



**Middle East**

**Qatar Branch**

**CERTIFICATION SCHEME**

**FOR RIGGERS**

**{According To BS EN ISO/IEC 17024:2012}**



**Table of Contents**

| <b>Section</b> | <b>Title</b>                                   | <b>Page</b> |
|----------------|--|-------------|
| 01             | Introduction                                   | 4           |
| 02             | Welcome  | 5           |
| 03             | TÜV SÜD Middle East Declaration for Complaints | 5           |
| 04             | Description Program                            | 6           |
| 05             | The Certification Scheme Elements for Riggers  | 7           |
| 06             | TÜV SÜD Middle East Certification Policies     | 7           |
| 07             | TÜV SÜD Middle East General Policy             | 7           |
| 08             | Certification Policy                           | 7           |
| 09             | Disciplinary Policy                            | 8           |
| 10             | Eligibility                                    | 8           |
| 11             | Physical Qualifications and Examinations       | 8           |
| 12             | Candidate Rights                               | 9           |
| 13             | Candidate Duties                               | 9           |
| 14             | Certification Scope and Objectives             | 10          |
| 15             | Job and Task Description                       | 11          |
| 16             | Candidate Experience and Required Competence   | 11          |
| 17             | Candidate Abilities                            | 11          |
| 18             | Prerequisites                                  | 12          |
| 19             | Code of Conduct                                | 12          |
| 20             | Code of Ethics for Certified Riggers           | 12          |
| 21             | Substance Abuse Policy                         | 13          |
| 22             | The Certification Requirements for Riggers     | 13          |
| 23             | Criteria for Initial Certification Process     | 13          |



| <b>Section</b> | <b>Title</b>  | <b>Page</b> |
|----------------|---|-------------|
| 24             | Submission of Application   | 13          |
| 25             | Assessment Methods and Mechanism for Initial Certification and Recertification        | 14          |
| 26             | Written Examination   | 14          |
| 27             | Practical Examination / Skills Test   | 15          |
| 28             | Certification Timeframe   | 17          |
| 29             | Test Scoring Information  | 17          |
| 30             | Post-Test Procedure   | 18          |
| 31             | Decision on Certification   | 18          |
| 32             | Competency Certificate Issuance   | 18          |
| 33             | Candidate Certification Card and Signature  | 19          |
| 34             | Validation of the Certificate   | 19          |
| 35             | Combining Certification Requirements  | 19          |
| 36             | Unsafe Act  | 20          |
| 37             | Weather Conditions and Equipment  | 20          |
| 38             | Criteria for Re-Certification Process   | 21          |
| 39             | RE-SIT Examination for Initial Certification & Recertification                        | 21          |
| 40             | Training Requirements   | 22          |
| 41             | Certification & Recertification & Re-Test Fees  | 22          |
| 42             | Rescheduling & Cancellations by the Candidate   | 22          |
| 43             | Emergency Cancellations of Assessment   | 23          |
| 44             | Surveillance Methods and Criteria (if applicable)                                     | 23          |
| 45             | Suspending, Withdrawing or Reducing the Scope of Certification by TÜV SÜD Middle East | 23          |
| 46             | Revocation of Certification Process   | 24          |
| 47             | Candidates Requesting Testing Accommodations  | 24          |



## Certification Scheme for Riggers

### ➤ Introduction

- **TÜV SÜD Middle East** is a certifying body in the State of QATAR that develops and administers a third-party professional certification Process for Crane operators, Riggers.
- **TÜV SÜD Middle East** is a group company of TÜV SÜD Group of Germany, and the largest of the German TÜVs for Technical Testing & Inspection Organizations, in addition to that, provides a wide spectrum of ISO Certification Services (ISO 9000, ISO 14000, OHSAS 45001, ISO 22000, and HACCP) as well as Certification for Safe Operating of Crane and Riggers.
- **TÜV SÜD Middle East** is a leading international service organization catering to the business segments of Industry, Mobility and People. Founded 150 years ago as a steam boiler inspection association, then has evolved from a regional service provider to a significant service partner in single European market and worldwide, as an impartial third-party service organization. Today, TÜV SÜD Group looks into the future globalization and innovation as its priority.
- **TÜV SÜD Middle East's** primary goal is to improve the safety of cranes and lifting operations. Since October 2012 the **TÜV SÜD Middle East's** has produced and administered written and practical examination which leading to certifying lifting equipment operators, and riggers along with the **accreditation criteria ISO 17024:2012 standard, PRI-QT/8.1/D10-REV 2 and QP-PAI-STD-005, Rev :00**
- Extensive numbers of written and practical exams have been administered to many crane operators, riggers in all branches in TÜV SÜD Middle East by providing a thorough, independent assessment of the knowledge and skills required to work safely, to enhance lifting equipment safety, reduce workplace risk, improve performance records, stimulate training, and give due recognition to the professional skills required for Crane Operators, Riggers.
- **TÜV SÜD Middle East's** mission is to develop effective performance standards for those who work with and around cranes; to provide fair, valid, and reliable assessments of knowledge and skills; and to serve as an authoritative industry resource of relevant information. **TÜV SÜD Middle East** currently offers certifications for Safety operation of mobile, tower crane, Electrical overhead travelling crane, Lorry Loader Crane, Forklift, Telescopic Forklift, Man lift operators, riggers, Rigging Supervisor. A certification program for mobile crane operators is currently being developed in accordance with the requirements of the latest version of ISO 17024:2012 the general requirements for bodies operating certification of persons.

