonstrates a candidate’s basic rigging competency.

CERTIFIED RIGGER LEVEL II EXAMS

Written Examination

The Certified Rigger Level II Written Examination consists of 40 multiple-choice questions. Candidates are allowed 60 minutes to complete the test.

Practical Examination

The successful completion of an CCO Certified Rigger Level II Practical Examination demonstrates a candidate’s competency in rigging a load for a level lift and for rotating a load.

CERTIFICATION TIME FRAMES

Candidates must pass both Written and Practical Examinations to be certified for a five-year period. The Written and Practical Exams may be taken in either order. Candidates have 12 months from the time they pass their first Written or Practical Exam for each rigger level in which to pass the corresponding (Written or Practical) Exam.

Any tests passed within a 12-month period count towards certification. For example, a candidate who fails the Rigger Level I Written Exam in January 2015 but passes the Rigger Level I Practical Exam in June 2015 has until the end of June 2016 to retake (and pass) the Rigger Level I Written Exam.

If a certified rigger subsequently becomes certified in an additional rigger or signalperson designation by taking the appropriate written and practical exams, the certification period for the additional designation expires at the same time his/her original certification (i.e., all rigger and signalperson designations expire on the same date, regardless of when in the five-year certification period the candidate passed them). If the new designation is added within the final 24 months of his/her certification period, the certificant is exempt from recertifying for the new designation after five years; after that, however, certificants must recertify for all designations during the 12 months prior to their certifications’ expiration date. This ensures that all of the certificant’s rigger and signalperson designations maintain the same expiration date.

Candidates for certification or recertification may petition for an extension of NCCCO’s standard timeline(s). NCCCO staff shall have the discretion to make the initial determination of whether a requested extension should be granted. Petitions for an extension of time are generally denied absent a showing of extraordinary circumstances. Denials of such petitions may be appealed to the Appeals Committee.

RECERTIFICATION

CCO certification is valid for five years. Candidates must complete all of their recertification requirements during the 12 months prior to their certification’s expiration date. This includes:

- Passing the Recertification Written Examination
- Compliance with NCCCO’s Substance Abuse Policy
- Compliance with the Code of Ethics

There is no grace period after certification has expired. Candidates whose certification has lapsed must take the full Written and Practical Examinations to be certified again.

The Certified Rigger Level I Recertification Written Examination consists of 30 multiple-choice questions with a time limit of 30 minutes.

The Certified Rigger Level II Recertification Written Examination consists of 30 multiple-choice questions with a time limit of 60 minutes.

NOTE: Rigger Level II certificants must only take and pass the Rigger Level II recertification written exam to
In my occupation, I will conduct myself in a manner:

i. So as to place the safety and welfare of others associated with my work above all other considerations;

d. So as to protect and preserve nearby general public property and the environment; and

e. So as to be free of bias with regard to religion, ethnicity, gender, age, national origin, and disability.

Furthermore, in connection with my work and in my dealings with NCCCO, I will:

f. Provide accurate and complete information and abide by NCCCO’s policies and procedures, including this Code of Ethics, as they may be updated from time to time;

g. Not act dishonestly or unfairly in order to gain an advantage, or to provide another with an advantage, in connection with any dealings with NCCCO;

h. Cooperate fully and completely with any administrative inquiries or investigations by NCCCO; and,

i. Not misrepresent or misuse any NCCCO card, or the NCCCO or CCO acronyms and logos, or any registered trademark or other intellectual property of NCCCO; and I understand that I must return the card to NCCCO immediately if required to do so.

ADDITIONAL CONSIDERATIONS FOR CERTIFIED RIGGERS

CCO-certified Riggers must comply with NCCCO’s Code of Ethics during their certification, as follows:

In my occupation, I will conduct myself in a manner:

iii. Maintain both Rigger Level I and Rigger Level II certifications. If a Rigger Level II recertification candidate fails the recertification exam twice, he/she is required to take the full Rigger Level I and Rigger Level II exams again to maintain certification.

There is no requirement for a Practical Examination for recertification.

Certified candidates may take their Recertification Written Examination(s) up to one year prior to their certification’s date of expiration. Regardless of the date of the recertification examination within that one-year period, the new five-year certification period begins from the date of expiration of the candidate’s initial certification.

[Note: Candidates who recertify more than 12 months prior to their expiration date will have their new certification period begin immediately, not from the end of their current certification period.]

Recertification Exams are available at regularly scheduled paper/pencil test administrations as well as via computer-based testing. Candidates wishing to recertify should contact the Test Site Coordinator who set up their initial certification. Candidates whose employment circumstances have changed should ask their new employer to schedule a test administration. Candidates may also locate open paper/pencil Written Exam Test Sites at www.nccco.org/testsites or apply online for computer-based testing sites at www.nccco.org/cbt.

ADDITIONAL RIGGER LEVEL II TO EXISTING RIGGER LEVEL I CERTIFICATION

Rigger Level I certificants are encouraged to “step up” to Rigger Level II when they feel they are ready for the more challenging exams. Rigger Level II can be added at any time; however, if a Rigger Level I certificant is in the final year of certification, the certificant may take the Rigger Level II written exam in place of the Rigger Level I recertification exam. In order to achieve full Rigger Level II certification, the candidate must pass the practical exam within 12 months of passing the Rigger Level II written exam. Candidates stepping up to Rigger Level II are encouraged to take the Rigger Level II written and practical exams at the same time or to take the Rigger Level II practical exam first.

CODE OF ETHICS FOR CERTIFIED RIGGERS

CCO-certified Riggers must comply with NCCCO’s Code of Ethics during their certification, as follows:

In my occupation, I will conduct myself in a manner:

i. So as to place the safety and welfare of others associated with my work above all other considerations;

ii. So as to protect and preserve nearby general public property and the environment; and

iii. So as to be free of bias with regard to religion, ethnicity, gender, age, national origin, and disability.

Furthermore, in connection with my work and in my dealings with NCCCO, I will:

iv. Make management and appropriate personnel aware promptly if I have any safety concerns relating to the work that I am performing or with which I am involved;

v. Not knowingly violate any safety-related regulations, warnings, or instructions set forth by OSHA, recognized safety standards, prevailing jurisdictions, or equipment manufacturers; and,

vi. Not mislead, misrepresent or knowingly deceive others concerning my experience or the capabilities of myself or the equipment I am operating or with which I am working.

In addition, in my dealings with NCCCO, I will:

vii. Provide accurate and complete information and abide by NCCCO’s policies and procedures, including this Code of Ethics, as they may be updated from time to time;

viii. Not act dishonestly or unfairly in order to gain an advantage, or to provide another with an advantage, in connection with any dealings with NCCCO;

ix. Cooperate fully and completely with any administrative inquiries or investigations by NCCCO; and,

x. Not misrepresent or misuse any NCCCO card, or the NCCCO or CCO acronyms and logos, or any registered trademark or other intellectual property of NCCCO; and I understand that I must return the card to NCCCO immediately if required to do so.

CCO-certified personnel who intentionally or knowingly violate any provision of the Code of Ethics will be subject to action by a peer review panel, the Ethics and Discipline Committee, which may result in suspension or revocation of certification.

DISCIPLINARY POLICY

NCCCO’s Ethics and Discipline Committee is responsible for establishing and implementing standards of conduct, such as ethical standards, policies, and procedures for disciplinary action. Grounds for revocation of certification status shall include, but not be limited to, the following:

1. Period of certification exceeded without renewal

2. Evidence of falsification of any information on any documents submitted to NCCCO or its agents

3. Evidence of non-compliance with NCCCO’s Substance Abuse Policy
4. Evidence of culpability in an accident during certification period

5. Evidence of non-compliance with the Code of Ethics

NCCCO has established policies and procedures to address alleged violations of the Code of Ethics fairly and consistently. These complaint procedures have been designed to ensure that only valid and actionable complaints are investigated and considered. These procedures also give all parties involved in the complaint an opportunity to document circumstances warranting the complaint and to respond to the complaint.

NCCCO has a two-tier process to ensure that issues regarding the practice and conduct of certified riggers are fairly and reasonably investigated and determined, and that the public is protected against unprofessional and unethical conduct by certificants. Complaints against certificants are initially investigated by NCCCO’s Manager of Test Integrity, who reports to NCCCO’s Ethics and Discipline Committee.

If the complaint is considered actionable, the Ethics and Discipline Committee informs both the certificant and the complainant of the official opening of the investigation. Following the investigation of the complaint, the Ethics and Discipline Committee informs the certificant and the complainant of its decision. If a sanction is imposed, the certificant may request an appeal of the decision to the NCCCO Board of Directors. Appeals should be addressed to:

Chief Executive Officer
National Commission for the Certification of Crane Operators (NCCCO)
2750 Prosperity Avenue, Suite 505
Fairfax, VA 22031

The decision of the NCCCO Board of Directors is final.

SUBSTANCE ABUSE POLICY

It is the policy of the National Commission for the Certification of Crane Operators (NCCCO) that certified personnel shall not perform duties related to their certification while under the influence of any substance that impairs or may reasonably be expected to impair their ability to work safely in the workplace.

This includes alcohol, illegal drugs, look-alike drugs, designer drugs, controlled substances, or any other substance that impresses or may reasonably be expected to impair a certificant’s ability to work safely, including prescribed or over-the-counter substances.

NCCCO-certified personnel shall comply with all substance abuse provisions of applicable federal, state, and local regulations, as well as industry standards, including the substance abuse testing provisions of ASME B30.

For purposes of this policy, a refusal to submit to a required substance abuse test shall be treated in the same manner as a positive test.

It is a condition of certification that those certified by NCCCO agree to comply with this Substance Abuse Policy. Non-compliance with this policy may subject a certificant to disciplinary action, up to and including suspension or revocation of their certification status.

CERTIFICATION CARDS

Certified riggers receive a laminated photo ID card at no cost when they certify, add a designation, or recertify.

Replacement cards may be obtained from NCCCO at a cost of $25 and be ordered online at: www.nccco.org/newcard.

Certification cards remain the property of NCCCO, are not transferable, and must be returned to NCCCO upon demand.

CHANGE OF ADDRESS

Certificants who change their address must notify NCCCO as soon as possible. Failure to do so may cause important updates on NCCCO’s programs to be missed that could affect a certificant’s stature.

Changes of address should be sent to NCCCO. They must be in writing but may be sent via letter or fax. A form for this purpose is provided in this handbook.
APPLICATION PROCESS TO TAKE THE WRITTEN EXAMINATION

Rigger Level I and Level II written exams and recertification exams may be taken either as paper/pencil tests (PPT) at an approved NCCCO written exam test site or as computer-based tests (CBT) at approximately 300 PSI test centers across the country. The content of both test formats is identical; see the appropriate sections below for instructions on how to apply for either PPT or CBT exams.

