

CERTIFICATION UNIT

Saudi Aramco Contractor Certification Guide

January 2018

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Introduction

This guide has been developed to outline the requirements of the Contractor Certifications conducted by Saudi Petroleum Services Polytechnic (SPSP). **SPSP VAT Registration Number : 300552098900003**

1.0 Certification and Duration

Certification	Requirements			
	Written	Duration	Performance	Duration
Crane Operator	✓	1.5 Hours	✓	2 Hours
Rigger II	✓	1.5 Hours	✓	1 Day
Rigger III	✓	1 Hour	✓	1 Day
Slinger	N/A	N/A	✓	4 Hours
Equipment Operator	N/A	N/A	✓	2 Hours

All Written Assessments will be conducted in English and at SPSP Dammam.

2.0 Certification Fees

Certification	Written Assessment	Performance Assessment
Crane Operator	300 SAR	2200 SAR*
Rigger II	300 SAR	2200 SAR
Rigger III	300 SAR	2200 SAR
Slinger	N/A	2200 SAR
Equipment Operator	N/A	2200 SAR*

* Extra fees for the Crane and Heavy Equipment Operator Performance section will be charged if the distance from SPSP to the Contractor assessment location is more than 50 Km from SPSP Dammam. This will be charged at SAR 2 per calculated km above 50km.

Certifications that require the assessor to travel outside of the Eastern Province and include overnight stays will incur extra fees.

Extra certification is required for cranes with attachments, Pick and Carry Operations, Tandem Lift and Manbasket.

ALL equipment for certification **MUST** have a valid inspection sticker. All Heavy Equipment Operators **MUST** provide an electronic copy of his Iqama, SAG License, the government print out of the category of the SAG License (Muroor) and Medical Certificate all with a minimum validity of 3 months along with the Certification Request.

NOTE; The expiry of the Heavy Equipment Operator certification is as per Saudi Aramco GI's

When assessing any candidates in the Performance Section of the certifications an instant failure will be given for:

- Not wearing the correct PPE for the task.
 - Damage to Tools or Equipment.
 - Any action that could result in an accident to the candidate or others.
 - Inability to use Load Charts/Range Diagrams when needed
 - Communication with other candidates taking the assessment.
 - Lack of communication to complete the assessment. Candidates should be able to communicate in English.
- In the case of Heavy Equipment Certification an interpreter can be used if required.

****** COMPANIES MUST ENSURE THEIR EMPLOYEES HAVE ACCESS TO THE RELEVANT SAUDI ARAMCO GIs**

Replacement Certification cards and those which require reprinting due to errors made by the contractor will be charged at 500 SAR per card.

All Cranes and Heavy Equipment will be assessed as single assessments, if there is other equipment of the same make and family and it is on the assessment site during the assessment, it may be added to the certification card (e.g. Test on CAT 16G and Cat 14G is present during the assessment, it can be added to the certification card.)

If this is NOT the case (different make or operation), another assessment must be booked and paid for.

*** From January 1st 2018 all certification and travel costs will be subject to a charge of 5% VAT.**

3.0 Procedures

- 1.1 The Contractor must complete the Certification Request Form in Excel format along with copies of the candidates Iqama, SAG licence, Government Muroor printout, Medical Certificate, Google Map of assessment location and Passport photo and mail it to:

Email: certifications@spsp.edu.sa

***The details on the request are final. No changes to the request are allowed after scheduling and no shows will result in the fee being forfeited. Therefore please ensure that retests are requested on the CORRECT form and the equipment is the CORRECT type.**

- 1.2 SPSP will schedule the Assessment and send the contractor a schedule confirmation along with a quotation of assessment costs, this must be filled out and returned to SPSP within **2 working days** otherwise the certification request will be **cancelled**.
- 1.3 Assessment scheduling is based on a "First come first served" basis, however, grouping of assessments in particular geographical areas will dictate some changes.
- 1.4 The Contractor will receive an invoice from SPSP with instructions to transfer the Assessment Fees to the bank account listed on the invoice. The Fees can be paid by Cheque in the name of "**SAUDI PETROLEUM SERVICES POLYTECHNIC**" please allow (3-5) working days for collection.
- 1.5 Once the Fees are paid the Contractor must reply to the initial email from SPSP with copies of the Invoice and Proof of Payment from the bank.
- 1.6 The Contractors are responsible for transporting their employees to and from SPSP at the required date and time. (See the Location Map in Section 8.0) They must ensure the employees have their Civil ID/Iqama.
- *Any employees arriving late or without their Civil ID/Iqama will not be admitted, in this case a new request must be made and the fees paid again.**
- 1.7 SPSP will ensure Contractor Employees are escorted on and off the SPSP site.
- 1.8 The Contractors are responsible for picking up their employees from SPSP.
- 1.9 SPSP will notify the Contractor by Email of the results of the Assessment.
- 1.10 For candidates that require a Performance Assessment the same procedure must be followed:

Slinging and Rigging Performance Assessments are completed at SPSP Dammam.

The Performance Assessment for Cranes and Heavy Equipment Operators is conducted on the Contractor Site.

ALL equipment **MUST** have a valid Inspection Sticker and all the requirements prior to the arrival of the Assessor **MUST** be completed as stated in the Performance Objectives section of the Certification Objectives (pages 7-18 of this Contractor Certification Guide.)

