

CPCCLTC4001

Licence to Operate a Tower Crane

Final Practical Test – Assessor Only

Final Practical Test – Assessor Only Instructions

Who is this document for?

The assessor.

1 copy is needed for each learner being assessed.

What is in this document?

- Instructions on how to run the practical assessment.
- Guidelines for determining competency.
- A pre-assessment checklist.
- The practical assessment tasks that need to be completed.
- Content from the unit of competency being assessed in each task.
- An Assessment Summary.
- Any relevant documents, forms or checklists for the learner to use during the assessment (if required).

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the assessment as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.

Assessment Instructions for Assessors

This assessment has been developed for assessing a cohort of learners for the unit Licence to Operate a Tower Crane in the Construction industry, under direct supervision, either in an actual or simulated work environment.

The assessments cover the requirements of the unit of competency CPCCLTC4001 Licence to Operate a Tower Crane.

The assessment for this unit has been divided into two parts:

1. Theory Assessment (*see Final Theory Test*).
2. Practical Assessment (*This document*).

A person who is appropriately qualified and experienced, in line with the requirements of the unit, must administer the assessment.

Evidence other than that collected through the use of this assessment tool may be considered provided that it is in line with the rules of evidence, the training package requirements, and the training organisation's policies and procedures. Any evidence, including evidence gathered through the use of this assessment tool, must follow the rules of evidence in order to be considered as contributing to a learner's demonstration of competency.

Conducting the Practical Assessment

You will need a copy of this document for each learner to be assessed.

The purpose of this assessment is to gather evidence relating to a unit of competency to determine whether or not the learner has demonstrated the skills and knowledge required by the unit to be considered competent.

All practical assessments must be undertaken in the workplace or under realistic workplace conditions, which include:

- The use of full-scale equipment.
- Timely and consistent completion of assessments reflective of outcomes expected in the workplace.
- Completing assessments regardless of weather conditions and responding appropriately to the environment.
- Acting in accordance with site and safety procedures, requirements, and regulations.

Details specific to each assessment are recorded in the Assessment Plan document. Please refer to this plan in preparation for any assessments.

1. You must direct each learner to the practical assessment section at the back of the Learner Guide which outlines the practical assessments to be completed, before the assessment begins.
2. You need to brief learners on the assessment tasks contained in the practical assessment. Answer any questions that they may have.
3. You must supervise learners at all times during the assessment. Each learner must be observed to satisfactorily complete each task, even in situations where the work is completed by a team.
4. Learners may not use any references, books, or course notes during assessments, unless these resources are common to completing the task when performed in the workplace.
5. All assessments must be satisfactorily completed. If a learner does not satisfactorily complete an assessment, a result of 'Not yet competent' will be recorded.
6. Learners should be able to complete the test in [99] minutes. The time stated is a guide only. If a learner cannot complete the assessment in the stated time, this needs to be considered when assessing overall competency.
7. You may ask questions during the practical assessment to ascertain the knowledge of learners and reasoning for specific action required by the task. Learners may also be required by the task to explain what they are doing. You must record these comments and any other observations in the Notes & Observations section of the practical assessment.

Assessment Safety Considerations

You must make sure all required Personal Protective Equipment (PPE) is available, and that all learners are correctly fitted with PPE before the practical assessment begins.

You should ensure that any faulty or defective equipment intended for the purpose of hazard identification or equipment checks are secured away from serviceable equipment to prevent an unsafe situation occurring during the test.

Grounds for stopping the Assessment

If, at any time during the practical test, any learner acts in a manner that endangers themselves, others, equipment or property, the assessment must be stopped immediately. You are required to identify the dangerous act to the learner and re-schedule the test for a later time.

Determining Satisfactory Completion

In order for a learner to achieve a satisfactory outcome for the practical assessment, they will need to:

- ✓ Complete all tasks and assessments in their entirety.
- ✓ Complete all tasks and assessments satisfactorily, in a timely manner, representative of real world conditions, expectations and outcomes.
- ✓ Where a task benchmark is marked no (N) please make appropriate notes in the section provided.
- ✓ Complete all tasks and assessments safely, using the correct techniques and methods and ensuring own safety and the safety of others at all times.
- ✓ Working with others, where necessary, to safely, effectively and efficiently achieve all outcomes of the assessments.