Candidates Requesting Testing Accommodations

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

Professional documentation in support of a request for accommodation must be submitted to NCCCO no later than four weeks prior to the scheduled test date. For further information about testing accommodations, see the complete NCCCO Testing Accommodations Policy at: www.nccco.org/accommodations.

PAPER/PENCIL TESTING (PPT) OPTION

Candidates desiring to sit for paper/pencil written exam(s) should visit www.nccco.org/testsites to see a schedule of upcoming Test Dates and Locations and then submit a completed Candidate Application form with the appropriate documentation as directed on the form. Applications are due two weeks prior to the scheduled examination date. PPT application deadline examples are shown on page 9. Information about the specific locations of the Test Sites will be available approximately one to three months prior to the examination. Candidates eligible to sit for the examination will receive an admission letter approximately one week before the scheduled test administration date.

Submission of Application

To apply for paper/pencil exams, use the Candidate Application form at the back of this handbook. The Candidate Application with the appropriate fees, as well as any correspondence and requests for information concerning the administration of CCO examinations, should be sent to:

NCCCO—Written Exam Processing
34125 U.S. Highway 19 North, Suite 150
Palm Harbor, FL 34684
Phone: 727-449-8525
Fax: 727-461-2746

Contact the Test Site Coordinator to confirm whether the application should be sent to the Test Site Coordinator or directly to NCCCO. Check the application to ensure that all information provided is accurate and complete. In addition to the completed application, make sure that the appropriate fees are enclosed.

Candidates must follow the directions carefully when filling in the required information. Incomplete applications, incorrect payment, and/or inaccurate documentation will delay the processing and incur additional fees. This could result in NOT being able to sit for the examination(s).

Deadlines

Please note that all deadlines are UPON RECEIPT deadlines. Candidates and Test Site Coordinators are solely responsible for making sure that completed and accurate applications reach NCCCO by the stated deadlines.

Examination Fees

For paper/pencil tests (PPT), the appropriate Written Exam fees must be enclosed with the Candidate Application. Checks, money orders, or credit cards (VISA, MasterCard, or American Express) may be used; do not send cash. Please include payment in the envelope with all the other application materials.

All returned checks are subject to a $30 fee.

PPT Exam/Retest Fees:

Exam fees/Retest fees:

• Rigger Level I Written Exam............................... $100
• Rigger Level I Practical Exam.............................. $100
• Rigger Level II Written Exam .............................. $100
• Rigger Level II Practical Exam ............................ $100

Combined Rigger Level I and Rigger Level II Exam Fees

• Rigger Level I & Level II Written & Practical Exams (4 exams) ................................................................$270*

*To receive discounted pricing, all written exams must be taken at the same test administration. All practical exams must be completed within seven days of the written exam administration or exam fees will be forfeited.

Recertification Exam Fees/Retest Fees:

• Rigger Level I Recertification Written Exam or Retest ...................................................... $100
• Rigger Level II Recertification Written Exam or Retest ....................................................... $100
NOTE: Rigger Level II certificants must only take and pass the Rigger Level II Recertification Written Exam to maintain both Rigger Level I and Rigger Level II certifications.

Discounts are available for candidates seeking Signalperson certification at the same time as Rigger certification; see the Candidate Applications for combined discounted fees. For details about Signalperson certification, see the NCCCO Signalperson Candidate Handbook.

Other Fees:
An additional $50 late fee will be charged if the application is late.

An additional $25 will be charged if a candidate:
- Chooses to cancel his/her application
- Needs a duplicate/replacement certification card or score report

An additional $30 fee will be charged if:
- An application form is incomplete
- Full payment is not received or a check is returned
- A credit card cannot be processed for any reason
- A candidate wants to add to (or change) the exams they plan to take after scheduling has been completed (in addition to the exam fee)

All application materials must be received at NCCCO’s office according to the sample test schedule outlined on page 9.

Applications received after the main application deadline, but at least four business days prior to the exam administration deadline, can be accepted for an additional $50 late fee. For example, for a test administration on a Saturday, late applications that arrive at NCCCO’s testing office by 5 p.m. (ET) on the Monday evening prior will be accepted. Candidate applications that arrive after that time cannot be accepted.

Walk-in candidates cannot be accepted under any circumstances.

Length of Test Day

CCO written exams are carefully designed to provide a reliable and valid assessment of a candidate’s knowledge and skills. Time limits are carefully determined for each written exam to allow enough time for a prepared candidate to complete the exam and to provide for an efficient and successful administration of all exams to scheduled candidates on testing day.

To provide each candidate with a fair and standardized administration of the written examination(s), and to ensure the reliability and validity of the written examinations is maintained, it is not recommended that a candidate schedule written exams totaling more than six hours of testing time on the same day.

Cancellation Policy

Should a candidate be unable to sit for the examination for any reason, NCCCO must receive email notification at candidate@nccco.org no later than seven business days prior to the examination date. Candidates will receive a refund of exam fees paid within 30 days of the cancellation, minus a $25 cancellation fee.

Candidates wishing to cancel after the deadline or not sitting for the examination will forfeit all application fees and will NOT receive a refund.

Cancellation Due to Emergency

Only the following situations will be accepted as grounds for cancelling after the deadline (seven business days before scheduled exam):

- Called to work—supporting documentation required: letter from employer
- Candidate illness—supporting documentation required: doctor’s note
- Family death—supporting documentation required: death certificate or obituary notice

Emergency-related requests require submission of a letter describing the situation. Full name, address, and Candidate ID/CCO Certification number must be included along with the scheduled test date, written test administration number, and supporting documentation indicated above. Submissions should be sent to: candidate@nccco.org.

NCCCO MUST receive written notification and supporting documentation within seven business days after the scheduled examination date or all application fees will be forfeited.

If the request is approved, candidates will receive a refund of exam fees paid within 30 days of the approval, minus a $25 cancellation fee.

Test Administration Schedule for CCO Examinations

Paper/pencil CCO Written Examinations are available for administration on demand with at least four weeks’ notice.
Application Deadlines

Tests can be administered at any time as long as the application deadlines are met. Sample deadlines shown are for a test date of January 29.

<table>
<thead>
<tr>
<th>January</th>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
<th>Sa</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Written Test Administration Request Form due four weeks prior to test date.

Candidate Applications due two weeks prior to test.

Test Day

Admission Letters

For paper/pencil exams, approximately one week before the scheduled test date, registered and eligible candidates approved to take CCO Written Examination(s) will receive an admission letter by mail. The admission letter contains information regarding the test center address, the reporting time, the examination(s) the candidate is registered for, and the materials candidates need to bring with them on the day of the administration. This admission letter should be presented at the Test Site to gain admittance to the examination(s).

Identification at the Test Site

Candidates must bring valid (not expired) government-issued photo identification that includes date of birth to the test site on the day of the test administration. Candidates will be required to sign the test site roster upon entry to the testing area.

Acceptable forms of photo identification may include a current:

- Passport
- Government-issued driver’s license
- Military identification card
- U.S. Government-issued alien registration card

NOTE: Candidates without appropriate identification documents will NOT be admitted to take the CCO Written Examination(s) and all fees will be forfeited.

Materials to Bring to the Test Site

Each candidate must bring the following items to the Test Site:

- Valid photo identification
- Admission letter for the specific test date (recommended)
- Two sharpened #2 pencils (to complete the examination answer sheet)
- A good eraser

NOTE: No books, scratch paper, calculators, beepers, cellular phones, or other materials will be allowed in the examination room, except that for the Rigger Level II exam calculators will be provided at the Test Site; candidates may not use their own calculators.

Score Reporting

Paper/pencil CCO Written Examinations are electronically scored by NCCCO. For this reason, it is important to complete the answer sheet according to the instructions provided by the Chief Examiner on the day of the exam. Candidates will receive credit only for answers recorded on the scannable answer sheet. Answers marked in the test booklet(s) will NOT be counted toward a candidate’s score.

All candidates will receive a score report of their performance. Examination results are mailed to candidates approximately 12 business days after the examination administration.

COMPUTER-BASED TESTING (CBT) OPTION

Candidates desiring to take their written exam(s) using the computer-based testing (CBT) option should visit nccco.org and click on “Find CCO Test Locations” on the left menu and then select “Computer-Based Testing” (www.nccco.org/cbt). This page includes links to a directory of approximately 300 PSI locations throughout the U.S. as well as the online application form.

Online applications may be completed and submitted at any time. Candidates should apply to take CBT exam(s) as soon as possible, but no later than five business days before their preferred exam date. Please note that site availability is not guaranteed on the preferred exam date or location, and availability can only be confirmed when scheduling the appointment.

After the candidate completes and submits the online application (with payment), the application will be processed within two business days. Candidates authorized for testing will receive a scheduling authorization email from PSI with specific instructions on how to schedule an examination appointment. For the fastest and most convenient test scheduling process, PSI recommends that candidates use the online scheduling service at nccco.org/cbtlocations. Candidates follow the onscreen step-by-step instructions to register for their examination(s).

Candidates may also call the number provided in the email to schedule the test(s) with PSI; the PSI customer service representative will do his/her best to select a test
date and location convenient for the candidate. PSI will send an appointment confirmation email within 24 hours. The candidate must then go to the selected test center at the scheduled date and time.

**CBT Examination Fees**

Candidates must pay the appropriate CBT Written Exam fees when they apply online. A credit card (VISA, MasterCard, or American Express) must be used to pay online. CBT exam payments are valid for one year. If the candidate does not schedule and test within 12 months, he/she forfeits the fees. This does not affect the deadline(s) noted in the CCO Certification Time Frames or the Recertification Requirements sections.

**CBT Exam/Retest Fees:**

- **Exam fees/Retest fees:**
  - Rigger Level I Written Exam: $170
  - Rigger Level II Written Exam: $170

**Recertification Fees:**

- **Recertification Written Exam or Retest:**
  - Rigger Level I Recertification Written Exam or Retest: $170
  - Rigger Level II Recertification Written Exam or Retest: $170

*NOTE: Rigger Level II certificants must only take and pass the Rigger Level II Recertification Written Exam to maintain both Rigger Level I and Rigger Level II certifications.*

**Other Fees:**

An additional $25 will be charged if a candidate:

- Needs a replacement certification card or score report

An additional $30 fee will be charged if:

- An application form is incomplete (e.g., name misspelled or does not match name on valid photo ID)
- A credit card cannot be processed for any reason
- Any changes are requested after submitting the application

*NOTE: After the candidate has scheduled his/her appointment with PSI, no changes can be made (adding exams, changing exams, etc.). If the name for the scheduled appointment does not match that on the photo ID presented, all fees will be forfeited.*

**Rescheduling, Cancellation, or Withdrawal**

CBT candidates may cancel and reschedule an examination appointment without forfeiting their fees if their cancellation notice is received at least 24 hours before the scheduled examination date.

