

Standards

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Aerial Lift

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Change Summary

Description of Change

Remove 80% OJE criteria based on upcoming revisions to OJE forms.

Pub Correction 36464 - corrected procedure number in header

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1.0 PURPOSE

This document implements the requirements for the Hanford Site Aerial Lift Training Program. The program reflects the training requirements contained in the source documents listed below.

2.0 SCOPE

This Level 2 Aerial Lift Training Program Description (TPD) applies to Mission Support Alliance employees and subcontractors whose assignments include performance of aerial lift operations. This TPD also applies to those Hanford Site contractors, and their subcontractors, that have signed concurrence with the aerial lift training requirements contained in this TPD.

3.0 TRAINING REQUIREMENTS

3.1 General Training Process

Qualification training activities may include:

- Classroom instruction or computer-based training.
- Written examinations.
- On-the –Job Training.
- On-the-Job Evaluation.

3.1.1 **Equivalencies for Previous Training or Experience**

- Documented evidence of previous training or experience may be accepted to meet training requirements. Previous training or experience may include:
- Certificates of training from an acceptable vendor or equipment manufacturer where the training has been reviewed and determined to meet the training requirements of American National Standards Institute/Scaffold Industry Association (ANSI/SIA).
- Completion of an applicable/approved trade union training program.
- To meet the requirement for previous training, the course content must meet the requirements of applicable ANSI/SIA standards as a minimum.
- Equivalencies for previous training, experience or completion of a challenge examination may be accepted for classroom training courses but will not be granted for OJEs. The individual will be required to complete an OJE for the specific class of equipment that they will operate.

3.2 Initial Training

3.2.1 **Aerial Lift Operator**

Training for Aerial Lift Operator training consists of six classes and successful completion of On The Job Training and Evaluation (OJT/E). meet the requirements of previous training or

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experience; or pass a written examination (challenge exam) of the knowledge requirements for the applicable activity.

Aerial Lift Operator Qualification	Initial Training
Class 1, Self-Propelled, Boom Supported Aerial Lift	042720 or 043832
Class 2, Self-Propelled, Articulated Boom Supported Aerial Lift	042720 or 043832
Class 3, Self-Propelled Platform Aerial Lift	042720 or 043832
Class 4, Manually Propelled Elevating Aerial Platform	042720 or 043832
Class 5, Vehicle-Mounted Boom Supported Aerial Lift	043830 or 043832
Class 6, Vehicle-Mounted Articulated Boom Supported Aerial Lift	043830 or 043832
Class 1-6, Aerial Lift Inspection and Maintenance	043832 or 042720 and 043830
Propane Bottle Change-out (as applicable)	None

Table 1 Aerial Lift Operator Initial Training Courses

3.2.2 Written examinations

Written examinations are used to document the employee's knowledge level of the subject matter.

Challenge examinations are available for some equipment and job assignments for individuals with previous experience or training. If an employee fails a challenge examination:

- The student will be informed that they have not met the passing standard.
- The student will be given the opportunity to review their graded examination.
- The student will be allowed to take a second, different, challenge examination at that time, or be rescheduled to complete the second challenge examination at a later time.
- If the student does not pass the second challenge examination or chooses not to perform the re-examination, the instructor will notify the training activity point of contact, who then notifies the responsible manager and the student's company training manager to inform them of the student's status.
- The student will be required to take the initial course for that equipment type or activity.
- Web-based challenge examinations are available. Training managers can designate challenge examination proctors by completing site form A-6006-138, Hoisting and Rigging and Aerial Lift Challenge Exam Proctor Designation. Instructions for proctoring web-based challenge examinations are located in Appendix A below.

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3.3 Qualification/Certification

3.3.1 Aerial Lift Operators

The Aerial Lift Operator qualification process requires the completion of the Aerial Lift Safety Course (043832) or equivalent for Class 1-6 aerial lifts.

Upon successful completion of the classroom training, the individual shall be given OJT for each class of aerial lift the employee will operate. Management may allow previously qualified or experienced personnel to bypass the OJT and proceed to the OJE.

