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**GOVERNMENT NOTICE**

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*Government Notice*

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## GOVERNMENT NOTICE

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### DEPARTMENT OF LABOUR

No. R. 145

18 February 2005

### OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO. 85 OF 1993)

### NOTICE OF INCORPORATION

### DRIVEN MACHINERY REGULATIONS

Government Notice R.295 of 26 February 1988

I Jace Naidoo designated chief inspector in terms of section 27(1) of the Occupational Health and Safety Act, 1993 and by virtue of the power delegated to me by the Minister of Labour, hereby with the recommendation of the Advisory Council for Occupational Health and Safety, incorporate under section 44(1) the National Code of Practice for Training Providers to Lifting machine operators into Driven Machinery Regulation 18(11)

# **NATIONAL CODE OF PRACTICE**

**FOR THE  
EVALUATION OF TRAINING PROVIDERS FOR LIFTING  
MACHINE OPERATORS**

## FOREWORD

This Code of Practice is to provide clarity and direction to all stakeholders directly or indirectly related to the accreditation and provision of training to lifting machine/equipment operators in South Africa.

This document incorporates the experience acquired by the Department of Labour, the relevant stakeholders of the industry since 1992.

This Code of Practice provides direction regarding the foundation for training of all lifting machine/equipment operators with the objective of ensuring standardised training, and safety standards that will impact directly on reducing the risk of injury/death to employees/persons or damage to plant and equipment, inherent in all driven machinery operations and especially when loads are lifted or transported.

Your local office of the Department of Labour, or the ETQA (TETA) is available to assist in clarifying any difficulties in understanding the application of the legislation.

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## SCOPE

This Code of Practice is to provide clarity and direction to all stakeholders directly or indirectly related to the accreditation and provision of training to lifting machine/equipment/equipment operators in South Africa.

The code of practice sets out the requirements to the accreditation criteria of the authorised body, subject to meeting the South African Qualifications Authority: "Criteria and guideline for providers".

The Code of Practice requires that all lifting machine/equipment Operators are trained regardless of the capacity of the lifting machine / equipment by accredited providers.

Further, the code of practice covers the criteria and guidelines for lifting machine/equipment operator facilitators, assessors and providers. Also including the prerequisites for approved learning/training programmes, facilities and equipment to train an operator to a certain level of competence for a specific type of lifting machine/equipment.

The Authorised Body has been empowered to categorise for purposes of issuing Certificates of Competence, those lifting machine/equipment falling outside the specific codes but within the broad classification of lifting machine/equipment.

The Code of Practice sets standards of training and operation and provides direction and guidance to achieving accreditation and approval as an Accredited Provider.

For clarity the relevant extract from regulation 18 (11) of the Driven Machinery Regulations as amended, is appended: Appendix 10.

Where other Occupational Health and Safety legislation is applicable these must be applied.

The authorised bodies shall be consulted by the National Standards Bodies prior to approval of unit standards for operators of lifting machines/equipment.



## DEFINITIONS

For purposes of The Code of Practice the following definitions shall apply: -

### **Accredited Provider**

Means a body, which delivers learning/training programmes, which culminate in specified National Qualifications Framework standards or qualifications, and manages the assessment thereof, accredited by an authorised body and approved by the Chief Inspector in terms of the Driven Machinery Regulations.

Accredited Providers shall be one of the following:

- a) Sole Proprietor / Legal Entity Training Organisation.
- b) In-House Training Division of a company or corporation.
- c) Training Division of an equipment supplier company.

### **Assessment**

Means the process of collecting evidence of learner's work to measure and make judgements about the achievements or non-achievements of specified National Qualifications framework standards and/or qualifications and of this code of practice.

### **Audit**

Means the process undertaken to **measure the quality** of products or services that have already been made or delivered;

### **Authorised Body**

Means a body accredited in terms of section 5(1)(a)(ii) of the South African Qualifications Authority Act, 1995 (SAQA Act), responsible for monitoring and auditing achievements in terms of national standards or qualifications, and to which specific functions relating to the monitoring and auditing of national standards or qualifications have been assigned in terms of section 5(1)(b)(i) of the Act, and hold authorisation by the Chief Inspector in terms of the Driven Machinery Regulation 18.

### **Board**

Means an executive structure of an Authorised Body, in this context 'Council' will have a similar meaning.

### **Certificated Operator**

A holder of a valid certificate of competence.

### **Certificate of Competence**

A certificate issued by an accredited provider or authorised body, to a person who has demonstrated competence in a specific category of equipment according to the assessment criteria of the applicable unit standard/s and the criteria of this Code of Practice.

**Lifting Machine/Equipment Codes**

The lifting machine/equipment codes denote the different types of lifting machine/equipment that are covered under this Code of Practice primarily lift-trucks (also known as forklift) and cranes. The unique codes for the different machine types are identified in Appendix 3. See Appendix 12 for typical illustrations.

**Management Representative**

A person employed by the Accredited Provider to administer and control the functionality of the provider in accordance with the provisions of the Code of Practice.

**Moderator**

Means the person, body or organisation that is registered by the relevant authorised body in accordance with criteria established for this purpose by a Standards Generating Body and that ensures the assessment of the outcomes as described in the National Qualifications Framework Standards and/or qualifications, and this Code of Practice, is fair, valid and reliable.

**Quality Management System**

Means the combination of documented processes used to ensure that the degree of excellence specified is achieved.

**Registered Assessor**

Means the person who is registered by the relevant authorised body in accordance with criteria established for this purpose by a Standards Generating Body to measure the achievement of specified National Qualifications Framework Standards or qualifications and the criteria of this Code of Practice, and "constituent assessor" has a corresponding meaning;

**Facilitator**

Means a person who facilitates learning processes, activities, manages and administers assessments.

**Regulations**

Means regulations as published under the Occupational Health and Safety Act, Act No.85 of 1993) and shall include other relevant legislation.

**Unit Standard**

Means the applicable unit standard for operating lifting machine/equipment registered on the National Qualifications Framework by the South African Qualifications Authority

## DUTIES OF AUTHORISED BODIES

1. The authorised body shall appoint an Accreditation Committee to regulate the accreditation functions under the guidance of an appointed competent person.
2. At least four (4) of the members serving on an Accreditation Committee shall be subject matter experts relevant to the lifting machine/equipment codes and training.
3. The accreditation committee shall make final recommendations to the Board of the Authorised Body for final accreditation approval. After accreditation, the Authorised Body shall forward a copy of the accreditation certificate and relevant details of the accredited provider, to the Chief Inspector for approval under the applicable regulation.
4. The authorised body shall maintain the latest information on the accredited provider's, and shall forward such listings on request or at least every three months to the Chief Inspector. The following information fields are to be included; registered name of provider, postal and physical address, contact name, contact numbers, and accredited codes.
5. The authorised body shall at the last working day of January of each year or as may be requested provide the following returns for the previous calendar year to the Chief Inspector;
  - a. the number of new accredited providers;
  - b. the number of routine assessments and audits of accredited providers;
  - c. the number of certificates of competence issued both new and retrained, per code of lifting machine/equipment.
6. The authorised body shall conduct periodic audits of accredited providers to verify compliance to the Code of Practice. Provided that audits shall be conducted at intervals not exceeding 12 months or as determined by the Authorised Body to verify compliance to the Code of Practice.
7. The authorised body is empowered to suspend or withdraw the accreditation of a provider after a fair process for non-conformance with the accreditation criteria. The Authorised Body shall forthwith notify the Chief Inspector of any suspension or withdrawal.

**DUTIES OF ACCREDITED PROVIDERS**

1. Accredited providers shall hold valid accreditation issued by an authorised body, in terms of the SAQA Act, and approval from the Chief Inspector, in terms the Driven Machinery Regulation 18, as published under the Occupational Health and Safety Act 1993.
2. An accredited provider's management representative shall be responsible for the implementation and maintenance of a **Quality Management System (QMS)**.
3. The QMS shall address the "Criteria and Guidelines for providers" (as *published by SAQA*) and the following –
  - a. The management representative's delegated duties and responsibilities, including the authorisation of all certificates of competence.
  - b. The delegation of functions and scope of responsibilities for registered facilitator/s or assessor/s under the supervision and control of an accredited provider, to maintain assurance of management's support for independent actions and decisions.
  - c. The accredited provider shall ensure that all assessments are carried out with integrity. Measures shall be implemented to ensure that the accredited provider and its staff are free from all pressures, financial or otherwise that could influence their judgement.
  - d. A clearly defined written policy and procedure for the resolution of any conflict that may arise from clients or other parties about the activities of the accredited provider.
  - e. The accredited provider shall ensure confidentiality of all information obtained in the course of its activities. Proprietary rights shall be protected.
  - f. The accredited provider shall conduct internal moderation on all aspects of its scope of accreditation. A procedure clarifying whom, when, what and how regarding the internal moderation process shall be conducted.

## FIELD OF ACTIVITY

1. The field of activity and extent of the services for which the provider has been accredited and approved shall be detailed in the accreditation document issued by the authorised body. An accredited provider shall not provide training on any lifting machine/equipment code and extent of services other than those for which the provider holds accreditation and approval.
2. The training provided must lead to the competent operation of the lifting machine/equipment within the specific code.
3. Where certification is provided by an accredited provider at premises other than those inspected and approved by the authorised body, then full details of the facilities and equipment used shall be recorded in the format of the facilities check sheet as detailed in Appendix 8.

## TRAINING SYSTEM DOCUMENTATION

1. The accredited provider will keep available for inspection and audit the following documentation and information -
  - a. An approved learning programme for each accredited lifting machine/equipment code;
  - b. Learner material or course notes per learning programme, which shall include safety rules, checklists, load charts and illustrations of machine components;
  - c. Theoretical continuous (formative) and final (summative) assessment documents, including model answers for each lifting machine / equipment code;
  - d. Practical assessment documents, including assessment mark sheets for each category code;
  - e. Attendance register, with provision for learner and facilitator/assessor signatures for each day of training;
  - f. A training register to record all certificates issued and shall include; certificate serial number, date of issue, recipient's name, recipient's identification number, employer name, lifting machine / equipment codes, facilitator/assessor's name and accreditation number;
  - g. The relevant information required in accordance with SAQA's National Learner Record Database; and proof of submission to the ETQA;
  - h. The portfolio of competence of each learner is to include a signed copy of the learner's identity document and a copy of the certificate(s) issued; and

- i. The evidence of the training register shall be submitted on request and as specified by the authorised body;

## **RECORDS AND RETENTION**

1. All learner records shall be maintained by the accredited provider for a minimum period of three (3) years and the records shall be accessible during this time for inspection by the authorised body and Department of Labour.
2. The authorised body will similarly retain for three (3) years all its relevant records.