Candidates will NOT receive a refund if they no longer wish to take the test.

**To reschedule an exam appointment, candidates may log into their PSI account or call PSI at 833-333-4752 to speak with PSI Candidates Services Department. A voicemail message is not an acceptable form of cancellation.**

**Missed Appointment or Late Cancellation**

A candidate’s registration will be invalidated and the examination fee(s) will be forfeited if he/she:

- Does not cancel the appointment more than 24 hours before the scheduled examination date
- Does not appear for his/her examination appointment
- Arrives after examination start time
- Does not present proper identification

**Identification at the Test Site**

Candidates must bring valid (not expired) government-issued photo identification that includes date of birth to the test site on the day of the test administration. Candidates will be required to sign the test site roster upon entry to the testing area.

Acceptable forms of photo identification may include a current:

- Passport
- Government-issued driver’s license
- Military identification card
- U.S. Government-issued alien registration card

*NOTE: Candidates without appropriate identification documents will NOT be admitted to take the CCO Written Examination(s) and all fees will be forfeited. Work identification is NOT acceptable for computer-based testing centers.*

**Materials to Bring to the Test Site**

Each candidate must bring the following items to the test site:

- Valid photo identification
- Confirmation email from PSI (recommended)
NOTE: No books, scratch paper, calculators, beepers, cellular phones, or other materials will be allowed in the examination room, except that for the Rigger Level II exam a basic on-screen calculator will be provided; candidates may not use their own calculators.

Score Reporting
CBT candidates receive their test results immediately following their exams and should retain these score reports for their records.

TEST SITE INFORMATION (BOTH PPT AND CBT)

Test Security
For the purposes of test security, candidates who sit for CCO examination(s) acknowledge that they understand the following:

- The examination is the exclusive property of NCCCO.
- The examination and the questions contained therein are protected by federal copyright law. No part of the examination(s) may be copied or reproduced in part or whole by any means whatsoever, including memorization.
- Theft or attempted theft of an examination booklet or any of its pages is punishable as a felony.
- While at the examination site, candidates are considered professionals and shall be treated as such. In turn, candidates must conduct themselves in a professional manner at all times. While at the site, they shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the staff or other candidates.
- No conversing or any other form of communication among the candidates is permitted once they enter the examination area.
- No smoking, eating, or drinking is allowed at the examination site.
- No guests, visitors, or family members are allowed in the testing room or reception areas.
- Candidate participation in any irregularity during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by an observation or subsequent statistical analysis, may be sufficient cause to terminate participation, invalidate the results of the examination, or other appropriate remedy.
- A candidate’s signature on the answer sheet or roster for the administration of the examination confirms that the candidate has read and understands the above statements.

Candidate Question Comment Forms
Candidates may comment on the examination(s) as a whole or on specific items within an examination by writing their comments on the Candidate Question Comment Form. Written comments should reference the question number as well as the site code and the test date and should accompany the examination. Examination comments are reviewed by NCCCO content experts on a regular basis.

NOTE: Only comments completed on the Candidate Question Comment Form or provided during the computer-based examination at the Test Site will be considered for review.

TEST SCORING INFORMATION (PPT AND CBT)

CCO Written Examinations are criterion-referenced examinations; i.e., the passing score is set beforehand, and candidate performance on the examination is not compared to the performance of others taking the examination. In a criterion-referenced examination, a candidate must obtain a score equal to or higher than a predetermined passing score to pass the test. The passing scores represent absolute standards and are determined by panels of NCCCO content experts using a psychometrically accepted standard-setting methodology.

In reporting the examination results to candidates, statistical procedures are used to convert raw scores (i.e., the number of test questions answered correctly) to scaled scores, which are set for all administrations of the examination(s). The scaled score is not a number-answered-correctly score.

Candidate results are reported on a scale ranging from zero to 100 points, with a score of 70 representing the minimum passing score for this test. Written exam score reports include a strength and weakness report by content domain.

Candidate scores are never reported by telephone, email, or facsimile.

Hand Scoring Requests
Candidates not passing exam(s) may request from NCCCO a hand scoring of their answer sheet(s), provided their
request is made in writing within three months of the test date. Hand-scoring requests must be accompanied by a processing fee of $25 for one test score or $50 for two or more failed test scores per test administration. Requests should be mailed to:

NCCCO—Written Exam Processing
34125 U.S. Highway 19 North, Suite 150
Palm Harbor, FL 34684
Phone: (727) 449-8525
Fax (727) 461-2746

In the event that the hand scoring of a failing candidate’s answer sheet results in a passing score, the hand-scoring fee will be refunded in full.

**RETAKEN THE EXAMINATION(S)**

Candidates who fail an examination(s) may retake the examination(s); they must reapply and pay all corresponding retest fees. Candidates needing to take a written exam must wait a minimum of four weeks before retesting on the same exam, except when an alternate form of the exam is available. An “alternate form” of an exam is a test that is equivalent to the initial test in content and difficulty but has different questions. Alternate forms for the Rigger program are currently under development and will be available via CBT only.

Recertification candidates needing to retake an exam who do not want to wait the required four weeks may retest by taking the applicable initial certification exam(s) instead of retaking the recertification exam.

**INFORMATION RELEASE POLICY**

NCCCO releases information pertaining to individuals who have successfully passed one or more CCO examinations according to its Information Release Policy (see page 32).
Written Examination Outline
RIGGER LEVEL I

The CCO Certified Rigger Level I Written Examination tests the following knowledge areas relating to rigging:

**Domain: Scope of the Rigging Activity**
- Approximately 15% of test

**Domain: Technical Knowledge**
- Approximately 13% of test

**Domain: Inspection**
- Approximately 30% of test

**Domain: Execution of Rigging Activity**
- Approximately 42% of test

**DOMAIN: SCOPE OF THE RIGGING ACTIVITY**
- Know how to identify the load’s travel path
- Know how to identify load characteristics
  - Know how to verify the load weight
  - Know how to identify the attachment points
- Recognize special handling requirements
- Recognize unsafe rigging practices
  - Pinch points
  - Need for softeners
  - Load stability
  - Shock load
  - Side load
  - Body positioning
  - Electrical hazards
- Know how to identify hazards
- Know how to communicate a hazard identification

**DOMAIN: TECHNICAL KNOWLEDGE**
- Understand and apply ASME non-inspection standards
  - ASME B30.9: Slings
  - ASME B30.10: Hooks
  - ASME B30.20: Below-the-Hook Lifting Devices
  - ASME B30.26: Rigging Hardware
- Understand and apply OSHA non-inspection regulations
  - 1910.184: Materials Handling and Storage
  - 1926.251: Rigging Equipment for Material Handling
  - 1926.1431: Hoisting Personnel

**DOMAIN: INSPECTION**
- Know ASME frequent inspection standards
  - B30.9: Slings
  - B30.10: Hooks
  - B30.20: Below-the-Hook Lifting Devices
  - B30.26: Rigging Hardware
- Know OSHA frequent inspection regulations
  - 1910.184: Materials Handling and Storage
  - 1926.251: Rigging Equipment for Material Handling

**DOMAIN: EXECUTION OF RIGGING ACTIVITY**
- Know how to use slings
  - Chain
  - Wire rope
  - Metal mesh
  - Synthetic rope
  - Synthetic web
  - Synthetic round
- Know how to use rigging hardware
  - Shackles
  - Adjustable hardware
  - Links, rings, and swivels
  - Rigging blocks
  - Hooks
  - Hoists
  - Dollies, skates, and rollers
  - A-frames
  - Trolleys
  - Compression hardware
  - Beam clamps
  - Softeners
  - Eyebolts
  - Swivel hoist rings
  - Jacks
• Know how to use below-the-hook lifting devices
  — Structural (lifting beams)
  — Plate clamps
  — Beam and girder clamps

• Know proper use of tag lines
  — Know proper use of basic knots

• Know post-load movement activities
  — Know how to secure the load
  — Know how to disconnect the rigging
  — Know how to stow the gear
The CCO Certified Rigger Level II written examination tests the following knowledge areas relating to rigging:

**Domain: Scope of the Rigging Activity**
- Approximately 15% of test

**Domain: Planning the Rigging Activity**
- Approximately 15% of test

**Domain: Selection of Rigging Components**
- Approximately 34% of test

**Domain: Technical Knowledge**
- Approximately 13% of test

**Domain: Inspection**
- Approximately 10% of test

**Domain: Execution of Rigging Activity**
- Approximately 13% of test

*Note: The Rigger Level II Recertification Exam also includes questions from the following Rigger Level I content domains:*
- Inspection
- Execution of Rigging Activity

**DOMAIN: SCOPE OF THE RIGGING ACTIVITY**
- Know how to identify the load to be moved
- Know how to identify the load’s travel path
- Know how load is to be positioned
- Know how to identify load characteristics
  - Know how to calculate the load weight
  - Know how to determine the center of gravity
  - Know how to calculate the load dimensions
  - Know how to identify the attachment points
  - Know any special handling requirements
    » Know the load composition
    » Know the load’s structural integrity
    — Recognize special handling requirements
- Recognize unsafe rigging practices
  - Load stability
- Knowledge necessary to identify hazards
- Knowledge necessary to communicate hazards

**DOMAIN: PLANNING THE RIGGING ACTIVITY**
- Know how to determine rigging equipment requirements
- Know lifting characteristics of the rigging equipment
- Know how to verify that the rigging can be removed
- Know the responsibilities of the signalperson
- Know the responsibilities of the equipment operator
- Know the responsibilities of the lift director
- Know how to calculate tensions on slings and rigging hardware

**DOMAIN: SELECTION OF RIGGING COMPONENTS**
- Know how to select slings
  — Chain
  — Wire rope
  — Metal mesh
  — Synthetic rope
  — Synthetic web
  — Synthetic round
- Know how to select rigging hardware
  — Shackles
  — Adjustable hardware
  — Turnbuckles
  — Chain hardware
  — Links, rings, and swivels
  — Rigging block
  — Hooks
  — How to select hoists
    » Air
    » Lever
    » Electric
    » Manual (chain falls)
  — Dollies/skates/rollers
  — A-frames
  — Trolley
  — Know how to select compression hardware
    » Wire rope clips
    » Wedge sockets
  — Beam clamps
  — Softeners
  — Eyebolts
  — Swivel hoist rings
  — Jacks
• Know how to identify below-the-hook lifting devices
  — Structural (lifting beams)
  — Mechanical lifting devices (including vacuum lifting devices)
  — Close proximity operated lifting magnets
  — Remotely operated lifting magnets
  — Scrap and material handling grapples
  — Plate clamps
  — Beam/girder clamps