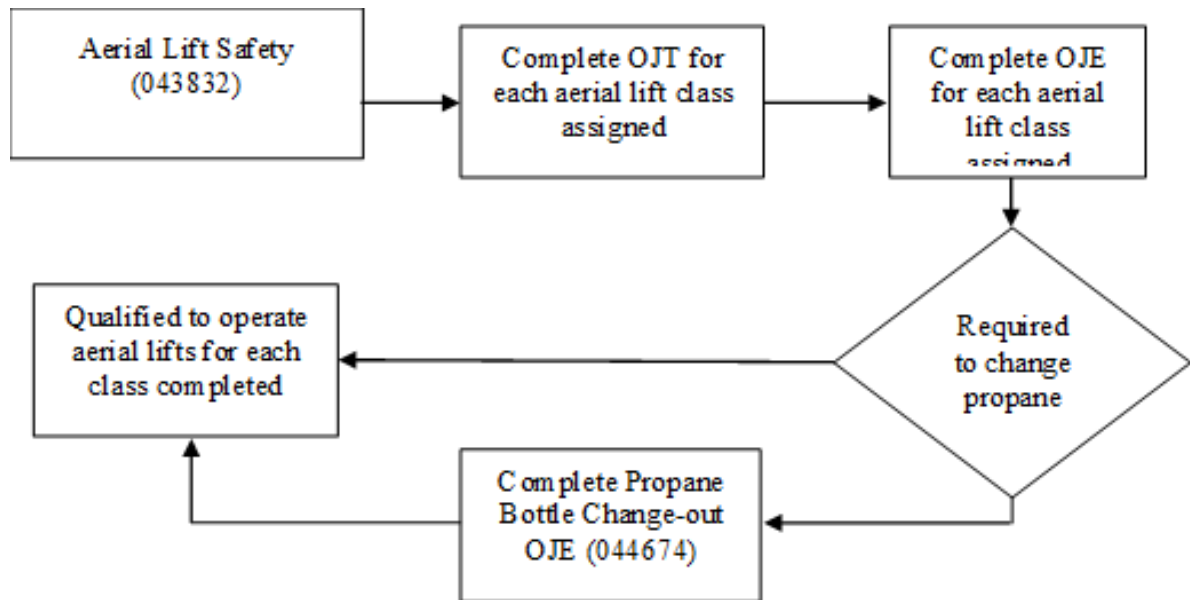
After the OJT has been completed, an OJE, conducted by a qualified evaluator, shall be completed. The evaluator shall document completion of the operator's OJE on the appropriate site form for the equipment class as listed below. Individuals assigned to operate multiple classes of aerial lifts shall complete an OJE for each class of aerial lift they will operate. Completion documentation required for each evaluation shall be signed by the employee and qualified evaluator and forwarded to Training Records at MSIN G6-60. Facilities may also have their own forms that are required to be completed and submitted in addition to those identified below.

Personnel shall be considered qualified when they:

- Complete the training course(s) prescribed by this document; or meet the requirements of previous training or experience; or pass a written examination (challenge exam) of the knowledge requirements for the applicable activity.
- Complete OJT for the equipment or have previous experience assessed and determined adequate.
- Successfully complete the equipment class specific OJE listed below.
- Aerial Lift operators maintain their qualification by completing an OJE every 60 months for each class of aerial lift the employee is assigned to operate. Operators that perform propane bottle change-outs on aerial lifts shall complete Propane Bottle Change-out (044674).\

Aerial Lift Operator Qualification	OJE Activity	Evaluation Form	Answer Guide
Class 1, Self-Propelled, Boom Supported Aerial Lift	044681	A-6002-776	A-6002-775
Class 2, Self-Propelled, Articulated Boom Supported Aerial Lift	04468A	A-6002-779	A-6002-778
Class 3, Self-Propelled Platform Aerial Lift	04468B	A-6002-782	A-6002-781
Class 4, Manually Propelled Elevating Aerial Platform	04468C	A-6002-794	A-6002-793