Completing the Assessment Summary and Determining Competency

An Assessment Summary is included at the end of this document and must be completed at the conclusion of both the theory and practical parts of the Final Test (summative assessment).

If the learner does not complete or achieve a satisfactory outcome in any assessment you should consider the learner as "not yet competent".

Copies of all evidence gathered during training and assessment should be attached to the assessment summary for record keeping purposes.

A copy of the assessment summary results and sign-off should be provided to the learner at the conclusion of the course.

CPCCLTC4001 Licence to Operate a Tower Crane Practical Assessment

Learner Name:	
Assessor Name:	
Date of Assessment:	
Location of Assessment:	

Pre-Assessment Checklist:

- Assessment plan reviewed and validated.
- All resources required to conduct assessment are available.
- Site and weather conditions are appropriate and suitable for assessment.
- Learner is wearing appropriate clothing to participate safely in the assessment.
- Learner has completed adequate training prior to attempting this assessment.
- Assessor qualifications are current and relevant to the assessment.

Notes/Comments:

Assessment 1 - Operate the Tower Crane to Shift a Load (Occasion 1)

Assessment Checklist:

The learner is required to demonstrate how to plan for, and operate a tower crane to safely shift a load (the specific details of the load are listed in the Assessment Plan) which includes the following:

a) Gather and confirm details of the task and site with relevant personnel including:

i) Task instructions.

Did the learner successfully gather the task instructions for operating a tower crane to safely shift a load?	Y	N
Did the learner successfully confirm with relevant personnel the task instructions for operating a tower crane to safely shift a load?	Y	N
Did the learner use clear and accurate terminology when confirming with relevant personnel the task instructions for operating a tower crane to safely shift a load?	Y	N
Was the learner able to correctly interpret and explain how this information would impact on the planning of their task?	Y	N

ii) Health and safety requirements and procedures relating to risk management.

Did the learner successfully gather the health and safety requirements and procedures related to risk management?	Y	N
Did the learner successfully confirm with relevant personnel the health and safety requirements related to risk management?	Y	N
Did the learner use clear and accurate terminology when confirming with relevant personnel the health and safety requirements and procedures related to risk management?	Y	N
Was the learner able to correctly interpret and explain how this information would impact on the planning of their task?	Y	N

iii) Health and safety requirements and procedures relating to incident reporting.

Did the learner successfully gather health and safety requirements and procedures related to incident reporting?	Y	N
Did the learner successfully confirm with relevant personnel the health and safety requirements and procedures related to incident reporting?	Y	N
Did the learner use clear and accurate terminology when confirming with relevant personnel the health and safety requirements and procedures related to incident reporting?	Y	N
Was the learner able to correctly interpret and explain how this information would impact on the planning of their task?	Y	N

iv) Legislative requirements relating to the use of plant and equipment including permits and certification.

Did the learner successfully gather the legislative requirements related to the use of plant and equipment?	Y	N
Did the learner successfully confirm with relevant personnel the legislative requirements related to the use of plant and equipment?	Y	N
Did the learner successfully confirm with relevant personnel the permits and certifications related to the use of plant and equipment?	Y	N
Did the learner use clear and accurate terminology when confirming with relevant personnel the legislative requirements related to the use of plant and equipment?	Y	N
Was the learner able to correctly interpret and explain how this information would impact on the planning of their task?	Y	N

v) Work Method Statements (WMS).

Did the learner successfully gather the Work Method Statements for operating a tower crane to safely shift a load?	Y	N
Did the learner successfully confirm with relevant personnel the Work Method Statements for operating a tower crane to safely shift a load?	Y	N
Did the learner use clear and accurate terminology when confirming with relevant personnel the Work Method Statements for operating a tower crane to safely shift a load?	Y	N
Was the learner able to correctly interpret and explain how this information would impact on the planning of their task?	Y	N