### Qatar Office

P.O. Box : 24240, Office: SY36-C101, 1st Floor, Block 36, Type Sayer, The Commercial Avenue. Doha, Qatar.

Phone: +974-40052000

Fax: +974-40052020

Website: [www.tuv-sud.ae](http://www.tuv-sud.ae)

E-mail: [info.q@tuvsud.com](mailto:info.q@tuvsud.com), [sales.qatar@tuvsud.com](mailto:sales.qatar@tuvsud.com)



➤ **Welcome**

**Welcome to TÜV SÜD Middle East for the Certification of lifting equipments operation program.**

TÜV SÜD Middle East has established a fair and independent evaluation of lifting equipments operation knowledge and skills also developed written and practical examinations for crane operators, riggers. These certification programs are the culmination of many years of hard work by technical experts within this field.

The TÜV SÜD Middle East Certification Scheme Committee has developed this certification program for Riggers – this committee gave freely of their time and expertise with the primary goal of improving the safety of all whose work brings them into contact with cranes and lifting equipment by providing qualified examiners who will lead and guide the riggers during all the assessment stages to be certified within the certification scheme for riggers through evaluation by means of written and practical assessment of skill and certification based on equipment capacity and type.

This Certification Scheme for rigger or Program is complying with the requirements of **the ISO Standards 17024** (General Requirements for Bodies Operating Certification Systems of Persons) and **QP-PAI-STD-005, Rev:00** .and According to **QT/8.1/D10-REV 2**.

➤ **Dear Candidate**

➤ **TÜV SÜD Middle East Declare**

That the policies and procedures of certification of persons unit and their administration will be related to the criteria in which certification is sought, will be fair and equitable among all candidates, and will comply with all applicable regulations and statutory requirements. In addition to, certification will not be restricted on the grounds of undue financial or other limiting conditions, such as membership of an association or group and will not use procedures to unfairly impede or inhibit access by applicants and candidates, except as provided for in this International Standard.

*Complaints should be addressed to:*

*Phone: +974-40052000 / Fax: +974-40052020 / E-mail: [info.g@tuvsud.com](mailto:info.g@tuvsud.com)*

*TÜV SÜD Middle East does not discriminate against any individual because of race, gender, age, creed, disability, or national origin.*



---

## Certification Scheme for Riggers

### ➤ Description Program

**1. The Certification Scheme for Riggers which contains the following elements but not limited to:**

- 1.1 TÜV SÜD Middle East Certification Policies
- 1.2 Certification Scope and Objectives
- 1.3 Job and Task Description
- 1.4 Candidate Experience and Required Competence
- 1.5 Candidate Abilities (can include physical capabilities such as vision, hearing and mobility)
- 1.6 Prerequisites
- 1.7 Code of Conduct (A code of conduct describes the ethical or personal behavior required by the scheme and Substance Abuse Policy).

**2. The Certification Process Requirements for Riggers includes the following but not limited to:**

- 2.1 Criteria for Initial Certification Process
- 2.2 Assessment Methods and Mechanism for Initial Certification and Recertification
- 2.3 Surveillance Methods and Criteria (if applicable);
- 2.4 Suspending, Withdrawing or Reducing the Scope of Certification by TÜV SÜD Middle East
- 2.5 Candidates Requesting Testing Accommodations



## **1. The Certification Scheme Elements for Rigger**

### **1.1 TÜV SÜD Middle East Certification Policies**

#### **1.1.1 TÜV SÜD Middle East General Policy**

- The **TÜV SÜD Middle East LLC** policy is to operate a formal system that complies with the General requirements of Relevant International Standard ISO/IEC 17024:2012 and meets and complies within applicable legal requirements.
- **TÜV SÜD Middle East** will be responsible for, and will retain authority for, and will not delegate, its decisions relating to certification, including the granting, maintaining, recertifying, expanding and reducing the scope of the certification, and suspending or withdrawing of the certification.
- Our vision is to enhance our service, maintain, develop, and exceed business needs by providing the financial resources necessary for the operation and have adequate arrangements to cover associated liabilities, with sufficient personnel available with the necessary competence to perform certification within the criteria relating to the type, range and volume of work performed and continually improve our services by developing a suitable means of monitoring and measuring the certification process.
- Customer satisfaction is of utmost importance so that **TÜV SÜD Middle East** with its administration will be related to the criteria in which certification is sought, therefore be fair and equitable among all candidates, and will comply with all applicable regulations and statutory requirements. In addition to, certification will not be restricted on the grounds of undue financial or other limiting conditions, such as membership of an association or group and will not use procedures to unfairly impede or inhibit access by applicants and candidates, except as provided for within this Relevant International Standard.
- The **TÜV SÜD Middle East** is committed to communicate this policy to all employees within the organization and to other interested parties. The policy shall be subjected periodical for review and update to ensure its suitability, relevance and appropriateness.