Class 5, Vehicle-Mounted Boom Supported Aerial Lift	04468D	A-6002-800	A-6002-799
Class 6, Vehicle-Mounted Articulated Boom Supported Aerial Lift	04468E	A-6002-800	A-6002-799
Class 1-6, Aerial Lift Inspection and Maintenance	044682	A-6005-874	A-6005-875
Propane Bottle Change-out (as applicable)	044674	A-60020954	A-6002-953



3.3.2 Equipment Custodians

Equipment custodians are individuals designated by management to have custodial responsibility for aerial lifts that require scheduled maintenance, inspection and record keeping. See the Prime Contractor’s specific elevated work platform procedure for Equipment Custodian responsibilities. If the prime contractor requires a Custodian, then the Equipment Custodian may be qualified by completing of the Hanford Rigging Essentials (044702) and maintain their qualification by completing the course every 60 months.

3.3.3 Aerial Lift Inspection and Maintenance

Personnel performing aerial lift inspection and maintenance shall be qualified to perform documented periodic inspections of aerial lifts to determine if any damage, failure, deformation or condition exists that could impair the safe operation according to the manufacturer’s instruction manual and applicable ANSI/SIA, NFPA and OSHA standards.

NOTE: Employees may print off this document for reference purposes but are responsible to check HMIS Procedure System to ensure the most current version is used to prevent unintended use of obsolete versions.

Prime contractor personnel who perform aerial lift inspection shall be qualified by completing the Aerial Lift Inspection course (041886) and aerial lift operator requirements every 60 months.

3.3.4 On the Job Training

On-the-job training provides instruction and practice under the direct supervision of a qualified operator or a qualified Aerial Lift On-The-Job Evaluator, in an appropriate work environment, using standardized performance criteria. The OJT shall be based on the equipment manufacturer's operating instructions, typical tasks, operating environment, and facility- or contractor-specific procedures. The completion of OJT must be documented. Acceptable documentation includes one of the following:

- On-the-job training documentation identified by a course number and submitted to Training Records.
- On-the-job training documentation for which there is no course number and either retained with the employee's manager or supervisor or submitted to Training Records with the applicable completed OJE documentation.
- On-the-job training documented as either Completed or Previous experience assessed and determined adequate whereby the employee and the employee's supervisor check and sign the appropriate block on the applicable On-the-Job Evaluation form.

3.3.5 On-The-Job Evaluation

On-the-Job Evaluations are used to validate personnel have the knowledge and skills to operate equipment safely. Personnel must be evaluated for each class of aerial lift they operate. Personnel who pass an evaluation for a class of aerial lift are considered qualified on all aerial lifts of the same class.

Site forms used to document the OJE contain instructions to be followed during the performance, grading, and disposition of the evaluation. Site forms can be found on the Hanford intranet at <http://apweb01.rl.gov/siteforms/>.

3.3.6 On-The-Job Evaluator

Aerial Lift On-The-Job Evaluators qualify employees to perform aerial lift activities by providing an objective assessment of an individual's ability to operate equipment or systems or perform designated activities. On-The-Job Evaluators shall be designated by management and complete both technical and instructional competencies.

3.3.7 On-The-Job Evaluator technical competencies

The On-The-Job Evaluator technical competencies consist of evidence to substantiate the evaluator's knowledge about the equipment for which they will be providing OJEs. Acceptable evidence includes:

