

This Candidate Handbook has been prepared to provide candidates with comprehensive information about the LTSSC Written and Practical Examinations leading to Rigger Level I and Rigger Level II Certifications.

LTSSC recognizes the commitment required to become certified and will do everything it can to make each candidate's experience a positive and successful one. If after reading this handbook there is anything unclear, candidates may call LTSSC at 04-3384995 or email us at LTS@liftek-intl.com. LTSSC staff will guide the candidate through any aspect of the program that he/she would like explained in more detail.

Thank you for your interest—and good luck on your efforts to become LTSSC-certified!

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INTRODUCTION

LTSSC is the leading provider of independent personnel certification services to the Rigging and Crane Operation industries.

LTSSC recognizes that certification would ensure:

- Fewer accidents, injuries, and fatalities
- Reduced risk of loss
- Assurance of operators' abilities
- Less property damage
- Improved safety records
- Enhanced public image of crane operators, riggers and signalpersons

All candidates are required to pass both Written/Oral and Practical Examinations to be certified. The Practical Examination Specialties correspond to the Written/Oral Exam Specialties.

The initial certification period is for one year, after which an operator, rigger or signalman is required to recertify. Both Written/Oral and Practical Examinations are necessary to meet recertification requirement and to ensure that certificant's knowledge of industry standards, equipment and safety practices are current.

EXAMINATION DEVELOPMENT

Written/Oral Examinations (Core and Specialty Exams) components shall be developed as fair and objective assessments of the essential skills a lifting equipment operator needs to operate, rig and signal safely. Each examination has been developed by experts in LTSSC in conjunction with DAC Requirements and shall contain a unique combination of questions from the question bank. Questions are selected for examinations based on the content areas and specialties defined later in this document.

The Lifting Equipment Operator, rigger and signalman Written/Oral Examination consists of a Core Examination in crane operation and at least one Specialty Examinations. Certification requires competency in both the Core and one or more Specialty category(s) as per the desired equipment. Exam timing may be set by the examiner and may be extended based on other variables and or language barriers.

The Certified Rigger Level I Written/Oral Examination shall consist of 30 multiple-choice questions. The Certified Rigger Level II Written/Oral Examination shall consist of 40 multiple-choice questions.

Practical Examinations components shall be developed as fair and objective assessments of the essential skills for lifting equipment operator needs to operate, rig and signal safely

The successful completion of a **Certified Rigger Level I** Practical Examination demonstrates a candidate's basic rigging competency. They can perform simple, repetitive rigging tasks when the load weight, center of gravity, the rigging, and rigging configuration are provided or known by the rigger through experience or on-the-job training prior to the rigging activities.

Level I Riggers should be able to demonstrate or have knowledge of how to:

- Inspect rigging before use
- Identify and attach rigging with basic knowledge of hitch configurations, capacities, and basic knots
- Recognize associated hazards
- Signal operations
- Use various types of rigging equipment and basic hitches and their applications

The successful completion of a **Certified Rigger Level II** Practical Examination demonstrates a candidate's competency in rigging a load for a level lift and for rotating a load. In addition to knowing and demonstrating Rigger Level I knowledge and skills, they can select rigging components and procedures based on rigging capacity. Unsupervised, Level II Riggers can:

- Estimate load weight and center of gravity
- Identify lift points

- Determine and select rigging based on loading
- Perform pre-use inspection of rigging and lift points
- Understand periodic inspection criteria
- Identify and attach rigging with knowledge of hitch configurations and load angle factors, rigging capacities, and load integrity
- Understand load dynamics and associated hazards .

As applicable, Level II Riggers will also have a working knowledge of hoisting equipment, winches, jacks, industrial rollers, and similar equipment.

ELIGIBILITY

- Be at least 18 years of age
- Have valid occupational health card
- Have valid driving license from the RTA for Lifting equipment operator .
- Comply with LEOTF Substance Abuse Policy
- Pass Written/Oral Examinations (Core Exam and at least one Specialty Exam) with score not less than 80%
- Pass Practical Examination(s) with score not less than 75%
- Comply with LEOTF Code of Ethics

EXPERIENCE

Rigger certification examinations are designed for persons who have been trained to handle and move loads.

