# Licencing Persons Performing High Risk Work

# Mandated National Assessment Instruments

# GUIDE FOR ASSESSORS

 

# Contents

**IMPORTANT NOTE:**

This version of the Guide for Assessors is effective from 15 December 2022 and provides guidance for all licence classes.

# 1. Introduction

The *Model Work Health and Safety (WHS) Regulations* ensure a nationally uniform, competency-based licensing system for persons performing certain types of high risk work (HRW). "High Risk Work" in Chapter 4, Part 4.5 of the Regulations sets out the requirements for high risk work licensing.

The National Assessment Instruments are an additional requirement of WHS regulators – separate to the relevant unit of competency - for assessing the competency of high risk work licence candidates. A description of the licensing classes covered by the assessment instruments is in *Appendix A*.

It is important that this guide is not read in isolation. It **must** be read in conjunction with:

- the relevant state, territory or Commonwealth work health and safety (WHS) legislation and any related assessment guidance *(NOTE – the term 'WHS legislation' means the work health and safety or occupational health and safety Act and Regulations that apply at that time)*
- the relevant high risk work licensing unit of competency, and
- the relevant national assessment instrument endorsed by Safe Work Australia.

The key objective of this guide is to ensure consistency of assessment by all Registered Training Organisations (RTOs) and assessors across all states and territories.

This guide includes information on:

- the mandated assessment instruments
- assessment pathways
- assessor requirements
- preparing for the assessment
- conducting the assessment
- determining competency, and
- resource requirements.

# 2. Assessment instruments

A National Assessment Instrument has been developed for each high risk work licence class outlined in Schedule 4 to the model WHS Regulations. The assessment instruments have been endorsed by Safe Work Australia, the national body with responsibility for work health and safety matters.

Please note that National Assessment Instruments are not part of the units of competency for high risk work licences. They are a separate requirement of WHS regulators and should not be used to replace the unit of competency's assessment tasks.

While training may be delivered in any language, all assessments **must** be conducted in English.

Assessment instruments contain two or more of the following parts:

- Part 1: Knowledge
- Part 2: Calculation
- Part 3: Performance.

The knowledge assessment consists of different sections (i.e. Legislation, Hazards, Communications, Pre-start checks, Post start up operational checks etc.). The performance assessments consist of different tasks (i.e. hazard identification, pre-start safety checks, operational checks, operation, shut down).

All questions and calculations **must** be answered by the candidate without access to any learning materials or other assistance, and where required **must** show all working.

In the case a candidate wants to change their response to a written question they **must** draw a solid line through the response, initial and on a new line write the new response.

**Assessors** are required to make reasonable judgements on the **duration** of each assessment to be completed, in line with what would be expected within the workplace.

## 2.1 Knowledge assessment

The knowledge assessment will include a number of questions related to the knowledge and skills required to operate safely in the workplace.

Candidates are required to attempt all questions in the knowledge assessment and **must** achieve a minimum pass mark of **95%** in order to pass the licence assessment. At the conclusion of the assessment, where the candidate has achieved the pass mark, but has provided some incorrect responses, the assessor must discuss these with the candidate to ensure they have an acceptable understanding of the correct response. Evidence of this discussion should be noted on the candidate's assessment paper.

The knowledge assessment must be taken as a written assessment unless literacy issues prevent a candidate from writing. In this instance, the assessment may be conducted orally with the assessor recording the candidate's responses and having the candidate countersign to acknowledge that the assessor has accurately recorded their responses.

If the candidate did not achieve the pass mark they will be deemed '**not yet competent**'.

### Clarification

An assessor should use their discretion when reviewing a candidate's assessment for readability or completeness prior to formally assessing knowledge questions. If the handwriting is not legible or it is clear the candidate has not answered a question in its entirety, then the assessor may offer the candidate the opportunity to revisit aspects of the knowledge questions without leading them (for example, if the candidate has provided three responses where the question specifically stated 'list six').

Any multi-part questions **must** be answered **correctly** in their entirety. For example, if the question asks 'how and why' or specifies 'Part 1' and 'Part 2' then it would be insufficient for the candidate to only answer 'how' or only 'Part 1'.

Once an assessor begins to formally mark the assessment the candidate cannot make any further changes to their responses. The assessment must not be returned to the candidate once marking has commenced.

If the assessor needs to clarify any partially correct responses verbally, the assessor **must** document the candidate's response on the assessment instrument and both the assessor and the candidate are to initial the response. The assessor or candidate must not cross out the candidate's original response. The assessor will then mark the clarified response either correct or incorrect and note in the margin that verbal clarification was sought for that specific question.

An assessor must not assist a candidate in any part of an assessment including:

a) asking leading questions during a knowledge question clarification process; or

b) providing the response to any questions during the assessment.

An assessor must only deem a candidate competent for each written assessment component where the candidate has answered the required Knowledge and/or Calculations questions correctly.

An assessor must only mark a candidate's Knowledge Assessment answer as correct if it is comparable to the acceptable responses provided in the Assessor version of the NAI.

For Knowledge Assessments, assessors may only ask a candidate, at the end of the Assessment, questions to clarify any responses that are not answered in full or clearly articulated. That is, the assessor may only seek clarification from a candidate where a reasonable person would not consider the response correct as the response does not correctly cover all key areas of the required response.

An assessor must only mark a candidate's Calculation Assessment response as correct if the candidate:

a) response is the same as the acceptable responses provided in the Assessor version of the NAI; and

b) has shown the formula used and the correct metric unit for weight or measurement.

Clarification must not be sought for responses that are clearly incorrect and an assessor must only seek verbal clarification from a candidate (as may be required):

a) after all candidates have completed the assessment component; and

b) in an area where the candidate's responses cannot be heard by other candidates

and note in the margin that verbal clarification was sought for that specific question.

## 2.2 Calculations assessment

For licence classes where there is a requirement to perform calculations in the workplace, a calculations assessment is included in the assessment instrument. This involves a number of questions based on simulated workplace examples.

Candidates **may** use calculators. Electronic devices, such as programmable calculators, or smart devices including phones, that have the ability to store information (formulas, etc.) are **not** allowed.

Calculations **cannot** be conducted through oral assessment. Candidates must complete the calculations in their own writing unassisted.

Candidates are required to attempt and **satisfactorily** respond to **all** requirements of the calculation assessment (i.e. all formulas and working **must** be shown). Failure to satisfactorily respond correctly to any question means that candidates are to be deemed '**not yet competent**'.

## 2.3 Performance assessment

For all licence classes there is a performance assessment that involves observation of the candidate performing the tasks that are required in the workplace to the standard outlined in the unit of competency.

Candidates are required to show competence in all performance tasks. If not, they are to be deemed '**not yet competent**'.

Assessors **must** determine safe and serviceable plant prior to conducting a performance assessment. For assessments undertaken in the workplace, assessors **must** confirm with the workplace supervisor prior to the performance assessment that the required equipment and materials, and a suitable working area, have been made available to suit both the assessment and the workplace for the duration of the assessment.

Assessors are required to mark the observation checklist boxes for each criteria as follows:

✓ if the candidate demonstrated the task satisfactorily, or
× if the task was not demonstrated satisfactorily, or
**N/A** if the observable criteria is **"Not Applicable".**
For any criteria to be marked as **N/A** it **must** be due to plant type (e.g. an action specified on the observation checklist cannot be undertaken because of plant type – fuel powered/battery powered) or environmental setting (e.g. a hazard specified on the observation checklist is not present in the assessment environment).

For any task in the Observation Checklist that is not applicable (N/A) and has not been undertaken by the candidate, **the assessor must provide an explanation in the comment column/section.**

**For any criteria deemed N/A outside of the two listed limitations must be accompanied by a detailed explanation.**

**Any misuse of the N/A outcome in the observation criteria may result in the candidate's licence being revoked.**

Candidates **must** safely and competently complete **all** applicable requirements identified on the observation checklist. An assessor must not assist a candidate in any part of an assessment including prompting a candidate during a performance assessment.