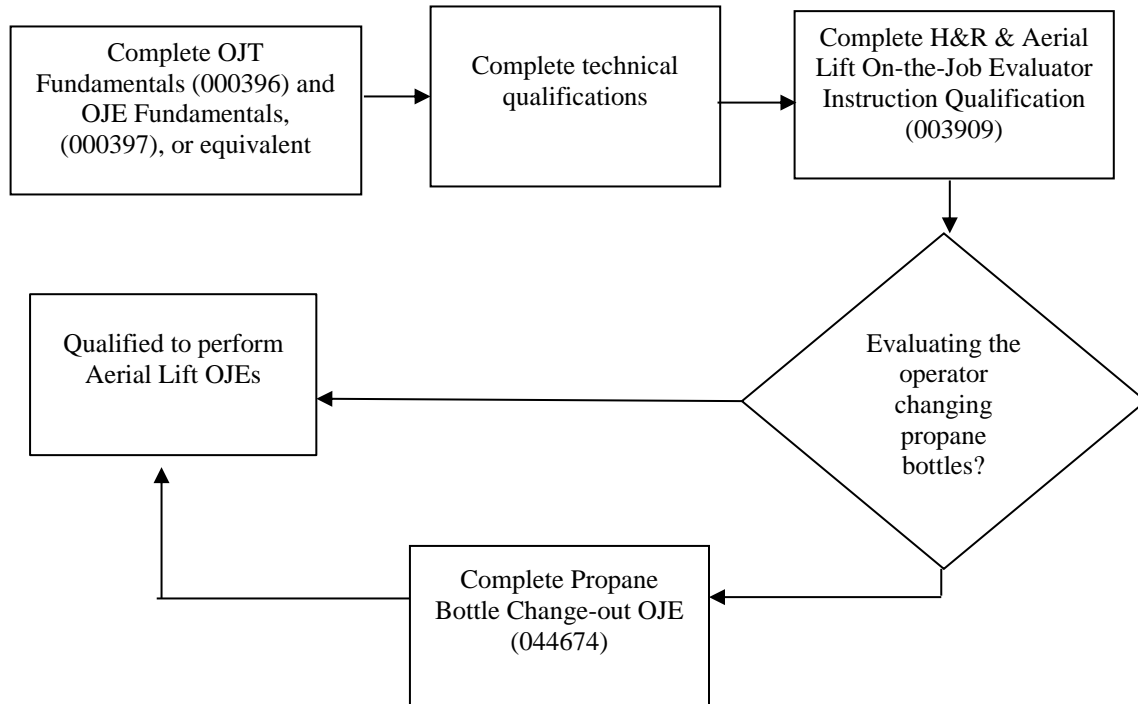
- Completion of the initial classroom training
- Successful completion of a challenge examination
- Qualification on a piece of equipment in the equipment class.

3.3.8 On The Job Evaluator Instructional Competencies

The On-The-Job Evaluator's instructional competencies consist of evidence to substantiate knowledge about the processes of evaluating the performance of an OJE. Evidence includes completion of all three of the following activities:

- On-The-Job Training Fundamentals (000396), or equivalent
- On-The-Job Evaluator Fundamentals (000397), or equivalent H&R and Aerial Lift On-the-Job Evaluator Instructional Qualifications (003909) (documented using Site Form A-6005-468).
- Instructional competencies are not required to be repeated for each class of aerial lift. Also, On-The-Job Training Fundamentals (000396), On-The-Job Evaluator Fundamentals (000397), Propane Bottle Change-Out (044674) are not required to be repeated.
- Propane Bottle Change-Out (044674) is not required as an instructional competency, unless the evaluator that will be providing On-The Job Evaluations is evaluating the changing out of propane bottles.

Only personnel qualified as an Aerial Lift On-The-Job Evaluator, as defined above, may conduct evaluations of Aerial Lift On-The-Job Evaluators performing an on-the-job evaluation.



3.3.9 On-The-Job Evaluation Evaluator Qualification

Aerial Lift On-The-Job Evaluator qualification is authenticated by an OJE Evaluator and approved by the employee's manager or delegate. HAMMER/Hanford Training has developed a report to aid in the verification of OJE Evaluator qualifications. The report is available at: <http://msc.rl.gov/rapidweb/Training//docs/27/docs/OJEEIReportsMenu.htm>

3.4 Continuing Training

3.4.1 Aerial Lift Operators

Requalification shall consist of satisfactorily completing the training requirements for that activity or equipment as specified in the training activity sheet for each course. Aerial lift operators shall be retrained when any of the following occurs:

- Acquisition of equipment with new operating characteristics
- Modification of existing equipment that changes the operating characteristics.
- Personnel receive an unsatisfactory OJE
- Changes in standards or requirements that could affect safety
- Personnel are directly involved in a documented incident that compromises safety of personnel, equipment or the environment in the performance of aerial lift activities

- Personnel performance is determined to be unsatisfactory or diminished skill level is observed
- All operators that have no operated the equipment for 12 continuous months

3.4.2 On The Job Evaluator

To maintain On-The-Job Evaluator qualification, evaluators must demonstrate both instructional and technical proficiency every 60 months.