OCCUPATIONAL HEALTH EVALUATION

Certified riggers must continue to meet occupational health card requirements throughout their certification periods.

CERTIFICATION TIME FRAMES

Candidates must pass Written/Oral Exams (Core + Specialty) and a Practical Exam in the category(s) for which they seek certification. Candidates may take their Written/Oral and Practical Exams in any order. Candidates have one month after they pass their first exam (Written/Oral or Practical) to pass the corresponding Written/Oral or Practical Exam(s) in the same category(s).

If a certified operator subsequently becomes certified in additional Specialties by taking the appropriate written and practical Specialty exams, the one-year certification period for the additional Specialties begins at the same time as he/she was originally certified (i.e., all specialties expire on the same date, regardless of when in the one-year certification period the candidate passed them).

COMPETENCY CERTIFICATE ISSUANCE

Competency certificate will be issued by LTSSC and signed by the certification Manager.

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Certificate will include at least but not limited to the photo of the certified individual, unique identification number for tracking, machine type that the individual certified to operate, issue date and validity in addition to as required by the ISO 17024 standard and specified by DAC

RECERTIFICATION

Certification is valid for one year. Recertification candidates must complete all recertification requirements prior to their certification's expiration date. This includes:

- Passing the Recertification Written/Oral Examination(s)
- Continuing to meet Occupational Health card requirements
- Have valid driving license from the relevant authority where applicable
- Compliance with Substance Abuse Policy
- Compliance with the Code of Ethics

Recertification candidates who must take both practical and written/oral exams, however, must do so before their certification expires. Recertification candidates

may take their Recertification Written/Oral and practical Examinations up to one month prior to their certification's date of expiration. Regardless of the date of the Recertification Examination, the new one-year certification period begins from the date of expiration of the candidate's initial certification.

Candidates who are not certified in all Specialties may add a new Specialty at the same time as they take their Recertification Examinations by taking the full examination in that Specialty.

TRAINING REQUIREMENT

Candidate who fails in either one or both written/oral or practical examination twice (two time in roll) shall not undertake any further assessment until undertake a relevant training. Training shall not be less than:

Rigger Level I, 1 day 5-7 hours a day.

Rigger Level II, 1 day 5-7 hours a day.

DAC will assess the knowledge and competencies of the operator's onsite randomly to insure the regulation is being followed. Any company that violate either the training or the certification requirements will be subjected to legal action.

CODE OF ETHICS FOR CERTIFIED LIFTING EQUIPMENT OPERATORS, RIGGERS AND SIGNALMAN

Certified lifting equipment operators, riggers and signalman must comply with Code of Ethics during their certification, as set below:

- Free of bias with regard to religion, ethnicity, gender, age, national origin, and disability

- So as to place the safety and welfare of workers associated with the lifting operation above all other considerations
- So as to protect nearby general public property and the environment
- Make management aware if he has safety concerns relating to the lifting operations that he is performing
- Not knowingly violate safety-related regulations, warnings, or instructions set forth by the authority, recognized safety standards, the lifting equipment manufacturer, or relevant department.
- Not misrepresent or knowingly deceive others concerning the experience or the capabilities of himself or the crane he is operating
- Not misrepresent or misuse his certification card, both of which are the property; and understand that he must return the card to the issuing authority immediately if required to do so.

It is the responsibility of the certifying organization to have the candidate understands the code of Ethics.

SUBSTANCE ABUSE POLICY

It is the policy of the department that crane operators shall not use prescribed or over-the-counter substances that would impair their ability to operate cranes safely. This includes illegal drugs, controlled substances (including trace amounts), look-alike drugs, designer drugs, or any other substance that may have an effect on the human body of being a narcotic, depressant, stimulant, or hallucinogen.

An exception to this rule is that an operator may use such a substance or drug if it is prescribed by a licensed medical practitioner who is familiar with the operator's medical history and all assigned duties, and who has advised the operator the prescribed substance will not adversely affect the operator's ability to operate a crane safely.