**DOMAIN: TECHNICAL KNOWLEDGE**

• Understand and apply ASME non-inspection standards
  — ASME B30.5: Mobile and Locomotive Cranes
  — ASME B30.9: Slings
  — ASME B30.10: Hooks
  — ASME B30.20: Below-the-Hook Lifting Devices
  — ASME B30.26: Rigging Hardware

• Understand and apply OSHA non-inspection regulations
  — 1910.184: Materials Handling and Storage
  — 1926.251: Rigging Equipment for Material Handling
  — 1926.1431: Hoisting Personnel

**DOMAIN: INSPECTION**

• Know ASME periodic inspection standards
  — B30.9: Slings
  — B30.10: Hooks
  — B30.20: Below-the-Hook Lifting Devices
  — B30.26: Rigging Hardware

• Know OSHA periodic inspection regulations
  — 1910.184: Materials Handling and Storage
  — 1926.251: Rigging Equipment for Material Handling

**DOMAIN: EXECUTION OF RIGGING ACTIVITY**

• Know how to use slings
  — Chain
  — Wire rope
  — Metal mesh
  — Synthetic rope
  — Synthetic web
  — Synthetic round

• Know how to use rigging hardware
  — Shackles
  — Adjustable hardware
    » Turnbuckles
    » Chain hardware
  — Links, rings, and swivels
  — Rigging block
  — Hooks
  — Hoists
    » Air
    » Lever
    » Electric
    » Manual
  — Dollies/skates/rollers
  — A-frames
  — Trolley
  — Compression hardware
    » Wire rope clips
    » Wedge sockets
  — Beam clamps (used as attachment point)
  — Softeners
  — Eyebolts
  — Swivel hoist rings
  — Jacks

• Know how to use below-the-hook lifting devices
  — Structural (lifting beams)
  — Mechanical lifting devices
  — Close proximity operated lifting magnets
  — Remotely operated lifting magnets
  — Scrap and material handling grapples
Reference List

The following reference materials are used by NCCCO’s Rigger Examination Committee to verify the accuracy of CCO test questions. Prices current at press time.

NCCCO RIGGER REFERENCE MANUAL (REV 05/19)
Download free PDF from: http://nccco.org/rigger-references

This manual was created to assist candidates preparing to take the CCO rigger certification examinations. The information contained in this manual has been compiled from partial sections of ASME B30 standards (with written permission) and the prevailing OSHA regulations for rigging practices. Partial relevant sections from the following selected standards are included:

- ASME B30.5 - 2018: Mobile and Locomotive Cranes
  (Rigger Level II only)
- ASME B30.10 - 2014: Hooks
- OSHA 1910.184: Slings
- OSHA 1926.251: Rigging Equipment for Material Handling
- OSHA 1926 Subpart CC: Cranes and Derricks in Construction
  — 1926.1401
  — 1926.1404-1411
  — 1926.1424-1425
  — 1926.1431-1432
  — Appendix A

NCCCO RIGGER REFERENCE BOOKLET (REV 04/14)
Download free PDF from: http://nccco.org/rigger-references

This booklet includes rigging hardware, sling, load block, and other capacity information that may be used in CCO rigger certification exams.

ASME STANDARDS
Candidates must be familiar with the entire contents of the following ASME standards:

- ASME B30.9 – Slings (2014) $89.00
- ASME B30.26 – Rigging Hardware (2015) $55.00

ASME standards may be purchased directly from ASME:
Order by Internet: http://catalog.asme.org/
Order by mail:
American Society of Mechanical Engineers
22 Law Drive, Box 2900
Fairfield, NJ 07007
Ph: 800-843-2763
Fax: 201-882-1717

Payments accepted: check, VISA, MasterCard, American Express, Discover, Diner’s Club

IPT’S CRANE AND RIGGING TRAINING MANUAL (2005)
Order by Internet: http://www.iptbooks.com/
Order by mail:
IPT Publishing and Training Ltd.
Box 4323
Spruce Grove, AB, Canada
T7X 3B5
Ph: 780-962-4548
Fax: 780-962-4819

Payments accepted: VISA, MasterCard, American Express, check, money order

RIGGING FOR IRONWORKERS REFERENCE MANUAL (2013)
This manual can be purchased by calling the Ironworkers National Training Fund at (202) 383-4870.

Payments accepted: credit card only
Practical Examination Process
RIGGER LEVEL I & RIGGER LEVEL II

ELIGIBILITY
Candidates must pass a Practical Exam to be certified. Candidates may take their Written and Practical Exams in either order. Candidates have 12 months after they pass their first exam (Written or Practical) in which to pass the corresponding Written or Practical Exam.

SKILLS TESTED
Certified Rigger Level I Practical Exam
The Practical Examination is comprised of four main tasks that increase progressively in the skill level tested. Candidates’ skills are tested in demonstrating pre-use rigging inspection, rigging hitches, rigging connections, and basic knots. Candidates are allowed 60 minutes to complete the exam.

Certified Rigger Level II Practical Exam
The Rigger Level II Practical Examination is comprised of two tasks. Candidates’ skills are tested in performing a level lift and rigging frame rotation. Candidates are allowed 15 minutes to complete the level lift task and 30 minutes to complete the frame rotation task.

SCHEDULING A TEST
Candidates for the Practical Examinations should contact their Test Site Coordinator to determine the date of the next scheduled Practical Exam. Alternatively, candidates may contact NCCCO for this information.

Candidates must bring their completed Candidate Application forms with them to their scheduled examination, along with any required supporting materials.

TEST DAY
Candidates must report to the Test Site at the scheduled time. All candidates shall comply with Test Site requirements concerning personal protective equipment (PPE), which at a minimum shall meet OSHA requirements.

Candidates must bring valid (not expired) government-issued photo identification that includes date of birth to the test site on the day of the test administration.

INTERRUPTION/RESTARTING
If a practical exam is interrupted for a legitimate reason (power outage, fire or severe weather alarm, emergency involving the Examiner or candidate), the Examiner must stop the stopwatch, have the candidate put down whatever rigging or rope he/she may be holding, and both must leave the testing room/area together.

The candidate resumes the task he/she was performing at the point of interruption, then the Examiner must read the verbatim instructions and tell the candidate how much time and/or attempts remain. The candidate shall confirm readiness to resume examination.

If the exam can’t be completed that day, the score sheet must be marked “VOID” and the test must be restarted from the beginning.

PRACTICAL SCORING
Candidate performance on the Practical Examination is recorded by Practical Examiners accredited by NCCCO. Examiner requirements include meeting NCCCO requirements for certification, passing the Written and Practical Exams, and successfully completing an accreditation workshop.

The testing procedure has been developed to provide the highest degree of standardization and reliability. The Examiner’s task is primarily to record the performance of the candidate.

Candidates may lose points through operational errors in both the Level I and Level II Practical Exam(s). The scoring of candidates’ performances is done off site at NCCCO facilities.

PRACTICAL SCORE REPORTING
All candidates receive a score report of their performance. Examination results are mailed to candidates approximately 12 business days after the receipt of the Practical Examination score sheets by NCCCO.

Please note that while Practical Examiners are encouraged to expedite the shipping of score sheets after each test administration, they may batch score sheets from several test administrations over a number of days. This means that candidates may receive their score reports from NCCCO more than three weeks after their test administration.

Both the Practical Examination and the scoring system have been validated and verified by NCCCO’s pilot testing program. A score of \(68\) represents the minimum passing score for the Rigger Level I Practical Exam. Rigger Level II candidates must pass both tasks in the same test session to achieve an overall passing score on the practical exam. Task 1 passing score is \(23\); Task 2 passing score is \(49\).
PRACTICAL EXAMINATION FEES

The Practical Exam fee for Rigger candidates is $100 each for either the Rigger Level I or Rigger Level II exam. Retest fees are the same as for first-time exams. The appropriate fees must be submitted with the application through the Test Site Coordinator.

PRACTICAL EXAM HAND SCORING REQUESTS

Candidates not passing the examination(s) may request from NCCCO a hand scoring of their answer sheets. Requests must be made in writing within three months of the test date and must be accompanied by a processing fee of $25 for each test requested.

Hand scored practical exam reports include details of a candidate’s performance on each task.

NCCCO—Practical Exam Processing
5250 S. Commerce Dr., Suite 100
Murray, UT 84107

Phone: 801-363-2693
Fax: 801-938-9540
Email: practicalexam@nccco.org

In the event that the hand scoring of a failing candidate’s answer sheet results in a passing score, the hand-scoring fee will be refunded in full.
The following is an outline of the practical testing procedure for Rigger Level I certification.

**CANDIDATE INFORMATION AND INSTRUCTIONS**

Candidates must report to the Test Site at the scheduled time. The Test Site Coordinator is responsible for setting the testing schedule. During the Practical Examination, candidates are under the direction of the Examiner and must follow the Examiner’s directions at all times.

The following sections describe the specific tasks that candidates will be performing when taking the Rigger Level I Practical Examination. It is important that candidates understand these instructions. If there is anything that they do not understand, candidates should request clarification from the Examiner.

**TASKS**

The Rigger Level I Practical Exam consists of four tasks:

- **Task 1: Pre-Use Rigging Inspection**
- **Task 2: Rigging Hitches**
- **Task 3: Rigging Connections**
- **Task 4: Basic Knots**

Candidates will be required to complete all phases of the test in sequence. Once they have completed the Practical Exam they must leave the testing area. Only personnel involved in the administration of the test are allowed in the test area.

**TIME LIMITS**

There is a 60-minute time limit for the Rigger Level I Practical Examination. If a candidate does not complete the exam in 60 minutes, the exam ends and the candidate will receive credit for the tasks (or sub-tasks) completed.

**PRE-TEST BRIEFING**

Before the test, candidates will watch a short candidate video showing all the tasks they will be required to perform during the examination. This video is also available on the NCCCO website and candidates must view it within 24 hours before their practical exam(s). Separate videos are available for Rigger Level I and Rigger Level II.

