Hosting Your Own CCO Examinations – Part 2: Practical Exams

Webinar will start in a few moments

Committed to Quality, Integrity and Fairness in Testing Since 1995
Hosting Your Own CCO Examinations – Part 2: Practical Exams

Tara Whittington, Program Manager, NCCCO
Erin Jones, Program Manager, NCCCO

Committed to Quality, Integrity and Fairness in Testing Since 1995
Presentation Outline

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

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

- CCO Policy on Training
- Third-Party Independent Status
- Training Firms Roster
- Availability of Exam Outlines
- Practical Exam Videos
Roles of those involved in practical testing

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

• Liaises with Practical Examiner and NCCCO in all aspects of test preparation and administration

• Ensures cranes and site meet NCCCO testing requirements

• Submits information to NCCCO on the Test Site Application (and Data Sheet for Mobile sites) and supporting doc. at least four (4) weeks prior to the first exam

• Provides notification of testing to NCCCO

• Stays up-to-date on current NCCCO policy and procedure surrounding holding exams
TSC Duties (cont.)

• Signs a TSC Agreement

• Schedules candidates to take the practical examination and informs them of their test date location and time

• Remains on-site throughout the testing administration (or designates a representative)

• Prepares a pre-test and test area with all proper equipment

• Ensures personal protection equipment (PPE) is worn and suitable clothing for crane operation

• Sends material to NCCCO Services post exam
PE Duties

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

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

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

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

### Areas Accredited Codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>LB</td>
<td>Lattice Boom</td>
</tr>
<tr>
<td>TLL</td>
<td>Large Telescopic</td>
</tr>
<tr>
<td>TSS</td>
<td>Small Telescopic</td>
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<tr>
<td>RIG</td>
<td>Rigger I</td>
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<tr>
<td>ABC</td>
<td>Articulating Boom</td>
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<tr>
<td>ABL</td>
<td>Articulating Boom</td>
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<td>GFR</td>
<td>Signallerson</td>
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<td>SGP</td>
<td>Signallerson</td>
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<tr>
<td>OVR</td>
<td>Overhead Crane</td>
</tr>
<tr>
<td>SLP</td>
<td>Signallerson</td>
</tr>
</tbody>
</table>

### Examiners Located in the State of AK

- **Larry Graham**
  - Company: IMOE Local 362
  - Location: Anchorage, AK
  - Phone: 907-561-5044
  - Fax: 907-561-2872
  - Email: rlab@imoe.org
  - Accreditation Number: 502
  - Areas Accredited: LB TLL TSS
  - Certification Expires: 2028/2012
  - PE Expires: 12/03/2014

- **Michael Holcomb**
  - Company: IMOE Local 362
  - Location: Palmer, AK
  - Phone: 907-745-4171
  - Fax: 907-745-6106
  - Email: mholcomb@imoe.org
  - Accreditation Number: 508
  - Areas Accredited: LB TLL TSS
  - Certification Expires: 05/01/2012
  - PE Expires: 12/05/2016

- **Bill Etimore**
  - Company: Alaska Crane Consultants
  - Location: Kenai, AK
  - Phone: 907-240-7953
  - Email: bill@craneconsultant.com
  - Accreditation Number: 854
  - Areas Accredited: LB TLL TSS OVR SGP
  - Certification Expires: 11/30/2016
  - PE Expires: 2020/2016

- **David Spann**
  - Company: Mining and Petroleum Training Service
  - Location: Soldotna, AK
  - Phone: 907-292-2788
  - Fax: 907-292-2912
  - Email: david.spann@apscu.edu
  - Accreditation Number: 1300
  - Areas Accredited: SGP RIG

[http://nccco.org/general/examhire.html](http://nccco.org/general/examhire.html)
Practical Exam Scheduling

Four (4) Weeks or More Prior to Exam:

– Complete and submit the *Test Site Application*

  – Data Sheet (Mobile Crane Only)
  – Load Chart (Mobile Crane Only)
  – Range Diagram (Mobile Crane Only)
  – Line Pull Chart (Mobile Crane Only)

– Complete and submit the *Test Site Coordinator Agreement form*
Test Site Application

- One application per program per an address
  - Each physical location is assigned a different test site number
  - Practical Examiner must be listed
### Mobile Crane Data Sheet

#### TEST SITE APPLICATION & DATA SHEET (CONT'D)

**INSTRUCTIONS FOR COMPLETING THIS DATA SHEET**

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

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

#### SECTION A: CRANE TYPE

(Click the box next to the type of crane you plan to test on.)

- **LATTICE BOOM TRUCK**
  - For lattice boom only: If this is a friction machine, check NO.
  - For NCCCO testing purposes, a friction machine is defined as a lattice boom crane in which the sole means of hoist and lower functions is through friction clutches and brakes.