Assessment 1 - Operate the Tower Crane to Shift a Load (Occasion 1)

vi) Information relating to the inspection, use, maintenance and storage requirements of lifting equipment.		
Did the learner successfully gather information related to the inspection, use, maintenance and storage requirements of lifting equipment?	Y	N
Did the learner successfully confirm with relevant personnel the information related to the inspection, use, maintenance and storage of lifting equipment?	Y	N
Did the learner use clear and accurate terminology when confirming with relevant personnel the information related to the inspection, use, maintenance and storage requirements of lifting equipment?	Y	N
Was the learner able to correctly interpret and explain how this information would impact on the planning of their task?	Y	N
vii) Traffic management plans.		
Did the learner successfully gather traffic management plans for operating a tower crane to safely shift loads?	Y	N
Did the learner successfully confirm with relevant personnel the traffic management plans for operating a tower crane to safely shift loads?	Y	N
Did the learner use clear and accurate terminology when confirming with relevant personnel the traffic management plans for operating a tower crane to safely shift loads?	Y	N
Was the learner able to correctly interpret and explain how this information would impact on the planning of their task?	Y	N
viii) Emergency or unsafe situation response procedures including fire and evacuation procedures.		
Did the learner successfully gather the emergency or unsafe situation response procedures for operating a tower crane to safely shift a load?	Y	N
Did the learner successfully confirm with relevant personnel the emergency or unsafe situation response procedures for operating a tower crane to safely shift a load?	Y	N
Did the learner successfully gather the fire and evacuation procedures for operating a tower crane to safely shift a load?	Y	N
Did the learner successfully confirm with relevant personnel the fire and evacuation procedures for operating a tower crane to safely shift a load?	Y	N
Did the learner use clear and accurate terminology when confirming with relevant personnel the emergency or unsafe situation response procedures for operating a tower crane to safely shift a load?	Y	N
Was the learner able to correctly interpret and explain how this information would impact on the planning of their task?	Y	N
b) Inspect the work area and identify any task specific hazards and appropriate risk controls including:		
Did the learner correctly inspect the work area for hazards?	Y	N
Did the learner correctly identify any task specific hazards for operating a tower crane to safely shift a load?	Y	N
Did the learner correctly identify appropriate risk controls for operating a tower crane to safely shift loads?	Y	N
Was the learner able to correctly explain why the risk controls were appropriate for the identified hazards?	Y	N
i) Fall prevention measures.		
Did the learner correctly identify the appropriate fall prevention measures for operating a tower crane to safely shift a load?	Y	N
Was the learner able to correctly explain why the identified fall protection measures were appropriate for operating a tower crane to safely shift a load?	Y	N
ii) Personal Protective Equipment (PPE).		
Did the learner correctly identify the appropriate PPE for operating a tower crane to safely shift a load?	Y	N
Was the learner able to correctly explain why the identified PPE was appropriate for operating a tower crane to safely shift a load?	Y	N
iii) Methods of moving and placing tools, equipment and materials safely at heights.		
Did the learner correctly identify the appropriate methods of moving and placing tools, equipment and materials safely at heights?	Y	N

Assessment 1 - Operate the Tower Crane to Shift a Load (Occasion 1)		
c) Assess the load in consultation with a licensed dogger.		
Did the learner correctly assess the load in consultation with a licensed dogger?	Y	N
i) Determine the weight of the load in consultation with the dogger.		
Did the learner correctly determine the weight of the load in consultation with the dogger?	Y	N
ii) Determine the suitability and weight of the lifting gear in consultation with the dogger.		
Did the learner correctly determine the suitability and weight of the lifting gear in consultation with the dogger?	Y	N
iii) Determine and inspect the load path of movement checking for obstructions or hazards.		
Did the learner correctly determine the load path of movement?	Y	N
Did the learner correctly inspect the load path of movement by checking for obstructions or hazards?	Y	N
iv) Refer to the load chart to determine the required configuration of the crane to complete the load transfer.		
Did the learner correctly refer to the load chart to determine the required configuration of the crane to complete the load transfer?	Y	N
v) Refer to the load chart to determine the rated capacity of the crane is capable of managing the load safely.		
Did the learner correctly refer to the load chart to determine that the rated capacity of the crane was capable of managing the load safely?	Y	N
d) Confirm that the traffic management plan is implemented in preparation for the shifting of the load.		
Did the learner successfully confirm that the traffic management plan was implemented in preparation for the shifting of the load?	Y	N
e) Determine communication methods that will be used throughout the lift with the dogger and any other assisting personnel.		
Did the learner correctly determine the communication methods that would be used throughout the lift with the dogger and any other assisting personnel?	Y	N
f) Confirm that all identified hazard controls are implemented and effective.		
Did the learner successfully confirm that all identified hazard controls were implemented and effective?	Y	N
g) Confirm the details of the lift and risk controls with other personnel on site who are affected by the work.		
Did the learner successfully confirm the details of the lift and risk controls with other personnel on site who would be affected by the work?	Y	N
h) Conduct routine checks including:		
i) Signs and labels are present and readable including:		
<ul style="list-style-type: none"> ◆ Crane data plates and labels. ◆ Load charts. ◆ Crane decals. ◆ Operational control lever labels. 		
Did the learner correctly check that crane data plates and labels were present and readable?	Y	N
Did the learner correctly check that load charts were present and readable?	Y	N
Did the learner correctly check that crane decals were present and readable?	Y	N
Did the learner correctly check that operational control lever labels were present and readable?	Y	N
ii) Wind and weather conditions are within safe limits according to the manufacturer's requirements for safe operation.		
Did the learner correctly determine that the wind and weather conditions were within safe limits according to the manufacturer's requirements for safe operation?	Y	N
iii) Access the crane cabin safely.		
Did the learner correctly and safely access the crane cabin?	Y	N