#### **1.1.2 Certification Policy**

To deny certification to candidates who lack understanding in any subject area in which mobile crane operators, within their particular field, are expected to have a certain level of competence.



### **1.1.3 Disciplinary Policy**

- **TÜV SÜD Middle East** with its certification scheme committee is responsible for establishing and implementing standards and policies of Ethics and Discipline and for disciplinary action. Grounds for revocation of certification status shall include, but not be limited to, the following:
  - Period of certification exceeded without renewal
  - Evidence of falsification of any information on any documents submitted to **TÜV SÜD Middle East**.
  - Evidence of culpability in an accident during certification period
  - Evidence of non-compliance with medical requirements
  - Evidence of non-compliance with the Code of Ethics
- **TÜV SÜD Middle East** has established policies and procedures to address alleged violations of the Code of Ethics fairly and consistently.

### **1.1.4 Eligibility, Physical Qualification, Rights & Duties**

#### **➤ Eligibility**

To be eligible for certification, candidates must:

- Be at least 21 years of age.
- A minimum of three years' experience in rigging.
- Be capable of reading, speaking, writing and understanding the English language Sufficient for communication & the fulfillment of their function in a safe manner.
- Be physically and medically fit, including eyesight, color blindness, hearing and reflexes, by a Qatar registered medical practitioner.
- Meet medical requirements
- Comply with the TÜV SÜD Middle East Policy( Examination Policy)
- Comply with the TÜV SÜD Middle East Code of Ethics & Substance Abuse Policy
- Pass Written Examinations
- Pass Practical Examinations

#### **➤ Physical Qualifications And Examinations**

- **TÜV SÜD Middle East** are not conducting any physical examination for the candidates, as this is the responsibility of candidate's employer (see as per clause





1.5 the candidate abilities) but in the interest of public safety, the examiner will make sure that the candidate does not have any physical, mental, or organic defect of such a nature as to affect the rigger's ability to perform his work safely.

- The candidate must attest to his agreement within this requirement in his application documents.
- Means of compliance with **TÜV SÜD Middle East** of which the physical requirements include the following but are not limited to:
  1. Has no loss of a foot, a leg, a hand, or an arm.
  2. Has no impairment of the use of a foot, a leg, a hand, fingers, or an arm, and any other bodily physical defect or limitation, which is likely to interfere with his ability to perform his work safely.
- The **TÜV SÜD Middle East** will not accept any candidate not comply with 1 & 2 requirements.

### **1.1.5 Candidate Rights and Duties**

#### ➤ **Candidate Rights**

- Information supplied by an individual or employer is for the confidential use of TÜV SÜD Middle East and will not be disclosed without the written permission of the individual or employer concerned.
- All Certified Persons will receive certification and an ID card.
- The candidate not passing the first written or practical exam or both has the right to re-sit by Max 50% of exam fees for one time only, therefore if he did not pass, he needs to re-register for new certification from the beginning with full charge.
- For an applicant of special needs therefore has the opportunity to declare, within reason, a request for accommodation.

#### ➤ **Candidate Duties:**

- A candidate must attest to his agreement within his application that his medical profession has found him physically qualified to act according to the training mentioned above according to and in compliance with the relevant standard.
- He further agrees to the following Conditions:
  - To comply with the relevant provisions of the certification requirements and to supply any information needed for the assessment.
  - To comply with **TÜV SÜD Middle East** examination policy in maintaining the integrity and security of the examination process and be committed and not to release confidential examination materials or participate in fraudulent test-taking



practices. Any irregular or improper behavior in examinations that is observed or uncovered by other means will be considered a subversion of the certification process and will constitute grounds for invalidation of a candidate's examination. In addition, **TÜV SÜD Middle East** may at its discretion suspend or revoke a candidate's certification, exclude candidates from future examinations. {(Examples of irregular or improper behavior include giving or obtaining information or aid, looking at the test material of others, removing examination materials from the test center, bringing unauthorized items, including watches or electronic devices (e.g., Laptops, cell phones, etc.), into the examination)}

- Failing to comply with time limits or instructions, talking, or other disruptive behavior. Test administrators may intervene to stop any of the foregoing and inform the certification Scheme Committee.
- To make claims regarding certification only with respect to the scope for which certification has been granted,
- Not to use the certification in such a manner as to bring the certification body into disrepute, and not to make any statement regarding the certification which the certification body may consider misleading or unauthorized.
- To discontinue the use of all claims to certification that contains any reference to the certification body or certification upon suspension or withdrawal of certification, and to return any certificates issued by the certification body, and
- Not to use the certificate in a misleading manner.
- To abide by the conditions of certification and agree to inform the certifier of any changes affecting the status of the certification.
- To mention the name of any known person in TÜV SÜD Middle East from the beginning to prevent any conflict of interest or any problem taking place.