DISCIPLINARY POLICY

The relevant department is responsible for establishing and implementing standards and codes of conduct, such as ethical standards and policies and procedures for disciplinary action. Grounds for revocation (until the issue is resolved and written approval from PSS ((Public Safety Section) & DAC is issued) of certification status shall include, but not be limited to, the following:

- Period of certification exceeded without renewal
- Evidence of falsification of any information on any documents submitted to the department or its agents
- Evidence of non-compliance with Substance Abuse Policy
- Evidence of culpability in an accident during certification period
- Evidence of non-compliance with medical requirements required for the Occupational Health

Card issuance.

- Evidence of non-compliance with the Code of Ethics

The department has established policies and procedures to address alleged violations of the Code of Ethics fairly and consistently. The complaints procedures have been designed to ensure that only valid and actionable complaints are investigated and considered. These procedures also ensure that all parties involved in the complaint have an opportunity to document circumstances warranting the complaint and to respond to the complaint. The department has a two-tier process to ensure that issues regarding the practice and conduct of certified crane operators are fairly and reasonably investigated and determined, and that the public is protected against unprofessional and unethical conduct by certificants.

Complaints against certificants are initially investigated by Public Health and Safety Department. If the complaint is considered actionable, DAC will be notified accordingly.

CERTIFICATION CARDS

Certified operators, rigger and signalman shall keep their original card with them all the time for review and checking from the relevant authorities during inspection. Certificates will not substitute or replace the Driving license. Driving License shall be also available for checking. Certification card shall contain the sentence "**This is not a driving license**".

CHANGE OF ADDRESS OR CONTACT DETAILS

Certificants who change their address must notify LTSSC as soon as possible. Failure to do so may cause certificants to miss important updates on the LTSSC program that could affect their certification.

Changes of address should be sent to LTSSC. They must be in writing, but can be sent via letter or fax. A form is provided for this purpose in the Candidate Handbook or the [Handbook & Forms](#) page.

WRITTEN EXAMS CONTENT

The Certified Rigger Level I Written/Oral Examination tests the following knowledge areas relating to rigging, exam shall include 30 multiple-choice questions, below are sample guidelines for developing the exam questions:

Area 1: Scope of the Rigging Activity

- Approximately 10% of test: 3 Questions

1. Know how to identify the load's travel path

2. Know how to identify load characteristics
 - Know how to verify the load weight
 - Know how to identify the attachment points
3. Recognize special handling requirements
4. Recognize unsafe rigging practices such as Pinch points, Need for softeners, Load stability, Shock load, Side load, Body positioning, Electrical hazards
5. Know how to identify hazards
6. Know how to communicate hazard identification

Area 2: Identify Rigging Components

- Approximately 20% of test: 6 Questions

1. Know how to identify slings like Chain, Wire rope, Metal mesh, Synthetic rope, Synthetic web..etc.
2. Know how to identify rigging hardware like Shackles, Adjustable hardware Links, rings, and swivels, Rigging locks, Hooks, Hoists...etc Dollies, skates, and rollers
3. Know how to identify below-the-hook lifting devices
 - Structural (lifting beams)
 - Mechanical lifting devices (including vacuum lifting devices) - Close proximity operated lifting magnets
 - Remotely operated lifting magnets
 - Scrap- and material-handling grapples
 - Plate clamps
 - Beam and girder clamps

Area 3: Technical Knowledge

- Approximately 10% of test: 3 Questions

1. Hitches
2. Understand and apply local regulations for Materials Handling and Storage, Rigging Equipment for Material Handling,..etc.

3. Understand and apply signals both hand and voice.

Area 4: Inspection

- Approximately 25% of test: 7-8 Questions

1. Know frequent inspection standards for slings, hooks, overhead hoists, rigging hardware,...etc.
2. Know inspection procedures for slings, hooks and other rigging hardware.
3. Understand the manufacturer recommendations for any of the rigging hardware.

Area 5: Execution of Rigging Activity

- Approximately 35% of test: 10-11 Questions

1. Know how to use slings like chain, wire rope, Metal mesh, Synthetic rope, Synthetic web...etc.
2. Know how to select and use rigging hardware like Shackles, Adjustable hardware, Links, rings, and swivels, Rigging blocks...etc.
3. Know how to use below-the-hook lifting devices such as Structural (lifting beams), Plate clamps, Beam and girder clamps
4. Know proper use of tag lines and know proper use of basic knots
5. Know post-load movement activities such as know how to secure the load, Know how to disconnect the rigging, Know how to stow the gear.