## **TRAINING COURSE DURATION**

1. The accredited provider shall ensure that every learner is granted sufficient theoretical and practical training to enable the learner to attain the prescribed competency level according to the assessment criteria of the applicable unit standard. The training course duration and instruction conditions may vary according to previous certification of the learner, as indicated below.
2. **Learners without prior training or experience** applicable to a specific lifting machine/equipment code -
  - a. Shall be trained for a minimum of 40 hours, of which a minimum of 50 percent shall be devoted to practical operating instruction;
  - b. The ratio of learners to facilitator shall not exceed 4:1 for theory training; and
  - c. The ratio of learners to demonstration/practical training per machine shall also not exceed 4:1 and all operator training must be subject to direct facilitator supervision.

### **Notes:**

- Operators without a valid certificate/carry card shall not operate the relevant lifting machine/equipment in the working or operating environment.
- Operators of immovable machines (area specific) may be trained/assessed in the working or operating environment only under the direct and constant supervision of a facilitator/assessor and the work area is safe and safeguarded.
- Should the operator not meet the prescribed unit standard competency further training must be arranged, for the learner to achieve the particular outcome/s.
-

### 3. Operators with previous certification -

- a. Operators previously certified under the Driven Machinery Regulations whose certificates have expired or are due to expire, shall be subject to re-certification training. Provided the re-certification route for an expired certificate is only applicable if the original certificate expired within a maximum period of 90 calendar days. The re-certification training shall comprise a minimum of 4 hours theoretical instruction with special focus on safety and **1-hour** practical training and assessment under a ratio of 1:1 instructor/assessor supervision.
- b. The ratio of learners to facilitator shall not exceed 4:1 for theory training; and
- c. The ratio of learners to demonstration/practical training per machine shall also not exceed 4:1 and all operator training must be subject to direct facilitator supervision.

#### Notes:

- Operators without a valid certificate shall not operate the relevant lifting machine/equipment in the working or operating environment.
- Operators of immovable machines (area specific) may be trained/assessed in the working or operating environment only under the direct and constant supervision of a facilitator/assessor and the work area is safe and safeguarded.
- The **1-hour** practical training and assessment period must include sufficient practical preparation/training of the operator before any assessment.
- Should the operator not meet the prescribed unit standard competency further training must be arranged, for the learner to achieve the particular outcome/s.

### ENTRANCE QUALIFICATION CONDITIONS

1. All learners of whatever status must be physically capable of performing without difficulty the tasks involved in operating the lifting machine/equipment for which they are to receive training or re-certification training and are at least 18 years of age.
2. Before commencing training or re-certification training every learner shall provide the accredited provider with the following:
  - a. A declaration from the employer confirming the physical and psychological fitness of the learner to undergo the intended training;
  - b. An optometrist's certificate confirming the learner has adequate day and night vision, and depth perception (e.g. Purdue University standard vision

test No. 3): Provided that a valid Professional Driver's Permit can also be accepted in lieu of the optometrist certificate and physical fitness of the learner to undergo the intended training; and

- c. Shall wear the required personal protective equipment as prescribed by the employer under the General Safety Regulation 2 of the Occupational Health and Safety Act.
3. All new entrants intended under this code will require to hold at least a General Education and Training Certificate Grade 9 (Std 7 - equivalent ABET

### **ACCREDITATION REQUIREMENTS FOR PERSONNEL**

1. Every application for accreditation must demonstrate that the organisation has in the employ persons holding the criteria and qualifications for the appointment as management representative, registered facilitator/assessor.
2. Every accredited provider shall appoint in writing a full time employee as a management representative.
3. Every accredited provider shall appoint in writing all registered facilitators/ assessors.

#### **Management Representative**

1. The management representative shall be empowered with the necessary authority to ensure that the provisions of the Code of Practice are implemented and maintained.
2. The accredited provider shall within 7 days notify the authorised body in writing regarding any changes to the management representative.

#### **Registered Facilitator**

A registered facilitator is a person holding registration by the authorised body having complied with the following –

- a. Holding a valid certificate of competence for each lifting machine / equipment code in which instruction is given: Provided that in cases continuous training for a particular lifting machine / equipment code the re-certification criteria as an certificated operator may be relaxed / lapsed by the Authorised Body but limited to a maximum period of three (3) years; The duration of initial training for a facilitator shall be at least the same as for a novice operator plus documented 120-hours practical experience.
- b. Demonstrating competence in the following unit standards for providing training as evaluated by the authorised body;
  - i. Coach Learners – numbered 9926
  - ii. Prepare Learning Aids – numbered 9953



- iii. Facilitate Targeted Skills Development – numbered 9956
- c. Knowledgeable of this code of practice; and
- d. Who is under the supervision and control of an accredited provider

### **Registered Assessor**

A registered assessor is a person holding registration by the authorised body having complied with the following -

- a. Demonstrating competence in the following unit standards for providing assessment as evaluated by the authorised body;
    - i. Plan and Conduct Assessments – SAQA ID 7978 or as amended.
  - b. Knowledge of this code of practice;
  - c. Demonstrate subject expertise in the category being assessed; and
  - d. Have a valid certificate of competence.
  - e. Conduct assessments under the auspices of an accredited provider.
4. In the event of personnel vital to the performance of the accredited provider leaving their employment, accreditation shall be suspended for the specific codes until the accredited provider can prove by assessment that the replacement staffs meet the requirements.

### **TRAINING FACILITIES AND COURSE REQUIREMENTS**

1. The following facility requirements are to be provided for training -
- a. Lecture and practical training facilities; and
  - b. Suitable audio-visual equipment in accordance with the NQF approved Learning Material/Programme which may include:
    - i. Overhead Projector;
    - ii. Video cassette recorder and Monitor or similar; or
    - iii. Flip Chart or White Board.

### **LEARNING PROGRAMME REQUIREMENTS FOR ALL CATEGORIES**

1. The accredited provider shall ensure that -
- a. The approved learning programmes for the lifting machine/equipment codes offered must be aligned to Appendix 1 & 2 of the National Code of Practice and to the applicable unit standard/s;
  - b. Each learner receives a condensed learner handbook, which includes component illustrations, safety rules, load charts and checklists;
  - c. The practical and theoretical assessment tools aligned to the unit standard/s; and
  - d. Demonstrate the revision of learning programmes to reflect any changes in the applicable units standard/s and this code of practice, within 90 days of the gazette date or published date.

## CERTIFICATION

1. A certificate of competence and a carry card is only valid for a period of 24 months, from the date of issue.
2. A certificate of competence must include the following information:
  - a. name and logo of the accredited provider or authorised body;
  - b. address of accredited provider;
  - c. accreditation number of provider;
  - d. certificate identification or serial number;
  - e. identification of Act and Regulation;
  - f. initials and surname of operator;
  - g. identification number of operator;
  - h. lifting machine code, code description of equipment, attachments and capacity;
  - i. registration number of Learning Material;
  - j. restrictions of operation;
  - k. registration number of facilitator and assessor;
  - l. unit standard number and credit value;
  - m. date of issue and expiry date; and
  - n. authorising signature.
3. A carry card must be issued upon certification or re-certification and must include the following information:
  - a. name and logo of the accredited provider or authorised body;
  - b. certificate identification or serial number;
  - c. initials and surname of operator;
  - d. identification number of operator;
  - e. lifting machine code, code description of equipment, attachments and capacity;
  - f. restrictions of operation;
  - g. registration number of facilitator and assessor;
  - h. date of issue and expiry date; and
  - i. authorising signature.
4. No person shall operate any equipment covered by this Code of Practice without a valid certificate of competence required by the applicable regulation published under the Occupational Health and Safety Act or any other applicable Act.
5. Any certificate of competence or any other certificate intended for use within the scope of this code of practice, without a validity period or are older than 24 months of the date of issue shall be considered void. See clause **Training Course Duration** for certificates issued 24 months prior to the publication of this Code of Practice.

## **APPENDIX 1:APPLICABLE LIFT-TRUCK STANDARDS**

### **Assessment Criteria for Learner Achievements**

1. The following assessment criteria are to be demonstrated by the learner on completion of a course applicable to the lifting machine codes category Lift Trucks - Refer also to the applicable unit standard(s)
  - a. Theoretical knowledge and the safety rules applicable to the lifting machine and the work environment or as found in a typical work environment;
  - b. Correctly identify and state the purpose of all controls and main components. Including the completion of a checklist prior to using a lifting machine and state any actions that are required on the discovery of a defect or suspected fault. Apply the correct start up procedure for the lifting machine and the use of all the lifting machine/equipment controls correctly;
  - c. Correctly read and understand the lifting machine/equipment information plates. Be conversant with and able to apply load charts, load centres and de-rating factors;
  - d. Have the ability to competently operate the lifting machine correctly, identify, select, pick up, transport and stack the load at various levels whilst passing through an obstacle course without making contact with any of the obstacles;
  - e. Show a capability to undertake the correct method of operating on inclines (ramps); and
  - f. Prove to be conversant with various types of pallet construction and the storage and retrieval requirements of each type.

### **Criteria for Learners not achieving outcomes**

1. Any learner who does not achieve the outcomes for certification on a designated day, the accredited provider may afford the learner a further opportunity after on-site training and before a further attempt is undertaken.
2. In cases where the outcome/s are not achieved on the second attempt a new assessment date must be set with further appropriate training.
3. In the case of a third unsuccessful attempt to achieve the outcome/s, remedial interventions with the employer must be applied if further attempts are to be considered.

**Equipment Requirements:**

1. The accredited provider shall ensure that the following equipment is available for the duration of the training and assessment -
  - a. A lift machine in good working order applicable to the code, which shall include a load chart and a valid load test certificate in accordance with the Driven Machinery Regulations 18 or original equipment manufacturer specification;
  - b. An obstacle course to adequately train and assess the competence of the operator performing the assessment criteria as described above and the requirements of the applicable unit standard. The standard obstacle course used for lift truck operators is found in Appendix 1.2 The practical training area for a lifting machine shall be flat with a minimum size of +/- 300 square metres. Further, it is recommended that the obstacle course area be under cover; and
  - c. The relevant attachments and equipment (test loads) for the operation of the lift machine. It is permissible for the physical facilities to be provided by the client organisation.

**Learning Programme Subject Matter - Lift Trucks**

1. The following subject matter, where applicable, shall be included in the learning programme applicable to lifting machines under the category lift trucks -
  - a. The identification and knowledge of principle components, functions and operations;
  - b. Understand safety rules and best practices applicable to operating environments and emergency situations;
  - c. The procedures to conduct pre-operational checks, start-up and shut down operations and the operation of all controls;
  - d. The principles and rules applicable to load charts, de-rating, load-centres and capacity ratings and plates;
  - e. The hazards and safety rules regarding the refuelling of the lifting machine as applicable to diesel/petrol, electrical supply (battery), liquefied petroleum gas or any other fuel;
  - f. The importance and requirement for maintaining lifting machine logbooks and reports;
  - g. The standards regarding the manoeuvring of the lifting machine, within the standard obstacle course, confined stacking gangways, and on inclines/ramps;
  - h. The practices of determining the mass of different loads, understanding the hazards applicable to the load and ensuring stability during any operation; and

- i. The standards for loading and off-loading from racks at various heights, and into and from trucks and boxcars.