Technical proficiency is maintained by completing one of the technical competencies listed in Section 4.3.2.

Instructional proficiency is maintained by completing the H&R and Aerial lift On-the-Job Evaluator Instructional Qualifications (003909) (documented using Site Form A-6005-468).

3.5 Training and Qualification Records

3.5.1 Training Completion Records

Training completion records (TCR) shall:

- Be maintained by the issuing organization or employer for the duration of qualification.
- Contain required written examinations and performance evaluations of knowledge and skills.
- If applicable, contain documentation supporting evaluation of previous training and qualifications.
- Identify activity and/or equipment type and class qualification was issued on.
- Contain the printed name of the qualified individual and date the qualification was issued.
- Reflect the printed name and signature of the qualified instructors and students, including the date the evaluation was conducted.
- Contain the printed name and signature of the evaluator, the person evaluated and date the evaluation was conducted.
- Contain the appropriate qualification course number.

3.5.2 Qualification Card

Qualified personnel may be issued qualification cards that identify their equipment/activity qualifications. Information on the cards must be derived from and supported by training and qualification records. If used, the qualification cards shall contain the following information:

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- Activity covered by qualification
- Type of equipment or activity
- Class of equipment
- Date of training and/or evaluation
- Printed names and signatures of qualified individual, the qualified OJT instructor, and the qualified on-the-job evaluator.

4.0 RECORD IDENTIFICATION

All records are generated, processed, and maintained in accordance with HMIS-PRO-TQ-249, *Training Records Administration*; HMIS-PRO-RM-10588, *Records Management Processes*; HMIS-PRO-RM-32281, *Electronic Records Management*, as applicable.

Table 1. Records Capture Table

Name of Record	Submittal Responsibility	Retention Responsibility
Completed On-The -Job Training and On-The Job evaluation records	HAMMER Hoisting and Rigging Activity Manager	IDMS
On-The -Job Evaluation	HAMMER Hoisting and Rigging Activity Manager	IDMS
HAMMER classroom training completion records, course exams and challenge exams completion records	HAMMER Training Logistics	IDMS

5.0 SOURCES

5.1 Source Requirements

29 CFR 1910, Subpart F, Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms

29 CFR 1926.453, *Aerial Lifts*

ANSI/SIA A92.6-1999, *Self-Propelled Elevating Work Platforms*

HMIS-RD-SP-10972, *Elevating Work Platforms*

HM-FP-01, 3.2, *Examination Preparation, Administration, and Control*, Section 5.0, Administering Written Examinations.

5.2 References

HMIS-PRO-RM-10588, *Records Management Processes*
HMIS-PRO-RM-32281, *Electronic Records Management*
HMIS-PRO-TQ-249, *Training Records Administration*

Appendix A. Web-Based Challenge Examination Proctoring Instructions

The HAMMER/Hanford Training Point of Contact will maintain the challenge examinations and web-based training system, and provide instructions to proctors on administering the examinations.

Proctors will administer challenge examinations in accordance with the following responsibilities:

1. Maintain examination security by establishing a secure location and ensuring no unauthorized access to the web-based challenge examination system.
2. If evidence exists that an examination has been compromised, notify the HAMMER/Hanford Training Point of Contact.
3. Ensure students have not made more than one failed attempt at the desired examination. If a student fails an examination twice, they must attend the initial course for the equipment or activity.
4. Ensure that no unauthorized materials are available to students during the examination.

NOTE: Students who must maintain cell phone accessibility for possible emergency events must clear it through the proctor prior to testing.