**CANDIDATE ID AND SIGNATURE**

Prior to beginning the examination, the Examiner will ask each candidate for a government-issued photo identification that includes date of birth, such as a driver’s license.

The Examiner will ask if the candidate has read the Candidate Information and Instructions and will answer any questions. The Examiner will have the candidate sign the score sheet indicating that the candidate understands the instructions for the test.

**TASK 1: PRE-USE RIGGING INSPECTION**

- At the Examiner’s indication to start, you will inspect all of the rigging slings and hardware located in front of you. Select those items that meet ASME and OSHA Removal from Service criteria.
- Place the selected items to one side and say “Done” to indicate that you have finished.

**TASK 2: RIGGING HITCHES**

- At the Examiner’s indication to start, you will be directed to demonstrate six different hitches.
- After completing each hitch, say “Done” when you are ready to have the hitch evaluated.
- You will rig a single straight-line hitch using the 5 ft. web sling and a ⅝-inch shackle on the eye bolt located on the round tube.
- All other hitches will be rigged around the round tube.

**TASK 3: RIGGING CONNECTIONS**

- You will have one minute to review the available rigging equipment for this testing session. The rigging has been inspected and is approved for use.
- You will choose three task assignment cards—one of each color—for the three rigging tasks. The Examiner will read the cards aloud.
- At the Examiner’s indication to start, gather and assemble the rigging materials that are required to complete the assigned task according to the recommendations of the applicable ASME B30 standards.
- You will then rig and suspend the 6 in. × 30 in. square aluminum tube, as described on the task assignment card.
- When you have completed your rigging assignment, announce that you are “Done.” The Examiner will evaluate your completed rigging setup.
- You will disassemble the rigging assembly before continuing on to the next rigging assignment.
TASK 4: BASIC KNOTS

- At the Examiner’s indication to start, you will tie five different knots using a rope or ropes of different diameters.
- When it is necessary, use the 4 in. round PVC pipe and eye bolt as your anchor point.
- Tie each knot and say “Done” when you are ready to have the knot evaluated.
- Place the tying rope on the table after the last knot has been evaluated.

Candidates must demonstrate the following basic knots:

- Sheet bend
- Clove hitch
- Inside bowline
- Square/reef
- Two half hitches

SCORING CONSIDERATIONS

General:

- Application of Eyebolts—Any time a shouldered eyebolt is applied, an additional washer may be used between the eyebolt shoulder and the top of the load. For securing shouldered eyebolts, double nutting and double washering is acceptable.
- Application of Swivel Hoist Rings—For securing swivel hoist rings, double nutting and double washering under the load is acceptable.
- Overlapping/Crossing Sling on a Double Wrap Choke or Basket—Any application of a sling in a double wrap choke or double wrap basket configuration shall not overlap/cross on the bottom of the load.
- Location of Tag—If you wrap the tag against the load while performing a choker or basket hitch, the hitch will be scored as “Performed Incorrectly.”
- Maximum Twist in Sling—Any sling that has more than a half twist (scored at the end of the task) will be marked as scoring deficiency.

Task 2: Rigging Hitches

- If your task involves the use of hardware that requires a torque wrench for final tightening, you are only required to secure the hardware to finger-tight condition for the task assignment.
- Softeners are not required for these tasks.
- The use of a shackle with the double wrap choker is acceptable.
- The straight-line hitch must be demonstrated as a complete system (eye bolt, shackle, and web sling). All elements of the system must comply with applicable standards.

Task 3: Rigging Connections

- Any deviations from the instructions on the task cards chosen will result in scoring deductions.
- If the finished rigging does not match the directions, the plane (same vs. opposing) in which the rigging is used shall be marked as “Incorrect.”

Task 4: Basic Knots

- Inside Bowline—Be sure the free end is situated inside the loop.
- Clove Hitch—The two free ends of the rope must pass each other and must be contained by the loops on the PVC pipe.
- Square Knot—The free ends must be on the same side; you may use either both ropes or a single rope to tie the square knot.
- Two Half-Hitches—The running end must cross over the standing end for the second hitch.
- Sheet Bend—You must use two ropes of different diameters for the sheet bend. The rope with the larger diameter must be used as the “bight” end. The rope ends must be on the same side for the finished bend.

POST-TEST PROCEDURES

Once each candidate has completed the Practical Examination:

- The Examiner will complete the score sheet.
- The Examiner is not permitted to review the score sheet with the candidate or discuss the candidate’s performance on the test.
- Exam results will be mailed to the candidate within approximately 12 working days of NCCCO’s receipt of the score sheet.
- Once candidates have completed all of their tests, they must leave the Test Site.
Practical Examination Outline
RIGGER LEVEL II

The following is an outline of the practical testing procedure for Rigger Level II certification.

CANDIDATE INFORMATION AND INSTRUCTIONS

The following sections describe the specific tasks candidates will be performing when taking the Practical Examination. It is important that candidates understand these instructions. If there is anything they do not understand, they should request clarification from the Examiner.

Candidates must report to the test site at the scheduled time. The Test Site Coordinator is responsible for setting the testing schedule. During the Practical Examination, candidates are under the direction of the Examiner and must follow the Examiner’s directions at all times.

Once candidates have completed the Practical Exam, they must leave the testing area. Only personnel involved in the administration of the test are allowed in the test area.

TASKS

The Rigger Level II Practical Exam consists of two tasks:
- Task 1: Level Lift
- Task 2: Rigging Frame Rotation

TIME LIMITS

The Level Lift task has a time limit of 15 minutes and the Rigging Frame Rotation task has a time limit of 30 minutes.

UNSAFE ACTS

If at any time during the test (Rigger Level II only), you commit an unsafe act, you will be disqualified from continuing with the test. Unsafe acts include but are not limited to the following:
- Two blocking (load in tension)
- Shock loading
- Point loading
- Chain hoist load line bands around the frame

The Examiner has the authority to stop the test at any time for reasons of safety. Please ask the Examiner if you have any questions.

If you are disqualified due to an unsafe act, you will not be permitted to test on that day.

PRE-TEST BRIEFING

Candidates will be shown a short video showing all the tasks they will be required to perform during the examination.

CANDIDATE ID AND SIGNATURE

Prior to beginning the examination, the Examiner will ask each candidate for a government-issued photo identification that includes date of birth, such as a driver’s license.

The Examiner will ask if the candidate has read the Candidate Information and Instructions and will answer any questions. He/she will have the candidate sign the score sheet indicating that the candidate understands the instructions for the test.

PRE-TEST FAMILIARIZATION

- All rigging slings and hardware are approved for use and do not require pre-use inspection.
- A maximum of three minutes will be permitted to evaluate the rigging gear used for these tasks. A laminated picture of the Rigging Frame and a grease pencil are provided for your use.
- If you are ready in less than three minutes, please indicate that you are ready to begin.

TASK 1: LEVEL LIFT

- At Examiner’s indication to start, at which point timing begins, select and then apply slings and/or hardware to attachment points of your choice on the rigging frame in order to hoist the load and execute a level lift.
- You are permitted a maximum of two lifting attempts to achieve a position that is within two degrees of true level. A measurement of greater than two degrees on your final attempt will result in a performance deduction.
- If you are unsuccessful in your first attempt, you must return to the original starting position before starting a second attempt.
- You must use at least three but no more than four sling legs on the rigging frame.
- You may not use the second chain-fall hoist for this task
- When you have completed this task say “Done.” Your rigging setup will then be evaluated.
You will have a maximum time of 15 minutes to complete this task.

The Examiner will indicate when there are ten, five, and one minute(s) remaining for this task.

**TASK 2: RIGGING FRAME ROTATION**

- At the Examiner’s indication to start, at which point timing begins, select and then apply slings and/or hardware to attachment points of your choice on the rigging frame. You must lift the frame clear of the ground and rotate the load 90 degrees under control.

- You are permitted a maximum of three attempts to rotate the frame to a position that is within six (6.0) degrees of true level. A measurement of greater than six (6.0) degrees on your final attempt will result in a performance deduction.

- A rope tied on the frame indicates which side must be in the final “up” position.

- If you are unsuccessful during any rotation attempt, you must return to the original starting position before attempting the next rotation.

- If the frame touches the ground during the first or second rotation attempt, you must return to the original starting position before attempting the next rotation.

- You must initiate this task with a minimum of three slings but no more than four, and you must have tension on at least two pick points at the end of the task.

- You may use the second chain-fall hoist for this task.

- When you have completed this task say “Done.” Your rigging setup will then be evaluated.

- You will have a maximum time of 30 minutes to complete this task.

- The Examiner will indicate when there are ten, five, and one minute(s) remaining for this task.

**SCORING CONSIDERATIONS**

**General:**

- Torquing of hardware or nuts is not required; hand-tighten these items only.

- Softeners shall not be used or provided for these tasks.

- Do not point-load rigging on the frame.

- Do not apply rigging at less than 30 degrees to the horizontal.

- Any misapplication of slings or hardware during these tasks will result in performance deductions.

- You are not permitted to attach rigging at the center of gravity.

- You may not add, adjust, or remove rigging while the load is suspended.

- A lifting attempt is defined as any movement of the frame from hoisting.

- You are not allowed to climb on the rigging frame.

- The Practical Examiner will remove the blocking when the frame is suspended.

- A digital level may be used during these tasks.

- At the conclusion of each task, break down all rigging components and return them to the rigging table.

- Application of Swivel Hoist Rings—For securing swivel hoist rings, double nutting and double washing under the load is acceptable.

- Location of Tag—If the you wrap the tag against the load while performing a choker or basket hitch, the hitch will be scored as “Performed Incorrectly.”

- Maximum Twist in Sling—Any sling that has more than a half twist scored at the end of the task shall be marked as scoring deficiency.

**Both Task 1 and Task 2**

- The rigging frame must be on either of its sides in the “L” position before starting.

- “Lifting Attempts,” “Incorrectly Applied Hardware Connections,” and “Two-blocking,” are recorded during the task; all other scoring elements are recorded after you are done with the task.

- "Incorrectly Applied Hardware Connections” indicates that the rigging gear is not applied according to the recommendations of the applicable ASME B30 standards.

- Kissing or softly touching the hook to the chain-fall housing is considered a performance deduction. Hard contact of the hook with the chain-fall housing will be recorded as an Unsafe Act.

- The “Final Level” is the larger measurement of the two planes and is recorded after the you have finished the task and stated “done.”

- The “Load” and “Hook” performance deficiencies are recorded after the task is completed.

- Slings are allowed to touch the frame.

- No rigging can be attached within 12 in. of the CG.
• Application of the sling over the corner of the frame (also known as “point loading”) is considered an unsafe act while the load is freely suspended.