### **Theoretical Examination for Lift Truck Operators**

1. The theoretical examination must consist of a minimum of 40 questions aimed to assess the learner's achievement of the outcomes of the applicable unit standard.
2. Illiterate or semiliterate learners may be assessed by means of a verbal test in the presence of a witness. The theory test sheet used in such cases is to be endorsed as a verbal test.
3. The format of the theoretical questions is optional, but it is recommended that a combination of Yes/No and multiple-choice questions be used. The requirement for written explanatory type answers is not recommended.

### **Practical Tests for Lift Truck Operators.**

1. The practical test is to be so organised to assess the operator's competence and proficiency in achieving both the unit standard and assessment criteria standards as set out above. Further, any unique competencies required of the operator should be included in the practical test.

### **Marking of Assessments**

1. Only a registered assessor shall perform assessments.
2. The minimum assessment topics/criterion are set out under the assessment mark sheet, Appendix 7. Each topic/criterion are assigned penalty points for each occurrence of non-compliance or error, which are to be totalled by the assessor to determine the level of competence.
3. The total penalty points earned may not exceed the following –
  - a. A maximum of 30 penalty points scored under the pre-start and pre-operational assessment topics/criterion, excluding any critical items; and
  - b. A maximum of 50% of the total scored penalty points calculated by 6 penalty points per 1 minute of operational assessment time (driving time). i.e. duration of practical driving of 15 mins the maximum penalty points should not exceed  $15\text{mins} * 6 * 50\% = 45$  or  $20\text{mins} * 6 * 50\% = 60$
4. Learners must demonstrate competence on the critical knowledge (theory) assessment before being allowed to participate in the skills (practical) assessment.

## **APPENDIX 1.1: Standard Obstacle Course for Lift Truck Operators.**

The standard lift truck course and procedure was developed to standardise the assessment of operators and thus ensuring an equitable benchmark regardless of location. The obstacle course tests the competence of the operator through various generic manoeuvres. Modifications to the obstacle course may be necessary depending on the lifting machine and accessories fitted.

### **Stacking Heights**

See drawing / sketch Appendix 1.2 for the minimum physical heights required.

### **Critical Dimensions**

1. Procedure to determine dimensions marked "X". Refer to drawing / sketch Appendix 1.2. Park the lift truck at right angles to the racking with the forks or pallet touching the rack. Whilst in the stationery position turn steering wheel to the full lock position. Move the truck to a 45-degree position. Stop the lift truck and measure a distance of 300 mm from the corner of the counter weight (or furthest projecting part) to the opposite racking. Please note that this procedure should be repeated for the opposite side as the turning radius differs on some lift trucks.
2. Chicane aisles are to be constructed in such a manner that the loaded lift-truck will have only 100 mm clearance at all critical points when passing through the chicane.
3. The maximum clearance allowed between pallets or other objects when stacking is 75mm for both width and height distances.
4. The distance from chicane to the test racking position is to be twice the length of the lift truck. Allow the operator two opportunities to align lift-truck in the test aisle before performing the first task.

### **Test Route Preliminaries**

1. Before testing may take place, the facilitator must complete the test route twice to ensure that it is practical and to familiarise himself with the sequences and the pallet positions.
2. A marking control sheet must be used, see Appendix 7 for a recommended sheet. The sheet is to be completed during the assessment to record faults as and when they occur.

3. It is important to walk all learners through the route explaining both the requirements of the practical test and the criteria and method of marking.
4. As a safety measure, ensure that no other persons including other learners are in the immediate vicinity of the obstacle course, during the actual assessment of a learner.

### **Practical Test Procedure**

1. The learner is to perform the following whilst being assessed -
  - a. At the parked position carry out, without the use of a written checklist, the pre-operational checks required for the lift-truck, which is to be used during the assessment;
  - b. Answer 5 questions regarding the pre-operational checks;
  - c. Mount the lift-truck and carry out the start-up and operational checks;
  - d. Drive to station "A" and pick up the pallet;
  - e. Drive forwards through the chicane and deposit the pallet at station "B" at the high level;
  - f. Drive to station "C" and collect the pallet at eye level;
  - g. Drive to station "D" and deposit at the low level;
  - h. Drive to station "B" and collect the pallet at the high level;
  - i. Drive to station "C" and deposit at the eye level;
  - j. Drive to station "E1" and collect the stillage\*\* at the eye level;
  - k. Drive to station "E2" and deposit the stillage\*\* at the eye level;
  - l. Drive to station "D" and collect the pallet at the low level;
  - m. Drive in reverse through the chicane;
  - n. Drive to station "A" and deposit the pallet within the identified position;
  - o. Drive to "Park" position and park correctly; and
  - p. Perform close down checks.

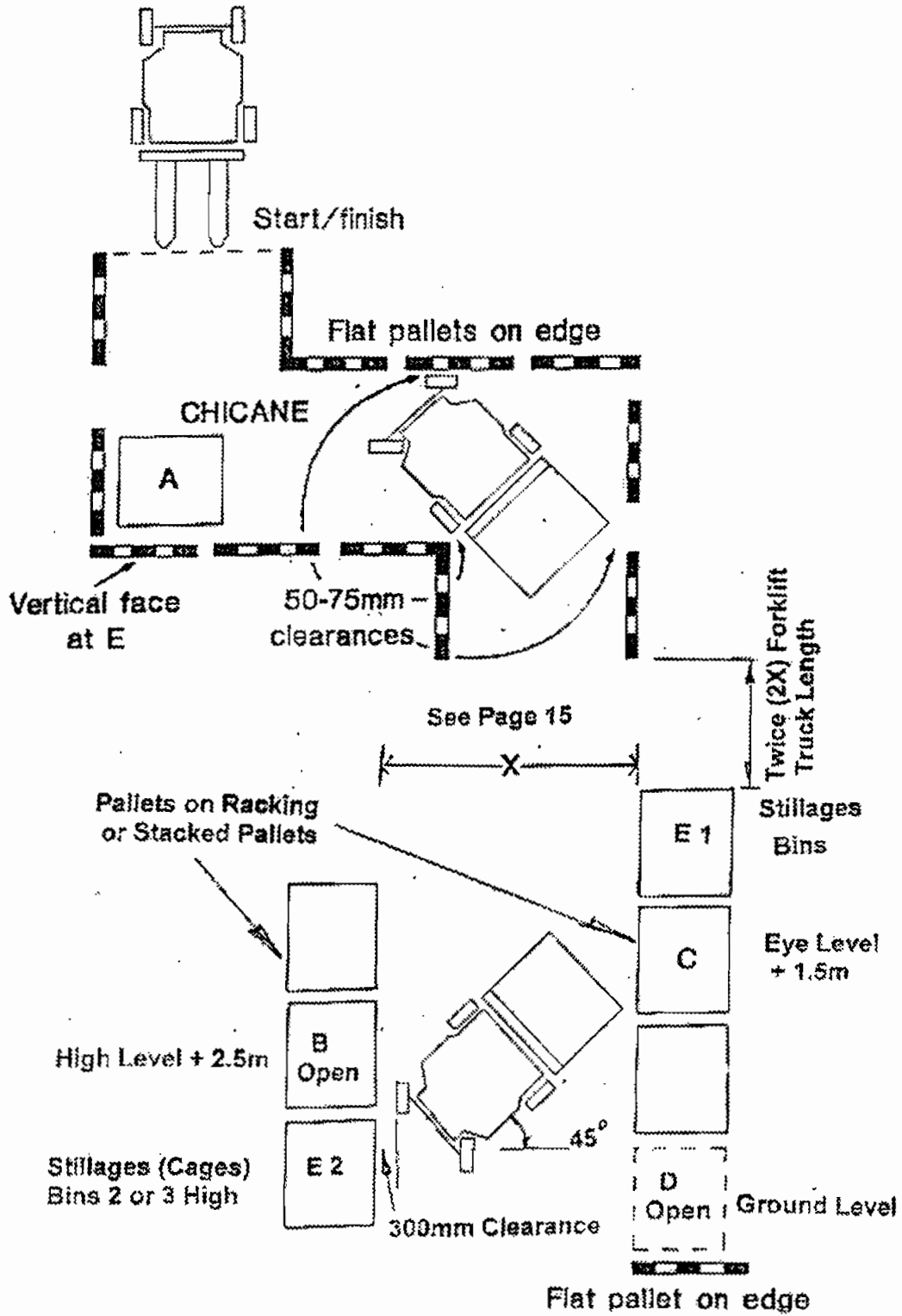
#### **Note -**

- a. \*\* Stillages maybe substituted with a stack of pallets that is packed within a maximum tolerance of 50 mm on a minimum of two sides.
- b. Where training and practical assessments are conducted on machines restricted to particular areas (i.e. warehouses), this must be conducted in a clearly demarcated area, by means of danger tape or barriers.
- c. In the case of order pickers (Code 8 & 9) the word "pallet" shall be interpreted to describe a parcel or component.

### **Close Down Checks**

The normal close down checks associated with the completion of the days work is to be carried out and any problems reported.

**APPENDIX 1.2: Sketch/Layout of Lift Truck Assessment Course**  
(prior to the assessment)





## **APPENDIX 2: APPLICABLE CRANE STANDARDS**

### **Assessment Criteria for Learner Achievements**

1. The following assessment criteria are to be demonstrated by the learner on completion of a course applicable to the lifting machine codes category Cranes - Refer also to the applicable unit standard
  - a. Theoretical knowledge and the safety rules applicable to the lifting machine and the work environment or as found in a typical work environment;
  - b. Correctly identify and state the purpose of all controls and main components. Including the completion of a checklist prior to using a lifting machine and state any actions that are required on the discovery of a defect or suspected fault. Apply the correct start up procedure for the lifting machine and the use of all the lifting machine controls correctly;
  - c. Correctly read and understand the lifting machine information plates. Be conversant with and able to apply load charts, range diagrams, load moment indicator's (LMI) load and de-rating factors;
  - d. Have the ability to competently operate the lifting machine correctly using all its operating functions, identify loads, hoist, transport and position the load in a safe manner;
  - e. Show a capability to undertake the correct method of operating the crane in various operating positions, for example on inclines; and
  - f. Proof to be conversant with various hand signs used to hoist and position a load.

### **Criteria for Learner's not Achieving Outcomes**

1. Any learner who does not achieve the outcomes for certification on a designated day, the accredited provider may afford the learner a further opportunity after on-site training and before a further attempt is undertaken.
2. In cases where the outcome/s are not achieved on the second attempt a new assessment date must be set with further appropriate training.
3. In the case of a third unsuccessful attempt to achieve the outcome/s, remedial interventions with the employer must be applied if further attempts are to be considered.