Assessment 1 - Operate the Tower Crane to Shift a Load (Occasion 1)

iv) Test all safety devices in accordance with requirements including:

- ◆ Audible and visual devices.
- ◆ Aviation lights.
- ◆ Illumination.
- ◆ Motion limits.
- ◆ Overload limits.
- ◆ Anti-collision devices.

Did the learner correctly test audible and visual devices in accordance with requirements?	Y	N
Did the learner correctly test aviation lights in accordance with requirements?	Y	N
Did the learner correctly test illumination in accordance with requirements?	Y	N
Did the learner correctly test motion limits in accordance with requirements?	Y	N
Did the learner correctly test overload limits in accordance with requirements?	Y	N
Did the learner correctly test anti-collision devices in accordance with requirements?	Y	N
v) Conduct pre-start checks in accordance with the manufacturer's instructions and workplace procedures.		
Did the learner successfully conduct pre-start checks in accordance with the manufacturer's instructions and workplace procedures?	Y	N
vi) Check the crane logbook to confirm it is applicable to the crane and all checks and inspections are current and no outstanding maintenance issues are unresolved.		
Did the learner successfully check the crane logbook to confirm it was applicable to the crane?	Y	N
Did the learner successfully check the crane logbook to confirm all checks and inspections were current?	Y	N
Did the learner successfully check the crane logbook to confirm there were no outstanding and unresolved maintenance issues?	Y	N
vii) Start the crane.		
Did the learner correctly start the crane?	Y	N
viii) Carry out operational checks and look/listen for abnormal noises or signs of malfunctioning equipment such as smoke and fumes.		
Did the learner successfully carry out operational checks?	Y	N
Did the learner correctly look/listen for abnormal noises or signs of malfunctioning equipment such as smoke and fumes?	Y	N
ix) Complete a record of the checks and tag out and report anomalies in accordance with procedures (if present).		
Did the learner successfully complete a record of the checks?	Y	N
Did the learner correctly tag out and report anomalies in accordance with procedures (if present)?	Y	N
Attach copies of any documentation as evidence of this assessment.		
i) Safely transfer the load:		
i) Position the boom or jib and hook block over the load as directed by the dogger.		
Did the learner correctly position the boom or jib and hook block over the load as directed by the dogger when safely transferring the load?	Y	N
ii) Carry out test lift to allow for checks and adjustments to slinging to be made by the dogger.		
Did the learner correctly carry out a test lift to allow for the dogger to check and make adjustments to slinging when safely transferring the load?	Y	N

Assessment 1 - Operate the Tower Crane to Shift a Load (Occasion 1)

iii) Follow directions to transfer the load using the main hook through an obstacle course including a 90-degree minimum slew, with the load in full view of the candidate applying appropriate crane movements including:

- ◆ Luffing/trolleying levers.
- ◆ Hoisting and lowering levers.
- ◆ Slewing levers.
- ◆ Foot pedals.
- ◆ Engine speed control.