### Important notes on performance assessments

All assessments of performance **must** be undertaken in the workplace and/or under realistic workplace conditions.

'Realistic workplace conditions' typically reflect:

- the use of full scale equipment as specified in the resource requirements of each class
- performing tasks similar to those performed in the workplace
- performing tasks within the same timelines that would be expected in the workplace
- relevant personnel with appropriate qualifications to assist where necessary (e.g. dogger to sling a load)
- other plant, goods/products, materials or equipment
- safe working environment
- access to relevant and mandated documentation.

**Appendix A** to this document provides details of the specific equipment and material resources required to undertake the relevant assessment.

While 'simulators' may be used for the purposes of **training**, they are **not acceptable** for the purposes of **assessment**. Performance tasks must be conducted on real equipment and under authentic workplace conditions. There are limited exceptions to this rule for selected performance assessments in the *Licence to operate a concrete placing boom, Licence to operate a boiler* (s*tandard), Licence to operate a boiler (advanced) and Licence to operate a steam turbine* assessment instruments. Further information on the limited and specific circumstances where simulation is allowed is contained within the assessment instruments for these licence classes.

If, at any time during the observation of the performance assessment, the candidate acts in a manner that endangers themselves, others, equipment or property, the assessment **must** be stopped immediately. The assessor **must** point out the dangerous act to the candidate and deem them '**not yet competent**'.

# 3. Assessment pathways

The model WHS Regulations specify how the assessment of an individual **must** be conducted in the vocational education and training sector to achieve a licence to perform High Risk Work.

**Regulation 87(2)(f):** An application for a high risk work licence **must** include a copy of a certification:

i) that is held by the applicant in relation to the VET course, or each of the VET courses, set out in Schedule 4 in relation to the high risk work licence applied for; and

(ii) that was issued not more than 60 days before the application is made.

## 3.1 For new applicants

All applicants for a HRW licence **must** complete the relevant unit of competency set out in Schedule 4 of the model WHS Regulations, for each class of HRW licence for which they apply. Training against the unit of competency **must** be provided by an RTO. The unit of competency incorporates the theory and practical experience of conducting the specific activities required for the licence class in a workplace or realistic workplace environment under the supervision of a licensed person.

An application for a HRW Licence **must** be made in the manner and form required by the WHS/OHS Regulator in the jurisdiction in which the application is made.

**Regulation 87(2)** The application **must** include the following information:

(a) the applicant's name and residential address;
(b) a recent photograph of the applicant;
(c) evidence of the applicant's age;
(d) any other evidence of the applicant's identity required by the regulator;
(e) the class of high risk work licence to which the application relates;
(f) a copy of a certification:
(i) that is held by the applicant in relation to the VET course, or each of the VET courses, set out in Schedule 4 in relation to the high risk work licence applied for; and
(ii) that was issued not more than 60 days before the application is made;
(g) a declaration that the applicant does not hold an equivalent licence under a corresponding WHS law;
(h) a declaration as to whether or not the applicant has ever been convicted or found guilty of any offence under the Act or the model WHS Regulations or under any corresponding WHS law;
(i) details of any conviction or finding of guilt declared under paragraph (h);
(j) a declaration as to whether or not the applicant has ever entered into an enforceable undertaking under the Act or under any corresponding WHS law;
(k) details of any enforceable undertaking declared under paragraph (j);
(l) if the applicant has previously been refused an equivalent licence under a corresponding WHS law, a declaration giving details of that refusal;
(m) if the applicant has previously held an equivalent licence under a corresponding WHS law, a declaration:
(i) describing any condition imposed on that licence; and
(ii) stating whether or not that licence had been suspended or cancelled and, if so, whether or not the applicant had been disqualified from applying for any licence; and
(iii) giving details of any suspension, cancellation or disqualification.

### 3.2 For existing licence holders

**Regulation 87(2)(g):** An application for a high risk work licence **must** include a declaration that the applicant does not hold an equivalent licence under a corresponding WHS law.

Candidates **must** declare whether they already hold a licence in the class to which the assessment relates, even if that licence was issued in a different jurisdiction.

The model WHS Regulations allow for existing HRW licence holders to renew their licences either in the jurisdiction in which they were issued or another jurisdiction without undertaking a new assessment.

## 4. Assessor requirements

An assessor must maintain the required qualifications, vocational education and training competencies and current industry operator skills and knowledge, as per the ASQA Standards and jurisdictional assessor accreditation application requirements, for their accreditation to remain current and to conduct an assessment in the state of issue[1].

An assessor must only conduct an assessment in the jurisdiction of issued accreditation using that jurisdictions accreditation and use the jurisdictional HRWL Assessment administrative materials required.

An assessor must not conduct an assessment using an accreditation granted or materials provided by another Australian jurisdictional regulator.

An assessor must have their accredited, assessor Photo ID card (where applicable) available at all HRWL assessments and only conduct an assessment in a HRWL class for which they hold accreditation.

### 4.1 Exercising judgement

Due to the number of variables that can exist in some potential responses, an assessor **must** exercise judgement to determine the competency of a candidate. For example: If the benchmark response is 'Adequate lighting' the assessor may also choose to accept variations such as 'enough lighting, sufficient lighting, plenty of lighting, good bright lighting'.

### 4.2 Assessment practice

An assessor **must** ensure that they undertake professionally responsible and ethical assessments. An assessor must ensure that:

- the mandated assessment instruments are treated and maintained as confidential documents
- the differing needs and requirements of the candidates, the local enterprise/s and/or industry are identified and handled with sensitivity
- assessment decisions are based on available evidence that can be produced and verified
- evidence for the assessment is verified against the criteria in section 7 of this guide, 'Determining competency'
- that the assessment was carried out in accordance with agreed procedures/conditions
- confidentiality is maintained regarding assessment decisions/outcomes
- records of individual assessment outcomes that identify personal details are kept confidential and only released where required by law and with the written permission of the candidate(s).

An assessor must keep records of assessments in the form required by the jurisdiction, and ensure these are safe and secure. These records can only be used and completed by the assessor, and must remain under the control of the assessor at all times.

[1] Contact your state, territory or Commonwealth WHS regulator to find out what their requirements are for assessor training and assessment competencies and if there are additional assessor registration requirements.

# 5. Preparing for the assessment

## 5.1 Study the instruments

Before beginning the assessment, all assessors involved **must** carefully read the unit of competency, the assessment instrument and any specific instructions and conditions.

## 5.2 Check prerequisites

A number of high risk work licences require candidates to hold a pre-requisite licence for another licence class.

For example, to be eligible for an intermediate rigging licence, a candidate is required to first hold a basic rigging licence. Where this applies, assessors **must** ensure that candidates hold the correct pre-requisite before undertaking any assessment.

## 5.3 Confirm appointments

The assessor must review the evidence provided by the RTO, prior to commencing an RTO notified assessment to confirm that:

a) the candidate is enrolled in the recognised course of training for the class of high risk work licence to be assessed, and
b) the candidate has been assessed against the relevant unit of competency and is deemed competent to undertake a high risk work licence assessment.

## 5.4 Reasonable adjustment

The assessor may make a **'reasonable adjustment'** to the assessment to accommodate the special needs of candidates. Reasonable adjustment involves a process of adjusting or changing the assessment process (e.g. oral assessment) to meet the needs and characteristics of the candidates being assessed and any equity requirements.

Applied reasonable adjustment **must** not compromise the rigour or integrity of the assessment process (e.g. if there is a requirement to complete documentation, oral assessment would not be appropriate).

The determination of 'reasonableness' requires judgement that **must** take into account the impact candidates' special needs would make on the organisation and the need to maintain the integrity of the National Assessment Instrument. Any reasonable adjustment may only be accommodated in the assessment process if the workplace can be similarly 'adjusted' to accommodate the needs of the candidate or employee.