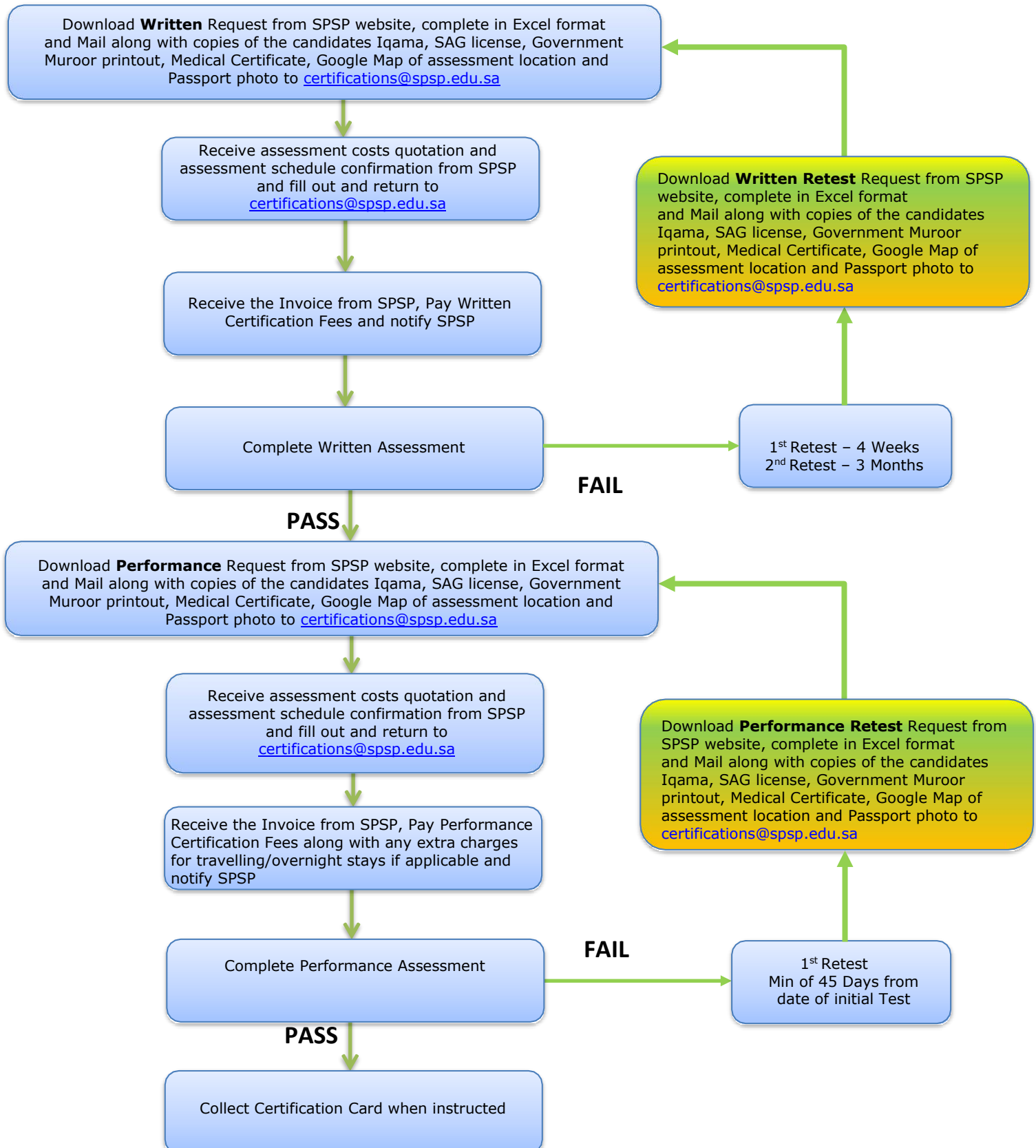
***The location map of the Assessment Location MUST be attached to the Request Form and MUST be accurate or it will be rejected.**

***Electronic copies of the candidates Iqama, SAG License and Government Print Out (Muroor), Medical Certificate, Google Map of assessment location and a passport size photograph ON white background MUST be attached to the Request Form or it will be rejected.**

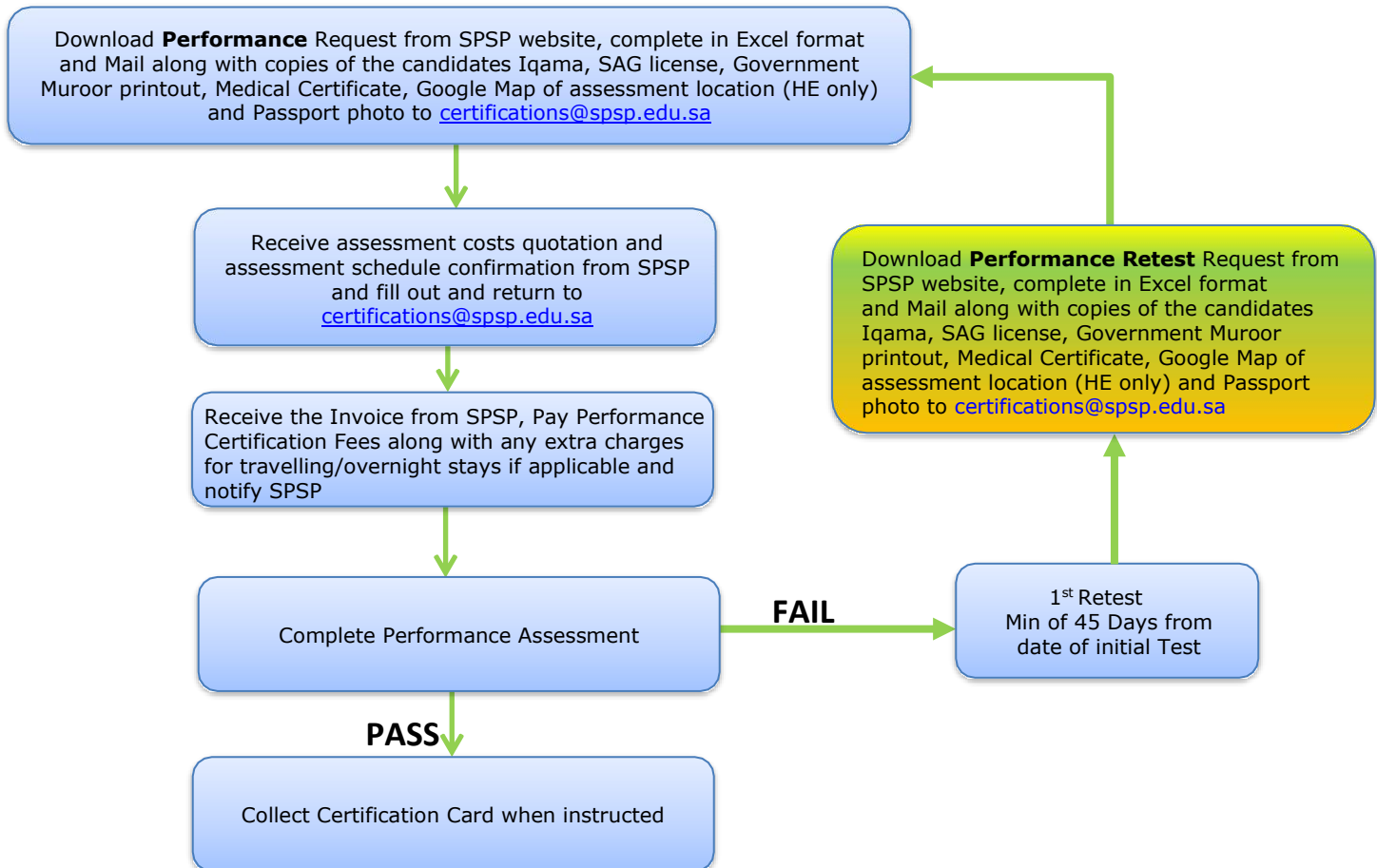
(All must have a minimum validity of 3 months)