**Equipment Requirements:**

2. The accredited provider shall ensure that the following equipment is available for the duration of the training and assessment -
  - a. A lift machine in good working order applicable to the code, which shall include a load chart, range diagrams, load moment indicator (LMI) and a valid load test certificate in accordance with the Driven Machinery Regulations 18 or original equipment manufacturer specification. Further suitable;
  - b. A course to adequately train and assess the competence of the operator performing the assessment criteria as described above and the requirements of the applicable unit standard, and
  - c. The relevant attachments, lifting tackle for rigging a variety of loads and suitable loads for the practical operations. It is permissible for the physical equipment and facilities to be provided by the client organisation.

**Additional Entrance Qualification Conditions**

1. An appropriate drivers licence for the particular vehicle;
2. Shall be wearing protective footwear (steel toe-capped); and
3. As from the final approval date of the Code of Practice, all new entrants intended under these categories shall hold a General Education and Training Certificate Grade 10 (Std 8), or National Qualifications Framework level 2 (Maths and English) or equivalent.
4. Conditions 1 and 3 do not apply to wall / pillar mounted jib cranes

**Recommended Learning Programme for Cranes**

1. The following subject matter, where applicable, shall be included in the learning programme applicable to lifting machines under the category cranes -
  - a. The identification and knowledge of principle components, functions and operations;
  - b. Understand safety rules and best practices applicable to operating environments and emergency situations;
  - c. The procedures to conduct pre-operational checks, start-up and shut down operations and the operation of all controls; The Learner/operator shall provide the assessor with a duly completed daily inspection list for the particular crane and recognise and report any possible defects.
  - d. The principles and rules applicable to load charts, range diagrams, load moment indicators (LMI) de-rating, and load-centres, at various jib/boom extension, counterweight mass, outrigger positions, and quadrant configurations;

- e. The hazards and safety rules regarding the refuelling of the lifting machine as applicable to diesel/petrol, electrical supply (battery), liquefied petroleum gas or any other fuel;
- f. The importance and requirement for maintaining lifting machine logbooks and reports;
- g. The standards regarding the manoeuvring of the lifting machine in various environments and conditions, especially with reference to wind loading;
- h. A thorough knowledge of the standard hand signals and communication methods used between ground staff and operators; and
- i. The practices of determining the mass of different loads, understanding the hazards applicable to the load and ensuring stability during any operation, this includes knowledge of lifting tackle, rope reeving; (Basic slinging)

### **Theoretical Examination for Crane Operators**

1. The theoretical examination must consist of a minimum of 40 questions aimed to assess the learner's achievement of the outcomes of the applicable unit standard.
2. Illiterate or semiliterate learners (only currently certified) may be assessed by means of a verbal test in the presence of a witness. The theory test sheet used in such cases is to be endorsed as a verbal test.
3. The format of the theoretical questions is optional, but it is recommended that a combination of Yes/No and multiple-choice questions be used. The requirement for written explanatory type answers is not recommended.

### **Practical Tests for Crane Operators.**

1. The practical test is to be so organised to assess the operator's competence and proficiency in achieving both the unit standard and assessment criteria standards as set out above. Further, any unique competencies required of the operator should be included in the practical test.

### **Marking of Assessments**

1. Only a registered assessor shall perform assessments.
2. The minimum assessment topics/criterion are set out under the assessment mark sheet, Appendix 7.2. Each topic/criterion are assigned penalty points for each occurrence of non-compliance or error, which are to be totalled by the assessor to determine the level of competence.
3. The total penalty points accumulated may not exceed the following –
  - c. A maximum of 30 penalty points accumulated under the pre-start and pre-operational assessment topics/criterion, excluding any critical items; and

Learners must demonstrate competence on the critical knowledge (theory) assessment before being allowed to participate in the skills (practical) assessment.

## **Practical Assessment**

### **Pre-Start procedure**

In the parked position, the learner shall carry out, without his daily operator checklist, the specific pre-start checks required for the code of crane used.

### **Start up procedure**

Perform the start –up procedure and functional checks. These checks shall include the operation of all the controls for the various crane movements.

### **Verbal Theory Questions**

Answer five (5) verbal questions based on the safety aspects of the above procedures.

To determine competence on the pre start and start up assessment the learner shall not incur more than 20 penalties, excluding the critical items per the assessment tool.

### **Operational Procedure Assessment**

Perform a series of actions designed to show operator competence and understanding of the principle manoeuvres involved.

### **Mobile Jib Cranes (including Tower Cranes)**

Practical assessment shall include a prepared pre lift plan, set up, lifting and manoeuvring the load over and about objects to test the various operating skills required. The operator shall safely lift a load of at least 10% of the crane capacity over the side quadrant of the crane and deposit the load over the rear quadrant. The duration of the practical assessment including pre-start, start up, operational and close down procedures should be at minimum of one hour per operator. The results of the assessment are to be recorded on an assessment document, which allows for the recording of operational faults at each stage, which are to be noted and the final assessment calculated.

### **Overhead cranes**

Practical assessment shall include the preparation of a lift and manoeuvring the load over and about objects to test the various operating skills required. The operator shall lift a load of at least 10% of the crane capacity and deposit the load in three different positions.

The duration of the practical test including start up, operational and close down procedures should be at least a half an hour per operator.

### **Close down procedure**

Perform the close down procedure on completion of the operation and complete the necessary documentation on the specific machine code.

The results of the assessment shall be recorded on a standard form (refer to Appendix 7.2, which allows for the operational faults at each stage to be noted and the final score calculated.

A maximum of 50 penalty points are permissible on a combined score for all practical assessments detailed above, in order to be declared competent.

## APPENDIX 3: LIFTING MACHINE CERTIFICATION CODES

### Forklift Codes

For illustrations of typical codes refer to Appendix 12

Code No.	Code Description	
F1	Counterbalanced lift truck up to rated capacity of 3000 kg	
F2	Counterbalanced lift truck up to rated capacity of 7000 kg	
F3	Counterbalanced lift truck up to rated capacity of 15000 kg	
F4	Counterbalanced lift truck above a rated capacity of 15000 kg	
F5	Reach lift truck up to rated capacity of 2500 kg	
F6	Pedestrian-controlled lift truck below rated capacity of 2000 kg	
F7	Pedestrian-controlled lift truck above rated capacity of 2000 kg	
F8	Order Picker lift truck - for first and second level racking (NA/WA)	
F9	Order Picker lift truck - for all racking levels including high-rise (NA/WA)	
F10	Side Loader lift truck	
F11	Rough Terrain / Earthmoving/Agricultural Equipment with lift truck attachments,	
F12	Pallet lift truck, battery-powered for propulsion (Specify Capacity)	
F13	VNA lift truck, non-elevating cab, to service all levels	
F14	VNA Truck, elevating cab, to service all levels	
F15	Rail mounted stacker lift truck, non-elevating cab	
F16	Rail mounted stacker lift truck, elevating cab	

- VNA = Very Narrow Aisle
- NA Narrow Aisle
- WA Wide Aisle

**SPECIAL NOTE:** Accreditation to SAQA unit standard CFH 17 does not equal accreditation to all of the above codes.

### Attachments & Special Equipment

- A Side-shift
- B Single Pole
- C Carton or Paper Roll Clamp
- D Crane Hook
- E Push-Pull / Slip Sheet Equipment
- F Load Rotator
- G Wire Guidance System
- H Load Extender Pantograph
- I Rotating Mast (Order Picker)
- J Tilting Bucket
- K Tandem Forks

- L Container Vanning and Devanning
- M Container Handling
- U Lifting Cradle (Personnel Cage)

### Code Specification on Competency Certificates

Accrediting Organisations are required to annotate certificates to clearly identify the machine category, code number and description. The description only where it significantly differs from the basic code description: i.e. code F11 (Bell Three Wheeler/Front End Loader/Excavator with Fork/grab attachment)

### Special Cases

In the case of additional or new attachment/s, the learner will be required to undergo retraining and assessment to include the attachment/s. Refer also to **Training Course Duration**.

### CRANES CODES

For illustrations of typical codes refer to **Appendix 12**

Code No.	Code Description	
C30	Overhead Crane Pendant and Radio Controlled	
C31	Overhead Crane Cab Controlled	
C32	Truck Crane up to the Capacity specified on the Certificate	
C33	Hydraulic Mobile Crane up to rated capacity of 50 000 kgs	
C34	Hydraulic Crane Pick up and Carry up to a rated capacity of 50 000 kgs	
C35	Hydraulic Mobile Crane to the rated capacity of above 50 000 kg and as specified on the Certificate	
C36	Hydraulic Crane Pick up and Carry to the rated capacity of above 50 000 kg and as specified on the Certificate	
C37	Lattice Boom Mobile Truck Crane up to rated capacity of 50 000 kgs	
C38	Lattice Boom Mobile Crawler up to rated capacity of 50 000 kgs	
C39	Lattice Boom Mobile Truck Crane to the rated capacity of above 50 000 kg as specified on the Certificate	
C40	Lattice Boom Mobile Crawler Crane to the rated capacity of above 50 000 kg as specified on the Certificate	
C41	Tower Crane: Top Slewing	
C42	Tower Crane: Bottom Slewing	
C43	Hydraulic Mobile Crane up to rated capacity of 15 000 kgs	
C44	Sugar Cane Crane	
C45	Ships Crane	
C46	Telescopic Boom Handler	
C47	Wharf side Crane (Rail mounted)	

C48	Reach Stacker (Telescopic Container Handler)	
C49	Straddle Carrier	
C50	Cantilever container Crane (Ship to Shore)	
C51	Scotch Derrick Crane (Ship Mounted)	
C52	Inland Container Crane (Rail to Road transfer) goliath type	
C53	Aerial Platform	

**Note** that several SAQA approved unit standards cover the above codes. Providers must ensure that they are accredited on the relevant unit standards linked to these codes.

### Attachments and Special Operations

P	Fly Jib (Lattice)
Q	Boom Extension (Hydraulic)
R	Counterweight Options
S	Tandem Lifts
T	Special Categories
U	Lifting Cradle (Personnel Cage)
V	Rail Mounted
X	Steam driven
Y	Spreader
Z	Grab / grapple

### Code Specification on Competency Certificates

Accrediting Organisations are required to annotate certificates to clearly identify the machine category, code number and description. The description only where it significantly differs from the basic code description.

### Special Cases

1. It is a pre-requisite that the operator of specialised equipment will be certificated in a basic category applicable to the special machine in question.
2. Where lifting machine/s are in use that are reasonably considered to be a "one off" type and where no experience in their use is available. The manufacturer/supplier of the lifting machine will train the operator and issue a certificate of training. This can be accomplished by sending the learner/operator to the supplier or the supplier sending a qualified instructor to the learner/operator. In such cases full course details must be made available to the relevant authorised body and the operator will be required to do a theoretical examination set by the to authorised body. The authorised body will issue the results of the theoretical examination to the operator's employer.