Instances of where a reasonable adjustment **may** be made include:

- undertaking the knowledge assessment orally where a person may have literacy issues and there is no requirement for writing to be undertaken in the job
- reasonable temporary modification of equipment to meet the requirements of a person with a disability.

Under no circumstances can reasonable adjustment result in:

- Another individual completing any part of the assessment on behalf of the candidate
- Any part of the required assessments not being completed
- Any health or safety risk to the candidate or others
- A simplified or shortened assessment task

Reasonable adjustment should not be applied for a temporary need, characteristic or impairment. For example, if a candidate has broken their arm the assessment should be re-scheduled (at no cost to the candidate) for a time when they are back to their normal daily mobility. This ensures the practical assessment that the assessor observes will be the same as the candidate's conduct in the workplace.

# 6. Conducting the assessment

## 6.1 Provide an explanation of the assessment

Refer to the assessment instrument's 'Instructions for assessors' and 'Instructions for candidates' for specific information related to the assessment of individual classes.

The assessor is to provide only the candidate version of the assessment instrument to the candidate and only immediately prior to beginning the assessment. The final records should be held by the RTO.

**Important Note: The acceptable responses are included in the assessor version and MUST remain confidential at all times.**

The assessor **must** begin the assessment by explaining to the candidate what is required in each part of the assessment.

Candidates are not permitted to retain a copy of the assessment instrument. All assessment instruments **must** be collected and retained by the assessor at the completion of the assessment.

If a box is marked incorrectly by the assessor, the mistake **must** be crossed out and the correct response marked alongside. All corrections **must** be signed by the assessor.

Assessors **must** consider the responses from each part of the assessment and complete the assessment summary.

**Knowledge assessment – a note on oral assessments**

- Oral assessments **must** be undertaken **one-on-one** between the assessor and the candidate, **away** from other candidates.
- The assessor **must** accurately record the candidate's responses.
- The assessor **must not** mark the assessment until the full knowledge assessment has been attempted and completed. Clarification must only be sought once marking has been completed.
- The assessor **must** notate **'Oral Assessment'** on the top of the assessment instrument.
- An assessor cannot conduct both an **oral** and a **written** assessment at the same time.
- Assessments must be conducted either orally or written (not a combination of both methods).

## 6.2 Reassessment

All candidates **must** be provided with an opportunity for reassessment when they have been assessed as '**not yet competent**' on all or part of the assessment.

Verbal confirmations undertaken during the initial assessment event do not constitute a 'reassessment'.

The assessor and the candidate need to discuss the assessment outcome and decide on the appropriate course of action to be undertaken by the candidate prior to a reassessment. This may include:

- Further training
- Further workplace experience.

Guidelines for reassessment include:

- Candidates should refer to their **state or territory regulator** for timeframes and which **part/section** or **task** are required for reassessment.
- In this instance, RTOs may be required by their state or territory regulator to ensure that the same assessor undertakes the assessment.
- All documentation from the first assessment attempt **must** be provided to the assessor conducting the reassessment.

# 7. Determining competency

## 7.1 Competency requirements

In order for a candidate to be deemed competent, they **must** have successfully completed each part of the assessment to the standard required.

## 7.2 Assessment summary

An assessment summary is to be completed as per the **state and territory WHS regulator's** conditions. An assessment summary is included in the assessor version of the assessment instruments. This must be completed or an assessment summary provided in the form required by the relevant state or territory regulator.

In the case where a reasonable adjustment has been made to the assessment, the nature of the change **must** be detailed in the 'comments/feedback' section of the assessment summary.

The candidate **must** sign the assessment summary to confirm that the comments provided by the assessor are a true reflection of their responses, performance or both.

In the event that the candidate does not agree with the assessment outcome, they **must** be advised of the process for lodging an appeal with the issuing Registered Training Organisation or assessor.

The assessor **must** complete the assessment summary indicating the areas where competency has been achieved and areas that have not been undertaken or where the candidate has been deemed '**not yet competent**'.

The Registered Training Organisation **must** retain a copy of all assessment summaries for audit purposes.

An assessment summary utilising the **relevant jurisdictional** forms **must** be provided to all candidates regardless of whether the candidate has been assessed as **'competent'** or '**not yet competent**' on all or part of the assessment. An assessor must not enter any details on the assessment summary until a candidate has completed the full assessment, excepting for entering candidate's name and the details of another person where that person is assisting the assessor with the assessment.

Example: a crane operator is assisting with a dogging assessment – enter the candidate's name in Section A and the person assisting fields in Section B (being the name of other person assisting and the Assistant's signature, telephone number, HRWL number and Class of HRWL) on the assessment summary form.

### Additional comments

Where a candidate fails to meet the standard of competence, a written comment **must** be entered on the assessment summary, briefly explaining the reason for the decision.

Advice to the candidate concerning appropriate remedial action or gap training should also be included. This will also assist the assessor, in the event that the candidate undergoes future reassessment.

### Definitions and high risk work licence class descriptions

For definitions of each high risk work licence class, please refer to the WHS Regulations in your jurisdiction**.**

# APPENDIX A: Specific assessment requirements

## Resource requirements

All assessment of performance **must** be undertaken in the workplace and/or under realistic workplace conditions which typically reflect:

- the use of full-scale equipment
- performing tasks and activities within the same timelines that are expected in the workplace, and
- performing the tasks in a safe environment.

**Note:** Limited exceptions to the use of full-scale equipment are provided for performance assessments in the *Licence to operate a concrete placing boom, Licence to operate a boiler* (s*tandard), Licence to operate a boiler (advanced) and Licence to operate a steam turbine*. Further details are contained within the assessment instruments for these licence classes.

The *Licence to operate a non-slewing mobile crane* also includes a driving assessment. Conducting this assessment on a public road is not mandatory due to the need for the assessor and candidate to hold a valid heavy vehicle licence.

### Personal protective equipment

- The **assessor** is to confirm that the candidate has the appropriate PPE when making arrangements to conduct the assessment. If the candidate does not have the appropriate equipment, the assessment **must not** be undertaken.
- Where the **candidate** is to provide their own safety equipment, as determined by the workplace at which the assessment is to be undertaken, this equipment will usually include:
  - A safety helmet (where needed)
  - Appropriate footwear
  - High visibility vest or other similar clothing, and
  - Other protective clothing and equipment as required.

### Specific resources required for performance assessments

#### Licence to erect, alter and dismantle Scaffolding Basic Level

- A working zone to accommodate all tasks for the scaffolding assessment.
- Hazard controls, both workplace and task specific.
- Safety harnesses, lanyards or inertia reels, static lines and anchorage points that meet Australian Standards.
- A range of equipment and tools, including equipment which complies with the requirements of the relevant state, territory or Commonwealth legislation.
- The following tools **must** be available for use by each candidate:
  - Scaffold key (box spanner)
  - Podger hammer
  - Torpedo spirit level
  - Retractable tape measure or folding ruler
  - Scaffold belt with frogs and holders for the above
  - Scaffold plans

In addition to the above general requirements:

- Specific to Erect modular scaffold, Dismantle modular scaffold and Install, use and remove a gin wheel:

  - Modular scaffold and associated equipment and tools. The scaffold must meet the following minimum standard:
    - Minimum of **two** lifts to a minimum working platform level of **four** metres inclusive of handrails and safety shutters.
    - Installation of **two** platform brackets (hop-up brackets), height from supporting surface not less than **three** metres.
    - Ladder access in **one** bay, stair access in **one** bay.
    - Right angle return (90 degree), not less than 2.4 metres in length.
    - Appropriate methods to 'tie the scaffold in'.
    - A suitable gin wheel and associated equipment.
- Specific to Effectively demonstrate splices, knots bends and hitches:
  - Suitable fibre rope to enable the candidate to demonstrate splices, knots, bends and hitches.
- Specific to Install and remove a safety net:
  - Safety nets that comply with the design, manufacturing and test requirements of state, territory or Commonwealth legislation.
  - Suitable structural support to allow the net's safe installation, at a height of not less than four metres, excluding the scaffold unless specifically rated to do so.
- Specific to Install and remove a cantilevered materials hoist:
  - Cantilevered materials hoist with a maximum WLL of 500 kg in safe operating condition and compliant with AS 1418.7 and the requirements of the relevant state, territory or Commonwealth legislation.
  - Suitable equipment to safely install, level and secure the hoist. This may require a crane and a person licensed to perform dogging work to assist in slinging the load and directing the crane operator in moving the load.
  - Suitable equipment to safely dismantle the hoist.
- Specific to Correctly complete a handover certificate:
  - Handover certificates to be completed by candidates. (as per Observation checklist template).
- Specific to Erect and dismantle mobile scaffold (Aluminium or steel):
  - A mobile scaffold with a working platform height of more than **four** metres above the supporting surface inclusive of appropriate edge protection.
  - Scaffold plans/drawings.