- 1.11 For candidates that complete the requirements of the certification, SPSP will update the Certification Records and issue the Certification Cards. The Contractor will be notified to come and collect the Certification Cards when they are ready for collection from SPSP Dammam.

Flow Chart for Rigging and Crane Operators



Flow Chart for Slings and Heavy Equipment Operators



4.0 Certification Objectives

Rigger II

PERFORMANCE OBJECTIVE:

Given tools, equipment and material, the candidate will rig, lift and move two (2) specialized/critical lifts up to a maximum of 40 Ton to a predetermined location as per the Saudi Aramco GIs' and the international codes of practice. The candidate must:

- Inspect the work site.
- Complete a detailed lift plan.
- Determine the correct method of rigging the load.
- Select the appropriate equipment with reference to size and capacity.
- Conduct a pre-use inspection of the equipment.
- Check the validity of Crane Operator and Crane Inspection Certificates.
- Conduct a Pre-Lift Safety Talk/Tool Box Talk.
- Rig the load.
- Lift the load.
- Move the Load
- Conduct a post-use inspection of the equipment.

When using mobile cranes to lift and move the load the candidate will demonstrate the correct hand signals when directing the lifting and moving operation.

WRITTEN OBJECTIVES:

- Given a basic hitch arrangement, the candidate will calculate the capacity
- Given a complex hitch arrangement, the candidate will calculate the capacity
- Given a basic hitch arrangement, the candidate will calculate correct sling size
- Given a complex hitch arrangement, the candidate will calculate correct sling size
- Given the specifications of a lift, the candidate will determine the crane capacity as required by a Rigger I\II
- Given the specifications of a lift, the candidate will determine the weight of the load-handling devices as required by a Rigger I\II
- Given the specifications of a lift, the candidate will determine the gross load weight as required by a Rigger I\II
- Given the specifications of a lift, the candidate will determine the boom length as required by a Rigger I\II
- Given the specifications of a lift, the candidate will determine the boom angle as required by a Rigger I\II
- Given the specifications of a lift, the candidate will determine the hook elevation as required by a Rigger I\II
- Given the specifications of a lift, the candidate will determine the boom tip height as required by a Rigger I\II
- Given the specifications, the candidate will calculate the weight of a load
- Unaided, the candidate will state the requirements for performing safe lifting operations.
- State requirements of G.I. 7.027
- State requirements of G.I. 7.028
- State requirements of G.I. 7.029

Rigger III

PERFORMANCE OBJECTIVE:

Given tools, equipment and material, the candidate will rig, lift and move two (2) basic loads up to a maximum of 10 Ton to a predetermined location as per the Saudi Aramco GIs' and the international codes of practice.

The candidate must:

- Determine the correct method of rigging the load.
- Select the appropriate equipment with reference to size and capacity.
- Conduct a pre-use inspection of the equipment.
- Rig the load.
- Lift the load.
- Move the Load
- Conduct a post-use inspection of the equipment.

When using mobile cranes to lift and move the load the candidate will demonstrate the correct hand signals when directing the lifting and moving operation.

WRITTEN OBJECTIVES:

- State the uses of the personal safety equipment related to rigging duties
- State the field safety precautions related to Rigger III activities
- Identify basic rigging equipment (Connectors)
- Identify basic rigging equipment (Hoists\Adjusters)
- Identify basic rigging equipment (Slings)
- State the uses of basic rigging equipment (Connectors)
- State the uses of basic rigging equipment (Hoists\Adjusters)
- State the uses of basic rigging equipment (Slings)
- State the procedures for inspecting basic rigging equipment (Connectors)
- State the procedures for inspecting basic rigging equipment (Hoists\Adjusters)
- State the procedures for inspecting basic rigging equipment (Slings)
- Identify basic hitch arrangements
- Given a load, the candidate will determine the basic hitch arrangements
- Given a basic hitch arrangement, the candidate will calculate the capacity
- Given a basic hitch arrangement, the candidate will calculate correct sling size
- Identify the different crane types
- Identify the major parts of a crane
- Identify the crane signals used in Saudi Aramco

Slinger

PERFORMANCE OBJECTIVE:

Given tools, equipment and material, the candidate will rig, lift and move a load up to a maximum of 5 Ton to a predetermined location as per the Saudi Aramco GIs' and the international codes of practice.

The candidate must:

- Determine the correct method of rigging the load.
- Select the appropriate equipment with reference to size and capacity.
- Conduct a pre-use inspection of the equipment.
- Rig the load.
- Lift the load.
- Move the Load
- Conduct a post-use inspection of the equipment.

When using mobile cranes to lift and move the load the candidate will demonstrate the correct hand signals when directing the lifting and moving operation.

Crane Operator

PERFORMANCE OBJECTIVE (No Attachments)

Given a mobile crane, 2 pre-rigged, balanced loads, the candidate will operate mobile crane to lift, transfer and land the loads to a predetermined position, to include:

- Completing a pre-use inspection on the Superstructure and answering questions on the pre-use inspection of the carrier. The candidate must show knowledge of completing a pre-use inspection of the carrier.
- Positioning the crane.
- Rigging the crane as per manufacturer's instructions.
- Lifting and positioning a load as per the Assessors instructions.