## **1.2 Certification Scope and Objectives**

### **1.2.1 The Scope**

The riggers certification program has been developed to include all the processes and tasks needed to evaluate knowledge and skills for individuals who are seeking certification for riggers.

### **1.2.2 The Objectives**

The Riggers Certification Program was developed to identify those individuals with the professional knowledge and skills worthy of being designated as a Certified Rigger. Therefore, the Riggers Certification Program is intended to accomplish the following objectives:

- Identify riggers who meet or exceed the minimum criteria for certification.



- Stimulate the improvement of rigging and establish it as a certifiable profession.
- Enhance the practice and profession of rigging through validated and reliable certification instruments.
- Directly promote rigger competency and a safer work environment.
- Organize and implement a comprehensive program for the qualification of riggers.
- Promote the development of knowledge and skills of those interested in the rigging profession.
- Provide technical assistance to agencies having regulatory authority applicable to testing and certification of riggers.

### **1.3 Job and Task Description**

To ensure this Person is responsible for attaching and detaching the load to and from the crane hook block, and for correct selection and use of lifting accessories and responsible for correctly directing the crane driver to ensure safe movement of the crane and load.

### **1.4 Candidate Experience and Required Competence**

**TÜV SÜD Middle East** riggers certification assessment is designed for riggers who are trained and who are currently deployed in lifting equipment operation. The candidate is a Rigger with appropriate practical and theoretical knowledge and experience for safe rigging and slinging operation of lifting equipment.

**To qualify as a Rigger, the person should be:**

- Be at least 21 years of age.
- A minimum of three years' experience.
- Be medically and physically fit (have a good eye sight, hearing);
- Have been trained in the safe use of lifting accessories;
- Capable of reading and understanding the English language sufficient for the fulfillment of their function in a safe manner;
- Ability to select and use the lifting tackles as per load configuration;
- To be able to provide necessary clear hand signals for crane operators as per standard signals within the training material booklet;
- To locate a load in away, to ensure safety of load and consideration for working personnel;



- To understand his companies' rules and regulations, color coding and around it the reasons Certification of lifting tackle is required;
- To be able to communicate with radio where the crane operator is out of range.

## **1.5 Candidate Abilities**

The client or the employment company is responsible to ensure that each of the certified riggers do comply and meet the required health level throughout their certification periods, and attest to their agreement as per requirement within their applications.

## **1.6 Prerequisites**

The Candidate must:

- 1- Have minimum years of experience which is required for each scope of certifications as addressed in QP regulations.
- 2- Have the minimum training which is required for each scope of certifications.
- 3- Have a driving license which is required for each scope of certifications.

## **1.7 Code of Conduct**

### **1.7.1 Code of Ethics for Certified Rigger**

Certified Rigger must comply with **TÜV SÜD Middle East**'s Code of Ethics during their certification period, as set below:

- During my occupation, I will conduct myself in such a manner:
  - a. So as to be free of bias with regard to religion, ethnicity, gender, age, national origin, and disability.
  - b. So as to place the safety and welfare of others associated with the lifting operation above all other considerations;
  - c. So as to protect and preserve nearby general public property and the environment;
- Furthermore, in connection with the lifting operation work and in my dealings with **TÜV SÜD Middle East**, I will:
  - d. Assure management and appropriate attending personnel of my awareness promptly, if I have any safety concerns relating to the work that I am performing or with which I am involved;



- e. Not knowingly violate any safety-related regulations, warnings, or instructions set forth by OSHA, recognized safety standards, prevailing jurisdictions, of manufacturers equipment;
  - f. Not mislead, misrepresent or knowingly deceive others concerning my experience or the capabilities of myself or the equipment I am operating or with which I am controlling.
- In addition, in my dealings with **TÜV SÜD Middle East**, I will:
    - g. Provide accurate and complete information and abide by **TÜV SÜD Middle East**, its policies and procedures, including this Code of Ethics, as they may be updated from time to time;
    - h. Cooperate fully and completely with any administrative inquiries or investigations by **TÜV SÜD Middle East**;
    - i. Not misrepresent or misuse any **TÜV SÜD Middle East** card, or acronyms and logos, or any registered trademark or other intellectual property of **TÜV SÜD Middle East**.