## Licence to erect, alter and dismantle Scaffolding Intermediate Level

- A working zone to accommodate all tasks for the scaffolding assessment.
- Hazard controls, both workplace and task specific.
- Ancillary equipment such as soleplates.
- A range of other scaffolding equipment that complies with the requirements of the relevant state, territory, or Commonwealth legislation.
- The following tools **must** be available for use by each candidate:
  - Scaffold key (box spanner)
  - Podger hammer
  - Torpedo spirit level
  - Retractable tape measure or folding ruler
  - Scaffold belt with frogs and holders for the above
  - Scaffold plan.

In addition to the above general requirements:

- Specific to Erect and dismantle a scaffold:
  - Sufficient tube and coupler scaffold to erect a medium-duty **three** bay, **two** lift scaffolds, complete with single bay cantilever, barrow ramp and handrails.
- Specific to Scaffolding work involving a mast climbing work platform:
  - A mast climbing work platform that complies with the applicable Australian Standard.
  - A copy of the relevant **erection plan** for the mast climber.
  - A minimum of **three** mast sections
  - Suitable scaffold equipment, tools and ancillaries to safely install, level, secure and then remove the climber.
  - Safe and suitable means to sling and lift where required.
  - A crane**,** and appropriately licensed personnel, to lift and position the mast climber as required.

## Licence to erect, alter and dismantle Scaffolding Advanced Level

- A working zone to accommodate all tasks for the scaffolding assessment.
- Hazard controls, both workplace and task specific.
- The following tools **must** be available for use by each candidate:
  - Scaffold key (box spanner)
  - Podger hammer
  - Torpedo spirit level
  - Retractable tape measure or folding ruler
  - Scaffold belt with frogs and holders for the above
  - Scaffold plan.

In addition to the above general requirements:

- Specific to Erect and dismantle a suspended scaffold:
  - A selection of scaffolding, and associated equipment, sufficient to erect a suspended scaffold which must meet the following minimum standards:
    - have a needle height of four metres or more
    - be affixed by a dual needle system using an approved system of counterweights and winches
    - be powered electrically or manually
    - be able to support a minimum of 200kg.
- Specific to Erect and dismantle a hung scaffold:
  - A selection of scaffolding and associate equipment, sufficient to erect a hung scaffold which must meet the following minimum standards:
    - have a working platform height of at least four metres from the ground.
    - be at least 3.6 metres in length.
    - the hung scaffold must be heavy duty
    - be made using tube and coupler
    - have at least one continuous working platform, including guardrails and toe boards, below the supporting platform or beams
    - be hung from either chains or flexible steel wire rope or tubes.

## Licence to perform Dogging

- A working zone to accommodate all tasks for the dogging assessment
- Hazard controls, both workplace and task specific
- Two-way radio
- Whistle
- A mobile slewing crane, with a rated capacity of at least seven tonnes in safe/serviceable working order in accordance with manufacturer specifications that meets state, territory or Commonwealth regulatory requirements, accompanied by a licensed crane operator
- Stillage containing at least ten scaffolding standards or loose steel pipes of 200 kg or more
- Ten loose steel pipes, of at least 2 m length, that need wrapping
- An uneven load of at least two tonnes requiring slinging
- Steel plate of at least 1.5 m x 2 m x 25 mm and a sufficient number of suitable plate clamps
- A round load with a minimum diameter of 300 mm and minimum length of 3 m
- Slings and associated equipment for the purposes of the performance assessment
- Tagline rope (at least 16 mm)
- Sufficient (at least 10 mm) fibre rope to complete the four bends and hitches.

## Licence to perform Rigging Basic Level

- A working zone to accommodate all tasks for the rigging assessment
- Hazard controls, both workplace and task specific
- Appropriate rigging equipment, tools and ancillaries for the purpose of completing all tasks
- Slings and associated rigging equipment sufficient for completing all tasks.
- Safety harnesses, lanyards or inertia reels, static lines and anchorage points that meet Australian Standards.

In addition to the above general requirements:

- Specific to Install and remove a cantilevered crane loading platform (CCLP):
    - Either a fixed or rolling cantilevered CCLP with a minimum working load limit of 2 tonnes.
    - A structure or fixture suitable for the safe support and installation of the CCLP at a height of not less than four metres above the ground.
    - A means, such as a crane, for lifting and positioning of the CCLP, including an appropriately licensed operator.
- Specific to Install and remove a safety net:
    - A safely net that meets state, territory or Commonwealth requirements, to be erected at a height of not less than four metres above the ground with minimum dimensions of 3 m x 3 m.
    - A structure or fixture which meets state, territory or Commonwealth requirements to be used to ‘tie in’ and secure the safety net.
- Specific to Install and remove a formwork shutter or perimeter safety screen:
    - Suitable formwork shutter or perimeter safety screen not less than four metres high and two metres wide.
    - Suitable structure or fixture to allow for safe installation with the top of the shutter or screen at a minimum height of five metres above the ground.
    - Safe means of lifting and securing perimeter safety screen or formwork shutter.
- Specific to Erect a portal frame of structural steel:
    - A portal frame of structural steel which must include:
        - A minimum of 2 columns and 3 beams providing it is fixed to a structure or a minimum of 4 columns and 4 beams if the structure is to be freestanding
        - Adequate bracing
        - At least two girts and two purlins
    - The erection of steel may be conducted using the following:

        - A suitable crane to lift and position the steel.
        - Elevating work platforms (EWPs) can be used for working at heights i.e. bolt the structure together. They cannot be used to hoist the steel being erected. The candidate must have the required licence to use the EWP.

- Specific to Install and remove precast concrete members of a structure:
    - Appropriate means to support the erected panels.
    - A crane to hoist and position the panels, including appropriately licensed personnel.
    - Precast members of a structure to be installed and removed which must be:
        - Panel one: not less than four metres high, not less than two metres wide, and not less than one and a half tonnes in weight.
        - Panel two: not less than four metres high, not less than two metres wide, not less than one and a half tonnes in weight.
        - Panel three: not less than four metres high, not less than two metres wide, and not less than one and a half tonnes in weight. This panel must have an opening not less than the size of a door in the panel.
        - A strong back must be available for this element.

    Note: Panels may be constructed from any materials that include the appropriate lifting inserts and compatible lifting equipment and are of the required weights.
- Specific to Set up and operate a winch system for load movement:
    - Two on one (three part) purchase with a diversion sheave/block. (As a minimum)
    - Suitable powered winch, in safe working condition.
    - Safe means to secure the winch system.
    - Suitable load, not less than one tonne.
- Specific to Install a material hoist or Install a mast climber:
    - Cantilevered materials hoist that complies with Australian Standard 1418.7 or
    - Mast climbing work platforms that comply with Australian Standard 1418-10.
    - A copy of the relevant erection plan and equipment to erect the material hoist or mast climber.
    - A minimum of three mast sections.
    - Suitable rigging equipment to safely install, level, and secure and dismantle the hoist or climber.
    - Safe and suitable means to sling and lift where required.
    - A crane, including appropriately licensed personnel, to lift and position the material hoist or mast climber as required.
- Specific to Splice and hitch:
    - Sufficient fibre rope (minimum 10mm) to enable each candidate to demonstrate an eye splice and a buntline/becket hitch.