The assessment will be completed as per the manufacturer's specifications, Saudi Aramco GIs' and the LEEA codes of practice.

*Prior to the Assessor arriving on site:

- A load rigged and ready to be lifted.
- The area must be made safe to perform the lifts.
- A helper from the company must be present.
- The equipment must have a valid inspection sticker and the operator **MUST** produce his iqama.

***PLUS (if Required)**

PERFORMANCE OBJECTIVE (Fly Jib/Luffing Jib)

The candidate must complete the performance as stated above with the attachment fitted to the crane. He must answer questions on the set up of the crane, the fitting and removal of the attachments.

PERFORMANCE OBJECTIVE (Pick and Carry)

The candidate must complete the performance as stated above and operate mobile crane to lift, transfer and land the loads to a predetermined position, to include:

- Positioning the crane.
- Rigging the crane as per manufacturer's instructions.
- Lifting and positioning a load as per the Assessors instructions.

The assessment will be completed as per the manufacturer's specifications, Saudi Aramco GIs' and the LEEA codes of practice.

*Prior to the Assessor arriving on site the load being used for the operation must be rigged and ready to be lifted.

WRITTEN OBJECTIVES:

- Identify Hand Signal
- Identify Hitch Arrangement
- Change Kg to Lb.
- Identify the functions of LMIs
- Identify the operator actions required for LMIs.
- Identify crane Safety Procedures
- Identify Reeving requirements for TM cranes.
- Identify Reeving requirements for AT cranes.
- Find Hook Elevations from RT Range Diagrams.
- Find Boom lengths form RT Range Diagram
- Find Boom Angles form RT Range Diagram
- Find Radii form RT Range Diagrams
- Find Boom Tip Heights form RT Range Diagram

- Find Hook Elevations from AT Range Diagrams.
- Find Boom Lengths from AT Range Diagrams.
- Find Boom Angles from AT Range Diagrams.
- Find Radii from AT Range Diagrams.
- Find Boom Tip Heights form AT Range Diagrams.
- Find Hook Elevations from TM Range Diagrams
- Find Boom Lengths form TM Range Diagrams.
- Find Boom Angles form TM Range Diagrams.
- Fin Radii from TM Range Diagrams
- Find Boom Tip Heights from TM Range Diagrams
- Find Boom Angles from RT Range Diagrams and Load Charts.
- Find Lifting Radii from RT Range Diagrams and Load Charts.
- Find Lifting Gross Capacities from RT Range Diagrams and Load Charts
- Find Total Load weights from RT Range Diagrams and Load Charts.
- Find Boom Lengths from RT Range Diagrams and Load Charts
- Find Boom Angles from AT Range Diagrams and Load Charts
- Find Lifting Radii from AT Range Diagrams and Load charts.
- Find Gross Capacities from AT Range Diagrams and Load Charts.
- Find Total Load Weights from AT Range Diagrams and Load Charts.
- Find Boom Lengths from AT Range Diagrams and Load Charts
- Find Boom Angles from TM Range Diagrams and Load Charts
- Find Lifting Radii from TM Range Diagrams and Load Charts.
- Find Gross Capacity from TM Range Diagrams and Load Charts.
- Find Total Load Weights form TM Range Diagrams and Load Charts.
- Find Boom Lengths form TM Range Diagrams and Load Charts.

**Offshore Pedestal Crane
Operator PERFORMANCE
OBJECTIVE**

TBD

WRITTEN OBJECTIVES:

TBD

Forklift Operator

*** For a successful assessment the following must be in place BEFORE assessment commences:**

- The operator **MUST** produce his iqama.
- All assessment machinery **MUST** have a clearly visible, valid safety sticker
- Any passes required to enter the place of assessment are supplied before the assessor arrives onsite
- An assessment area of 100m² **MUST** be available and it **MUST** have a barrier surrounding it
- The assessment area **MUST** be approved and safe for use
- Combinations of soft earth and hard concrete/asphalt **MUST** be in the assessment area
- A trailer or racks, 2 loaded pallets, 8 drums secured, 2 loose drums (figure of 8) and an incline
- A live load (liquid)

PERFORMANCE OBJECTIVE:

Unaided, the Candidate will perform a pre-use inspection on a forklift, operate it around a predetermined route and perform routine loading and unloading as per the Manufacturer's Manual.

The operator will be asked:

- To drive the equipment around the assessment site.
- Remove and replace a loaded pallet from the racks.
- Drive the equipment carrying a liquid load.
- Perform an Emergency Stop.
- Return the equipment to the original location and complete a post use inspection.
- Return key to assessor when complete.

He may be asked questions to show his knowledge of the operation of the equipment.

Wheel Loader Operator

*** For a successful assessment the following must be in place BEFORE assessment commences:**

- The operator **MUST** produce his iqama
- All assessment machinery **MUST** have a clearly visible, valid safety sticker
- Any passes required to enter the place of assessment are supplied before the assessor arrives onsite
- An assessment area of 100m² **MUST** be available and it **MUST** have a barrier surrounding it
- The assessment area **MUST** be approved and safe for use
- Assessment material of 100m³ stock pile (earth) **MUST** be in the assessment area
- If required for different attachments; Bucket- a 45ft trailer and tipper truck. Fork-2x loaded pallets Stinger- 1x ballast weight
- The equipment **MUST** be capable of climbing a mound of stock pile and the counter weight must touch down on ground

PERFORMANCE OBJECTIVE:

Unaided, the Candidate will perform a pre-use inspection on a Wheel Loader, operate it around a predetermined route and perform routine loading and unloading as per the Manufacturer's Manual.

The operator will be asked:

- To drive the equipment around the assessment site.
- Load and unload bucket
- Drive the equipment carrying a load
- Perform an Emergency Stop.
- Remove/attach Bucket or Stinger.
- Return the equipment to the original location and complete a post use inspection.
- Return key to assessor when complete.