RIGGER LEVEL II

Certified Rigger Level II written/oral examination tests the following knowledge areas relating to Rigging. Exam shall include 40 multiple-choice questions, below are sample guidelines for developing the exam questions

Area 1: Scope of the Rigging Activity

- Approximately 15% of test: 6 Questions

1. How to identify the load to be moved

2. How to identify the load's travel path
3. How load is to be positioned
4. How to identify load characteristics such as how to calculate the load weight, Know how to determine the center of gravity, Know how to calculate the load dimensions, Know how to identify the attachment points .etc.
5. Recognize unsafe rigging practices 6. How to communicate hazards

Area 2: Planning the Rigging Activity

- Approximately 25% of test: 10 Questions
1. How to determine rigging equipment requirements
 2. Know lifting characteristics of the rigging equipment
 3. How to verify that the rigging can be removed
 4. Know the responsibilities of the signalperson, equipment operator.
 5. Understand and apply voice and hand signals.

Area 3: Selection of Rigging Components

- Approximately 35% of test: 14 Questions
1. Know how to select slings such as chain, wire rope, and synthetic web.etc.
 2. Know how to select rigging hardware such as shackles, links, hoists, wire rope clips, jacks, eyebolt, rigging block...etc.
 3. Know how to identify below-the-hook lifting devices Structural (lifting beams) such as
 - Mechanical lifting devices (including vacuum lifting devices)
 - Close proximity operated lifting magnets
 - Remotely operated lifting magnets
 - Scrap and material handling grapples
 - Plate clamps

- Beam/girder clamps

Area 4: Inspection

- Approximately 10% of test: 4 Questions

1. Know the periodic inspection procedures for slings, hooks, overhead hoist, etc.
2. Know periodic inspection procedures for rigging equipment for material handling.

Area 5: Execution of Rigging Activity

- Approximately 15% of test: 6 Questions

1. Know how to use slings such as chain, wire rope, synthetic rope ...etc.
2. Know how to use rigging hardware such as shackles, links, rings, hooks, hoists, eyebolts, and jacks.etc.
3. Know how to use below-the-hook lifting devices
 - Structural (lifting beams)
 - Mechanical lifting devices
 - Close proximity operated lifting magnets - Remotely operated lifting magnets
 - Scrap and material handling grapples

PRACTICAL EXAMS

CANDIDATE INFORMATION AND INSTRUCTIONS

You must report to the Test Site at the scheduled time. The Test Site Coordinator is responsible for setting the testing schedule. During the Practical Examination, you are under the direction of the Examiner and must follow the Examiner's directions at all times.

The following sections describe the specific tasks that you will be performing when taking the Rigger Level I Practical Examination. It is important that you understand these instructions. If there is anything you do not understand, please request clarification from the Examiner.

You will be required to complete all phases of the test in sequence. Once you have completed all of the Practical Exam you must leave the testing area. Only personnel involved in the administration of the test are allowed in the test area

CANDIDATE ID AND SIGNATURE

Prior to beginning the examination, the Examiner will ask you for government-issued photo identification such as a driver's license.

The Examiner will ask if you have read the Candidate Information and Instructions and will answer any questions you may have. He/she will have you sign the score sheet indicating that you understand the instructions for the test.

PRACTICAL EXAMINATION OUTLINE

The following is an outline of the practical testing procedure for Rigger Level I certification.

TASKS:

The Rigger Level I Practical Exam consists of four tasks:

Task 1: Pre-Use Rigging Inspection

- Candidate will inspect all of the rigging slings and hardware located in front of the candidate. Select those items that meet removal from service criteria.

Task 2: Rigging Hitches

- Candidate must demonstrate at least six different hitches.