## Licence to perform Rigging Intermediate Level

- A working zone to accommodate all tasks for the rigging assessment
- Hazard controls, both workplace and task specific
- Appropriate rigging equipment, tools and ancillaries for the purpose of completing all tasks
- Slings and associated rigging equipment sufficient for completing all tasks.
- Safety harnesses, lanyards or inertia reels, static lines and anchorage points that meet Australian Standards.

In addition to the above general requirements:

- Specific to Erect and dismantle a non-guyed tower (e.g. light tower):
    - A free-standing tower that meets state, territory or Commonwealth safety requirements and is at least five metres in height and has at least two sections available for the erection and dismantling process.

- Lifting or rigging equipment as appropriate to the task.
- A crane or suitable lifting means to move the sections into place and remove the sections, including appropriately licensed personnel.
- Safety equipment as required by state, territory or Commonwealth regulators.

- Specific to Add and remove a crane lattice boom section:
  - A suitable lattice boom crane – for the purpose of adding and removing the section.
  - Lifting or rigging equipment as appropriate to the task.
  - A crane or suitable lifting means to move the boom, including appropriately licensed personnel.
- Specific to Perform a multiple crane lift:
  - Two cranes that meet state, territory or Commonwealth legislative requirements
  - A load that is not less than **one tonne** and not less than **four metres** in length.
  - Lifting or rigging equipment as appropriate to the task.
- Specific to Perform a combination of a crane and winch lift:
  - A crane and a winch that meet state, territory or Commonwealth legislative requirements.
  - A load that is not less than one tonne and not less than four metres in length.
  - Lifting or rigging equipment as appropriate to the task.
- Specific to Tilt slab placement:
  - A series of three slabs:
    - All three slabs must be not less than **four** metres high, not less than **two** metres wide, and not less than **one and a half tonnes** in weight.
    - Inserts and clutches should be consistent with concrete elements and used in accordance with manufacturers specifications
    - Lifting points – must meet state, territory or Commonwealth requirements.
  - The slabs may be constructed from any materials that will allow the required weights to be achieved within the minimum sizes allowed.
  - A crane that meets state, territory or Commonwealth legislative requirements.
- Lifting or rigging equipment as appropriate to the task.

## Licence to perform Rigging Advanced Level

- A working zone to accommodate all tasks for the rigging assessment
- Hazard controls, both workplace and task specific
- Appropriate rigging equipment, tools and ancillaries for the purpose of completing all tasks
- Slings and associated rigging equipment sufficient for completing all tasks.
- Safety harnesses, lanyards or inertia reels, static lines and anchorage points that meet Australian Standards.

In addition to the above general requirements:

- Specific to Rig a span rope/cable way OR rig a flying fox:
  - A selection of appropriate rigging equipment
  - For both the span rope/cable way AND the flying fox, the rope system must include:
    - Suitable means of anchorage at height of at least 4 metres. The rope span may be supported from fixed anchorages, poles, or both.
    - Suitable means to allow a span distance of at least 10 metres.
    - A system which is able to support a minimum of 200 kilograms.
    - A suitable weight/load to be lifted and transversed on the system.
- Specific to Install a suspended scaffold (Swing stage):
  - Suitable and safe suspended scaffold meeting state, territory or Commonwealth requirements
  - A selection of appropriate rigging equipment.
  - Suitable means to position the suspended scaffold at a height of not less than four metres.
  - Suitable dual needle system with counterweights.

- A scaffold that is powered electrically or manually.
- A system capable of supporting a minimum of 200 kg.

- Specific to Set up a gin pole and conduct a lift with a powered winch OR install and remove a guyed derrick:
  - A gin pole (may be wooden or metal) suitable to meet a height of not less than 8 metres and raise a load of not less than 400kg.
  - A selection of appropriate rigging equipment including guy ropes, and sheaves.
  - Suitable means to safely set up and dismantle the gin pole.
  - A powered winch with a capacity suitable to raise a load of at least 400 kg.
  - Suitable means of securing the winch and anchoring diversion sheave/s.
  - A suitable load of not less than 400 kg to be lifted.

OR

  - A guyed derrick which must:
    - have a mast height of not less than 8 metres
    - be fitted with a boom
    - have at least six stays
    - have a swivel fitted to the mast head to which the stays are attached by means of a spider
    - incorporate a winch system
    - have a swivel base
    - be capable of raising a load of not less than 400kg
  - A selection of appropriate rigging equipment.
  - Suitable means to safely set up and dismantle the guyed derrick.
  - A suitable load of not less than 400kg to be lifted.

- Specific to Install and remove a fabricated hung scaffold:
  - A fabricated hung scaffold which must be:
    - heavy duty
    - made of tube and coupler
    - at least 3.4 metres long
    - have one lift, inclusive of guard rails and toe boards below the supporting platform or beams.
  - A crane or suitable means to position the hung scaffold, including appropriately licensed personnel.
- A selection of appropriate rigging equipment.

## Licence to operate a Tower Crane

If the assessment is conducted in a controlled environment the assessor must have a suitable means for the candidate to demonstrate hazard identification and implement appropriate controls, for example restricting pedestrian access.

The following equipment and materials must be available during this assessment:

- Hazard controls, both site and task specific.
- A tower crane that meets state, territory or Commonwealth requirements. The tower crane must be operated from the cabin and set up at a minimum tower height of 20 meters with a maximum rated capacity of at least 3000kg.
- A person licensed to perform dogging work to assist in slinging the load and directing the crane operator in moving the load.
- Slings and associated equipment for the purposes of the performance assessment.
- Two-way radio, where required.
- Whistle signals.
- Loads as follows:
  - a load of more than 50% of the rated capacity of the crane
  - stillage containing at least ten scaffolding standards or loose steel pipes of 200 kg or more that requires a licensed dogger to sling

- an uneven load that requires a licensed dogger to sling
- a round load with a minimum diameter of 300 mm and minimum length of 3 m that requires a licensed dogger to sling.

## Licence to operate a Self-erecting Tower Crane

If the assessment is conducted in a controlled environment the assessor must have a suitable means for the candidate to demonstrate hazard identification and implement appropriate controls, for example restricting pedestrian access.

The following equipment and materials must be available during this assessment:

- Hazard controls, both site and task specific.
- A self-erecting tower crane that meets state, territory or Commonwealth requirements. The self-erecting tower crane must have a maximum rated capacity of at least 2000kg.
- A person licensed to perform dogging work to assist in slinging the load and directing the crane operator in moving the load.
- Slings and associated equipment for the purposes of the performance assessment.
- Two-way radio, where relevant.
- Whistle signals.
- Loads as follows:
  - a load of more than 50% of the rated capacity of the crane.
  - stillage containing at least ten scaffolding standards or loose steel pipes of 200 kg or more that requires a licensed dogger to sling.
  - an uneven load that requires a licensed dogger to sling.
  - a round load with a minimum diameter of 300 mm and minimum length of 3 m that requires a licensed dogger to sling.

## Licence to operate a Derrick Crane

- A slewing derrick crane, in safe/serviceable working order in accordance with manufacturer specifications and complies with AS 1418 and the requirements of the relevant state, territory or Commonwealth legislation.
- A working zone for the derrick crane assessment.
- A person licensed to perform dogging work to assist in slinging the load and directing the crane operator in moving the load.
- Slings and associated equipment for the purposes of the performance assessment.
- Tagline rope (at least 16 mm).
- Sufficient (at least 10 mm) fibre rope to complete four bends and hitches.
- Appropriate communication systems, including two way radios and whistles.
- Derrick crane operational and service logbooks and crane load charts.
- The manufacturer's operation manual.