Did the learner successfully follow directions to transfer the load using the main hook through an obstacle course including a 90-degree minimum slew?	Y	N
Did the learner successfully follow directions to transfer the load in full view?	Y	N
Did the learner successfully follow directions to correctly use luffing/trolleying levers?	Y	N
Did the learner successfully follow directions to correctly use hoisting and lowering levers?	Y	N
Did the learner successfully follow directions to correctly use slewing levers?	Y	N
Did the learner successfully follow directions to correctly use foot pedals?	Y	N
Did the learner successfully follow directions to correctly use engine speed control?	Y	N
iv) Correctly interpret two-way radio, hand and whistle signals from the dogger.		
Did the learner correctly interpret two-way radio signals from the dogger whilst safely transferring the load?	Y	N
Did the learner correctly interpret hand signals from the dogger whilst safely transferring the load?	Y	N
Did the learner correctly interpret whistle signals from the dogger whilst safely transferring the load?	Y	N
v) Lower and land load at the planned destination, allowing lifting gear to be disconnected.		
Did the learner correctly lower and land the load at the planned destination?	Y	N
Did the learner successfully allow lifting gear to be disconnected?	Y	N
j) Shutdown the crane:		
<ul style="list-style-type: none"> ◆ Raise boom or jib to shutdown position. ◆ Park trolley in shutdown position. ◆ Retract hoist rope and hook block. ◆ Idle engine to stabilise temperature. ◆ Turn off engine. ◆ Place in weather vane mode. ◆ Remove key from ignition. ◆ Isolate electrical supply. ◆ Isolate fuel. ◆ Complete routine shutdown checks. ◆ Lock and secure cabin. ◆ Lock and secure platform access hatch. ◆ Safely exit the crane. 		
Did the learner correctly raise the boom or jib to the shutdown position when shutting down the crane?	Y	N
Did the learner correctly park the trolley in the shutdown position when shutting down the crane?	Y	N
Did the learner correctly retract the hoist rope and hook block when shutting down the crane?	Y	N
Did the learner correctly idle the engine to stabilise the temperature when shutting down the crane?	Y	N
Did the learner correctly turn off the engine when shutting down the crane?	Y	N
Did the learner correctly place the crane in weather vane mode when shutting it down?	Y	N
Did the learner correctly remove the key from the ignition when shutting down the crane?	Y	N
Did the learner correctly isolate the electrical supply when shutting down the crane?	Y	N
Did the learner correctly isolate the fuel when shutting down the crane?	Y	N
Did the learner correctly complete the routine shutdown checks when shutting down the crane?	Y	N
Did the learner correctly lock and secure the cabin when shutting down the crane?	Y	N
Did the learner correctly lock and secure the platform access hatch when shutting down the crane?	Y	N
Did the learner correctly exit the crane after shutting it down?	Y	N

i) Report and record any damage or defects identified in accordance with procedures.		
Did the learner correctly report any identified damage or defects in accordance with procedures?	Y	N
Did the learner correctly record any identified damage or defects in accordance with procedures?	Y	N
Did the learner use clear and accurate terminology when reporting and recording any identified damage or defects?	Y	N
<i>Attach copies of any documentation as evidence of this assessment.</i>		
ii) Ensure that all equipment is properly stored in accordance with manufacturer requirements.		
Did the learner correctly ensure that all equipment was properly stored in accordance with manufacturer requirements?	Y	N

Notes and Observations:

Completion of Assessment	Not Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>
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Assessment Summary

CPCCLTC4001 Licence to Operate a Tower Crane

Learner Name:		Assessor Name:	
RTO Name:		Assessor Contact Number:	
RTO Number:		Date of Assessment:	

Review Questions (Formative Assessment)		Not Completed	<input type="checkbox"/>	Completed	<input type="checkbox"/>
Final Test (Summative Assessment)	Theory	Not Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
	Practical	Not Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
Outcome of Assessment		Not Yet Competent	<input type="checkbox"/>	Competent*	<input type="checkbox"/>

*Achieved satisfactory completion for all theory and practical assessments.

Comments:
This section is used for adding any comments, feedback, or notes about the assessment, further action required for additional training and re-assessment.

Assessor Declaration:

I, the person conducting the assessment, declare that the above-mentioned learner participated in an appropriate assessment in accordance with the assessment plan, and outcomes and objectives of the unit of competency. The information recorded above is a true reflection of this learner's assessment. The learner has been provided with feedback and informed of the assessment result and the reasons for the decision.

Assessor Name
Assessor Signature
Date

Learner Declaration:

I declare that the information contained in this Assessment Summary is accurate and is a true reflection of the assessment I have undertaken. I have been given feedback on my performance and the evidence I have provided. I have been informed of the assessment result and the reasons for the decision.

Learner Name
Learner Signature
Date