## APPENDIX 4: GENERAL EXPLANATORY NOTES

### These form part of the provisions of the Code

This appendix contains explanatory notes, which should be taken into account when additional clarity maybe required.

1. Accreditation of accredited providers will remain valid whilst no non-conformances are recorded during annual audits. If any non-conformances are recorded the accredited provider will have 30 days of the audit date to correct and provide any explanations, which may be required.
2. The responsibility of the accredited provider shall go beyond simply carrying out training and assessments but shall include applying measures to ensure that the standards of training and assessments are maintained at all times.
3. An accredited provider may operate as a training organisation on a client's premises. The registered facilitator shall ensure that sufficient equipment and facilities are available at the client's premises to undertake and complete the training programme to ensure the required level of competence. In all cases a record (refer Annexure 8) must be kept of the facilities and equipment used at the premises for inspection during audits. Any special circumstances such as the absence of suitable equipment to perform the practical tests required should be recorded and the certificate issued may require limitation endorsements.
4. Copies of all assessment papers and practical test marking sheets are required to be kept for each certificate of competence issued for audit purposes.
5. A composite organisation involved in the direct sale of equipment and which has sufficient staff to perform accredited provider functions shall obtain accreditation and shall be required to demonstrate the following:
  - a. That adequate safeguards are in place to isolate certification staff from those involved in the other aspects of the organisation to ensure that no pressures are brought to bare which may influence registered facilitator's and assessor's judgement;
  - b. The organisation has a clearly defined policy for the resolution of conflict that may arise;
6. Accredited providers requiring registered facilitators to use alternative course material, to their own proprietary material, must be able to demonstrate to the authorised body that they are conversant with the material and able to use it effectively.

7. An organisation applying for accreditation, as an accredited provider must provide written approval for the use of the course material submitted unless it is clearly entirely of its own origination
8. Where conditions and/or equipment are insufficient to be able to assess an operator's performance under all types of situation then any certificate must be limited accordingly.
9. In the case of the client's only requirement is for the operator to load and off load road vehicles then the certificate of competence must be limited in either of the following manner:
  - a. "Whilst in the employment of the Client"; or
  - b. "For loading and off loading road vehicles only"

The second alternative is preferred, as this will adequately represent the operator's competency if the certificate of competence is presented to another employer.

10. Hoists, and block and tackle could be classified under code 30, (Overhead Cranes) and the certificate shall be restricted as such.

**APPENDIX 5: APPROVAL OF ACCREDITED PROVIDERS**

These form part of the provisions of the Code of Practice

1. The approval of an accredited provider by the authorised body shall be conditional upon the following:
  - a. Meeting the Criteria & Guidelines of this code of practice and as specified by SAQA;
  - b. Should an accredited provider lose its accreditation it shall automatically lose its approval by the regulatory authority; and
  - c. A schedule of fees adjusted annually in terms of the SEIFSA indices for labour may be charged for accreditation by the authorised body.
  - d. Payment within 30 days on submission of invoice for audit fees;

**APPENDIX 6: RETURNS FROM ACCREDITED PROVIDERS**

1. Accredited providers are required to provide the following:
  - a. Internal verification procedure/s documentation as requested;
  - b. Monthly returns of certificates of competence issued according to each code; The format of these returns should be in accordance with the SAQA National Learner Record Database for learner achievements in accordance with the NQF.
  - c. Access to training material and other records as required for the efficient auditing of this code of practice and SAQA standards; and
  - d. Submission of corrective action reports for non-compliance or any other matter effecting accreditation.

**APPENDIX 7.1 LIFT TRUCK OPERATOR ASSESSMENT MARK SHEET**

ACCREDITED PROVIDER: \_\_\_\_\_

CANDIDATE: \_\_\_\_\_ DATE: \_\_\_\_\_

I.D. NUMBER: \_\_\_\_\_ MACHINE TYPE: \_\_\_\_\_

MACHINE MAKE: \_\_\_\_\_ MACHINE CODE: \_\_\_\_\_

COMPANY: \_\_\_\_\_ CAPACITY: \_\_\_\_\_

**PRE-START CHECKS** (Delete items not specific to the test machine or conditions)

Personal Protective Equipment for the work environment \_\_\_\_\_  
 {May include hardhats, overalls, thermal suits, goggles, earplugs as applicable}

Safety Shoes/Boots		Load Chart & Max Mass Load	
Forks/Attachments *		Position of Forks	
Load Backrest		Tyre Condition & Pressure	
Machine Condition		Wheel Nuts	
Battery Terminals		Overhead Guards	
Electrolyte Level		Engine & Transmission Leaks	
Engine Oil Level *		Hydraulic Oil Leaks	
Hydraulic Oil Level		Brake Fluid Leaks	
Brake Fluid Level *		Petrol/Diesel Leaks	
Radiator Water Level *		Gas Leaks	
Radiator Cap		Water Leaks	
Water Pump		Drivers Compartment	
Fan Belts		Mast & Chains *	
Fan Blades		Hydraulic Cylinders	
Drive Belts		Hoses Condition	
Fuel Level			

**PRE-OPERATIONAL TESTS**

Enter & Adjust Seat		Gauges (before and after) *	
Control levers/pedals		Ignition Key	
Raise & lower		Foot Brake *	
Tilt Front & Back		Hand/Park Brake *	
Forward & Reverse		Steering Operation *	
Horn		Attachment controls	
Lights/Indicators			

**Total Items Unchecked** \_\_\_\_\_

\* Omission to check any one of these items would constitute the learner/operator not being yet competent of the Pre-start checks and Pre-operational test.

THEORY TEST QUESTIONS (group )

1	_____	4	_____
2	_____	5	_____
3	_____		

**Penalties**

Total items unchecked from Pre-start and Operational Assessment:

\_\_\_\_\_ : x 2 = \_\_\_\_\_ \*

\* Maximum 20 penalties

**1 TOTAL PRE-START AND PRE-OPERATIONAL PENALTIES** \_\_\_\_\_

**PRACTICAL OPERATING ASSESSMENT**

(Delete items not specific to the test machine)

**Penalties**

Forks Bind on Entry/Withdrawal	_____	= _____	: x 5 = _____
Forks not central under Load	_____	= _____	: x 5 = _____
Load not at Heel of Forks	_____	= _____	: x 5 = _____
Stack/De-stack with Mast Tilted	_____	= _____	: x 5 = _____
Fails to Stack/De-stack Correctly	_____	= _____	: x 5 = _____
Fails to Apply Park/Handbrake	_____	= _____	: x 5 = _____
Fails to Place in Neutral	_____	= _____	: x 5 = _____
Fails to Position Mast for Travel	_____	= _____	: x 5 = _____
Fails to Position Forks for Travel	_____	= _____	: x 5 = _____
Places Body Outside Cabin	_____	= _____	: x 5 = _____
Bump Side of Course	_____	= _____	: x 10 = _____
Fails to Look in Direction of Travel	_____	= _____	: x 5 = _____
Selects Wrong Control/Direction	_____	= _____	: x 10 = _____
Shunts to Stack / Un-stack	_____	= _____	: x 1 = _____
Shunts to negotiate Chicane	_____	= _____	: x 1 = _____
Fails to Release Park/Handbrake	_____	= _____	: x 5 = _____
Fails to hold steering wheel during travel	_____	= _____	: x 10 = _____
Accelerates erratically	_____	= _____	: x 1 = _____
Brakes erratically	_____	= _____	: x 3 = _____
Uses Controls roughly	_____	= _____	: x 5 = _____
Hands on Controls	_____	= _____	: x 5 = _____

**CLOSE DOWN CHECKS (PARK)**

Fails to Place in Neutral	_____	= _____	: x 2 = _____
Fails to Set Park Brake	_____	= _____	: x 2 = _____
Fails to Set Mast and Forks	_____	= _____	: x 2 = _____
Fails to Shut off Gas	_____	= _____	: x 2 = _____

Fails to Operate Diesel Cut Out \_\_\_\_\_ = \_\_\_\_\_ : x 2 = \_\_\_\_\_  
 Fails to Switch Off \_\_\_\_\_ = \_\_\_\_\_ : x 2 = \_\_\_\_\_  
 Fails to Remove Key \_\_\_\_\_ = \_\_\_\_\_ : x 2 = \_\_\_\_\_

**2 TOTAL OPERATING AND CLOSE DOWN PENALTIES** \_\_\_\_\_

**TIME PENALTIES**

The assessor is to complete the course to establish a fair time (minimum 15 minutes) and then add 50% to establish the maximum time to complete the operational and close down (park) assessment.

Maximum time permitted \_\_\_\_\_ Minutes \_\_\_\_\_ Seconds  
 Duration of operating assessment \_\_\_\_\_ Minutes \_\_\_\_\_ Seconds

**3 TIME PENALTIES** (5 penalties for every 60 seconds above the maximum) \_\_\_\_

**Summary of Penalties**

1 PRE-START AND PRE-OPERATIONAL \_\_\_\_\_  
 2 OPERATING AND CLOSE DOWN \_\_\_\_\_  
 3 TIME \_\_\_\_\_

**TOTAL PENALTIES** \_\_\_\_\_

**Note**

The total penalties for competency should not exceed 50% of the sum of the duration of the operational and close down (park) assessment in minutes, multiplied by 6. i.e. maximum time permitted = 20 mins X 6 = 120 X 0.5 = 60

RESULT:

COMPETENT

NOT YET COMPETENT

Assessor: \_\_\_\_\_

Registration No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I the undersigned acknowledge that the process and results were explained to me and I accept the outcome of the assessment.