## Licence to operate a Portal Boom Crane

- A portal boom crane in safe/serviceable working order in accordance with manufacturer specifications and which complies with AS 1418 and the requirements of the state, territory or Commonwealth legislation.
- A working zone for the portal boom crane assessment.
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.
- A person licensed to perform dogging work to assist in slinging the load and directing the crane operator in moving the load.
- Slings and associated equipment for the purposes of the performance assessment.
- Tagline rope (at least 16 mm)
- Sufficient (at least 10 mm) fibre rope to complete four bends and hitches.
- Appropriate communication systems, including two way radios and whistles.
- Portal boom crane operational and service logbooks and crane load charts.
- Manufacturer's operation manual.

## Licence to operate a Bridge and Gantry Crane

- A bridge or gantry crane that is controlled from a permanent cabin or control station on the crane; or remotely controlled and having more than 3 powered operations. The crane must be in safe/serviceable working order in accordance with manufacturer specifications and compliant with AS 1418 and with the requirements of the relevant Commonwealth, state or territory legislation.
- Bridge crane means a crane that:
  - consists of a bridge beam or beams, that are mounted to end carriages at each end, and
  - can travel along elevated runways, and
  - has one or more hoisting mechanisms arranged to traverse across the bridge
- Gantry crane means a crane that:
  - consists of a bridge beam or beams supported at one or both ends by legs mounted to end carriages, and
  - can travel on supporting surfaces or deck levels, whether fixed or not, and
  - has a crab with 1 or more hoisting units arranged to travel across the bridge.
- A working zone for the bridge and gantry crane assessment.
- A person licensed to perform dogging work to direct the crane operator in moving the load.
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.
- Slings and associated equipment for the purposes of the performance assessment.
- Tagline rope (at least 16 mm).
- Sufficient (at least 10 mm) fibre rope to complete **four** bends and hitches.
- Appropriate communication systems, including two-way radios and whistles.
- Bridge and gantry crane operational and service logbooks and crane load charts.
- The manufacturer's operation manual.

## Licence to operate a Vehicle Loading Crane (capacity ten metre tonnes and above)

- A vehicle loading crane with a rated capacity (RC) of 10 metre tonnes or above, in safe/serviceable working order in accordance with manufacturer specifications and compliant with the requirements of the relevant state, territory or Commonwealth legislation. (Note: current road registration is required where plant is used on public roads.)
- A working zone for the vehicle loading crane assessment.
- **Four** loads consisting of:
  - a **load** of greater than **50%** of the Rated Capacity (RC) of the crane with a boom length at **75%**
  - a stillage containing at **least ten** scaffolding standards or containing a load of steel pipes of equivalent weight
  - an **asymmetric** load
  - a round load with a minimum diameter of 300 mm and minimum length of 3 m.
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.
- A person licensed to perform dogging work to assist in slinging the load and directing the crane operator in moving the load.
- Slings and associated equipment for the purposes of the performance assessment.
- Tagline rope (at least 16 mm)
- Sufficient (at least 10 mm) fibre rope to complete four bends and hitches.
- Suitable material to pack the outriggers/stabilisers.
- Appropriate communication systems. For example, two way radio and/or whistles.
- Vehicle loading crane operational and service logbooks and crane load charts.
- The manufacturer's operation manual.

## Licence to operate a Non-slewing Mobile Crane (greater than 3 tonnes capacity)

- A non-slewing articulated mobile crane with a Maximum Rated Capacity of 12 tonnes or greater in safe/serviceable working order in accordance with manufacturer specifications and compliant with AS 1418 and the requirements of the relevant state, territory or Commonwealth legislation.
- A working zone for the non-slewing mobile crane assessment.
- A circuit, including a selection of signs and other traffic signals and turns that allow the candidate to demonstrate driving techniques.
- **Four** loads consisting of:
  - a **load** of greater than **50%** of the Rated Capacity (RC) of the crane with a boom length at **75%**
  - an **asymmetric** load
  - a **round** load with a **minimum** diameter of **300 mm** and **minimum** length of **3 m.**
  - a load of stillage containing at least ten scaffolding standards or containing a load of steel pipes of equivalent weight and a boom length of less than 75%.
- A person licensed to perform dogging work to assist in slinging the load and directing the crane operator in moving the load
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.
- Slings and associated equipment for the purposes of the performance assessment.
- Tagline rope (at least 16 mm)
- Sufficient (at least 10 mm) fibre rope to complete four bends and hitches.
- Suitable material to pack the outriggers.

- Appropriate communication systems, including two way radios and whistles.
- Non-slewing mobile crane operational and service logbooks and crane load charts.
- The manufacturer's operation manual.

## Licence to operate a Slewing Mobile Crane (up to 20 tonnes)

- A slewing mobile crane with a Maximum Rated Capacity (MRC) of **between 7 tonnes and 20 tonnes**, in safe/serviceable working order in accordance with manufacturer specifications and compliant with AS 1418 and the requirements of the relevant state, territory or Commonwealth legislation (Note: Current road registration is required where plant is used on public roads.)
- A working zone for the slewing mobile crane (up to 20 tonnes) assessment.
- **Four** loads consisting of:
  - a **load** of greater than **50%** of the Rated Capacity (RC) of the crane with a boom length at **75%**
  - a stillage containing at **least ten** scaffolding standards or containing a load of steel pipes of equivalent weight
  - an **asymmetric** load
  - a **round** load with a **minimum** diameter of **300 mm** and **minimum** length of **3 m.**
- A person licensed to perform dogging work to assist in slinging the load and directing the crane operator in moving the load.
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.
- Slings and associated equipment for the purposes of the performance assessment.
- Tagline rope (at least 16 mm)
- Sufficient (at least 10 mm) fibre rope to complete four bends and hitches.
- Suitable material to pack the outriggers.
- Appropriate communication systems, including two way radios and whistles.
- Mobile crane operational and service logbooks and crane load charts.
- The manufacturer's operation manual.

## Licence to operate a Slewing Mobile Crane (up to 60 tonnes)

- A slewing mobile crane with a Maximum Rated Capacity (MRC) of **greater than 20 tonnes and up to 60 tonnes** configured with at least four parts of line, in safe/serviceable working order in accordance with manufacturer specifications and compliant with AS 1418 and the requirements of the relevant state, territory or Commonwealth legislation. (Note: Current road registration is required where plant is used on public roads).
- A working zone for the slewing mobile crane (up to 60 tonnes) assessment. The assessor must ensure the weather conditions are suitable for conducting assessment and there is no risk to the safety of the candidate or others.
- **Four** loads consisting of:
  - a **load** of greater than **50%** of the Rated Capacity (RC) of the crane with a boom length at **75%**
  - a stillage containing at **least ten** scaffolding standards or containing a load of steel pipes of equivalent weight
  - an **asymmetric** load
  - a **round** load with a minimum diameter of **300 mm** and minimum length of **3 m**.
- A person licensed to perform dogging work to assist in slinging the load and directing the crane operator in moving the load
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.

- Slings and associated equipment for the purposes of the performance assessment.
- Tagline rope (at least 16 mm)
- Sufficient (at least 10 mm) fibre rope to complete four bends and hitches.
- Suitable material to pack the outriggers.
- Appropriate communication systems, including two way radios and whistles.
- Mobile crane operational and service logbooks and crane load charts.
- The manufacturer's operation manual.