He may be asked questions to show his knowledge of the operation of the equipment.

Skid loader (Bobcat) Operator

*** For a successful assessment the following must be in place BEFORE assessment commences:**

- The operator **MUST** produce his iqama
- All assessment machinery **MUST** have a clearly visible, valid safety sticker
- Any passes required to enter the place of assessment are supplied before the assessor arrives onsite
- An assessment area of 50m² **MUST** be available and it **MUST** have a barrier surrounding it
- The assessment area **MUST** be approved and safe for use
- The candidate **MUST** be capable of attaching different size buckets which **MUST** be available in the assessment area
- The candidate **MUST** be capable of using any attachment designed for the equipment
- The assessment site **MUST** be clear of underground services
- Assessment material of 30m³ stock pile (earth, both hard and soft for scrape and move) **MUST** be in the assessment area

PERFORMANCE OBJECTIVE:

Unaided, the Candidate will perform a pre-use inspection on a Bobcat, operate it around a predetermined route and perform routine loading and unloading as per the Manufacturer's Manual.

The operator will be asked:

- To drive the equipment around the assessment site.
- Load, drive the equipment and unload the bucket.
- Perform an Emergency Stop.
- Return the equipment to the original location and complete a post use inspection.
- Return key to assessor when complete.

He may be asked questions to show his knowledge of the operation of the equipment.

Back Hoe Operator

*** For a successful assessment the following must be in place BEFORE assessment commences:**

- The operator **MUST** produce his iqama
- All assessment machinery **MUST** have a clearly visible, valid safety sticker
- Any passes required to enter the place of assessment are supplied before the assessor arrives onsite
- An assessment area of 60m² **MUST** be available and it **MUST** have a barrier surrounding it
- The assessment area **MUST** be approved and safe for use
- Combinations of hard and soft earth **MUST** be in the assessment area
- The assessment area **MUST NOT** have any overhead obstructions or underground services
- The candidate **MUST** be capable of attaching different size buckets which **MUST** be available in the assessment area
- The candidate **MUST** be capable of using any attachment designed for the equipment

PERFORMANCE OBJECTIVE:

Unaided, the Candidate will perform a pre-use inspection on a Back Hoe, operate it around a predetermined route and perform routine loading and unloading as per the Manufacturer's Manual.

The operator will be asked:

- To drive the equipment around the assessment site.
- Load and Unload the Bucket.
- Drive the equipment carrying a load.
- Perform an Emergency Stop.
- Load and Unload the Back Hoe.
- Remove/attach Bucket and Stinger
- Return the equipment to the original location and complete a post use inspection.
- Return key to assessor when complete.

He may be asked questions to show his knowledge of the operation of the equipment.

Grader Operator

*** For a successful assessment the following must be in place BEFORE assessment commences:**

- The operator **MUST** produce his iqama
- All assessment machinery **MUST** have a clearly visible, valid safety sticker
- Any passes required to enter the place of assessment are supplied before the assessor arrives onsite
- An assessment area of 200m² **MUST** be available and it **MUST** have a barrier surrounding it
- The assessment area **MUST** be approved and safe for use
- Combinations of hard and soft earth **MUST** be in the assessment area

PERFORMANCE OBJECTIVE:

Unaided, the Candidate will perform a pre-use inspection on a Grader, operate it around a predetermined route and perform routine operation as per the Manufacturer's Manual.

The operator will be asked:

- To complete a pre-Use Inspection.
- Operate the Grader.
- Perform an Emergency Stop.
- Return the equipment to the original location and complete a post use inspection.
- Return key to assessor when complete.

He may be asked questions to show his knowledge of the operation of the equipment.

BULLDOZER OPERATOR

*** For a successful assessment the following must be in place BEFORE assessment commences:**

- The operator **MUST** produce his iqama
- All assessment machinery **MUST** have a clearly visible, valid safety sticker
- Any passes required to enter the place of assessment are supplied before the assessor arrives onsite
- An assessment area of 150m² **MUST** be available and it **MUST** have a barrier surrounding it
- The assessment area **MUST** be approved and safe for use
- Assessment material of 100m³ stock pile (earth) **MUST** be in the assessment area
- Combinations of hard and soft earth **MUST** be in the assessment area

PERFORMANCE OBJECTIVE:

Unaided, the Candidate will perform a pre-use inspection on a Bulldozer, operate it around a predetermined route and perform routine operation as per the Manufacturer's Manual.

The operator will be asked:

- To complete a pre-Use Inspection.
- Operate the Bulldozer in a straight line and around obstacles
- Lower the ripper and travel forward and repeat for opposite direction.
- Rotate and raise the blade
- Perform an Emergency Stop.
- Return the equipment to the original location and complete a post use inspection.
- Return key to assessor when complete.

He may be asked questions to show his knowledge of the operation of the equipment.

TELEHANDLER

* For a successful assessment the following must be in place BEFORE assessment commences:

- The operator **MUST** produce his iqama
- All assessment machinery **MUST** have a clearly visible, valid safety sticker
- Any passes required to enter the place of assessment are supplied before the assessor arrives onsite
- An assessment area of 60m² **MUST** be available and it **MUST** have a barrier surrounding it
- The assessment area **MUST** be approved and safe for use
- Combinations of soft earth and hard concrete/asphalt **MUST** be in the assessment area
- A trailer or racks and a loaded pallet
- An elevation of min 6m to pick up or place a load
- Candidates **MUST** have an understanding of boom radius configuration (weight, height)

PERFORMANCE OBJECTIVE:

Unaided, the Candidate will perform a pre-use inspection on a Telehandler, operate it around a predetermined route and perform routine operation as per the Manufacturer's Manual.

The operator will be asked:

- To complete a pre-Use Inspection.
- Operate the Telehandler in a straight line and around obstacles
- Remove a pallet from the truck or rack and place it on the ground a distance away
- Remove a pallet from the ground, drive it around and return it to its original position.
- Use on inclines
- Pick up a "Live Load" and drive it around the obstacles and return it to its original position.
- Return the equipment to the original location and complete a post use inspection.
- Return key to assessor when complete.

He may be asked questions to show his knowledge of the operation of the equipment.

