



The Standard in Certification



Basic Rigger/Signalperson Certification Exam Candidate Handbook

Updated: 6-18-2010

**These policies and procedures are in
effect as of July 1, 2009**

This *document* contains information for individuals seeking to earn the Certified Basic Rigger/Signalperson designation offered by Crane Institute Certification Division. The policies and procedures in this handbook are in effect as of July 1, 2009. Keep for future reference.

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Crane Institute Certification The Standard in Certification

Introduction

Thank you for considering *Crane Institute Certification (CIC)* as your preferred supplier of exams for the Certified Basic Rigger/Signalperson.

This Candidate Handbook contains important information regarding eligibility requirements for applying for certification, the topics on the written exam and on the practical exam. Please read this document thoroughly and keep it for reference throughout your certification process.

About CIC and its Purpose

Crane Institute Certification Division (CIC) is a totally independent division of Crane Institute of America. Crane Institute of America is the nation's leading provider of training services to the lifting industry. Crane Institute has trained and/or certified more than 80,000 equipment operators, inspectors, supervisors, trainers and riggers in its twenty-year history. Crane Institute's training and certification, products and services meet, and typically exceed, all OSHA and industry requirements. They strive to make the lifting industry one of the safest, most liability-free work environments in existence. As a result of this commitment, Crane Institute of America founded CIC, a completely independent division, in 2007 to provide objective and impartial assessments. CIC's Basic Rigger/Signalperson certification program is the result of the experience and input of experts from a broad range of rigging-related companies, industry groups, and assessment experts. Subject matter experts include riggers and supervisors, inspectors, manufacturers and training professionals. The rigging experience and wisdom represented by these experts is unparalleled.

The purpose of CIC is to promote safety in the rigging industry and provide riggers with more options to obtain certification. Furthermore, CIC has joined its expertise in the industry with the assessment expertise of 4ROI, based in Minneapolis, Minnesota, to ensure the ongoing validity and reliability of its written and practical exams as well as a flexible and user-friendly exam administration process. CIC is committed to your success and satisfaction. If you have further questions after you read the Candidate Handbook, please call CIC at 763-476-4242 or email us at help@4roi.com. CIC will be pleased to provide further information about our certification programs.

Non-Discrimination Policy

Crane Institute Certification Division does not discriminate on the basis of race, age, gender, disability, religion, or national origin.

Accommodations for Disabilities

Crane Institute Certification will provide reasonable accommodation to its testing process to individuals requesting such an accommodation in compliance with the Americans with Disabilities Act (ADA).

In general, an accommodation will be made in the event that a disability is relieved by an auxiliary aid or a procedural change in the administration of an exam.

It is the responsibility of the applicant seeking an accommodation to provide the documentation listed below to Crane Institute Certification via the online registration system at least 4 weeks in advance of the exam for which the candidate is seeking accommodation.

The applicant will have to provide the following:

- ◆ The exam types specific to the accommodation request
- ◆ The name of the disability and when it was first diagnosed
- ◆ Any previous accommodations provided for the disability
- ◆ A description of the specific accommodation requested.

In the event that an individual is requesting an accommodation that is recognized under the ADA and the request has been submitted in a timely and accurate manner, Crane Institute Certification will grant the accommodation at no cost to the individual requesting the accommodation. The intent of the ADA is to provide equal access to all individuals to the testing process and to ensure that reasonable accommodations are provided to gain access to the process. Crane Institute Certification will not grant any accommodation that limits its ability to measure the ability of an individual to safely perform their job as defined by the ASME Regulation for Mobile and Locomotive Cranes, B30.5-2004 and B30.9-2006.

Eligibility for Certification

Eligibility for Crane Institute Certification as a Certified Crane Operator includes the following:

Requirement	Required Documentation
<ul style="list-style-type: none"> • Be 18 years of age or older 	Provide government-issued photo ID (i.e., driver's license, passport) at exam site; CDL licenses may be mandatory in some areas.
<ul style="list-style-type: none"> • Pass the Basic Rigger/Signalperson Written Exam 	Earn a passing score on written exam(s)
<ul style="list-style-type: none"> • Pass the Basic Rigger/Signalperson Practical Exam 	Earn a passing score on the practical exam
<ul style="list-style-type: none"> • Honor the Crane Institute Certification Code of Ethics 	Read and sign the Code of Ethics Agreement
<ul style="list-style-type: none"> • Adhere to the Crane Institute Certification Substance Abuse Policy 	Read the Substance Abuse Policy and sign the Code of Ethic Agreement

Candidates may question their eligibility determination or certification status by writing or emailing the CIC Executive Director. The Director will provide additional explanation. If desired, the candidate or the Director may refer the matter to the Governing Committee's Examination Committee for review and reconsideration, as appropriate.