• Movement of the frame due to hoisting is defined as a lifting attempt.

**Task 1: Level Lift**

• The Level Lift Task is always performed first.

• The Rigging Frame CG will not be directly under the hook at the start of the task.

**Task 2: Rigging Frame Rotation**

• When using the chain hoist, the load chain must remain straight throughout the attempt. If the hoist load chain is not kept straight, it will be marked as a deficiency.

• If you touch the frame on the ground (after lifting the frame completely off the ground), you must return to the starting position.

• Touching the ground during the third attempt ends the task.

• You may not rotate the frame on the ground more than 15 degrees before lifting the frame off the ground.

**POST-TEST PROCEDURES**

Once each candidate has completed the Practical Examination:

• The Examiner will complete the score sheet.

• The Examiner is not permitted to review the score sheet with the candidate or discuss the candidate’s performance on the test.

• Exam results will be mailed to the candidate within approximately 12 working days of NCCCO’s receipt of the score sheet.

• Once candidates have completed all of their tests, they must leave the Test Site.
Telecommunication Tower Rigger Level I
RIGGER LEVEL I – RESTRICTED

- Program Description
- Written Exam Outline
- Reference List
PROGRAM DESCRIPTION

NCCCO partnered with industry leader National Wireless Safety Alliance (NWSA) to develop a program tailored directly to those performing rigging specifically in the telecommunications industry. NWA provided subject matter experts who worked together with NCCCO to develop this program.

The CCO Telecommunications Tower Rigger Level I Restricted certification (TTR-I) is a restricted version of the CCO Rigger Level I certification. The Telecommunications Tower Rigger Level I was developed specifically for riggers in the wireless telecommunications industry. Telecommunications Tower Riggers are identified by their unique knowledge of communication structures (e.g., self-support towers, guy towers, monopoles, etc.)

To achieve certification, candidates must pass the Telecommunications Tower Rigger Level I written exam as well as the standard CCO Rigger Level I practical exam. The written exam contains content related to ANSI/ASSP A10.48, various types of rigging equipment, and activities associated with the telecommunications industry. The practical exam remains unchanged from the existing Rigger Level I program. All CCO certification policies common to other CCO certification programs apply. Riggers already holding the full Rigger Level I certification are not affected by the introduction of this restricted certification due to their existing certification.

DEFINITION OF A TELECOMMUNICATIONS TOWER RIGGER

A telecommunications tower rigger is a person who has been trained and certified to handle and move loads on antenna supporting structures. The level of certification depends upon the individual's training, knowledge, skill base, and ability to perform functions related to the selection, inspection, and proper use of rigging equipment.

CERTIFIED TELECOMMUNICATIONS TOWER RIGGER LEVEL I

NCCCO identified the following job duties for Telecommunications Tower Rigger Level I certification. A certified Telecommunications Tower Rigger Level I can perform simple, repetitive rigging tasks when the load weight, center of gravity, the rigging, and rigging configuration are provided or known through experience, while under direct supervision of a Competent Rigger per ANSI/ASSP A10.48. Specifically, Level I Telecommunications Tower Riggers should be able to demonstrate and/or have knowledge of how to:

- Inspect rigging hardware and components prior to the rigging activities
- Review site-specific rigging plans
- Identify and attach rigging hardware with appropriate hitch configurations, capacities, and knots
- Identify and apply basic knowledge of rope types and uses (i.e., synthetic, wire)
- Recognize associated hazards
- Communicate and identify signal operations
- Use various types of rigging equipment (i.e., capstans, base mounted hoists)
- Apply rigging anchorage/attachment points

ELIGIBILITY

To be eligible for the Telecommunications Tower Rigger Level I certification, candidates must:

- Be at least 18 years of age
- Comply with NCCCO's Substance Abuse Policy
- Pass Written Examination
- Pass the Rigger Level I Practical Examination
- Comply with the Code of Ethics for Certified Riggers

CCO WRITTEN EXAM

The Certified Telecommunications Tower Rigger Level I Written Examination consists of 65 multiple-choice questions. Candidates are allowed 60 minutes to complete the test.

CCO PRACTICAL EXAM

The successful completion of an CCO Rigger Level I Practical Examination demonstrates a candidate’s basic rigging competency. See page 20 for details.

CCO CERTIFICATION TIME FRAMES

Candidates must pass both the Telecommunications Tower Rigger Level I Written and Rigger Level I Practical Examinations within twelve months of each other to be certified for a five-year period. The Written and Practical Exams may be taken in either order.

RECERTIFICATION REQUIREMENTS

CCO certification is valid for five years. Recertification requirements are detailed on page 4. Candidates must...
complete all of their recertification requirements during the 12 months prior to their certification’s expiration date. This includes:

- Passing the Recertification Written Examination
- Compliance with NCCCO’s Substance Abuse Policy
- Compliance with the Code of Ethics

Recertification candidates who need to take the Practical Exam for any reason, however, must do so before their certification expires. There is no grace period after their certification expires. Candidates whose certification has lapsed must take both the regular Written and Practical Examinations again to be certified again.

CODE OF ETHICS FOR CERTIFIED RIGGERS

CCO-certified Telecommunications Tower Riggers are required to follow the same code of ethics as all other CCO-certified riggers. NCCCO’s Code of Ethics can be found on page 4.

DISCIPLINARY POLICY

CCO-certified Telecommunications Tower Riggers are subject to the same disciplinary policy as all other CCO-certified riggers. NCCCO’s Disciplinary Policy can be found on page 4.

SUBSTANCE ABUSE POLICY

CCO-certified Telecommunications Tower Riggers are required to follow the same substance abuse policy as all other CCO-certified riggers. NCCCO’s Substance Abuse Policy can be found on page 5.

WRITTEN EXAM PROCESS

Candidates for the Telecommunications Tower Rigger Level I exam may take the written exam at one of the approximately 300 PSI computer-based testing centers located around the country. For more information about computer-based testing (CBT), see page 9. Candidates can apply for NCCCO computer-based tests at www.nccco.org/ttr-app. Paper candidate applications and paper/pencil testing (PPT) are not available for this program.

PRACTICAL EXAM PROCESS

For details on the Rigger Level I Practical Exam process and content, see pages 18–21.

EXAM FEES

- Telecommunications Tower Rigger Level I (TTR-I) Written Exam (computer-based test): $170
- NCCCO Rigger Level I Practical Exam: $100

REFERENCES

For a list of references, please refer to page 31.
The CCO Certified Telecommunications Tower Rigger Level I Written Examination tests the following knowledge areas relating to rigging:

**Domain: Scope of the Rigging Activity**  
- Approximately 15% of test

**Domain: Technical Knowledge**  
- Approximately 13% of test

**Domain: Inspection**  
- Approximately 30% of test

**Domain: Execution of Rigging Activity**  
- Approximately 42% of test

**Domain: Scope of the Rigging Activity**
- Identifying hazards associated with the load’s travel path
- Know how to identify load characteristics
  - Know how to verify the gross load weight
  - Know how to identify load attachment points
- Identify rigging structure attachment points
  - Direct structure (monopole)
  - Panel points (lattice tower)
  - Specialized (e.g., water, tower, rooftop, billboard, etc.)
- Recognize special handling requirements
- Recognize unsafe rigging practices
  - Pinch points
  - Sling protection
  - Load stability
  - Shock load
  - Side load
  - Electrical hazards
  - Tag forces
  - Excessive rigging angles
- Know how to identify hazards
- Know how to communicate a hazard identification

**Domain: Technical Knowledge**
- Understand and apply ASME non-inspection requirements
  - B30.9: Slings
  - B30.10: Hooks
  - B30.20: Below-the-Hook Lifting Devices
  - B30.21: Lever Hoist
  - B30.26: Rigging Hardware
  - B30.30: Ropes
- Understand and apply OSHA non-inspection regulations
  - 1910.184: Materials Handling and Storage
  - 1926.251: Rigging Equipment for Material Handling
  - 1926.1431: Hoisting Personnel
- Understand and apply ANSI/ASSP standards
  - A10.42: Safety Requirements for Rigging

**Domain: Inspection**
- Know ASME inspection requirements
  - B30.9: Slings
  - B30.10: Hooks
  - B30.20: Below-the-Hook Lifting Devices
  - B30.21: Lever Hoist
  - B30.26: Rigging Hardware
  - B30.30: Ropes
- Know OSHA frequent inspection regulations
  - 1910.184: Materials Handling and Storage
  - 1926.251: Rigging Equipment for Material Handling
  - 1926.1431: Hoisting Personnel
- Understand and apply ANSI/ASSP standards
  - A10.42: Safety Requirements for Rigging

**Domain: Execution of Rigging Activity**
- Know how to select and use slings (e.g., synthetic, alloy chain, wire rope)
- Awareness of tag line use
• Awareness of load line selection and use (e.g., synthetic, wire rope)

• Know how to use the hoist
  — Capstan
  — Base mounted drum

• Know how to select and use rigging hardware
  — Shackles
  — Links, rings, and swivels
  — Rigging blocks
  — Hooks
  — Lever Hoists
  — Compression hardware (e.g., wedge sockets, wire rope clips)
  — Beam clamps
  — Sling protection/Wear sleeves
  — Eyebolts
  — Swivel hoist rings
  — Turnbuckles

• Know how to use below-the-hook lifting devices
  — Structural (spreader bar)

• Know post-load movement activities
  — Know how to secure the load
  — Know how to disconnect the rigging
  — Know how to stow the gear
The following reference materials are used by NCCCO’s Telecommunications Tower Rigger Task Force to verify the accuracy of CCO test questions. Prices current at press time.

**ANSI/ASSP A10.48 2016 CRITERIA FOR SAFETY PRACTICES WITH THE CONSTRUCTION, DEMOLITION, MODIFICATION AND MAINTENANCE OF COMMUNICATION STRUCTURES**

Order by Internet: [https://store.assp.org](https://store.assp.org)

**NCCCO RIGGER REFERENCE MANUAL (REV 05/19)**

Download free PDF from: [http://nccco.org/rigger-references](http://nccco.org/rigger-references)

This manual was created to assist candidates preparing to take the CCO rigger certification examinations. The information contained in this manual has been compiled from partial sections of ASME B30 standards (with written permission) and the prevailing OSHA regulations for rigging practices. Partial relevant sections from the following selected standards are included:

- ASME B30.10 - 2014: Hooks
- OSHA 1910.184: Slings
- OSHA 1926.251: Rigging Equipment for Material Handling
- OSHA 1926 Subpart CC: Cranes and Derricks in Construction
  - 1926.1401
  - 1926.1404-1411
  - 1926.1424-1425
  - 1926.1431-1432
  - Appendix A

**NCCCO RIGGER REFERENCE BOOKLET (REV 04/14)**

Download free PDF from: [http://nccco.org/rigger-references](http://nccco.org/rigger-references)

This booklet includes rigging hardware, sling, load block, and other capacity information that may be used in CCO rigger certification exams.