## Licence to operate a Slewing Mobile Crane (up to 100 tonnes)

- A slewing mobile crane with a Maximum Rated Capacity (MRC) **greater than 60 tonnes and up to 100 tonnes** configured with at least four parts of line, in safe/serviceable working order in accordance with manufacturer specifications and compliant with AS 1418 and the requirements of the relevant state, territory or Commonwealth legislation. (Note: Current road registration is required where plant is used on public roads).
- A working zone for the slewing mobile crane (up to 100 tonnes) assessment.
- **Four** loads consisting of:
  - a **load** of greater than **50%** of the Rated Capacity (RC) of the crane with a boom length at **75%**
  - a stillage containing at **least ten** scaffolding standards or containing a load of steel pipes of equivalent weight
  - an **asymmetric** load
  - a **round** load with a minimum diameter of **300 mm** and minimum length of **3 m.**
- A person licensed to perform dogging work to assist in slinging the load and directing the crane operator in moving the load
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.
- Slings and associated equipment for the purposes of the performance assessment.
- Tagline rope (at least 16 mm)
- Sufficient (at least 10 mm) fibre rope to complete four bends and hitches.
- Suitable material to pack the outriggers.
- Appropriate communication systems, including two way radios and whistles.
- Mobile crane operational and service logbooks and crane load charts.
- The manufacturer's operation manual.

## Licence to operate a Slewing Mobile Crane (over 100 tonnes)

- A slewing mobile crane with a Maximum Rated Capacity (MRC) **greater than 100 tonnes** configured with at least four parts of line, in safe/serviceable working order in accordance with manufacturer specifications and compliant with AS 1418 and the requirements of the relevant state, territory or Commonwealth legislation. (Note: Current road registration is required where plant is used on public roads).
- A working zone for the slewing mobile crane (over to 100 tonnes) assessment.
- **Four** loads consisting of:
  - a **load** of greater than **50%** of the Rated Capacity (RC) of the crane with a boom length at **75%**
  - a stillage containing at **least ten** scaffolding standards or containing a load of steel pipes of equivalent weight
  - an **asymmetric** load
  - a round load with a minimum diameter of 300 mm and minimum length of 3 m.

- A person licensed to perform dogging work to assist in slinging the load and directing the crane operator in moving the load.
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.
- Slings and associated equipment for the purposes of the performance assessment.
- Tagline rope (at least 16 mm)
- Sufficient (at least 10 mm) fibre rope to complete four bends and hitches.
- Suitable material to pack the outriggers.
- Appropriate communication systems, including two way radios and whistles.
- Mobile crane operational and service logbooks and crane load charts.
- The manufacturer's operation manual.

## Licence to operate a Materials Hoist

If the assessment is conducted in a controlled environment the assessor must have a suitable means for the candidate to demonstrate hazard identification and implement appropriate controls, for example restricting pedestrian access.

The following equipment and materials must be available during this assessment:

- A compliant materials hoist (rated capacity not less than 500 kg).
- A working zone for the materials hoist assessment.
- Appropriate communication systems. For example, fixed channel two way radio and/or whistles.
- Materials hoist and service logbooks.
- Manufacturer's operation manual.

## Licence to operate a Personnel and Materials Hoist

If the assessment is conducted in a controlled environment the assessor must have a suitable means for the candidate to demonstrate hazard identification and implement appropriate controls, for example restricting pedestrian access.

The following equipment and personnel must be available during this assessment:

- A compliant personnel hoist (rated capacity not less than 500 kg).
- A working zone for the materials hoist assessment.
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.
- Appropriate communication systems. For example, fixed channel two way radio and/or whistles.
- Personnel and Materials hoist and service logbooks.
- Manufacturer's operation manual.

## Licence to operate a Boom-type Elevating Work Platform (boom length 11 metres or more)

- An EWP with a boom at or above 11 metres in height, length or radius, in safe/serviceable working order in accordance with manufacturer specifications and complies with the requirements of the relevant state, territory or Commonwealth legislation.
- A working zone for the boom-type elevating work platform (EWP) assessment.

- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.
- Safety harnesses and lanyards which comply with the requirements of the relevant state, territory or Commonwealth legislation.
- Appropriate communication systems. For example, two way radio.
- EWP operational and service logbooks.
- The manufacturer's operation manual.

## Licence to operate a Concrete Placing Boom

If the assessment is conducted in a controlled environment the assessor must have a suitable means for the candidate to demonstrate hazard identification and implement appropriate controls, for example restricting pedestrian access.

The following equipment and materials must be available during this assessment:

- Hazard controls, both workplace and task specific.
- A concrete placing boom and all associated equipment to pump concrete, including hazard control measures as required.
- The pump must be in safe operating condition and comply with the requirements of the relevant state, territory or Commonwealth legislation.

There is no minimum limit of concrete that is required to be pumped for the assessment process; however, the assessor must observe sufficient flow to confirm the applicant's proficiency. It is therefore strongly suggested that a pump of not less than **fifteen minutes** be observed or a volume of approximately 40m$^3$.

## Licence to operate a Reach Stacker (greater than 3 tonnes capacity)

- A reach stacker in safe/serviceable working order in accordance with manufacturer specifications that covers the operation of a reach stacker greater than 3 tonne capacity, incorporating a boom and spreader for container handling.
- A working zone for the reach stacker assessment.
- A reach stacker container and associated equipment for the purposes of the performance assessment.
- Suitable 20 ft or 40 ft containers for the purposes of the performance assessment.
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.
- Appropriate communication systems. For example, two way radio and/or whistles.
- Reach stacker operational and service logbooks and load charts.
- Manufacturer's operation manual.

## Licence to operate a Forklift Truck

- A forklift truck, in safe/serviceable working order in accordance with manufacturer specifications and complies with AS 1418 and the requirements of the state, territory or Commonwealth legislation. The forklift truck may be electric, petrol, diesel, hydrogen or LP gas powered.
- So far as reasonably practicable, a working zone for the forklift assessment laid out as per the template contained in the assessment instrument and no less than 400 square metres.
- The manufacturer's operation manual.
- The forklift logbook.
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.

- Communication systems in accordance with workplace procedures.
- Shelving and/or racking (where applicable) which will allow the candidate to demonstrate the following lifts:
    - Lift one – move load from low level (ground or bottom rack), drive forward and place at medium level (not less than 25% of the machines height capacity)
    - Lift two - move a different load from medium level (not less than 25% of the machines height capacity), drive forward and place low level (ground or bottom rack)
    - Lift three – move a different load from low level (ground or bottom rack), drive forwards through a chicane and place at high level (not less than 75% of the machines height capacity)
    - Lift four – move a different load from high level (not less than 75% of the machines height capacity within its operational environment), drive in reverse through a chicane and place low level (ground or bottom rack).
- Where racking is utilised, a compliant racking system **must** be in place. A compliant racking system is one that complies with **AS4084:2012** Steel Storage Racking. For the purposes of the forklift assessment, shelving (where applicable) can be taken to include a flat stable area for the placement of loads suitable to the industry being worked in.
- Suitable obstacles that will allow the candidate to **manoeuvre through a chicane**.
- Four varied loads, suitable for the forklift, weighing at least 250 kg.

## Licence to operate an Order Picking Forklift

- An order picking forklift, in safe/serviceable working order in accordance with manufacturer specifications and which complies with AS 2359 and the requirements of the state, territory or Commonwealth legislation
- So far as is reasonably practicable, a working zone for the order picking forklift assessment of not less than 400 square metres.
- The order picking forklift manufacturer's operation manual.
- The order picking forklift logbook.
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.
- Communication systems in accordance with workplace procedures.
- Shelving and/or racking (where applicable) which will allow the candidate to demonstrate the following lifts:
    - Lift one – Move a load from low level (ground or bottom rack) and place at medium level (not less than 25% of the machines height capacity)
    - Lift two – Move a different load from medium level (not less than 25% of the machines height capacity) and low level (ground or bottom rack)
    - Lift three - Move a different load from low level (ground or bottom rack)) and place at high level (not less than 75% of the machines height capacity)
    - Lift 4 - Move a different load from high level (not less than 75% of the machines height capacity) and place low level (ground or bottom rack)

**Note:** For the purposes of order picking forklift assessment, shelving and racking (where applicable) can be taken to mean a flat stable area for the placement of loads suitable to the industry being worked in. Where racking is utilised, a compliant racking system **must** be in place. A compliant racking system is one that complies with AS4084:2012 Steel Storage Racking.