Fees

The following fee will be due during the registration process and prior to confirmation of candidate's exam schedule:

\$149

- ◆ Written exam site and examiner fees are collected at time of registration for convenience.
- ◆ Certain sites may have a 5 person minimum.
- ◆ Requests for paper exams include a \$12.50/exam handling fee

Rush Registration

- ◆ CIC exams can be registered with only 7 days advance notice of the exam date for no additional fee.
- ◆ Requests for a rush registrations 6 or fewer days prior to the exam, are made directly with Rush Exam Sites.
 - See the Exam Site page for a list of Rush Exam Sites.
- ◆ CIC charges \$50/candidate to process rush registrations, and may charge one \$50/shipment for shipping and handling if paper exams are used.
- ◆ Rush Exam Sites may have additional fees.
- ◆ CIC cannot guarantee site availability.

Rescheduling

- ◆ Exams can be rescheduled anytime up to 1 year from the initial registration invoice date.
- ◆ Exams can be rescheduled at any available exam site.
- ◆ To reschedule an exam, the buyer simply logs in to www.CICert.com, clicks on the Candidate Exam Site tab, selects the new location, date, and completes payment.
- ◆ If you need help contact help@4roi.com or 763-476-4242.

Fees:

- ◆ If rescheduled 7 or more days in advance the reschedule fee is \$25/candidate.
- ◆ If rescheduled 6 or fewer days in advance of exam, or after the exam, the reschedule fee is \$50/candidate plus the written site fee.
- ◆ No fee is charged when an exam is cancelled or rescheduled by the exam site.

Please note:

- ◆ Exam registration fees are non-refundable if the exam is not taken within 1 year of the initial invoice date.
- ◆ Exam Registration fees are nontransferable (to other exams or candidates).
- ◆ Exams cannot be rescheduled after they are started.
- ◆ CIC cannot guarantee site availability.
- ◆ See the Candidate Handbook for a complete list of services and fees.

Other Service Fees

Type	Fee
No show/Late cancellation less than 6 days prior to exam	\$50*
No show/Late cancellation less than 6 days prior to exam - Valid reason**	\$25*
Credit card cannot be processed	\$30
Returned checks, incomplete or late payments (corporate clients only)	\$30
Paper Written Exam fee per exam	\$12.50
Phone registration fee	No Charge
Paper photo processing	\$30
Rush Shipment (Paper exams only)	\$50
Duplicate/replacement certification card or request for confirmation of certification	\$25

* Plus Site/Examiner fee

** Valid reasons include immediate family death or medical emergency (documentation required).

Examination Administration Procedures

When the registration has been successfully completed and payment has been received, CIC will send an exam confirmation email to the candidate's registered email address.

The Exam confirmation email must be brought to the exam center and includes the address, reporting date and time, the examination(s) registered for, candidate ID, and items the candidate needs to bring:

- ◆ Admission email
- ◆ Government issued photo identification (passport, driver's license)
- ◆ (2) #2 pencils with eraser

No other materials are allowed in an exam site.

Exam timeframes are as follows:

- ◆ 90 minutes to complete the 75-item Written Exam
- ◆ 15 minutes to complete the 15-item Practical Exam

These timeframes have been determined to provide more time than needed to complete each exam. An exam comment form will be available with each written exam if you wish to provide feedback. In addition, candidates are invited to provide feedback on any other aspect of the CIC offering (registration, exams, examiners, support, process and pricing) at any time at feedback@4roi.com.

Certification Cards

Candidates earning a passing score on the Written and Practical Exams required for their selected certification and completing administrative requirements, receive a Certification Card from Crane Institute of America Certification. This card states that Crane Institute Certification recognizes the individual as a Certified Basic Rigger/Signalperson.