Signature/Mark of Learner: \_\_\_\_\_

**APPENDIX 8: ACCREDITED PROVIDERS FACILITIES RETURN**

<b>FACILITIES CHECK SHEET</b>		<b>Appendix 8</b>	
The accredited provider is to complete this document, to record and describe any premises at which certification is offered that has not been inspected and approved by the accreditation issuing authorised body ie client's premises			
Question	Remarks		
1 Full physical address details of the premises, including name of organisation, street address, suburb/industrial area, city/ town and the location of the practical training/test route area at premises			
2 Lifting machine code/s and description/s for which training is offered at the premises			
3 Description of equipment used and identification number of equipment			
4 The lifting machine capacity or rating			
5 Description of any attachments fitted to the lifting machine			
6 A general description of the duration training, re-certification done and test route used at the premises			
7 Describe any limitations to the training and test route that may deviate from the standard routes set out in the code of practice for a specific lifting machine code.			
8 Describe any inherent dangers prevalent in the use of the lifting machine at the premises.			
Signature of Client	Signature of facilitator		



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**APPENDIX 9: ACCREDITED PROVIDERS FACILITIES CHECK SHEET**

PROVIDER : \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postal Code: \_\_\_\_\_

Managerial Representative: \_\_\_\_\_

Telephone No: \_\_\_\_\_

<u>Learning Programmes Offered</u> <u>No.</u>	<u>Codes</u>	<u>Registration</u>

Course Notes and Handouts available      Yes/No

Facilitator/Assessor Name	Course/ Codes:	Registration No:

List and Addresses of Satellite or "In House" Centres  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX 9: Continued PAGE 2****Facilities**

Lecture Rooms No \_\_\_\_\_ Size \_\_\_\_\_

Seating \_\_\_\_\_ Flipcharts \_\_\_\_\_

V.C.R.'s \_\_\_\_\_ O/H Projector \_\_\_\_\_

Othorator \_\_\_\_\_ Simulator (optional) \_\_\_\_\_

Plan of Test Area Yes/No

Area for Testing \_\_\_\_\_ m X \_\_\_\_\_ m  
Covered/Open

Noise level \_\_\_\_\_ Distractions \_\_\_\_\_

Rest Rooms \_\_\_\_\_ Ablution Facilities \_\_\_\_\_

Access to the above-mentioned Equipment:

Forklift Trucks \_\_\_\_\_ Cranes \_\_\_\_\_

Pallets \_\_\_\_\_ Slings \_\_\_\_\_

Racking \_\_\_\_\_ Chains \_\_\_\_\_

Containers \_\_\_\_\_ Dummy loads \_\_\_\_\_

Ramps \_\_\_\_\_ Crates \_\_\_\_\_

Dock levellers \_\_\_\_\_ Steel Sections \_\_\_\_\_

Box Cars \_\_\_\_\_ Attachments \_\_\_\_\_

**Administrative**

Attendance Register \_\_\_\_\_

Training Records \_\_\_\_\_

Register of Learners \_\_\_\_\_

**APPENDIX 9: Continued PAGE 3**

**Registration Certificates of Training Centre** \_\_\_\_\_

**Registration Certificates of Facilitators/Assessors** \_\_\_\_\_

**Registration Certificates of Courses**  
\_\_\_\_\_

**Insurance Indemnity (optional)**  
\_\_\_\_\_

**Recommendation of Auditor**  
\_\_\_\_\_  
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\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Confirmed with Department of Labour Date \_\_\_\_\_

**APPENDIX 10:**

The following legislation and definitions relate to to this Cope of Practice

**Occupational Health and Safety Act,1993 (Driven Machinery Regulations.)****Regulation 18 (11)**

*The user shall ensure that every lifting machine is operated by an operator specifically trained for a particular type of lifting machine: Provided that in the case of a lift truck with a lifting capacity of 750 kg or more and jib-cranes with a lifting capacity of 5000 kg or more at minimum jib radius, the user shall not require or permit any person to operate such a lifting machine unless the operator is in possession of a certificate of training, issued by a person or organization approved for the purpose by the Chief Inspector.*

*[Date effective 01 October 1993 - G.N.R.2483 of 4 September 1992]*

**DEFINITIONS**

**Lifting Machine** means a power-driven machine designed and constructed for raising or lowering a load or moving it in suspension, and includes a block and tackle, hoist, crane, lift truck or jib crane, but does not include an elevator, escalator, goods hoist or builders hoist.

**Jib crane** means any crane of which the load is supported by a projecting horizontal or inclined member, known as a jib.

**Lift truck** means a mobile lifting machine but does not include-

(a) a vehicle designed solely for the purpose of lifting or towing another vehicle;

(b) a mobile earthmoving machine; or

(c) a vehicle designed solely for the removal of a waste bin;

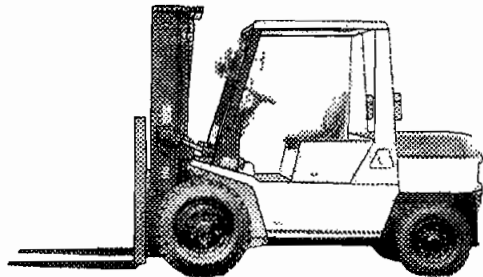
**Lifting Tackle** means chain slings, rope slings, hooks, shackles, swivels, spreaders or similar appliances.

**APPENDIX 11: MANAGERIAL RESPONSIBILITIES**

1. The person legally responsible for ensuring that the provisions of the Occupational Health and Safety Act and Regulations of 1993 are implemented on behalf of the employer is the Chief Executive Officer (C.E.O.).
2. In the case of a company without a board of directors or a closed corporation, the Owner will be the C.E.O.
3. In the case of a State department, the C.E.O. is the Director-General, not the Minister. [*Section 16 of the OHS Act, 1993*].
4. It is therefore incumbent upon the C.E.O. that proper information, instructions, training and supervision, as far as practicable are provided for the health and safety of employees. [*Section 8 (e) of the OHS Act, 1993*].
5. The necessary enforcement measures to assure the health and safety of employees are effected through a chain of command structure.
6. All lifting machine operators must be informed about what they are allowed to do. [*Sections 8 (j) and Section 37(1)(b)*].
7. The C.E.O. must ensure that a health and safety management system is in place to give effect to the provisions of the Act and regulations.
8. Anyone delegated by the C.E.O. to perform certain duties regarding information, instructions, training and supervision for employees, through the management chain of command structure and who omits to do so is contravening the Act and regulations and may be prosecuted.

**APPENDIX 12: ILLUSTRATIONS OF LIFTING MACHINE CODES**

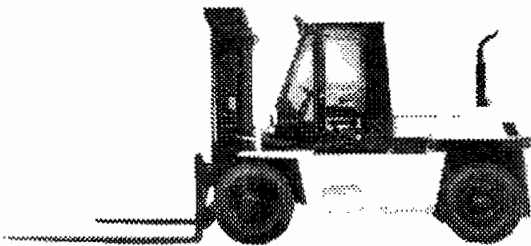
**CODE DESCRIPTION**



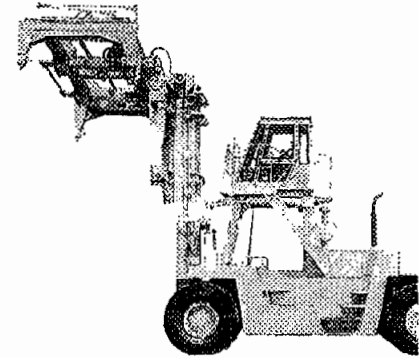
**CODE 1**  
Counterbalance Truck up to rated capacity of 3000 kg



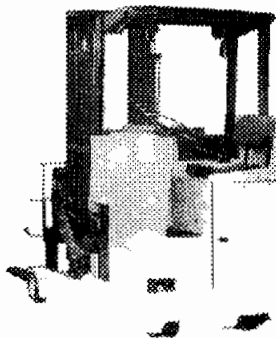
**CODE 2**  
Counterbalance Truck up to capacity of 7000 kg



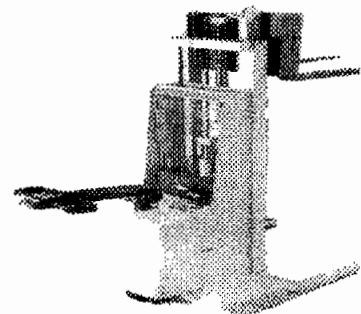
**CODE 3**  
Counterbalance Truck up to rated capacity of 15000 kg



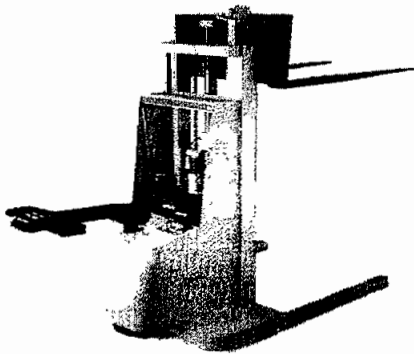
**CODE 4**  
Counterbalance Truck above a rated capacity of 15000 kg



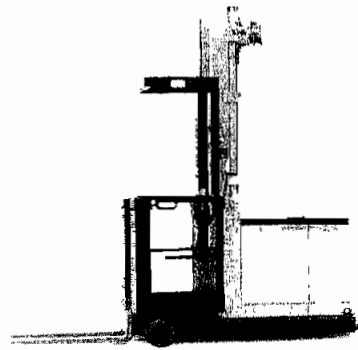
**CODE 5**  
Reach Truck



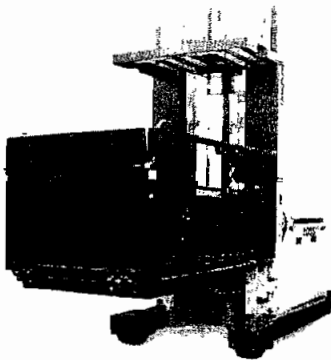
**CODE 6**  
Pedestrian Controlled Stacker



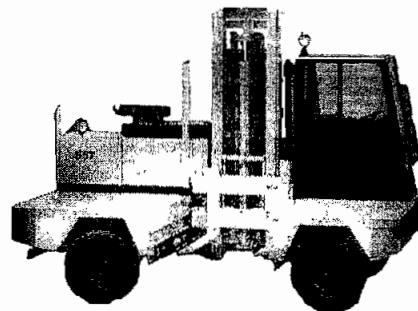
**CODE 7**  
Pedestrian Controlled Stacker above rated capacity of 2000 kg



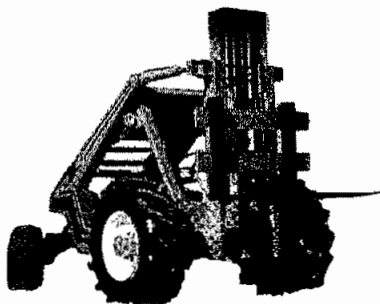
**CODE 8**  
Order Picker- for first and second level racking



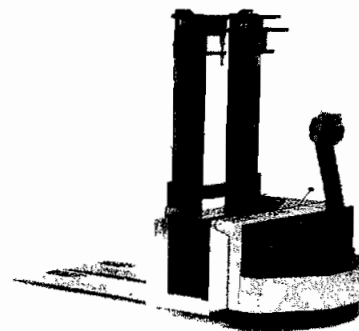
**CODE 9**  
Order Picker- for all racking levels including high-rise



**CODE 10 (A) (B)**  
(A) Side Loader, 4-wheel IC engine powered  
(B) Side Loader, electric/battery -powered  
2/4-way travel