Task 3: Rigging Connections

- Candidate have to review the available rigging equipment indicating whether or not it is safe for use.
- If your task involves the use of hardware that requires a torque wrench for final tightening, candidates are only required to secure the hardware to finger-tight condition for the task assignment.
- Candidate gather and assemble the rigging materials that are required to complete the assigned task. candidate will then rig and suspend a square aluminium tube as described on the task assignment sheet / or as directed by the examiner.
- Candidate must disassemble the rigging assembly before continuing on to the next rigging assignment.

Task 4: Basic Knots

- Candidate must demonstrate five different knots tying using a rope or ropes of different

diameters. Candidates may use the 12cm round PVC pipe and eye bolt as your anchor point.

- Candidates must demonstrate the following basic knots:
 - • Sheet bend
 - • Clove hitch
 - • Inside bowline
 - • Square/reef
 - • Two half hitches
- Candidates will be required to complete all phases of the test in sequence. There are no time limits for the Certified Rigger Level I Practical Examination.
- In all tasks, examiner will brief the candidates on their rules and directions and performance requirement and when and how to start and stop.

RIGGER LEVEL II

The following is sample of the practical testing tasks procedure for Rigger Level II certification.

TASKS:

The Rigger Level II Practical Exam consists of two tasks:

- Level Lift
- Rigging Frame Rotation

The Level Lift task has a time limit of 15 minutes and the Rigging Frame Rotation task has a time limit of 30 minutes.

TASK 1: LEVEL LIFT

At Examiner's indication to start, at which point timing begins, select and then apply slings and/or hardware to attachment points of your choice on the rigging frame in order to hoist the load and execute a level lift.

You are permitted a maximum of two lifting attempts to achieve a position that is within two degrees of true level. A measurement of greater than two degrees on your final attempt will result in a performance deduction.

If you are unsuccessful in your first attempt, you must return to the original starting position before starting a second attempt.

You must use at least three but no more than four sling legs on the rigging frame.

- You may not use the second chain-fall hoist for this task
- When you have completed this task say "Done." Your rigging setup will then be evaluated.
- You will have a maximum time of 15 minutes to complete this task.
- The Examiner will indicate when there are ten, five, and one minute(s) remaining for this task.

TASK 2: RIGGING FRAME ROTATION

• At the Examiner's indication to start, at which point timing begins, select and then apply slings and/or hardware to attachment points of your choice on the rigging frame. You must lift the frame clear of the ground and rotate the load 90 degrees under control.

- You are permitted a maximum of three attempts to rotate the frame to a position that is within six (6.0) degrees of true level. A measurement of greater than six (6.0) degrees on your final attempt will result in a performance deduction.
- A rope tied on the frame indicates which side must be in the final “up” position.
- If you are unsuccessful during any rotation attempt, you must return to the original starting position before attempting the next rotation.
- If the frame touches the ground during the first or second rotation attempt, you must return to the original starting position before attempting the next rotation.
- You must initiate this task with a minimum of three slings but no more than four, and you must have tension on at least two pick points at the end of the task.
- You may use the second chain-fall hoist for this task.
- When you have completed this task say “Done.” Your rigging setup will then be evaluated.
- You will have a maximum time of 30 minutes to complete this task.
- The Examiner will indicate when there are ten, five, and one minute(s) remaining for this task.

PRE-TEST FAMILIARIZATION

- All rigging slings and hardware are approved for use and do not require pre-use inspection.
- Torquing of hardware or nuts is not required; hand-tighten these items only.
- Softeners shall not be used or provided for these tasks.
- Do not point-load rigging on the frame.
- Do not apply rigging at less than 30 degrees to the horizontal.
- Any misapplication of slings or hardware during these tasks will result in performance deductions.
- You are not permitted to attach rigging at the center of gravity.
- You may not add, adjust, or remove rigging while the load is suspended.
- A lifting attempt is defined as any movement of the frame from hoisting.
- You are not allowed to climb on the rigging frame.
- The Practical Examiner will remove the blocking when the frame is suspended.
- A digital level may be used during these tasks.
- At the conclusion of each task, breakdown all rigging components and return them to the rigging table.
- A maximum of three minutes will be permitted to evaluate the rigging gear used for these tasks. A laminated picture of the Rigging Frame and a grease pencil are provided for your use.
- If you are ready in less than three minutes, please indicate that you are ready to begin.