SIDE-BOOM PIPE LAYER

* For a successful assessment the following must be in place BEFORE assessment commences:

- The operator **MUST** produce his iqama
- All assessment machinery **MUST** have a clearly visible, valid safety sticker
- Any passes required to enter the place of assessment are supplied before the assessor arrives onsite
- An assessment area of 200m² **MUST** be available and it **MUST** have a barrier surrounding it
- The assessment area **MUST** be approved and safe for use
- The equipment **MUST** have (ROPS) ROLL OVER PROTECTION SYSTEM installed
- A pre-dug trench. minimum 1.5m deep, 1.5m wide and 25m long
- Piping of at least 20m length
- 2 x pipe loaders, required for a tandem lift
- Operators **MUST** understand load configuration (loads, weights and limits)

PERFORMANCE OBJECTIVE:

Unaided, the Candidate will perform a pre-use inspection on a Side-boom Pipe Layer, operate it around a predetermined route and perform routine operation as per the Manufacturer's Manual.

The operator will be asked:

- To complete a pre-Use Inspection.
- Operate the Side-boom Pipe Layer in a straight line and around obstacles
- Pick up the pipe from the ground transport it to and then into the trench.

- Remove pipe from the trench and place it on the ground a distance away from the trench.
- Pick up the pipe from the ground and return it to its original position.
- Pick up and travel with the pipe drive it around and return it to its original position.
- Return the equipment to the original location and complete a post use inspection.
- Return key to assessor when complete.

He may be asked questions to show his knowledge of the operation of the equipment.

TRAXCAVATOR/EXCAVATOR

*** For a successful assessment the following must be in place BEFORE assessment commences:**

- The operator **MUST** produce his iqama
- All assessment machinery **MUST** have a clearly visible, valid safety sticker
- Any passes required to enter the place of assessment are supplied before the assessor arrives onsite
- An assessment area of 50m² **MUST** be available and it **MUST** have a barrier surrounding it
- The assessment area **MUST** be approved and safe for use
- Combinations of hard and soft earth **MUST** be in the assessment area
- The assessment site **MUST** be clear of overhead obstructions and underground services

PERFORMANCE OBJECTIVE:

Unaided, the Candidate will perform a pre-use inspection on a Traxcavator/Excavator, operate it around a predetermined route and perform routine operation as per the Manufacturer's Manual.

The operator will be asked:

- To complete a pre-Use Inspection.
- Operate the Traxcavator/Excavator in a straight line and around obstacles
- Travel on an incline forward and repeat in the opposite direction.
- Remove earth from the trench and place it on the ground a distance away from the trench.
- Pick up the earth and place back in the trench and return it to its original position.
- Pick up and travel with Traxcavator/excavator drive it around and return it to its original position.
- Return the equipment to the original location and complete a post use inspection.
- Return key to assessor when complete.

He may be asked questions to show his knowledge of the operation of the equipment.

Forklift (Wheel Loader) Operator

*** For a successful assessment the following must be in place BEFORE assessment commences:**

- The operator **MUST** produce his iqama.
- All assessment machinery **MUST** have a clearly visible, valid safety sticker
- Any passes required to enter the place of assessment are supplied before the assessor arrives onsite
- An assessment area of 100m² **MUST** be available and it **MUST** have a barrier surrounding it
- The assessment area **MUST** be approved and safe for use
- Combinations of soft earth and hard concrete/asphalt **MUST** be in the assessment area
- A trailer or racks, loaded pallets (figure of 8) and an incline
- A live load (liquid)

PERFORMANCE OBJECTIVE:

Unaided, the Candidate will perform a pre-use inspection on a forklift (Wheel Loader), operate it around a predetermined

route and perform routine loading and unloading as per the Manufacturer's Manual.

The operator will be asked:

- To drive the equipment around the assessment site.
- Remove and replace a loaded pallet from the racks.
- Drive the equipment carrying a liquid load.
- Perform an Emergency Stop.
- Return the equipment to the original location and complete a post use inspection.
- Return key to assessor when complete.

He may be asked questions to show his knowledge of the operation of the equipment.

PIPE LOADER

For a successful assessment the following must be in place BEFORE assessment commences:

- All assessment machinery **MUST** have a clearly visible, valid safety sticker
- Any passes required to enter the place of assessment are supplied before the assessor arrives onsite
- An assessment area of 100m² **MUST** be available and it **MUST** have a barrier surrounding it
- The assessment area **MUST** be approved and safe for use
- Combinations of soft earth and hard concrete/asphalt **MUST** be in the assessment area
- A trailer or racking and a separate rack/lay down area and an incline
- Pipe bundles/Large dia. Pipe.

PERFORMANCE OBJECTIVE:

Unaided, the Candidate will perform a pre-use inspection on a Pipeloader operate it around a predetermined route and perform routine loading and unloading as per the Manufacturer's Manual.

The operator will be asked:

- To drive the equipment around the assessment site.
- Remove pipe loads from the racks.
- Load pipes into lay down area
- Perform an Emergency Stop.
- Return the equipment to the original location and complete a post use inspection.
- Return key to assessor when complete.

He may be asked questions to show his knowledge of the operation of the equipment.

5.0 Example of Written Items

Use the sling chart. What is the SWL when using 1¾" wire sling with a 2-leg bridle hitch and a sling angle of 45 degrees?

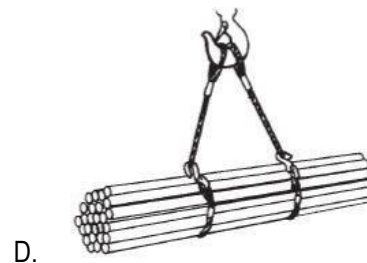
- A. 90,000 Pounds.
- B. 73,500 Pounds.
- C. 52,000 Pounds.
- D. 156,000 Pounds.



Refer to the graphic above. What is the best type of hitch to use on this load?

- A. Vertical Hitch
- B. Double Basket Hitch
- C. Single Basket Hitch
- D. Choker Hitch

Which is double basket hitch?