An individual may request a [Replacement Card](#) from Crane Institute Certification by calling 764-476-4242. Crane Institute Certification mails replacement cards within two weeks and charges \$25 to produce and mail a new certification card.

Violation of the [Code of Ethics Policy](#) or the [Substance Abuse Policy](#) may result in an individual's certification being suspended or revoked. Should an Action of Discipline occur, individuals understand and agree to surrender their certification card and not to attempt to work as a rigger/signalperson certified by Crane Institute Certification. For more information on Action of Discipline, see the [Disciplinary Policy](#) and the [Appeals Policy and Procedures](#) in the CIC Policies and Procedures document on their website at www.CraneInstituteCertification.com.

Determination of Passing Scores

CIC exams are criterion-referenced examinations in which an examinee must earn a score that is equivalent to or exceeds the pre-set cutoff score in order to pass an exam. On the CIC exams, the passing or "cut-off" score represents a standard of passing performance established by experts in the industry utilizing professionally recognized technical methodology for standard-setting.

The passing score for each exam is provided in this Handbook in the scoring section. Since examinee performance is not scored in relation to the performance of other examinees taking the exam, everyone who takes the exam has the opportunity to pass based on their own performance. In other words, there is not a limited percentage of examinees who can pass the exams. Examples of other criterion-referenced exams you may be familiar with are multiple-choice tests people take to obtain a driver's license and on-the-road driving tests.

Scoring Your Examination

Our testing partner, 4ROI, scores and records all exams, written and practical. Typically, 4ROI sends an email, with exam score, within 10 business days for paper exams, immediately for online written exams. Candidates, or the coordinator who registered them on their behalf, may also log in to their account on CIC's website and check the status of exams taken.

Once a candidate successfully passes the requirements for certification, 4ROI will mail the Certification Card.

Disciplinary Policy

Grounds for disciplinary action may include, but are not limited to, the following:
Misrepresentation of any information provided to CIC or its representatives

1. Non-compliance with Code of Ethics
2. Non-compliance with Substance Abuse Policy
3. Any infringement of exam security.

Disciplinary action may include one or more of the following: reprimand, revocation of certification or potentially civil sanctions. In the event that disciplinary action is taken or decided upon by the Ethics Committee, an operator may appeal the decision to the Governing Committee within 30 days of written notification of the decision.

A written appeal must be sent by traceable courier or certified mail, return receipt requested, to the Executive Director. Specific grounds as to why the appeal should be considered must be stated.

For complete appeals process see Appeals Policies and Procedures on www.craneinstitutecertification.com.

Content Outline for the Written Exam

1. Rigging Identification & Inspection **25%**
 - Slings
 - Rigging Hardware
2. Use of Rigging Equipment **45%**
 - Basic Hitch Configurations
 - Knots and Tagline Use
 - Sling Protection
3. Signaling **30%**
 - Basic Understanding of Crane Operation & Limitations
 - Crane Operation
 - Limitations
 - Crane Capacities
 - Site Considerations
 - Safety Issues/Hazards
 - Standards/Regulations
 - Standard Voice Communication

References

The following materials include content covered on the Basic Rigger/Signalperson exams.

American Society of Mechanical Engineers. B30.5 - MOBILE AND LOCOMOTIVE CRANES.

Publisher: American Society of Mechanical Engineers (ASME).

Inquiries:

American Society of Mechanical Engineers

P.O. Box 2300

Fairfield, NJ 07007-2300

800-843-2763 (U.S./Canada)

001-800-843-2763 (Mexico)

973-882-1167 (outside North America)

Fax: 973-882-1717

www@asme.org

American Society of Mechanical Engineers. B30.9 - SLINGS. Publisher: American Society of Mechanical Engineers (ASME).

Inquiries:

American Society of Mechanical Engineers

P.O. Box 2300

Fairfield, NJ 07007-2300

800-843-2763 (U.S./Canada)

001-800-843-2763 (Mexico)

973-882-1167 (outside North America)

Fax: 973-882-1717

www@asme.org

Garby, Ronald. IPT'S CRANE AND RIGGING HANDBOOK. Publisher: IPT Publishing and Training Ltd.

Inquiries:

IPT Publishing and Training Ltd.

