



# Site Report

## PRACTICAL EXAMINATION—SERVICE TRUCK CRANES

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

*If using more than one course at this test site, please fill out a Site Report for each course.*

**Please type or print neatly.**

TEST SITE	DATE
NAME OF TEST SITE COORDINATOR	

**Check the following items for compliance:**

### PRE-TEST CANDIDATE BRIEFING AREA

A suitable location for the Pre-Test Briefing of exam candidates, including:

- Sufficient tables and chairs to seat all candidates for the Pre-Test Briefing
- A DVD player and television or computer for candidates to watch the CCO Practical Exam presentation
- A location so that waiting candidates are unable to observe other candidates being tested

Candidate materials available:

- A written description of the examination (*Candidate Handbook*)
- A plan view of the Test Site Layout (CAD)
- Operator’s manual and load chart(s) for all service truck cranes that will be used for testing

### TEST SITE SETUP

- Corridor has no more than a 6 in. maximum change in elevation
- Test Site is free of debris, stored materials, surface irregularities, or hazards such as overhead power lines that could interfere with test maneuvers
- Zigzag Corridor set up on asphalt, concrete surface, or firm and compacted sand, dirt, or gravel (free of vegetation), with a sufficiently uniform surface to permit the poles to stand vertical and slide freely; *grass surfaces are not acceptable*
- No obstructions are within 5 ft. of the test course in any direction

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

- Distance from the center of rotation (CoR) to the center of Designated Area 1 (DA-1) ( $\pm 1$  in.)
- Distance from the CoR to the center of DA-2 ( $\pm 1$  in.)
- Distance from DA-1 to DA-2 ( $\pm 1$  in.)
- Distance from the CoR to the Far Corner (FC) ( $\pm 1$  in.)
- Width of Corridor is 4 ft. ( $\pm \frac{1}{2}$  in.)
- Length of each outside leg of Corridor ( $\pm \frac{1}{2}$  in.)
- Length of each inside leg of Corridor ( $\pm \frac{1}{2}$  in.)
- Distance between consecutive poles (2 ft.  $\pm \frac{1}{2}$  in. center-to-center)

## SITE REPORT (CONT'D)

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#### PVC POLES

- STC #1:** 30 (+ 2 replacement) poles, made of 1½ in., white PVC pipe (SCH 40), each 36 in. long with top 12 in. painted or taped orange or red (one inside splice per 3 ft. pole permitted; outside splices of PVC pipes NOT permitted; see Practical Test Site Coordinator Handbook for illustration)
- STC #2:** 40 (+ 2 replacement) poles, made of 1½ in., white PVC pipe (SCH 40), each 36 in. long with top 12 in. painted or taped orange or red (one inside splice per 3 ft. pole permitted; outside splices of PVC pipes NOT permitted; see Practical Test Site Coordinator Handbook for illustration)
- Mounted to a platform made of two layers of ¾-inch, CDX-grade (or better) plywood or one layer of 1-inch high density polyethylene (HDPE), cut 12 in. square; must weigh 5 lb. ± 10%
- A taut, longitudinal string line placed on the ground under the centerline of each pole base, per CAD. A cut concrete line may be used in lieu of a string line; no other materials are acceptable.
- STC #1:** 30 (+ 3 replacement) tennis balls
- STC #2:** 40 (+ 3 replacement) tennis balls

#### DESIGNATED AREAS

- Clearly marked Center of Rotation
- DA-1 has an outside diameter of 4 ft. marked with a 2 in. wide line
- DA-2 has an outside diameter of 4 ft. marked with a minimum 2 in. wide line
- DA-3 has an outside diameter of 30 in. marked with a minimum 2 in. wide line
- If marking circles, designated areas, or other parts of a course on plywood or mats, the borders must be marked with materials with a flat, uniform surface and a lip variance not to exceed ¾ in. Any materials used may not interfere with the free movement of the pole bases. Wire rope is not permitted to be used as a course material.

#### CHAIN FOR TASK 2

- 36 in. length of 3/8- or 5/16-inch chain, painted red or orange, that can be easily attached to load hook (recommend using a minimum 6-inch diameter ring); measure from bottom of load hook (36 in. +/- one chain link)

#### TEST WEIGHT

- Gross weight of minimum 300 lb., verified by a weight ticket, crane's load indicating device (LMI, RCI, RCL), or other type of certification documenting the actual load weight available to the Examiner
- Cylindrical in shape with no protruding edges
- The outside diameter of the Test Weight is 2 ft.
- Between 2 ft. and 4 ft. in overall height, including feet and attachment points (2 ft. recommended)
- Picking ears are mounted inside the Test Weight, or if mounted on the outside of the Test Weight the bottom of ears are at least 3 ft. 6" above the bottom of the weight
- Method of attachment: Test Weight rigging has two or three sling legs, 2–4 ft. in length (load-bearing point to load-bearing point), and is attached to the top inside of the Test Weight; recommend 60 degree sling angles (minimum 30 degrees required)
- A length of 3/8- or 5/16-inch chain extends from bottom center of the Test Weight  
*To measure the chain length, attach the Test Weight to hook. Raise the Test Weight until the chain barely touches the ground and measure from the lowest edge of the Test Weight to the ground. **This length must be 36 in.***
- Chain is painted orange or red

# SITE REPORT (CONT'D)

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### RIGGING (TEST WEIGHT)

- All load-supporting components must be assembled in accordance with proper rigging practice and working load limits for the hardware used. Any specially fabricated structural components that are part of the load-supporting system must be designed and fabricated in accordance with the requirements of current applicable industry standards.

### TEST COURSE SETUP

- The Practical Examiner whose signature appears at the end of this Site Report attests that he/she has set up the course. (Check only if the Practical Examiner has set up the test course.)
- The Examiner must have the following items for conducting the Practical Exam:
  - Two stopwatches*
  - Clipboard*
  - Anemometer (wind meter)*
  - Pen*
  - Spirit or digital level*
  - Test Site Layout (CAD)*
  - Proctor*
  - Verbatim instructions*
  - Notification of test email (new test sites if applicable)*
  - Personal protective equipment*
  - 2 measuring tapes (30 ft. minimum)*

*Deviations from the above-noted requirements are not allowed without written consent from the NCCCO Western Regional Office.*

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

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

SIGNATURE OF EXAMINER	DATE
PRINTED NAME OF EXAMINER	EXAMINER ACCREDITATION NUMBER

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

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

Phone: 801-363-2693  
Fax: 801-938-9540  
Email: [practicalexaminer@nccco.org](mailto:practicalexaminer@nccco.org)