5. Before proceeding, give students an opportunity to ask clarifying questions on how the examination is being administered.
6. Continuously monitor the examination environment. If a compromise is observed during the examination, take the following steps:

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- a. Stop the student's examination and direct them to wait outside the examination room.
 - b. At the earliest convenience, tell the student what was observed and direct them to report back to their manager.
 - c. Report the incident to the training manager, responsible manager, and HAMMER/Hanford Training Point of Contact.
 - d. The compromised examination shall be considered a failed examination.
7. Do not allow students to leave the testing room, unless there is an emergency.
 8. Ensure the examination has been completed and scored. A minimum passing score of 80% is required.
 9. If a student fails a challenge examination on the first attempt:
 - a. Inform the student of their failure to meet the passing standard
 - b. Give the student an opportunity to review their graded examination
 - c. If requested, give the student an opportunity to take a second examination
 10. If the student does not pass the second examination, or chooses not to perform the examination, notify the training manager and the responsible manager to inform them of the student's status. The student will then be required to take the initial course for that equipment type or activity.

The instructions for administering web-based challenge examinations are outlined below.

Step	Action
1.	Log on to the <u>Qual Exam Web-based System</u> using the pre-assigned login and password obtained from the Hoisting & Rigging and Aerial Lift Training Point of Contact.
2.	Verify that the student has not made more than one failed attempt at the desired examination by selecting " <i>List specific student tests</i> " and choosing the correct student name and HID number. Then select " <i>Get student tests</i> ". If the student has two failed examinations for the same course, they are not eligible to take a third examination.
3.	If the student is eligible to take the challenge exam, select " <i>Main Menu</i> " and select " <i>Administer a test online</i> ".
4.	Choose the desired examination and select " <i>Proceed</i> ".
5.	Have student log in using their HID number and CACN, and then select " <i>Submit</i> ".
6.	Student verifies that the Exam Name, Student HID and Name are correct, and then select " <i>Start the test</i> ".
7.	Verify that no unauthorized materials are available to the student during the examination. Authorized materials include, pen or pencil, blank paper, and calculator. Note: Students who must maintain cell phone accessibility for possible emergency events should clear it through the proctor prior to testing.

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8.	<p>Continuously monitor the examination environment. If a compromise is observed during the examination, the examination shall be considered failed. The proctor shall take the following steps:</p> <ol style="list-style-type: none"> a. Stop the student's examination and direct them to wait outside the examination room. b. At the earliest convenience, tell the student what was observed and direct them to report back to their manager. c. Report the incident to the training manager and responsible manager. d. Report the incident to the HAMMER/Hanford Training Point of Contact and provide the student's name, HID, and CACN.
9.	Do not allow students to leave the testing room unless there is an emergency.
10.	When the student is finished, select " <i>Grade the test</i> " and verify that the examination has been completed and scored.
11.	<p>A minimum passing score of 80% is required. Passing scores will automatically be submitted to Training Records; however, if a student fails their first attempt to complete a challenge examination:</p> <ol style="list-style-type: none"> a. Inform the student of their failure to meet the passing standard b. Give the student an opportunity to review their graded examination <ol style="list-style-type: none"> i. Proctor logs in using proctor ID and password. ii. Select "<i>Review a student's test</i>". iii. Set the date range (usually the current date), and then select "<i>Get tests</i>". iv. Choose the correct test and student HID number, and then select "<i>Review test</i>". v. Verify the student name and test date/time, and then select "<i>Begin</i>". vi. Review each test question with the student before returning to the Main Menu. c. Allow the student to take a second challenge examination, if desired. d. If the student does not pass the second challenge examination or chooses not to perform the examination: <ol style="list-style-type: none"> i. Notify the training manager and the responsible manager to inform them of the student's status. ii. The student will then be required to take the initial course for that equipment type or activity.
12.	If requested, return to the Main Menu and print a copy of the completed examination results by selecting " <i>View/Print a student's results</i> "; choose the specific examination and select " <i>Continue</i> ". Print the results using the print option in the main toolbar. NEVER print any part of the examination.