*It is the responsibility of the certifying organization to have the candidate understands the code of Ethics.*

### **1.7.2 Substance Abuse Policy**

- It is the policy of **TÜV SÜD Middle East** that riggers shall not use prescribed or over-the-counter substances that would impair their ability to operate cranes safely. This includes illegal drugs, controlled substances (including trace amounts), look-alike drugs, designer drugs, or any other substance that may have an effect on the human body of being a narcotic, depressant, stimulant, or hallucinogen.
- An exception to this rule is that a rigger may use such a substance or drug if it is prescribed by a licensed medical practitioner who is familiar with the rigger's medical history and all assigned duties. If this being the case, then that rigger before registration shall support his medical condition by means of a written statement and/or certificate prescribed by the said licensed medical practitioner that the prescribed substance will not adversely affect the rigger's ability to perform the rigging of lifting equipment task in a safe manner.

## **2. The Certification Requirements for Rigger**

### **2.1 Criteria for Initial Certification Process**

#### **➤ Submission of Application**



- Candidate must complete and sign the **Assessment Registration Form**, which includes an affidavit that a medical professional has found him physically qualified to carry out the objective of the Technical requirements according to the relevant standard and must be aged over 21. (The candidate registration Form enclosed at the back of this scheme).
- The candidate also must complete and sign the **Certification Assessment Application form** to enable the certifying company issuing the rigger passport ID for the certified person.
- The **TÜV SÜD Middle East** shall require that all candidates who are based in Qatar must submit the following documents along with duly filled application for certification:
  - Passport copy
  - Valid QID copy
  - Colored photograph
  - Proof of training (Minimum 3 days training)
  - Evidence of working experience ( Minimum 3years experience-For QP Sites only)

## **2.2 Assessment Methods and Mechanism for Initial Certification and Recertification**

- The candidate should carry out assessment to be certified as Rigger.
- Rigger Assessment Methods and Mechanism will consist of two stages:
  - Written Examination.
  - Practical Examination at the client site.
- The candidates must register for both stages.
- A candidate must pass both stages Written and Practical Examination in order to be certified for duration of three-year period only.

### **2.2.1 Written Examination**

- The written examination has multiple-choice questions in the line with **QP-PAI-STD-005, Rev :00** requirements and recommendations as well as the scheme of certification processes.
- The written examination will NOT be an Open Book Material.
- Written exams will be taken as paper/pen tests.



- This assessment is carried out to evaluate the qualification of riggers with regards the safety operation of lifting accessories.

### **2.2.2 Practical Examination / Skills Tested**

- Practical exam will be taken as oral/verbal examination.
  - The **TÜV SÜD Middle East** Examiner will conduct the Practical Test at the client site, Layout for the required Rigger Basic Level – with us of a mobile crane and sufficient rigging tackles and the examiner will ensure that the examination process remains standardized for all candidates, wherever and whenever they may conduct the test.
- **Rigger:** The following is a sample outline of the practical testing procedure for Rigger certification.

The Rigger Practical Exam consists of four tasks:

#### **Task 1: Pre-Use Rigging Inspection**

- Candidate will inspect all of the rigging slings and hardware located in front of the candidate. And in the presence of the examiner, select those items that meet removal from service criteria and make a list of the items and their defects.

#### **Task 2: Rigging Hitches**

- Candidate must demonstrate at least six different hitches.

#### **Task 3: Rigging Connections**

- Candidate has to review the available rigging equipment indicating whether or not it is safe for use.
- If your task involves the use of hardware that requires a torque wrench for final tightening, candidates are only required to secure the hardware to finger-tight condition for the task assignment.
- The candidate must gather and assemble the rigging materials that are required to complete the assigned task. The candidate will then rig up and suspend on the crane hook an aluminum tube as described on the task assignment sheet / or as directed by the examiner.
- The candidate must disassemble the rigging assembly before continuing on to the next rigging assignment.

#### **Task 4: Basic Knots**



- The candidate must demonstrate five different tying knots using a rope or ropes of different diameters. The candidate may use the 12cm round PVC pipe and eye bolt as your anchor point.
- The candidate must demonstrate the following basic knots:
  - A sheet bend
  - A clove hitch
  - An inside bowline
  - A square/reef
  - And two half hitches
- The candidate will be required to complete all phases of the test in sequence. There are no time limit requirements for the Certified Rigger Level I Practical Examination.
- In all tasks, the examiner will brief the candidate on the rules and directions and performance requirement of when and how to start and stop.