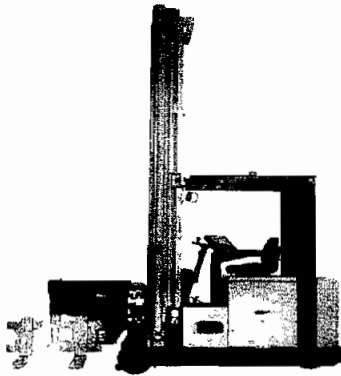


**CODE 11**  
Wheel Loader with fork

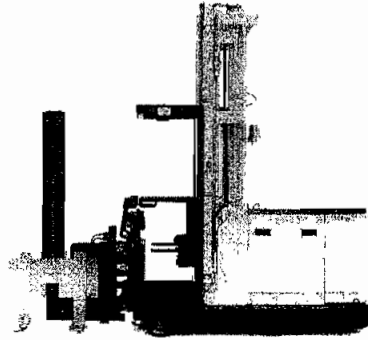


**CODE 12**  
Pallet Truck, electric/battery-powered travel and hydraulic hoist

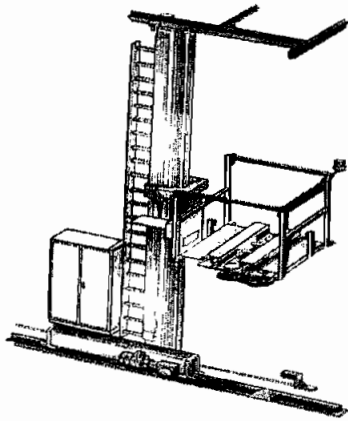




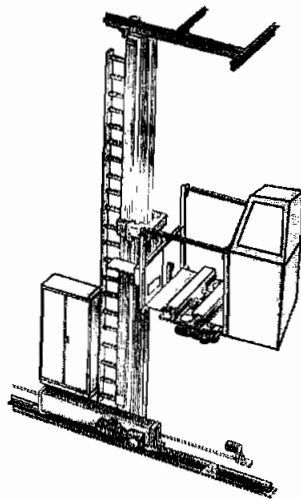
**CODE 13**  
VNA Truck, non-elevating to  
service up to 6-metre



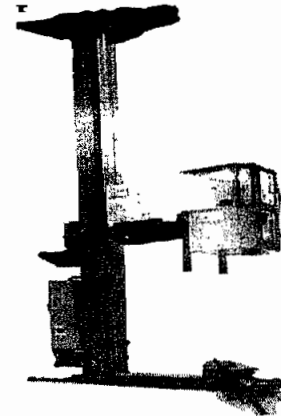
**CODE 14**  
VNA Truck, elevating cab to  
service all levels



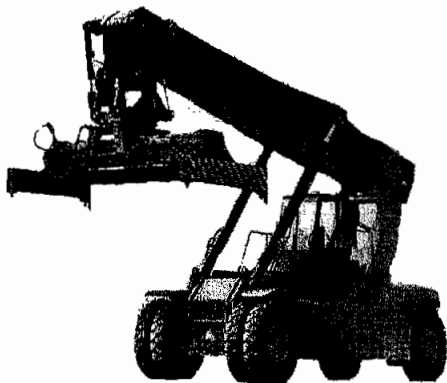
**CODE 15**  
Stacker Crane, single aisle  
working non-elevating cab



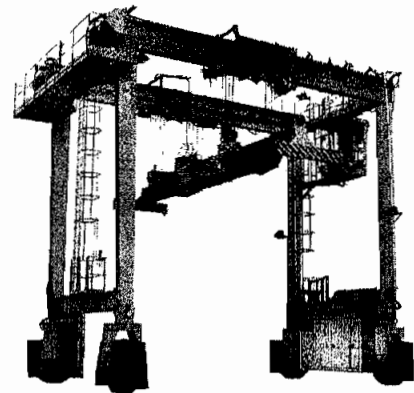
**CODE 16**  
Stacker Crane, single aisle  
working elevating cab



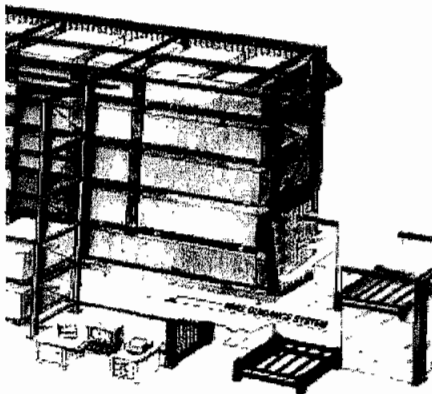
**CODE 17**  
Stacker Crane, multiple aisle  
or free-roaming



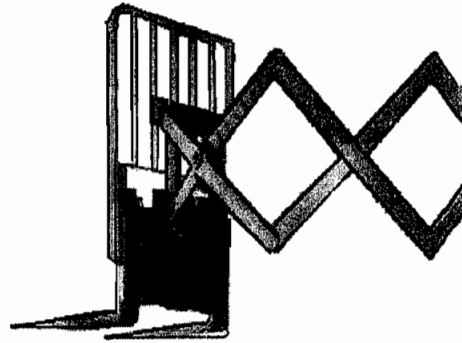
**CODE 48**  
Reach Stacker



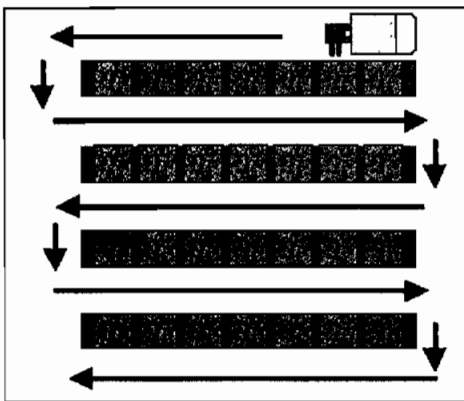
**CODE 49**  
Straddle Carrier



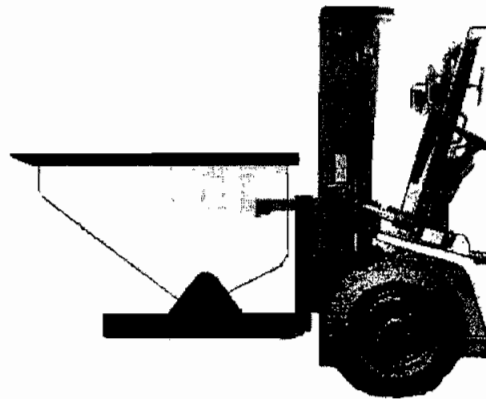
**/G**  
Wire Guidance System



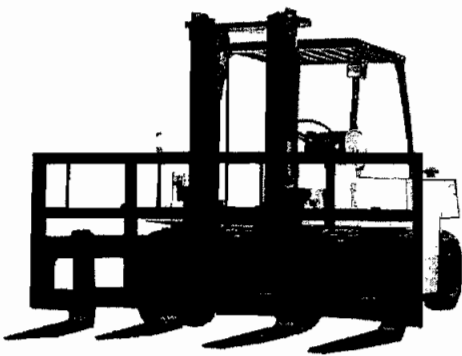
**/H**  
Load Extender Pantograph



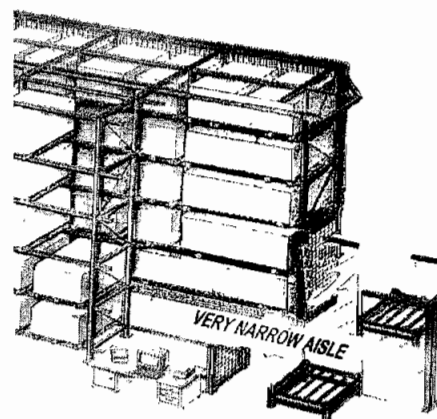
**/I**  
Aisle Transfer System



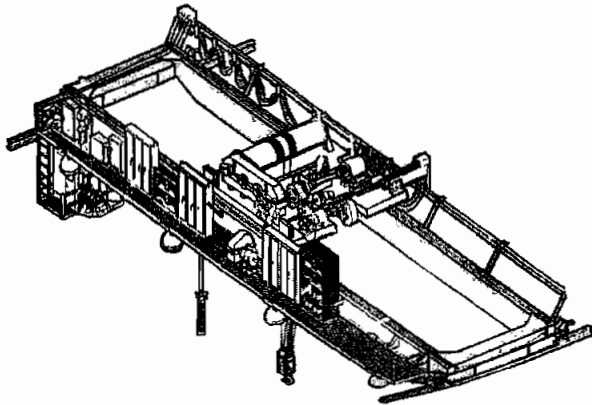
**/J**  
Tilting Bucket



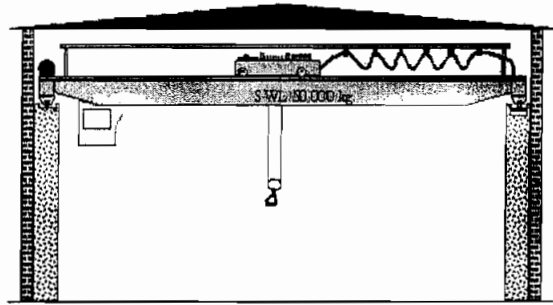
**/K**  
Tandem Forks



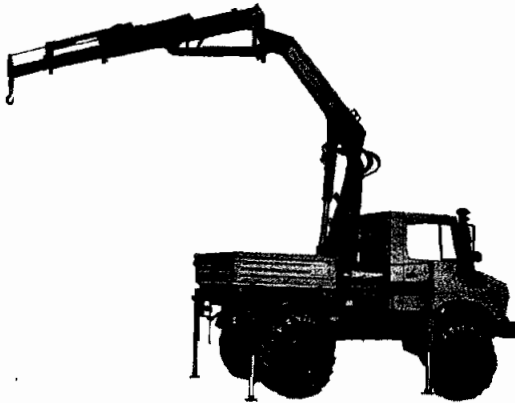
**/VNA**  
Very Narrow Aisle



**CODE 30**  
Overhead Crane Pendant and/or Radio Controlled.



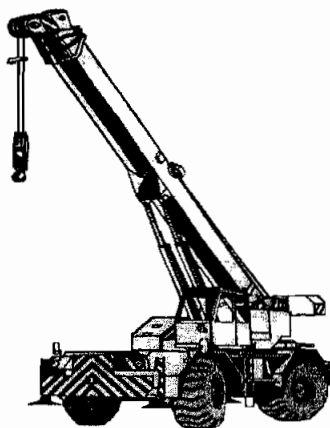
**CODE 31**  
Overhead Crane Cab Controlled.



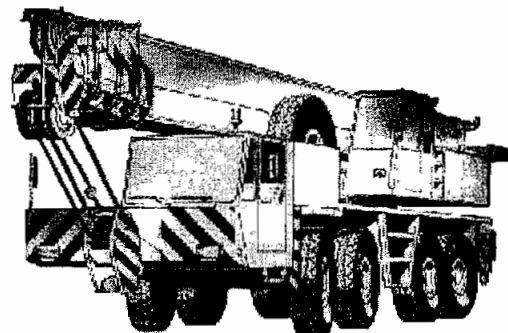
**CODE 32**  
Truck Crane up to the capacity specified on the Certificate.