P.O. Box 9590

Edmonton, Alberta, T6E 5X2 Canada

Phone: 780-962-4548; Fax: 780-962-4819

www.iptbooks.com

Headley, James. RIGGING. Publisher: Crane Institute of America Publishing & Products, Inc.

Inquiries:

Crane Institute of America

3880 St. Johns Parkway

Sanford, Florida 32771

Phone: 800-832-2726

www.craneinstitute.com

Occupational Health and Safety Administration (OSHA). 29 CFR PART 1926.550 - CRANES AND DERRICKS. Publisher: US DEPT. OF LABOR.

Inquiries:

U.S. Department of Labor
Occupational Safety & Health Administration
200 Constitution Avenue
Washington, D.C. 20210
1-800-321-OSHA (6742)
www.osha.gov

Occupational Health and Safety Administration (OSHA). 29 CFR PART 1910.180 - CRAWLER LOCOMOTIVE AND TRUCK CRANES. Publisher: US DEPT. OF LABOR.

Inquiries:

U.S. Department of Labor
Occupational Safety & Health Administration
200 Constitution Avenue
Washington, D.C. 20210
1-800-321-OSHA (6742)
www.osha.gov

Occupational Health and Safety Administration (OSHA). 29 CFR PART 1910.184 - SLINGS. Publisher: US DEPT. OF LABOR.

Inquiries:

U.S. Department of Labor
Occupational Safety & Health Administration
200 Constitution Avenue
Washington, D.C. 20210
1-800-321-OSHA (6742)
www.osha.gov

TIRC. Rigging Gear Inspection Reference Card. Item 3052

Inquiries:

Training & Inspection Resource Center
9428 Old Pacific Highway
Woodland, WA 98674
888-567-8472
www.tirc.net

TIRC. Journeyman Rigger's Reference Card. Item 3012

Inquiries:

Training & Inspection Resource Center
9428 Old Pacific Highway
Woodland, WA 98674
888-567-8472
www.tirc.net

Content Description for the Practical Exam

The practical exam includes standard ASME B30.5 Hand Signals.

Reporting

Practical Exams are scored by 4ROI on a straight Pass/Fail basis. The examiner will not be able to provide feedback on your performance. However, your result will be emailed to your email address of record within 10 days of completing the exam.

Exam Check-in

When the candidate arrives for the Practical Exam, the examiner will do the following:

- ◆ Introduce himself
- ◆ Check the candidate's government issued ID to verify candidate is person registered for exam
- ◆ Give the candidate needed materials (forms to sign, instructions, etc.).

Candidates may not watch other candidates taking a Practical Exam. The main reasons are that onlookers may distract the candidate, and/or watching the exam could possibly give other candidates an advantage. Candidates wait in a waiting area until called to the exam site.

Exam Security

Candidates should not bring, or expect to store, bags and personal items not permitted in the exam area. Items not permitted include cameras, scan or transmitting equipment, cell phones, pagers, beepers, books and paper.

Candidates may not use or bring their own calculators to the exam area. Crane Institute Certification provides calculators that perform only basic math functions. Since other types of calculators may pose a security risk, only the calculators provided, at no charge, by Crane Institute Certification are permissible.

Exam content is the intellectual property of Crane Institute Certification and is protected by Federal Copyright Law. Thus, persons who scan, copy, steal, reproduce without permission, use or relay memorized content, or attempt to do so, are acting illegally. Such a person can expect to have certification revoked and be prosecuted. A person who finds a way to cheat on an exam or assist another person with cheating is also violating the intended use of the exam. Crane Institute Certification will revoke the certification of any operator and/or prosecute to the full extent of the law anyone who cheats or helps another person cheat the testing process or who makes any unauthorized reproduction or copy of an exam.

Candidates are required to sign the [Exam Security Agreement](#) before taking any Written Exam.

Recertification Procedures

Crane Institute Certification certifies Basic Rigger/Signalperson for a period of five years. Crane Institute Certification welcomes and offers recertification to individuals who have valid certifications from other accredited certifying agencies. Recertification is valid for five (5) years from the original date of certification.

Recertification requirements include the following:

- ◆ Passing the written and practical exam
- ◆ Verify ongoing ability to comply with the Code of Ethics and Substance Abuse Policy.