### **2.2.3 Responsibilities and Duties**

It is the rigger's responsibility to ensure that the lifting tackle is functioning correctly and is safe to use, properly maintained, and all maintenance activities are registered and documented. This does not in any way alleviate the responsibility of the management or owners of the lifting tackle, in ensuring that the lifting tackle meets the requirements of this regulation and the appropriate standards. All riggers shall:

- Ensure that both the rigger and crane operator is familiar with the method of signaling to be used,
- Ensure that no load is to be lifted where the weight is not stated or unknown,
- Check that the lifting equipment being used is in good condition, certified for use, Correctly colour coded, and of sufficient capacity to carry out the lift,
- Ensure taglines are always attached to loads that are likely to swing,
- Be aware of any obstructions within the crane radius and working area,
- Check that the area around the load to be lifted is clear and that the load is not attached to the floor, transportation cradle or adjacent equipment,
- Ensure that crane hook is position in the above centre of each load before sending any signal to the crane operator,
- Ensure that no personnel standing between two loads, especially if one load will be lifted and repositioned,





- Ensure that escape route is identified,
- Check that no personnel are below the load whilst lifting is in progress,
- Ensure all hands are free of lifting tackle and stand clear before the load strain is taken,
- Clearly indicate to the crane operator where the load has to be moved to or placed and, where possible, he shall follow each load to its destination,
- Warn other personnel in the area of the movement of the load,
- Observe and note other activities within the crane's operating area to avoid the development of any unforeseen hazards,
- When lifting a load, stop hoisting when load reach 10 cm. above the ground to check
- security and balance of the load, and check the proper function of the crane's hoist brakes,
- Stop the lifting operation if anything out of the ordinary occurs and check that it is safe to continue the operation,
- Solely direct the lifting and loading activities and operations.

#### **2.2.4 Certification Timeframe**

- All candidates may take their Written and Practical Exams in any order.
- All candidates may only take **one day for Rigger Assessment and** that will depend upon the number of candidates for each examination batch. Examination timing may be set by the examiner and may be extended based on other variables and or languages barriers.
- But in normal cases the timing will be set as the following:
  - Written Examination: The written examination will be set as 60 minutes.
  - Practical Examination: the time limit of the practical exam approximately 35 minutes.

#### **2.2.5 Test Scoring Information**

- **TÜV SÜD Middle East** Written Examinations and Practical are criterion-referenced examinations; i.e., the passing score is set beforehand, and candidate performance on the examination is not compared to the performance of others taking the examination. In a criterion-referenced examination, a candidate must obtain a score equal to or higher than a predetermined passing score to pass the test.



- TÜV SÜD Middle East has prepared for every examination three types of **Written Examination**, these types have the same questions with same options of answer but segregated from each other in the order of each questions and the order of options of the answers.
- TÜV SÜD Middle East will take full responsibility to fairly review and score the candidate Examination papers.
- A candidate must pass both Written and Practical Examination to be certified for a three-Year Period and his score should not less than 70% for written exam and 75% for practical.
- The examination results for written and practical will be recorded in the Certification Assessment Application form of candidates by the decision maker.

#### **2.2.6 Post-Test Procedure**

Once the candidate has completed the Examinations:

- The Examiner will record the candidate performance.
- The Examiner is not permitted to review the candidate score sheet or discuss his performance on the test.
- The Examiner will evaluate and record the performance of candidate on the exam papers.

#### **2.2.7 Decision on Certification**

- The Examiner will submit all the candidate exam records and other relevant documents to the certification of person management to take a decision and record the exam scoring on the certification assessment application form.
- The decision on certification of a candidate will be made solely by **TUV SUD Middle East** on the basis of the information gathered during the certification process. Personnel who make the decision on certification will not have participated in the examination of the candidate
- Decisions for granting, maintaining, recertifying, extending, reducing, suspending or withdrawing certification will be done by the **TUV SUD Middle East** and shall not be outsourced.

#### **2.2.8 Competency Certificate Issuance**

- Competency certificate will be issued by **TÜV SÜD Middle East** and signed by the authorized signatory.



- The certificate shall include at least but not limited to the photo of the certified individual, plus unique identification No. for tracking, category that the individual was certified to conduct the duties as a Rigger (e.g. Rigger I/ Rigger II), issue date and validity in addition to as required by the ISO 17024 standard.
- If the applicant does not meet the requirements for certification, an Assessment Report shall be prepared immediately after exhausting the appeal procedures to say that the candidate not yet competent enough.

### **2.2.9 Candidate Certificate & ID Card**

- Prior to beginning the examination, the Examiner must ask a candidate for a photo identification, such as a driver's license.
- Certified Riggers receive a laminated photo ID card at no cost when they certify for the first time and when they complete the requirements for recertification.
- *Note: The ID CARD is not driving License.*

### **2.2.10 Validation of the Certificate**

If the candidate becomes a certified rigger by taking the appropriate written and practical examinations, the candidate will be certified for three-year certification period.

### **2.2.11 Combining Certification Requirements**

#### **➤ Written Exam**

- Core examination may be administered separately if the candidate would like to take more than one specialty.
- Core and specialty examinations may be administered separately or combined if the candidates would like to take only one specialty.

#### **➤ Practical**

- Once a practical examination starts for any certification area, it shall be finished prior starting other practical examination in other areas.
- Examiners are not allowed to combine the performance requirement of different specialties into one specialty.