POST TEST PROCEDURES

Once you have completed the Practical Examination:

- The Examiner will complete your score sheet.
- The Examiner is not permitted to review your score sheet or discuss your performance on the test.
- Exam results will be mailed to you
- If you have completed all of your tests, you must leave the Test Site.

COMBINING CERTIFICATION REQUIREMENTS

Written/Oral :

Core exam may be administered separately if the candidate would like to take more than one speciality.

Practical :

Once a practical examination starts for any certification area, it shall be finished prior starting other practical examination in other areas. Examiners are not allowed to combine the performance requirement of different specialities into one speciality.

UNSAFE ACT

Core and specialty exams may be administered separately or combined if the candidates would like to take only one speciality. Once a practical examination starts for any certification area, it shall be finished prior starting other practical examination in other areas. Examiners are not allowed to combine the performance requirement of different specialties into one speciality.

If at any time during the Pre-Test Period or during the test, candidates commit an unsafe act, examiners must disqualify candidates from continuing with the test if any of the unsafe acts present include but are not limited to the following:

1. Dropping the overhaul ball or Test Weight (on ground, in barrel, etc.)
2. Two blocking of the crane
3. Uncontrolled or reckless operation
4. Failure to respond to a stop signal
5. Contacting an obstruction with the crane or Test Weight

6. Any action that in the judgment of the Examiner could endanger personnel or equipment at the Test Site. The Examiner has the authority to stop the test at any time for reasons of safety. Examiners are responsible for informing Public Health and Safety Department in that case by either e-mails, letter or fax, record shall be kept. If the candidate is disqualified due to an unsafe act, the case will be reviewed by the relevant authority, and candidate will be notified with the department decision of the eligibility for rescheduling the Practical Exam or otherwise.

APPLICATION PROCESS

SUBMISSION OF APPLICATION

The Candidate Application and Physical Examination forms are located at the back of the [Candidate Handbook](#). The Candidate Application with the appropriate fees, as well as any correspondence and request for information concerning the administration of LTSSC examinations, should be sent to:

- LTSSC Safety & Securities Consultancies

Office 105

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Intercoil Business Centre
Dubai

Al Quoz 4,

Check your application to ensure that all information is accurate and complete. In addition to your completed application, make sure you have enclosed the appropriate fees.

Follow the directions carefully when filling in the information required. Incomplete applications, incorrect payment, and/or inaccurate documentation will delay the processing and incur additional fees. It could result in your NOT being able to sit for the examination(s).

Deadlines

Please note that all deadlines are UPON RECEIPT deadlines and that candidates are responsible for making sure that complete and accurate applications reach LTSSC by the stated deadline.

EXAMINATION FEES

The appropriate fee(s) must be enclosed with the completed application. Checks and cash must be made payable to LTSSC Safety and Security Consultancies.. All returned checks that are unable to be processed will be subject to a AED 100/- fee.

New Certification-Rigger Level I – Oral/Written	AED 499
New Certification-Rigger Level I – Practical	AED 699
New Certification-Rigger Level II – Oral/Written	AED N/A
New Certification-Rigger Level II – Practical	AED N/A

Recertification Written Exam/Retest Fees:

Re-Certification-Rigger Level I	AED 299
Re-Certification-Rigger Level II	AED N/A

Other Fees:

Retest fees are the same as for first-time exams.

RESCHEDULING, CANCELLATIONS, AND WITHDRAWALS

Should a candidate be unable to sit for the examination, LTSSC must receive notification in writing no later than seven business days prior to the scheduled examination date. Candidate fees will be held up to one year. When the candidate reschedules, he/she will need to pay an additional AED rescheduling fee.

When the candidate is ready to reschedule his/her Written Examination, he/she must notify LTSSC

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and submit the necessary documentation and fees to LTSSC by the deadline for the rescheduled test date.

Candidates withdrawing or canceling after the deadline or not sitting for the examination will forfeit all application fees and will NOT receive a refund.