**ASME STANDARDS**

Candidates must be familiar with the entire contents of the following ASME standards:

- ASME B30.9 – Slings (2014) $89.00
- ASME B30.26 – Rigging Hardware (2015) $55.00

**ASME standards may be purchased directly from ASME:**

Order by Internet: [http://catalog.asme.org/](http://catalog.asme.org/)

Order by mail:
American Society of Mechanical Engineers
22 Law Drive, Box 2900
Fairfield, NJ 07007
Ph: 800-843-2763
Fax: 201-882-1717

Payments accepted: check, VISA, MasterCard, American Express, Discover, Diner’s Club

**IPT’S CRANE AND RIGGING TRAINING MANUAL (2005)**


Order by mail:
IPT Publishing and Training Ltd.
Box 4323
Spruce Grove, AB, Canada
T7X 3B5
Ph: 780-962-4548
Fax: 780-962-4819

Payments accepted: VISA, MasterCard, American Express, check, money order

**RIGGING FOR IRONWORKERS REFERENCE MANUAL (2013)**

This manual can be purchased by calling the Ironworkers National Training Fund at (202) 383-4870.

Payments accepted: credit card only
Candidate Application Forms
RIGGER LEVEL I & RIGGER LEVEL II

Please photocopy and complete all sides of the following forms when applying for CCO Written and Practical Examinations.

- Candidate Application—Written Examinations: Rigger & Signalperson
- Candidate Application—Practical Examinations: Rigger & Signalperson
- Candidate Application—Combined Written & Practical Examinations: Rigger & Signalperson
- Change of Address Form
Candidate Application
WRITTEN EXAMINATIONS (PAPER/PENCIL TESTS)—RIGGER & SIGNALPERSON

Please type or print neatly. All fields marked with an asterisk (*) must be completed or application will be considered incomplete.

<table>
<thead>
<tr>
<th>FULL LEGAL NAME</th>
<th>FIRST*</th>
<th>Middle</th>
<th>LAST*</th>
<th>Suffix (Jr., Sr., III)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCO CERTIFICATION NUMBER (if previously certified)</td>
<td>DATE OF BIRTH*</td>
<td>CANDIDATE ID: (if previously tested)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSONAL MAILING ADDRESS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOME PHONE</th>
<th>CELL PHONE*</th>
<th>CANDIDATE EMAIL* (PERSONAL EMAIL UNIQUE TO CANDIDATE)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COMPANY/ORGANIZATION</th>
<th>PHONE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COMPANY MAILING ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WRITTEN TEST ADMINISTRATION #* (contact Test Site Coordinator)</th>
<th>TEST DATE* (MM/DD/YYYY)</th>
<th>TEST SITE COORDINATOR NAME*</th>
</tr>
</thead>
</table>

Note: Written Exam applications received without a Written Test Administration Number will be marked incomplete and cannot be processed.

**FILL IN** the circles next to the exam(s) for which you are applying.

<table>
<thead>
<tr>
<th>EXAM DESCRIPTION*</th>
<th>EXAM FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️ Rigger Level I Written Exam (652850)</td>
<td>$100</td>
</tr>
<tr>
<td>☑️ Rigger Level II Written Exam (652802)</td>
<td>$100</td>
</tr>
<tr>
<td>☑️ Signalperson Written Exam (652701)</td>
<td>$100</td>
</tr>
</tbody>
</table>

**RECERTIFICATION EXAM DESCRIPTION**

<table>
<thead>
<tr>
<th>EXAM DESCRIPTION</th>
<th>EXAM FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️ Rigger Level I Recertification Written Exam (652851)</td>
<td>☑️ One Exam $100</td>
</tr>
<tr>
<td>☑️ Rigger Level II Recertification Written Exam (652833)†</td>
<td></td>
</tr>
</tbody>
</table>

†Note: Individuals recertifying for Rigger Level II are NOT required to take the Rigger Level I recertification exam.

**Other fees:**

<table>
<thead>
<tr>
<th>☑️ Candidate Late Fee</th>
<th>☑️ Incomplete Application Fee (see Candidate Handbook for details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50</td>
<td>$30</td>
</tr>
</tbody>
</table>

TOTAL AMOUNT ENCLOSED .................................................. $
CANDIDATE APPLICATION (CONT’D)
WRITTEN EXAMINATIONS—RIGGER & SIGNALPERSON

CCO CERTIFICATION CARD

Candidates who meet all the requirements for certification in any one designation are issued a certification card at no charge. As certificants add additional designations, updated cards are issued at no additional charge. Replacement cards are available for an additional fee; order online at nccco.org/newcard.

Please provide your Test Site Coordinator with a digital color photo (without hat or sunglasses) labeled with your full name and birth date.

Alternately, a 1 ¾” × 1 ¾” color passport photo may be substituted for a digital photo; if submitting a passport photo, please give it to your Test Site Coordinator, do not mail it directly to NCCCO.

I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO’s policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I expressly consent to NCCCO’s release of any information consistent with NCCCO’s Information Release policy. I have read the NCCCO Candidate Handbook and agree to be bound by all NCCCO policies and procedures—including NCCCO’s substance abuse policy—as they may be amended from time to time, including without limitation those posted at nccco.org. I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to NCCCO immediately and agree to cooperate with any subsequent investigation regarding such matters.

CANDIDATE SIGNATURE* DATE*

METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

If paying by credit card, complete the following information:

If using company credit card, provide company name: ________________________________

Checks and money orders should be payable to: NCCCO

Please send application and payments to:

NCCCO—Written Exam Processing
34125 U.S. Highway 19 North, Suite 150
Palm Harbor, FL 34684

Phone: 727-449-8525
Fax: 727-461-2746

<table>
<thead>
<tr>
<th>Credit Card Type</th>
<th>Personal check</th>
<th>Employer check</th>
<th>Money Order</th>
<th>Do not send cash.</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] VISA</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>[ ] MasterCard</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>[ ] American Express</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
</tbody>
</table>

NAME (Print as it appears on card) ____________________________

SIGNATURE (on card) ________________________________________

CREDIT CARD NUMBER ____________________________

EXPIRATION DATE ____________________________

SECURITY CODE ____________________________

Three- or four-digit code located on the card.

Use personal or company credit card.

 Personal check enclosed

 Employer check enclosed

 Money Order enclosed

Please do not staple your check or money order.

Email credit card receipt to: ____________________________

Checks and money orders should be payable to: NCCCO

Please send application and payments to:

NCCCO—Written Exam Processing
34125 U.S. Highway 19 North, Suite 150
Palm Harbor, FL 34684

Phone: 727-449-8525
Fax: 727-461-2746

Please do not staple your check or money order.

 Personal check enclosed

 Employer check enclosed

 Money Order enclosed

Please do not staple your check or money order.

Email credit card receipt to: ____________________________

Checks and money orders should be payable to: NCCCO

Please send application and payments to:

NCCCO—Written Exam Processing
34125 U.S. Highway 19 North, Suite 150
Palm Harbor, FL 34684

Phone: 727-449-8525
Fax: 727-461-2746

Candidates who meet all the requirements for certification in any one designation are issued a certification card at no charge. As certificants add additional designations, updated cards are issued at no additional charge. Replacement cards are available for an additional fee; order online at nccco.org/newcard.

Please provide your Test Site Coordinator with a digital color photo (without hat or sunglasses) labeled with your full name and birth date.

Alternately, a 1 ¾” × 1 ¾” color passport photo may be substituted for a digital photo; if submitting a passport photo, please give it to your Test Site Coordinator, do not mail it directly to NCCCO.

I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO’s policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I expressly consent to NCCCO’s release of any information consistent with NCCCO’s Information Release policy. I have read the NCCCO Candidate Handbook and agree to be bound by all NCCCO policies and procedures—including NCCCO’s substance abuse policy—as they may be amended from time to time, including without limitation those posted at nccco.org. I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to NCCCO immediately and agree to cooperate with any subsequent investigation regarding such matters.
Candidate Application
PRACTICAL EXAMINATIONS—RIGGER & SIGNALPERSON

Please type or print neatly. All fields marked with an asterisk (*) must be completed or application will be considered incomplete.

<table>
<thead>
<tr>
<th>FULL LEGAL NAME</th>
<th>FIRST*</th>
<th>Middle</th>
<th>LAST*</th>
<th>Suffix (Jr., Sr., III)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(as shown on driver’s license)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCO CERTIFICATION NUMBER (if previously certified)</td>
<td>DATE OF BIRTH*</td>
<td>CANDIDATE ID:</td>
<td>(if previously tested)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSONAL MAILING ADDRESS*</td>
<td>CITY*</td>
<td>STATE*</td>
<td>ZIP*</td>
<td>COUNTRY</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOME PHONE</td>
<td>CELL PHONE*</td>
<td>CANDIDATE EMAIL* (PERSONAL EMAIL UNIQUE TO CANDIDATE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPANY/ORGANIZATION</td>
<td>PHONE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPANY MAILING ADDRESS</td>
<td>CITY</td>
<td>STATE</td>
<td>ZIP</td>
<td>COUNTRY</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRACTICAL TEST SITE #* (contact Test Site Coordinator)</td>
<td>TEST DATE* (MM/DD/YYYY)</td>
<td>TEST SITE COORDINATOR NAME*</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Practical Exam applications received without a Practical Test Site Number will be marked incomplete and cannot be processed.

FILL IN the circles next to the exam(s) for which you are applying.

<table>
<thead>
<tr>
<th>EXAM DESCRIPTION</th>
<th>EXAM FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rigger Level I Practical Exam (888101)</td>
<td>$100</td>
</tr>
<tr>
<td>Rigger Level II Practical Exam (888201)</td>
<td>$100</td>
</tr>
<tr>
<td>Signalperson Practical Exam (777777)</td>
<td>$100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RECERTIFICATION EXAM DESCRIPTION</th>
<th>EXAM FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signalperson Recertification Practical Exam (777702)</td>
<td>$100</td>
</tr>
</tbody>
</table>

Other fees:
- Incomplete Application Fee (see Candidate Handbook for details) ................................................................. $30

TOTAL AMOUNT ENCLOSED ........................................................................................................................................... $
CANDIDATE APPLICATION (CONT’D)
PRactical Examinations—Rigger & SignalPerson

CCO CERTIFICATION CARD

Candidates who meet all the requirements for certification in any one designation are issued a certification card at no charge. As certificants add additional designations, updated cards are issued at no additional charge. Replacement cards are available for an additional fee; order online at nccco.org/newcard.