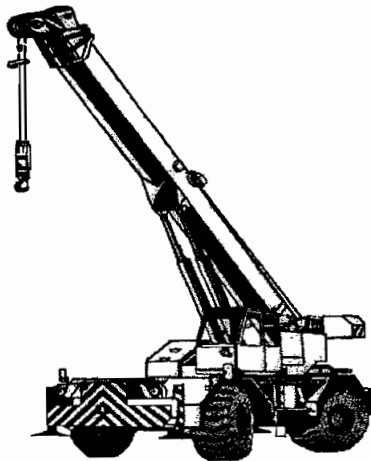
**CODE 33**  
Hydraulic Mobile Crane up to rated capacity of 50 000 kg.



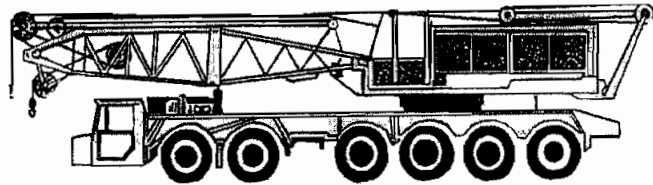
**CODE 34**  
Hydraulic Crane Pick up and Carry up to a rated capacity of 50 000 kg.



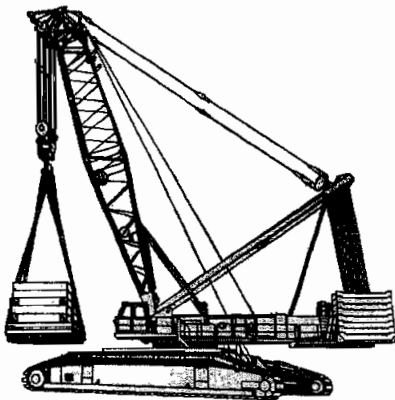
**CODE 35**  
Hydraulic Mobile Crane to the capacity as specified on the Certificate.



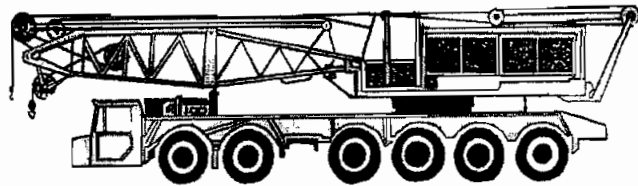
**CODE 36**  
Hydraulic Crane Pick up and Carry to the capacity as specified on the Certificate.



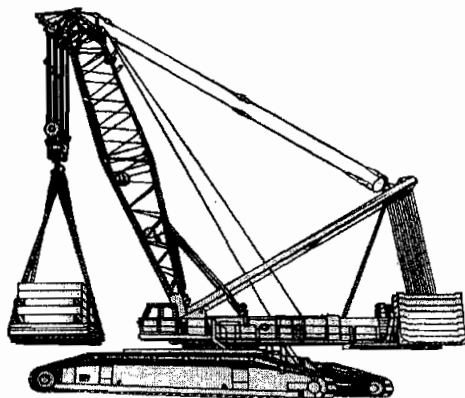
**CODE 37**  
Lattice Boom Mobile Truck Crane up to rated capacity of 50 000 kg.



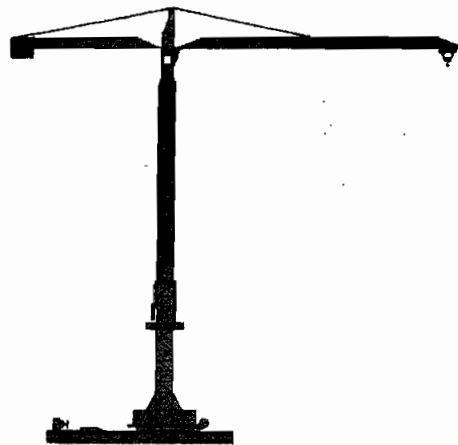
**CODE 38**  
Lattice Boom Mobile Crawler Crane up to rated capacity of 50 000 kg.



**CODE 39**  
Lattice Boom Mobile Truck Crane to the rated capacity as specified on Certificate.



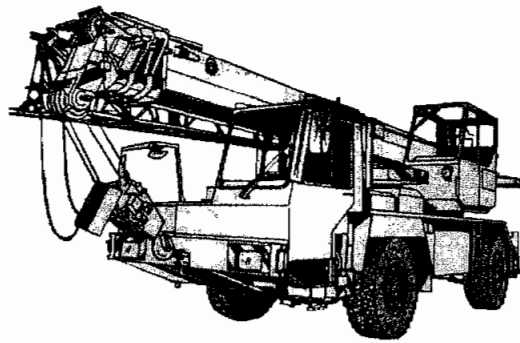
**CODE 40**  
Lattice Boom Mobile Crawler Crane up to rated capacity as specified on Certificate.



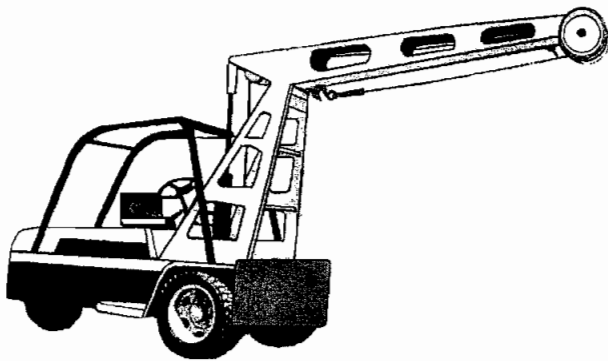
**CODE 41**  
Tower Crane: Top Slewing



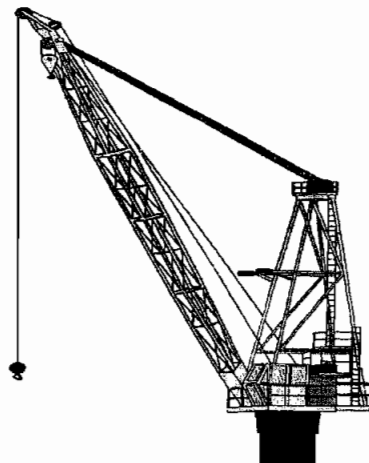
**CODE 42**  
Tower Crane: Bottom Slewing.



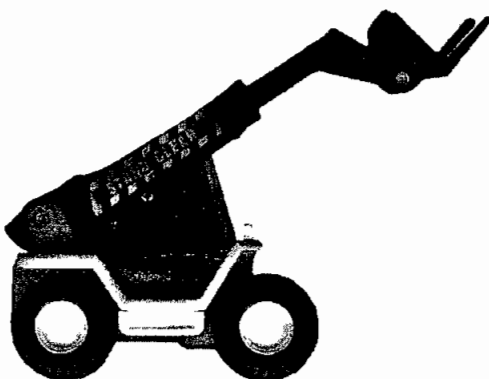
**CODE 43**  
Hydraulic Mobile Crane up to rated capacity of 15 000 kg.



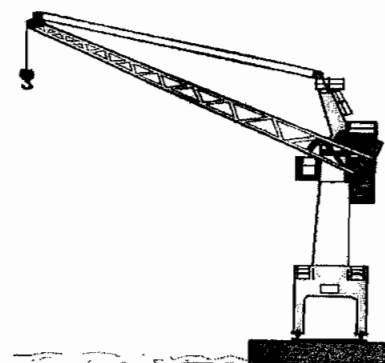
**CODE 44**  
Sugar Cane Crane.



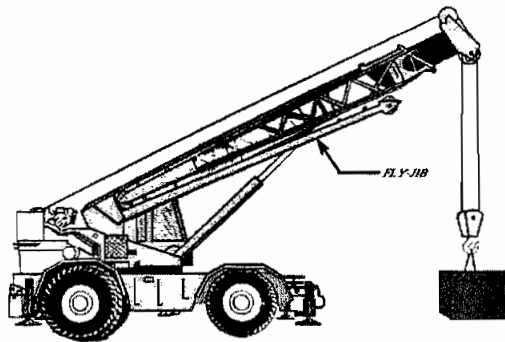
**CODE 45**  
Ships Crane



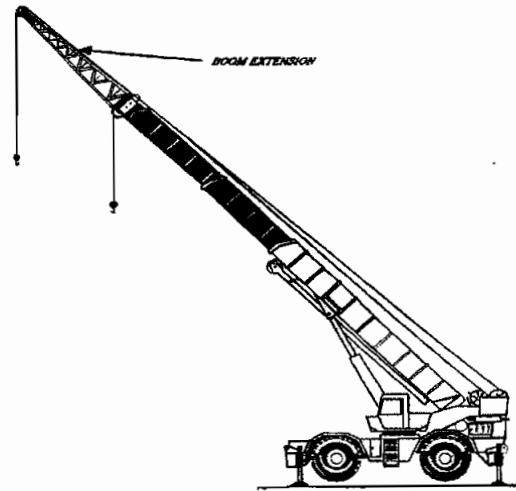
**CODE 46**  
Telescopic Handler



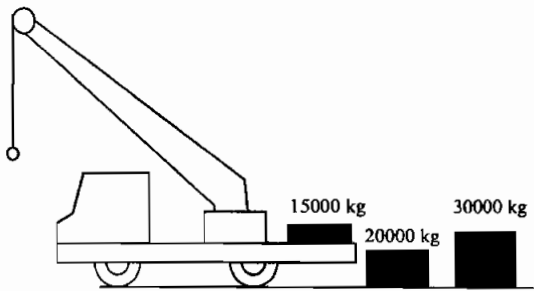
**CODE 47**  
Wharfside Crane (Railmounted)



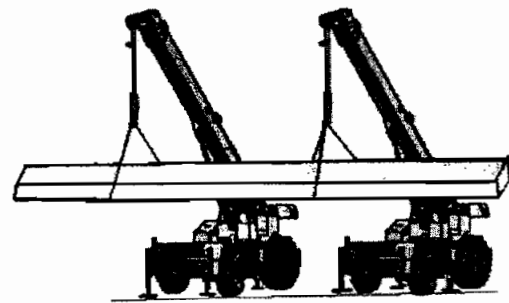
/P  
Fly-Jib



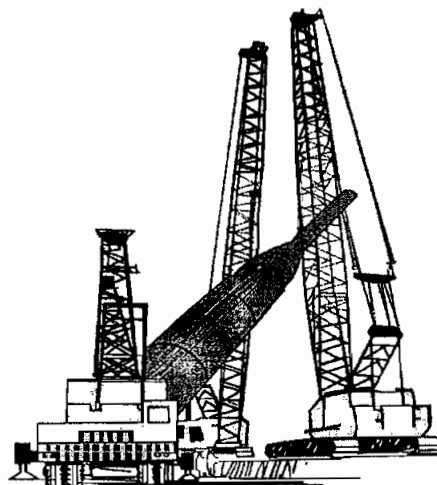
/Q  
Boom Extension



/R  
Counterweight Options



/S  
Tandem Lifts



/T  
Special Categories