### **2.2.12 Unsafe Act**

- If at any time during the Pre-Test Period or during the test, a candidate commits an unsafe act, the examiner must disqualify the candidate from continuing with the test if any of the unsafe acts present include, but are not limited to the following:
  - Incorrect performance and unclear hand signals while moving a suspended load
  - Not conducting pre-inspection of lifting tackles before its use in service
  - Uncontrolled or reckless operation with a suspended load
  - Failure to ensure that the crane boom is positioned above the load centre of gravity (e.g. load being dragged while lifting)
  - Contacting an obstruction with the crane boom or load by using the wrong hand signal/s
  - Any action that in the judgment of the Examiner could endanger personnel or equipment at the Test Site
- The Examiner has the authority to stop the test at any time for reasons of safety. Examiners are responsible for informing Public Health and Safety Department in that case by either e-mails, letter or fax, record shall be kept.
- If the candidate is disqualified due to an unsafe act, the case will be reviewed by the relevant authority, and candidate will be notified with the department decision of the eligibility for rescheduling the Practical Exam or otherwise.

### **2.2.13 Weather Conditions and Equipment**

- The Examiner must use an anemometer to check the wind speed and then will record the weather conditions on the score/assessment sheet.
- The Examiner has the responsibility to determine if weather conditions or equipment problems are such that a test needs to be suspended. If the test is interrupted due to weather conditions or equipment problems, the procedure for restarting is as follows:
  - Candidate will resume the test at the beginning of the task he was performing at the time of the interruption, as appropriate.
  - If a candidate resumes the test with a different machine, the candidate must start the entire test over from the beginning.
  - If the testing is postponed and rescheduled to a different day, the test must be restarted from the beginning.
- The Examiner must keep a record for candidate's performance.



#### **2.2.14 Criteria for Re- Certification Process**

##### **➤ Recertification Requirements**

- Certification is valid for three year. Recertification candidates must complete all recertification requirements prior to their certification's expiration date. This includes:
  - Proof of training (minimum 2 days training as a refresher Course).
  - Passing the Recertification Written & practical Examination(s)
  - Continuing to meet Occupational Health card requirements
  - Compliance with Substance Abuse Policy
  - Compliance with the Code of Ethics
  - Compliance with **TÜV SÜD Middle East Examination Policy**
- Recertification candidates who must take both practical and written exams, however, must do so before their certification expires.
- Recertification candidates may take their Recertification Written and practical Examinations up to one month prior to their certification's date of expiration. Regardless of the date of the Recertification Examination, the new three-year certification period begins from the date of expiration of the candidate's initial certification.
- Candidates who are not certified in all Specialties may add a new Specialty at the same time as they take their Recertification Examinations by taking the full examination in that Specialty.

#### **2.2.15 RE-SIT Examination For Initial Certification & Recertification**

Under normal circumstances, a candidate must pass the written and practical exam for which he seeks certification but if such a case arises and he didn't pass, the following would apply:

- The candidate who passes the Written Examination, but does not pass the Practical Examination or vice versa, will then be required to re-sit that examination.
- The candidate will send a request for a Re-Sit Examination before two weeks of examination.
- The candidate has the opportunity to re-sit the written or/and practical examination at cost of Max **50% of Certification Fees/Exam**.
- A candidate who fails in either one or both, being the written or the practical examinations shall not undertake any further assessment until he undertakes a relevant training once again.



### **2.2.16 Training Requirement**

- Candidate who set for first time Certification shall have Proof of training (minimum 3 days training).
- Candidate who set for Re-Certification shall have Proof of training (minimum 2 days training as a refresher).
- A candidate who fails in either one or both, being the written or the practical examination shall not undertake any further assessment until he undertakes a relevant training once again.
- Training shall not be less than:
  - Rigger 3 day 4 hours a day.

### **2.2.17 Certification & Recertification & Re-Test Fees**

#### **➤ Certification & Re-Certification Fees**

- Fees charged by the CB shall be for the Certification Services and not for the sake of issuing a Certificate.

#### **➤ Retest Written & Practical Exam Fees of initial and recertification process:**

- The candidate has the opportunity to re-sit the written or/and practical examination at the cost of Max **50% of Certification Fees/Exam.**
- Candidate who fails in either one or both, being the written or the practical examination twice shall not undertake any further assessment until he undertakes a relevant training once again.

#### **➤ Other Fees:**

- Certified Riggers will receive a certificate and laminated photo ID card at no cost when they certify for the first time and when they complete the requirements for recertification. An additional payment will be charged if a candidate needs a replacement certification card.

### **2.2.18 Rescheduling & Cancellations by the Candidate**

- Should a candidate be unable to sit for the examination after his registration, **TÜV SÜD Middle East** must receive notification in writing no later than **Two Working Days** prior to the examination date. Candidate fees will be returned back, unless he wishes to reschedule an alternative session/date training.