Please provide your Test Site Coordinator with a digital color photo (without hat or sunglasses) labeled with your full name and birth date.

Alternately, a 1 ⅜” × 1 ⅝” color passport photo may be substituted for a digital photo; if submitting a passport photo, please give it to your Test Site Coordinator, do not mail it directly to NCCCO.

I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO’s policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I expressly consent to NCCCO’s release of any information consistent with NCCCO’s Information Release policy. I have read the NCCCO Candidate Handbook and agree to be bound by all NCCCO policies and procedures—including NCCCO’s substance abuse policy—as they may be amended from time to time, including without limitation those posted at nccco.org. I further attest that I am physically and mentally capable of safely operating equipment and/or performing the tasks described in the Candidate Handbook on the day of the Practical Exam. I understand and agree that any personal injury and/or property damage resulting from or caused in any way by my participation in the CCO Practical Exam is not and shall not be the responsibility of NCCCO. I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to NCCCO immediately and agree to cooperate with any subsequent investigation regarding such matters.

CANDIDATE SIGNATURE* _______________________________ DATE* ________________

METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

☐ Personal check enclosed ☐ Employer check enclosed ☐ Money order enclosed

If paying by credit card, complete the following information:

CREDIT CARD NUMBER ____________________________

NAME (Print as it appears on card) ____________________________

SIGNATURE (on card) ____________________________

EXPIRATION DATE ___________ ___________

SECURITY CODE ___________ ___________

Do not send cash.

If using company credit card, provide company name: ____________________________________________

Email credit card receipt to: ____________________________________________

Checks and money orders should be payable to: NCCCO

Do not send this application to NCCCO. Give this application, along with payment and all necessary documentation, to your Test Site Coordinator on test day.
Candidate Application
COMBINED WRITTEN (PAPER/PENCIL TESTS) & PRACTICAL EXAMINATIONS—RIGGER & SIGNALPERSON

Please type or print neatly. All fields marked with an asterisk (*) must be completed or application will be considered incomplete.

<table>
<thead>
<tr>
<th>EXAM DESCRIPTION</th>
<th>EXAM FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Rigger Level I (652850) &amp; Rigger Level II (652802) Written and Practical Exams†</td>
<td>$270</td>
</tr>
<tr>
<td>☐ Rigger Level I (652850) &amp; Signalperson (652701) Written and Practical Exams†</td>
<td>$270</td>
</tr>
</tbody>
</table>

†To receive discounted pricing, all written exams must be taken at the same test administration and all practical exams must be completed within seven days of the written exam date. For logistical reasons it is recommended that candidates take no more than four exams on the same day.

Note: Written Exam applications received without a Written Test Administration Number will be marked incomplete and cannot be processed.
CANDIDATE APPLICATION (CONT’D)
COMBINED WRITTEN & PRACTICAL EXAMINATIONS—RIGGER & SIGNALPERSON

CCO CERTIFICATION CARD

Candidates who meet all the requirements for certification in any one designation are issued a certification card at no charge. As certificants add additional designations, updated cards are issued at no additional charge. Replacement cards are available for an additional fee; order online at nccco.org/newcard.

Please provide your Test Site Coordinator with a digital color photo (without hat or sunglasses) labeled with your full name and birth date.

Alternately, a 1 ⅜” × 1 ¾” color passport photo may be substituted for a digital photo; if submitting a passport photo, please give it to your Test Site Coordinator, do not mail it directly to NCCCO.

I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO’s policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I expressly consent to NCCCO’s release of any information consistent with NCCCO’s Information Release policy. I have read the NCCCO Candidate Handbook and agree to be bound by all NCCCO policies and procedures—including NCCCO’s substance abuse policy—as they may be amended from time to time, including without limitation those posted at nccco.org. I further attest that I am physically and mentally capable of safely operating equipment and/or performing the tasks described in the Candidate Handbook on the day of the Practical Exam. I understand and agree that any personal injury and/or property damage resulting from or caused in any way by my participation in the CCO Practical Exam is not and shall not be the responsibility of NCCCO. I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to NCCCO immediately and agree to cooperate with any subsequent investigation regarding such matters.

CANDIDATE SIGNATURE* 

METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

If paying by credit card, complete the following information:

Do not send cash.

- Personal check enclosed
- Employer check enclosed
- Money Order enclosed

If using company credit card, provide company name: ________________________________

Email credit card receipt to: ________________________________

Checks and money orders should be payable to: NCCCO

Please send application and payments to:

NCCCO—Written Exam Processing
34125 U.S. Highway 19 North, Suite 150
Palm Harbor, FL 34684
Fax: 727-461-2746
Email: writtenapps@nccco.org
# Change of Address Form

*Please use this form to advise of any changes of address. Please mail, fax, or email this completed form to:*

NCCCO—Customer Service Department  
2750 Prosperity Ave., Suite 505  
Fairfax, VA 22031-4312

Phone: 703-560-2391 ext. 801  
Email: candidate@nccco.org

*Please type or print neatly. All fields marked with an asterisk (*) must be completed.*

<table>
<thead>
<tr>
<th>FULL LEGAL NAME</th>
<th>FIRST*</th>
<th>Middle</th>
<th>LAST*</th>
<th>Suffix (Jr., Sr., III)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCO CERTIFICATION NUMBER</td>
<td>DATE OF BIRTH*</td>
<td>CANDIDATE ID</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## OLD ADDRESS

**PERSONAL MAILING ADDRESS***

<table>
<thead>
<tr>
<th>CITY*</th>
<th>STATE*</th>
<th>ZIP*</th>
<th>COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME PHONE</td>
<td>CELL PHONE*</td>
<td>CANDIDATE EMAIL* (PERSONAL EMAIL UNIQUE TO CANDIDATE)</td>
<td>COMPANY PHONE</td>
</tr>
</tbody>
</table>

**COMPANY MAILING ADDRESS**

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY / ORGANIZATION</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## NEW ADDRESS

**PERSONAL MAILING ADDRESS***

<table>
<thead>
<tr>
<th>CITY*</th>
<th>STATE*</th>
<th>ZIP*</th>
<th>COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME PHONE</td>
<td>CELL PHONE*</td>
<td>CANDIDATE EMAIL* (PERSONAL EMAIL UNIQUE TO CANDIDATE)</td>
<td>COMPANY PHONE</td>
</tr>
</tbody>
</table>

**COMPANY MAILING ADDRESS**

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY / ORGANIZATION</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## EFFECTIVE DATE OF CHANGE
A. DEFINITIONS

1. “NCCCO” means and refers to the National Commission for the Certification of Crane Operators acting through its staff and authorized agents and representatives.

2. “Releasable Information” means and refers to the following information: name, certification status, examination dates, certification dates, certification number(s), and designations. In the case of accredited Practical Examiners, “Releasable Information” also means and refers to the following information: name, accreditation status, accreditation dates, accreditation number, and categories in which the Practical Examiner is authorized to administer exams.

3. “Third Party” means and refers to an employer, prospective employer, regulatory agency, or any other person or entity that makes an inquiry to NCCCO.

B. POLICIES

1. It shall be the policy of NCCCO to provide Releasable Information pertaining to individuals who have successfully passed one or more NCCCO examinations. It shall also be the policy of NCCCO to provide Releasable Information pertaining to such individuals on its website using such protocols as may be established. In addition, it shall be the policy of NCCCO to provide information, as appropriate, concerning individuals who have been sanctioned, suspended or revoked from participation in NCCCO’s programs, using such protocols as may be established.

2. Releasable Information may be released to a Third Party who makes a written request, including by electronic correspondence. Generally, Releasable Information will be released within one business day from actual receipt of a written request.

3. If a Third Party requests information concerning an individual who has not taken or successfully passed an NCCCO examination, NCCCO may release a statement confirming that, as of a given date, the individual does not appear on NCCCO’s list of successful candidates in one or more categories of certification.

4. If an applicant or certificant is under formal sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement to that effect to any persons and by any reasonable means, including by means of a list published on the NCCCO website. In addition, if an individual applicant or certificant is under formal investigation, sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement concerning the status of the applicant or certificant to any Third Party and to any jurisdiction that requires or accepts CCO certification as a basis for satisfying requirements to work in the jurisdiction. Any such statement to a Third Party or jurisdiction may identify the applicant or certificant, the certifications affected, the actions taken, and the effective dates of any such actions.

5. If an accredited Practical Examiner, authorized Test Site Coordinator, listed Training Provider, or other authorized participant in NCCCO’s programs (“Authorized Participant”) is under formal sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement to that effect to any persons and by any reasonable means, including by means of a list published on the NCCCO website. In addition, if an Authorized Participant is under formal investigation, sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement concerning the status of the Authorized Participant to any persons and by any reasonable means, including by means of a list published on the NCCCO website. Any such statement may identify the Authorized Participant, the credentials or capacities affected, the actions taken, and the effective dates of any such actions.

6. If a Third Party seeks information other than the foregoing information, generally, absent a subpoena or similar legal process, such information will not be released. However, in the course of business, as circumstances reasonably warrant, NCCCO reserves the discretion to release information other than the foregoing information.

7. Certain situations may require or warrant the immediate verbal confirmation of an individual’s certification status or other Releasable Information in response to a written or verbal request. Under such circumstances, NCCCO may provide such immediate verbal confirmation, at its discretion. When such a verbal confirmation is provided, it shall be NCCCO’s policy to follow up with a written confirmation.

8. It shall be the policy of NCCCO to discuss score-related and test-specific matters only with a candidate or a candidate’s authorized legal representative.

9. NCCCO will release Releasable Information about an individual upon receipt of a written request (including electronic correspondence) from that individual. NCCCO may release information other than Releasable Information about an individual, at its discretion, upon receipt of a signed, notarized, written request from that individual. In addition, NCCCO will release information other than Releasable Information about an individual when required by a legal authority of competent jurisdiction under a duly-issued subpoena, subject to any objection, or as otherwise required by law.
IMPORTANT CONTACT INFORMATION

NATIONAL COMMISSION FOR THE CERTIFICATION OF CRANE OPERATORS
2750 Prosperity Avenue, Suite 505
Fairfax, VA 22031-4312
Phone: 703-560-2391
Fax: 703-560-2392
Email: info@nccco.org