Emergency Cancellations or Withdrawals

ONLY the following situations will be accepted as grounds for emergency cancellations or withdrawals:

- Called to work — supporting documentation required: letter from employer
- Candidate illness — supporting documentation required: doctor’s note
- Family death — supporting documentation required: death certificate or obituary notice

Requests for medical and personal emergency withdrawals are handled by LTSSC. Please write a letter to LTSSC describing your situation. Be sure to include your full name, address, emirates I.D and Driving License along with the scheduled test date, site number, and supporting documentation indicated above.

LTSSC MUST receive your written notification within seven (7) business days after the scheduled examination date or you will forfeit ALL application fees. You will be allowed to reschedule for a future examination administration.

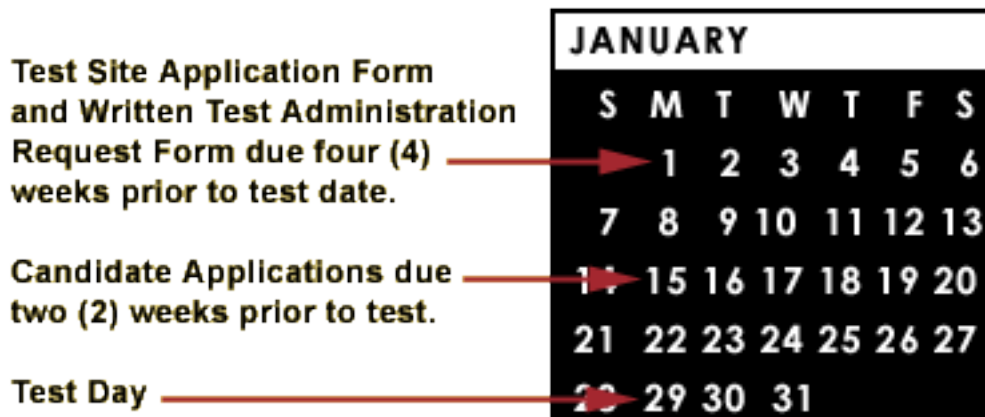
You will NOT receive a refund if you decide you no longer wish to take the test.

TEST ADMINISTRATION SCHEDULE FOR THE LTSSC EXAMINATIONS

LTSSC written certification examinations are available for administration on demand with at least four (4) weeks notice.

APPLICATION DEADLINES

Tests can be administered at any time so long as the application deadlines are adhered to. Sample deadlines shown are for a test date of January 29.



ADMISSION LETTERS

Approximately one week before the scheduled test date, registered and eligible candidates approved to take the LTSSC Written Examinations will receive an admission letter. The admission letter contains information regarding the test center address, the reporting time, the examination(s) the candidate is registered for, and the materials candidates need to bring with them on the day of the administration. This admission letter must be presented at the Test Site to gain admittance to the examination(s).

No candidate will be allowed to sit for the examination unless he/she presents an admission letter valid for the specific test date.

TEST SITE INFORMATION

Identification at the Test Site

In addition to an admission letter valid for the specific test date, candidates must bring valid photo identification to the Test Site on the day of the administration. Candidates are required to show their ID and sign the Test Site roster upon entry to the testing area.

- PASSPORT
- DRIVERS LICENSE
- EMIRATES ID

NOTE: Candidates without appropriate identification documents will NOT be admitted to take the written certification examination(s).

Materials to Bring to the Test Site

Each candidate must bring the following items to the test site:

- Valid photo identification
- Admission letter for the specific test date
- Two (2) sharpened #2 pencils (to complete the examination answer sheet)
- A good eraser
-

NOTE: No books, scratch paper, calculators, beepers, cellular phones or other materials will be allowed in the examination room.

Test Security

For the purposes of test security, candidates who sit for the LTSSC examination(s) acknowledge that they understand the following:

- The examination is the exclusive property of LTSSC.
- The examination and the questions contained therein are protected by federal copyright law. No part of the examination(s) may be copied or reproduced in part or whole by any means whatsoever, including memorization.
- Theft or attempted theft of an examination booklet or any of its pages is punishable as a felony.