6.0 Navigation of the Online Assessment System

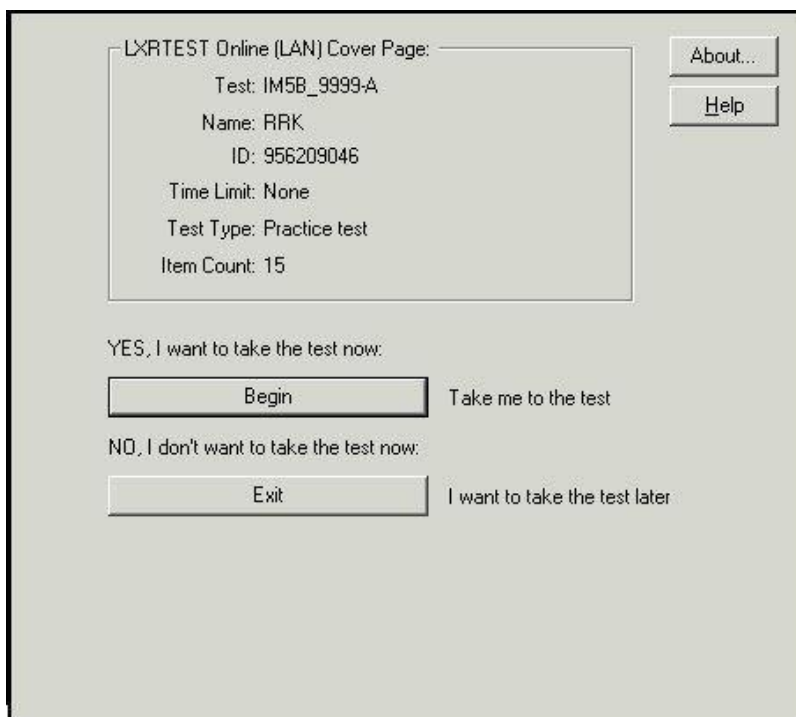
All Written Assessments for the Rigger Certifications are conducted online in one of the Assessment Rooms at SPSP, Dammam. The system has been designed to enable the navigation and selection of answer to be done using the mouse. When the candidates arrive at Gate 1 they will be signed in and escorted to one of the Online Assessment Rooms and will be seated in one of the Assessment booths. The first thing they will see is the Logon Screen:



A dialog box titled "Log On to LXRTTEST" with a yellow border and a red close button in the top right corner. Inside the dialog, it says "Please Log On to:" followed by "Sadara Denfensive Driver Program". Below this, there are two input fields: "ID:" and "Password:". At the bottom, there are two buttons: "Continue" and "Cancel".

They will see the name of the assessment and enter their National ID/Iqama number using the keyboard. The monitor will give them the password which they type in and then they move the cursor using the mouse over the Continue button and click the left hand button on the mouse. The Logon is now complete.

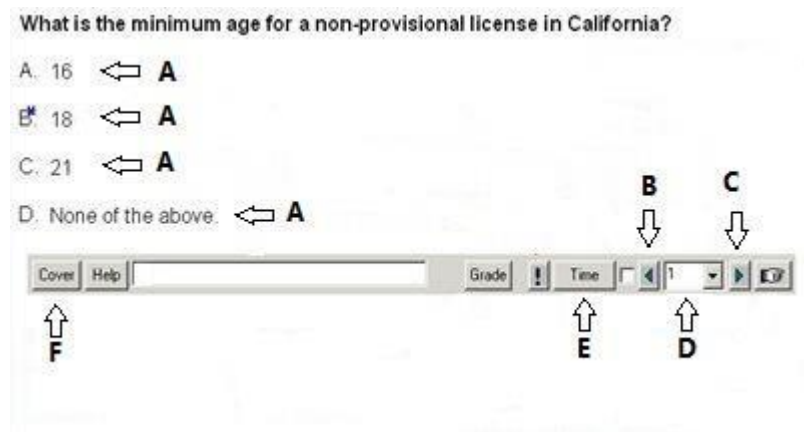
The next screen is outlines the assessment they are taking, including the duration, title and the number of questions in the assessment:



A window titled "LXRTTEST Online (LAN) Cover Page:". It contains the following information: "Test: IM5B_9999-A", "Name: RRK", "ID: 956209046", "Time Limit: None", "Test Type: Practice test", and "Item Count: 15". On the right side, there are two buttons: "About..." and "Help". Below the information box, there are two sections. The first section is "YES, I want to take the test now:" with a "Begin" button and the text "Take me to the test". The second section is "NO, I don't want to take the test now:" with an "Exit" button and the text "I want to take the test later".

From this screen, move the cursor using the mouse over the Begin button and click the left hand button on the mouse.

The majority of the questions are Multiple Choice Word questions. In which they will have a question followed by four (4) answers to choose from.

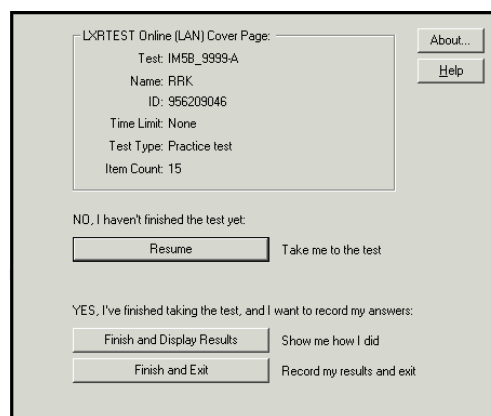


The screen navigation is done by using the mouse:

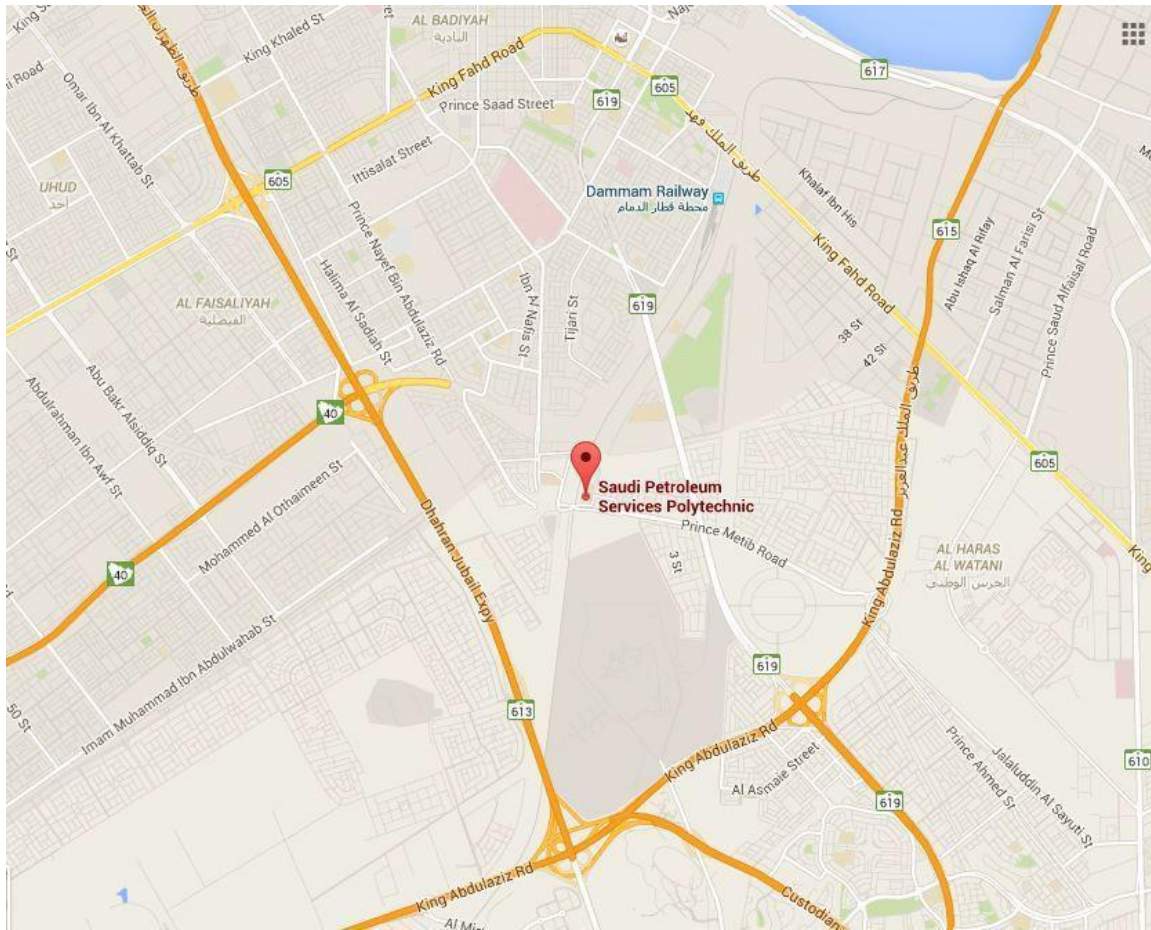
A	Move the cursor over the letter A/B/C/D which you think is correct and click the left mouse button. An * will appear next to the letter/answer chosen.
B	Move the cursor over the left arrow to move backwards through the questions.
C	Move the cursor over the right arrow to move forwards through the questions.
D	This displays the question number.
E	Move the cursor over the time button and click the left button on the mouse and the remaining time will appear.
F	Move the cursor over the cover button and click the left mouse button when you want to finish the test.

At any time the candidate can move backwards and forwards through the questions to review and change the answer if needed.

Once the candidate feels he has answered all the questions he can click the Cover button which will take him to the final screen. Move the cursor over the Finish and Exit button and click the left button on the mouse to exit.



7.0 Location Map



In Google Maps, drop a pin at the assessment site and GPS coordinates will be displayed, send these along with a copy of the map to certifications@spsp.edu.sa

8.0 Written Assessment Rules of Conduct

1. For reasons of safety, any candidates taking assessment must have the correct PPE and comply with all the company safety procedures or they will not be admitted into the assessment area.
2. All candidates must report to the assessment area on time. Those who are late will not be admitted to the assessment area.
3. All candidates must present their relevant IDs/Iqama for admittance into the assessment area. Those who do not have their ID/Iqama will not be admitted to the assessment area.
4. No electronic devices, mobile phones, notebooks or reference material/documentation is allowed in the assessment area.
5. Candidates must proceed to the area as directed by a member of the SPSP staff.
6. Once the assessment materials have been administered, no talking or other forms of communication are allowed.
7. Once the assessment has begun, no candidate is to leave the assessment area without a valid reason.
8. Any communication during the assessment must be between the candidate and a member of the SPSP staff must be related to English used in the assessment.
9. The individual must raise his hand and wait until a member of the SPSP staff comes to answer any question.
10. All communication must be in English.
11. No assessment materials, including scratch paper, are to be taken from the assessment area.
12. If for any reason, a candidate is asked to leave the assessment area by a member of the SPSP staff, the candidate must leave quietly without argument and must return all assessment materials to the Invigilator.

9.0 Practical Assessment Rules of Conduct

1. For reasons of safety, any candidates taking assessment must have the correct PPE and comply with all the company safety procedures or they will not be admitted into the assessment area.
2. All candidates must report to the assessment area on time. Those who are late will not be admitted to the assessment area.
3. All candidates must present their relevant IDs/Iqama for admittance into the assessment area. Those who do not have their ID/Iqama will not be admitted to the assessment area.
4. No electronic devices, mobile phones, notebooks or reference material/documentation is allowed in the assessment area.
5. Candidates must proceed to the area as directed by a member of the SPSP staff.
6. Once the assessment has begun, no talking or other forms of communication are allowed except by the assessor.
7. Once the assessment has begun, no candidate is to leave the assessment area without a valid reason.
8. Any communication during the assessment must be between the candidate and a member of the SPSP staff must be related to English used in the assessment. (Interpreters may be present to assist.)
9. All communication must be in English.
10. No assessment materials, including equipment checklists, are to be taken from the assessment area.
11. If for any reason, a candidate is asked to leave the assessment area by a member of the SPSP staff, the candidate must leave quietly without argument and must return all assessment materials to the Assessor.