## Licence to operate a Standard Boiler

- A standard boiler (please refer to legislative definition in Appendix A) that meets manufacturer's requirements.
    - **Note:** Boilers meeting the definition of 'advanced boiler' are excluded.

- A working zone for the standard boiler assessment.
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.
- Associated boiler safety equipment, firefighting equipment and PPE.
- Relevant supplies of chemicals, oils, grease, etc.
- Risk controls.
- Appropriate communication equipment and systems. For example, fixed channel two way radio, mobile phone, landline telephone or intercom.
- Standard boiler operational and service/maintenance logbooks.
- Manufacturer's operation manual.
- Where the **candidate** is to provide their own safety equipment, as determined by the workplace at which the assessment is to be undertaken, this equipment will usually include:
    - Safety helmet (where required)
    - Appropriate footwear
    - High visibility vest or other similar clothing
    - Safety glasses
    - Safety gloves, and
- Other protective clothing and equipment as appropriate.

## Licence to operate an Advanced Boiler

- An advanced boiler (as defined by the WHS Regulations in your jurisdiction) that meets manufacturer's requirements.
- A working zone for the advanced boiler assessment.
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.
- Associated boiler safety equipment, firefighting equipment and PPE.
- Relevant supplies of chemicals, oils, grease, etc.
- Hazard controls.
- Appropriate communication equipment and systems. For example, fixed channel two way radio, mobile phone, landline telephone or intercom.
- Advanced boiler operational and service/maintenance logbooks.
- Manufacturer's operation manual.
- Where the **candidate** is to provide their own safety equipment, as determined by the workplace at which the assessment is to be undertaken, this equipment will usually include:
    - Safety helmet (where required)
    - Appropriate footwear
    - High visibility vest or other similar clothing
    - Safety glasses
    - Safety gloves, and
- Other protective clothing and equipment as appropriate.

## Licence to operate a Steam Turbine

- A steam turbine that produces a power output of 500kW or more:
    - Is multi-wheeled or
    - Is capable of a speed greater than 3600 rpm or
    - Uses attached condensers or

- A multi-stages heat exchange extraction process

OR

- A steam turbine that produces a power output of 500kW in combination with a steam turbine simulator which meets the above requirements.
- A workplace for the steam turbine assessment.
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.
- Fire-fighting and prevention equipment.
- Documented emergency procedures.
- Safety Data Sheets that are typical of that which may be used in the workplace of the candidate.
- The steam turbine record books, event log and work instructions.
- Where the **candidate** is to provide their own safety equipment, as determined by the workplace at which the assessment is to be undertaken, this equipment will usually include:
  - Thermal insulated gloves
  - Hard hat protection
  - Ear protection (ear muffs or ear plugs)
  - Dangerous materials and chemical handling devices, gloves and aprons
  - Self-contained breathing apparatus
  - Respiratory devices
  - Eye protection
  - Protective work gloves (leather)
  - Protective footwear
  - Skin and sun protection
  - Harness/lanyard/horizontal lines and inertia reel
- Other protective clothing and equipment as required.

## Licence to operate a Reciprocating Steam Engine

- A reciprocating steam engine where the diameter of any piston exceeds 250 millimetres. (Note: Simulators are not permitted for the purpose of this assessment).
- A workplace for the reciprocating steam engine assessment.
- Workplace and task specific risk control measures such as barriers to create pedestrian zones, signage and the like.
- Fire-fighting and prevention equipment.
- Emergency procedures.
- Safety Data Sheets.
- The reciprocating steam engine and logbooks, records and operating instructions.
- General maintenance equipment.
- Where the **candidate** is to provide their own safety equipment, as determined by the workplace at which the assessment is to be undertaken, this equipment will usually include:
  - Thermal insulated gloves
  - Hard hat protection
  - Ear protection (ear muffs or ear plugs)
  - Dangerous materials and chemical handling devices, gloves and aprons
  - Self-contained breathing apparatus
  - Respiratory devices
  - Eye protection
  - Protective work gloves (leather)
  - Protective footwear
  - Skin and sun protection

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| ○ Other protective clothing and equipment as required. |

## APPENDIX B: Glossary and Definitions

**Note: For definitions of each high risk work licence class, please refer to the WHS Regulations in your jurisdiction.**

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| **Appropriate standards** | Appropriate standards include:<br>• Australian standards<br>• Codes of practice<br>• Industry standards<br>• Legislation<br>• Manufacturer's specifications |
| **Asymmetric load** | An object with an off-centre centre of gravity due to the object's irregular shape and/or composition. |
| **Dynamic load** | Dynamic Loads for forklift truck performance assessment includes, for example, an intermediate bulk container (IBC) containing water. When lifted the dynamic load should be sufficient enough to have an effect on the forklift insofar as the candidate can feel the movement of the water contained within the IBC. |
| **Environmental Conditions** | Environmental conditions may include:<br>Natural<br>• Rain<br>• Wind<br>• Fog<br>• Hail<br>• Thunder and Lightening<br>• Flooding<br>• Ground factors.<br>Non natural<br>• Work areas<br>• Work task requirements<br>• Workplace policies, procedures and practices<br>• Plant and equipment suitability. |
| **Fall arrest** | Fall arrest is type of protection arrests the fall of a worker once it has occurred<br>Fall arrest may include:<br>• harness<br>• lanyard<br>• self-retracting lifelines |
| **Fall restraint** | Fall restraint equipment refers to guardrails, walkway systems and static restraint lines. These restraint systems are used for lower risk situations to prevent workers from reaching the point of hazard. |

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| **Hazard** | A situation or thing that has the potential to harm a person.<br>Hazards may include:<br>• environmental conditions (e.g. wind, lightning, storms, etc.)<br>• ground stability (e.g. ground condition, recently filled trenches, slopes)<br>• insufficient lighting<br>• other specific hazards (e.g. dangerous materials)<br>• overhead hazards (e.g. powerlines, service pipes)<br>• positioning of crane operator<br>• traffic (e.g. pedestrians, vehicles, other plant) |
| **Hoist** | An appliance intended for raising or lowering a load or people and includes an elevating work platform, a mast climbing work platform, personnel and materials hoist, scaffolding hoist and serial hoist, but does not include a lift or building maintenance equipment. |
| **Logbook** | Logbook may refer to:<br>• Electronic records<br>• Pre-start and service checklist<br>• Machine history – servicing, inspections<br>• Operator logs |
| **Obstacle course** | For the purposes of assessment, equipment, fixtures and obstacles that enables the candidate to demonstrate the full use of the crane controls. |
| **Rated Capacity (RC) or Maximum Rated Capacity (MRC)** | Maximum Rated Capacity (MRC) - The maximum gross load that may be applied to the crane or hoist or lifting attachment while in a particular working configuration and under a particular condition of use.<br>Previously known as Safe Working Load (SWL)<br>Previously known as Working Load Limit (WLL)<br>WLL should be used for all lifting devices below the crane hook. Allowance **must** be taken into consideration for the arrangement of the lifting devices by derating the WLL.<br>Rated Capacity (RC) -The crane's rated capacity is the maximum weight that it can lift in each configuration required for the work task. |
| **Risk** | The possibility that the harm (i.e. death, an injury or an illness) might occur when exposed to a hazard. |
| **Traffic management plan procedures and requirements** | Traffic management plan can include:<br>• traffic controllers<br>• no parking areas<br>• exclusion zones<br>• walkways<br>• insulated electric lines and power disconnected. |
| **Unplanned and/or unsafe situations** | • environmental conditions (e.g. wind, lightning, storms, etc.)<br>• failure of equipment (e.g. hydraulic system)<br>• failure/loss of control (e.g. brakes and steering). |

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| **Workplace documents** | Workplace documents may include:<br>• Shift operation reports<br>• Maintenance reports and records<br>• Operational log books<br>• Handover information<br>• Instrument records<br>• Test results<br>• Inspections<br>• Quality reports and records. |