

CERTIFICATION UNIT

Saudi Aramco Contractor Certification Guide

October 2023

Contents

1.0	Certifications and Duration.....	<u>Page 03</u>
2.0	Certification Fees.....	<u>Page 03</u>
3.0	Procedures.....	<u>Page 04</u>
4.0	Certification Objectives.....	<u>Page 07</u>
5.0	Practical Assessment Rules of Conduct.....	<u>Page 24</u>

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
HE Equipment Operator	N/A	N/A	✓	1 Hours

2.0 Certification Fees

Certification	Written Assessment	Performance Assessment
Heavy Equipment Operator	N/A	2200 SAR*

* Extra fees for the 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.

ALL equipment for certification **MUST** have a valid inspection sticker. All Heavy Equipment Operators **MUST** provide an electronic copy of his Iqama, Muqem print, 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 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 15% VAT.

3.0 Procedures

- 1.1 The Contractor must complete the Certification Request through SPSP Heavy Equipment portal <https://www.spsp.edu.sa/heavy-equipment/> and to upload copies of the candidates Iqama, Muqem print, SAG licence, Government Muroor printout, Medical Certificate, Google link & Google coordinate of assessment location and Passport photo and submit the request.

(All documents must have a minimum validity of 3 months)

If you face any difficulties please contact 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 after 45 days from the initial assessment.**

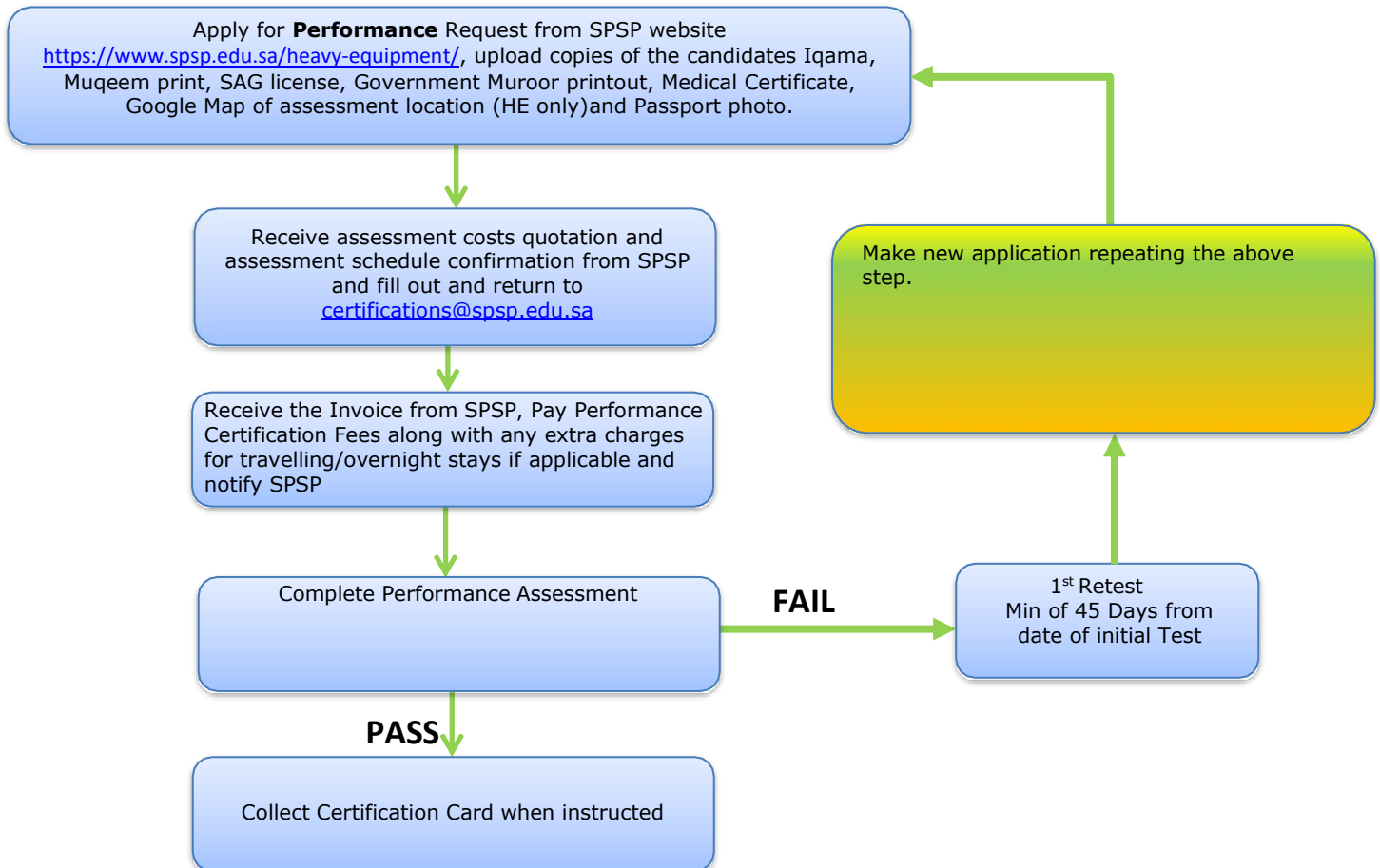
- 1.2 SPSP will schedule the Assessment in our portal and send to the contractor a notification to check the portal. Schedule confirmation must be filled out signed & stamped and returned to SPSP within **2 working days** otherwise the certification request will be **cancelled**.
- 1.3 Assessment scheduling 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 SADAD invoice from SPSP with instructions to PAY the Assessment Fees through SADAD only. The payment must be completed ASAP before the due date of the invoice.
- 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 Esal (SADAD).
- 1.6 SPSP will notify the Contractor through the portal for the results of the Assessment.
- 1.7 The Performance Assessment for 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 7-12 of this Contractor Certification Guide.)

***The location map of the Assessment Location MUST be accurate or it will be rejected.**

- 1.8 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 Heavy Equipment Operators



4.0 Heavy Equipment Certification Objectives.

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 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 4m high stock pile (earth) MUST be in the assessment area
- **If required for different attachments than Bucket, if the attachment is Fork-2x then the assessment will be conducted as Forklift assessment.**
- 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.
- Return key to assessor when complete.
- Remove/attach Bucket.
- Return the equipment to the original location and complete a post use inspection.

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

SKID LOADER (BOBCAT) OPERATOR

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.

BACKHOE 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 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 Backhoe 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 the Bucket.

- Drive the equipment carrying a load.
- Perform an Emergency Stop.
- Load and Unload the Backhoe.
- Remove/attach Bucket.
- Return the equipment to the original location and complete a post use inspection.

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.

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.

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, notebook 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.