- A candidate who wishes to reschedule his examination must notify **TÜV SÜD Middle East** and must submit the necessary documentation to the Certification Administration Personnel by the deadline for the rescheduled test date.
- Candidates withdrawing or canceling after the deadline or not sitting for the Examination, **TÜV SÜD Middle East** will forfeit all application fees and therefore those concerned will NOT receive a refund if the withdrawing or canceling is applied without prior notification two days before the deadline or if this cancelation is applied by the certification scheme committee as results of revocation.

➤ **Emergency Cancellations of Assessment**

In Case the Client or candidate has an emergency situation, only the following situations will be accepted as grounds for emergency cancellations or withdrawals:

- Candidate illness—supporting documentation required: doctor’s note
- Family death—supporting documentation required: death certificate or obituary notice
- Requests for medical or withdrawals are handled by **TÜV SÜD Middle East** upon submission of a letter describing the situation. Full name, address, and ID number must be included along with the scheduled test date, site number, and supporting documentation indicated above.

## **2.3 Surveillance Methods and Criteria (if applicable)**

Since the certification period cycle is three year so the surveillance methods will not be applicable unless requested by the client, at that time the criteria of initial certification process will apply.

## **2.4 Suspending, Withdrawing or Reducing the Scope of Certification by TÜV SÜD Middle East**

- **TÜV SÜD Middle East** has its policy and documented procedure for suspension or withdrawal of the certification, or reduction of the scope of certification.
- Failure to resolve the issues that have resulted in the suspension, in a time established by **TÜV SÜD Middle East** shall result in withdrawal of the certification or reduction of the scope of certification.
- **TÜV SÜD Middle East** shall have enforceable arrangements with the certified person to ensure that, in the event of suspension of certification, the certified person refrains from further promotion of the certification while it is suspended.



- **TÜV SÜD Middle East** shall have enforceable arrangements with the certified person to ensure that, in the event of withdrawal of certification, the certified person refrains from use of all references to a certified status.
  
- **Revocation of Certification Process**
- Filing for revocation are based on the following:
  - Any misrepresentation or fabrication of documents submitted to **TÜV SÜD Middle East** in regards to the Operation Certification Scheme.
  - Lack/expiration of a physical examination and/or failed substance abuse test, as required in the Operation Certification Scheme.
  - Any documented recordable rigger accident that is submitted to the Certification Scheme Committee where a rigging related error is determined to be the cause of the accident.
  - Certified riggers are required to notify the **TÜV SÜD Middle East** of a documented, recordable rigging related accident within 48 hours of the accident.
  - Failure to do so will result in revocation of certification without appeal.
  - Certified riggers should submit the “Incident Report”.
- **TÜV SÜD Middle East** may, at its discretion, revoke or rescind certification if the riggers were not qualified to receive the certificate at the time it was issued, even if the certificate was issued as a result of a mistake on the part of **TÜV SÜD Middle East**. It may also revoke or suspend certification or participation in the certification process if:
  - The rigger/s fails to maintain moral, ethical or professional behavior satisfactory to **TÜV SÜD Middle East**, or engages in misconduct that adversely affects professional competence or integrity;
  - The rigger/s made any material misstatement of fact or omission of fact to **TÜV SÜD Middle East** in connection with application or to any third party concerning the Rigger 's certification status; or


## **2.5 Candidates Requesting Testing Accommodations**

- Arrangements for persons with special needs will be provided upon request, if these needs will not prevent the certified persons from fulfillment of the requirements of Rigger.
- Professional documentation in support of a request for accommodation must be submitted to **TÜV SÜD Middle East** no later than one week prior to the scheduled test date.





**Revision History:**

| <b>Issue No/Rev. No. /<br/>Date</b> | <b>Prepared by:</b>                                | <b>Reviewed by:</b>   | <b>Approved by:</b>                         |
|-------------------------------------|--|---|---|
| 0.0/0.0 / 01.09.2016                | <b>Mrs. Mai Zammam</b><br>Quality Manager          | <b>Mr. Muhannad Deeb</b><br>Operations Manager  | <b>Mr. Salah Safah</b><br>Managing Director |
| 0.1/0.1 / 14.12.2016                | <b>Mrs. Mai Zammam</b><br>Quality Manager          | <b>Mr. Muhannad Deeb</b><br>Operations Manager  | <b>Mr. Salah Safah</b><br>Managing Director |
| 0.2/0.2 / 02.02.2019                | <b>Mrs. Mai Zammam</b><br>Quality Manager          | <b>Mr. Muhannad Deeb</b><br>Operations Manager  | <b>Mr. Salah Safah</b><br>CEO-Middle East   |
| 0.3/0.3 /01.12.2020                 | <b>Mr. Parthiban<br/>Venugopal</b><br>QHSE Manager | <b>Mr. Muhannad Deeb</b><br>Branch Manager<br> | <b>Mr. Salah Safah</b><br>CEO-Middle East   |