- **LATTICE BOOM—CRAWLER**

- **TELESCOPIC BOOM—SWING CAB**

- **TELESCOPIC BOOM—FIXED CAB**

  "For telescopic boom only: Is this a boom truck? Yes/No"
  - For NCCCO testing purposes, a boom truck (commercial truck-mounted crane) is defined as a crane consisting of a rotating superstructure (center post or turntable), a fixed or telescopic boom, operating machinery, and one or more hoisting sections mounted on a frame attached to a commercial truck chassis with a collapsed boom capability whose power source powers the crane. It is defined as lift, lower, and swing loads at various radii, requiring the use of outriggers/stabilizers.

- **Test Weight Diameter**
  - Provided by TSC

- **Load Charts**
  - Must be submitted from the crane
  - A digital picture of the durable chart is acceptable

- **Reference only or marketing materials are not accepted**

#### SECTION B: CRANE SETUP

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

<table>
<thead>
<tr>
<th>1. MODEL/MAKE</th>
<th>2. SERIAL NUMBER</th>
<th>3. RATED CAPACITY (Tons)</th>
</tr>
</thead>
</table>

- Answer Item 5 for TELESCOPIC BOOM CRANES only.
- Answer Item 6 for LATTICE BOOM CRANES UP TO 50 TONS CAPACITY only.
- Answer Item 7 for LATTICE BOOM CRANES ABOVE 50 TONS CAPACITY only.

- **MAXIMUM FULL POWERED BUCKET**
  - ___________ FT

- **ALLOWABLE LINE PULL AS STATED IN THE LOAD CHART**
  - ___________ LB

- **TEST WEIGHT RANGE BETWEEN:**
  - ___________ % OF LINE PULL AND ___________ % OF LINE PULL

  Note: Carry-deck and boom trucks may have a different Test Weight range that is based on the machine capacity at the longest test radius. In any case, a 55-gallon drum MAY NOT be used as a Test Weight.

- **WEIGHT OF TEST WEIGHT:**
  - ___________ LB

- **DIAMETER OF TESTWEIGHT:**
  - ___________ FT

- **LENGTH OF INSIDE LEGS OF CORRIDOR:**
  - ___________ FT

- **LENGTH OF OUTSIDE LEGS OF CORRIDOR:**
  - ___________ FT

- **RADIALS FROM CENTER OF ROTATION OF CRANE TO CENTER OF BARREL:**

- **RADUS WITH BOOM AT 90 DEGREE ANGLE:**
  - ___________ FT

  CAPACITY IN THIS CONFIGURATION MAY BE LIMITED BY SINGLE LINE PULL: ___________ LB

- **SECTION C: TO BE COMPLETED BY NCCCO**

  Leave this section blank.

- **Copyright ©2006-2015 National Commission for the Certification of Crane Operators. All rights reserved. (REV 9/15)**
Practical Exam Site Established

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

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

The following crane(s) were received for processing:

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

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

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

Erin Jones
Program Manager, Audit Program/
Practical Examiner Accreditation
National Commission for the Certification of Crane Operators
Sample Test Site Layout (CAD)

- Generated based on submission of Data Sheet
- Specific to crane/location
- Instructs TSC on precisely how to set up test course
- Course set up will be verified by PE
Notification must be provided at least two [2] business days prior to conducting Practical Exams by logging into the TSC site of the NCCCO website and completing the online form in the following cases:

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

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

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

• Cost of hosting exams - $50 test site fee (annually if testing in subsequent years); can have as many cranes or practical exams at this site for no additional fee

• Additional Fees (if applicable)
  – Less than four (4) weeks CAD request

• Secure test sites

• Simultaneous multi test administrations require a PE and Proctor for each piece of equipment
Setting Up a Practical Exam

1. Determine who will serve as Test Site Coordinator (TSC)

   - TSC reviews the appropriate Test Site Coordinator Handbook

   - Has the crane to be used been used in CCO testing before at this site?
     - Yes
     - No

   - Make sure crane meets testing requirements

   - Submit Test Site Application & Data Sheet for crane at LEAST 4 weeks prior to testing date

   - NCCCO sends CAD drawing to TSC

   - Notify NCCCO of test date at LEAST 48 hours prior to testing

2. Pre-test tasks complete

   - Will PE set up test site?
     - Yes
     - No

   - Contract with an accredited Practical Examiner (PE) for hire to administer exams

   - Make sure crane meets testing requirements

3. Set up test site per CAD a day prior to exam date

   - Is there a Practical Examiner on staff?
     - Yes
     - No

   - No

   - Yes

   - Contract with an accredited Practical Examiner (PE) for hire to administer exams

   - Set up test site per CAD a day prior to exam date

   - Is there a Practical Examiner on staff?
     - Yes
     - No

   - No

   - Yes
Best Practices/Tips for Success

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

• Test Site Coordinator Handbook
  – www.nccco.org/handbooks-forms#TSC

• Candidate Handbooks
  – www.nccco.org/handbooks

• Ready Reference Checklist (in handbook)

• CCOonline Newsletter

• PE For Hire Listing
Test Site Application – Submitted prior to first exam administration to request a specific practical exam location

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

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

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