

### Resources required

<b>Machine</b>	<ul style="list-style-type: none"> <li>• Hoist</li> </ul>
<b>Area</b>	<ul style="list-style-type: none"> <li>• Ground, clear of hazards including any overhead and below ground, and contains:             <ul style="list-style-type: none"> <li>- an exclusion zone</li> <li>- appropriate access to each landing</li> </ul> </li> </ul>
<b>Other equipment</b>	<ul style="list-style-type: none"> <li>• 2 or more x loads of a known weight (at least 50% of the hoist's payload. Passenger carrying types may include weight of Candidate and additional personnel as part of the overall required weight)</li> <li>• Loading assistance</li> <li>• Loading devices e.g. small pallet truck</li> <li>• Personnel (x 2) for transporting (Endorsements B &amp; D)</li> <li>• Signaller</li> </ul>
<b>Notes</b>	<ul style="list-style-type: none"> <li>• The machine selected for the test must meet the specification for the required endorsement, be in serviceable condition and conform with current legislation*</li> <li>• There must be at least 4 access points plus an out of service level</li> <li>• The operator's manual and all other related supporting documents such as risk assessments etc. must be with the hoist</li> <li>• Multiple loads of varying sizes that combined, constitutes a total weight of at least 50% of the rated capacity of the cage, and includes 1 x load that can be handled manually by the candidate and 1 x load that requires the use of a loading device</li> <li>• The weight of each load must be marked</li> <li>• Each load must be of a size which allows all loads to be transported in the cage simultaneously</li> <li>• Specific PPE for load handling purposes e.g. high-grip gloves must be supplied</li> <li>• A risk assessment and method statement for all loads and activities must be provided to the candidate at the start of the test</li> </ul> <p><b>Note:</b> * The hoist must have been thoroughly examined by a competent person and be fit-for-purpose</p>

### Activity instructions

<p><b>Sequence</b></p>	<ul style="list-style-type: none"> <li>• Activities 1 to 5 must be undertaken at the start of the test</li> <li>• Activity 17 must be undertaken at the end of the test</li> <li>• All other activities to be taken sequentially</li> </ul> <p>The test must be completed within a given time. The specifications' section gives further information.</p>
<p><b>Preparing for work</b></p>	<ol style="list-style-type: none"> <li>1. Using the operator's manual, convey (to the tester) the pre-use checks stipulated by the hoist manufacturer</li> <li>2. Complete all manufacturers' pre-use static and visual checks with a supporting commentary</li> <li>3. Complete full pre-use running checks</li> <li>4. Carry out the emergency lowering procedure (Endorsements B &amp; D only)</li> <li>5. Place the hoist into service</li> </ol>
<p><b>Setting up for work</b></p>	<ol style="list-style-type: none"> <li>6. Prepare and maintain an exclusion zone in the relevant area</li> <li>7. Agree the signal codes with the signaller</li> <li>8. Check loads for integrity, security and suitability for loading and transportation</li> <li>9. Determine a loading method and sequence with the assistant (if relevant)</li> <li>10. Prepare each load for loading activities</li> <li>11. Endorsements B &amp; D – relay loading and emergency procedures to travelling personnel</li> </ol>
<p><b>Working Tasks (refer to specifications)</b></p>	<ol style="list-style-type: none"> <li>12. Place the loads within the platform</li> <li>13. Travel the platform to a given level and remove the loads</li> <li>14. Place the loads within the platform and travel to a different level</li> <li>15. Travel the platform to an out-of-service level and remove the loads</li> <li>16. For endorsements B &amp; D, transport personnel to a different level</li> </ol>
<p><b>Shutting down</b></p>	<ol style="list-style-type: none"> <li>17. Place the hoist out-of-service and secure</li> </ol>
<p><b>Notes</b></p>	<ul style="list-style-type: none"> <li>• The candidate must provide a running commentary to all pre-use checks being carried out in order to provide supporting information to visual checks (e.g. components, hoistway) and physical checks (e.g. checking end of travel limits) being made. The tester may prompt the candidate to outline specific information but not ask direct questions that requires a technical answer</li> </ul>

# Advanced On-Site Assessment

## Hoist - A20



AN NOCN JOB CARD

### Activity instructions *(Continued)*

<b>Notes</b> <i>(Continued)</i>	<ul style="list-style-type: none"><li>• The operator's manual must be referenced during activity 2</li><li>• At least four points shall be accessed including two with given signals</li><li>• All loads must be transported simultaneously</li><li>• At least one load will be located on and transported with a loading device</li></ul>
	<ul style="list-style-type: none"><li>• For item 16, at least 1 x load must be travelled along with the passengers</li><li>• For two of the travelling activities, the operator shall be provided with given hand signals</li></ul>

### Activity measurements

<b>Test timings</b>	<ul style="list-style-type: none"><li>• The test must be completed within 50 minutes</li></ul>
---------------------	--

# Advanced On-Site Assessment

## Hoist - A20



### Basic details

Test ref:	Candidate name:
Tester name:	Candidate ref:
Tester ref:	Date of test:
Endorsement: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>	Start time of test:
Make and model:	Duration:

Mandatory	Correctly carried out during the test?	Y/N
Preparing	1 All pre-use static and running checks identified from operator's manual	
	2 Full pre-use static and visual checks carried out	
	3 Full pre-use running checks carried out including all hoist operations and end-of-travel limits	
	4 Emergency lowering and evacuation procedures followed	
Setting up	5 Allocated area checked and clear of hazards prior to work	
	6 Accessing area secured	
	7 Signal arrangements confirmed with the signaller	
	8 Harness equipment donned and attached (if required)	
	9 Load integrity and security checked prior to loading	
	10 Total weight of loads established prior to loading	
	11 Loading and emergency procedures relayed to travelling personnel (where relevant)	
	12 Information to travelling personnel clearly relayed	
	13 Load manual handling arrangements conforms to requirements	
	14 Specific load-handling PPE worn	
	15 Prepared the platform and landing for load transfer	
Working	16 Distributed evenly the weight of the loads	
	17 Accessed given landing points	
	18 Load secure in platform	
	19 Followed given instructions (where applicable)	
	20 Maintained stability at all times	
	21 Conforms with given signals and instructions	
	22 Complied with requirements of risk assessment/method statement	
Shutdown	23 Platform positioned at out-of-service level	
	24 All out-of-service, isolating and securing procedures	
Other	25 Legislation, manufacturers' and health and safety requirements complied with	
	26 Test completed within the given time	

All of these items must be awarded  Achieved / Not achieved

Faults	Candidate incorrectly carried out the following:	Fault	Mark	Penalty
Preparing	1 Insufficient narrative of visual checks		1	
	2 Minor errors during narrative of visual checks		3	
	3 Content of narrative on visual checks with some error		2	
	4 Narrative of visual checks of sufficient content but some technical errors		2	
Travelling	5 Platform loading and unloading		2	
	6 Full observation before moving		2	
	7 Full observation whilst travelling		2	
Working	8 Platform raised smoothly		2	
	9 Platform lowered smoothly		1	
	10 Intended direction selected for travel		2	
	11 Sequence of controls		1	
Not exceeded five penalties		Total penalties		
Achieved / Not achieved <input type="checkbox"/>				