- Candidate participation in any irregularity occurring during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by an observation or subsequent statistical analysis, may be sufficient cause to terminate participation, invalidate the results of the examination, or other appropriate remedy.
- Candidates verify that they have successfully met the physical/medical requirements and are eligible to take this examination. If at any time it is confirmed that a candidate has not met all the requirements, the candidate will no longer be eligible for certification.
- A candidate's signature on the answer sheet for the administration of the examination confirms that the candidate has read and understands the above statements.

TEST SCORING INFORMATION

Test Scoring

LTSSC Written Examinations are criterion-referenced examinations; i.e., the passing score is set beforehand, and candidate performance on the examination is not compared to the performance of others taking the examination. In a criterion-referenced examination, a candidate must obtain a score equal to or higher than a predetermined passing score to pass the test.

Score Reporting

Candidates must record their answers in the appropriate area for their answers to be recorded. All candidates will receive a score report of their performance. Examination results are mailed to candidates approximately 12 business days after the examination administration.

Candidate scores cannot be given over the telephone.

Retaking the Examination(s)

Candidates who fail an examination(s) may retake the examination(s). Candidates will need to reapply and pay all corresponding fees.

CERTIFICATION DECISION

On successful completion of the Written/Oral Exam and the Practical Exam, all relevant documents are forwarded to the Assessor/Decision Maker, including

- Exam Papers
- Application Forms
- Identification Proof documents
- Relevant Training experience documents
- Relevant Work experience documents

The satisfactory review of the documents by the Assessor/Decision Maker will result in his/her decision to grant Certification to the Candidate.

Certified Individuals will be issued a Certificate of Competence duly signed by the Assessor.

Information Release Policy

LTSSC releases information pertaining to individuals who have successfully passed one or more LTSSC examinations according to its [Information Release Policy](#).

LTSSC Information Release Policy

POLICIES

1. It shall be the policy of LTSSC to provide Releasable Information pertaining to individuals who have successfully passed one or more LTSSC examinations. It shall also be the policy of LTSSC to provide Releasable Information pertaining to such individuals on its website using such protocols as may be established.
2. Releasable Information may be released to a Third Party who makes a written request, including by electronic correspondence. Generally, Releasable Information will be released within one business day from actual receipt of a written request.
3. “Releasable information” means and refers to the following information: name, certification status, examination dates, certification dates, exam scores, and certification history
4. If a Third Party requests information concerning an individual who has not taken or successfully passed an LTSSC examination, LTSSC may release a statement confirming that, as of a given date, the individual does not appear on LTSSC’s list of successful candidates in one or more categories of certification.
5. If an applicant or certificant is under formal sanction, suspension, or revocation by LTSSC, then LTSSC may release a statement to that effect to any persons and by any reasonable means, including by means of a list published on the LTSSC website. In addition, if an individual applicant or certificant is under formal investigation, sanction, suspension, or revocation by LTSSC, then LTSSC may release a statement concerning the status of the applicant or certificant to any Third Party and to any jurisdiction that requires or accepts LTSSC certification as a basis for satisfying requirements to work in the jurisdiction. Any such statement to a Third Party or jurisdiction may identify.
6. If a Third Party seeks information other than the foregoing information, generally, absent a subpoena or similar legal process, such information will not be released. However, in the course of business, as circumstances reasonably warrant, LTSSC reserves the discretion to release information other than the foregoing information.
7. Certain situations may require or warrant the immediate verbal confirmation of an individual’s certification status or other Releasable Information in response to a written or verbal request. Under such circumstances, LTSSC may provide such immediate verbal confirmation, at its discretion. When such a verbal confirmation is provided, it shall be LTSSC’s policy to follow up with a written confirmation.
8. It shall be the policy of LTSSC to discuss score-related and test-specific matters only with a

candidate or a candidate's authorized legal representative.

9. LTSSC will release Releasable Information about an individual upon receipt of a written request (including electronic correspondence) from that individual. LTSSC may release information other than Releasable Information about an individual, at its discretion, upon receipt of a signed, notarized, written request from that individual. In addition, LTSSC will release information other than Releasable Information about an individual when required by a legal authority of competent jurisdiction under a duly-issued subpoena, subject to any objection, or as otherwise required by law.
10. LTSSC shall ensure that information obtained during the certification process, or from sources other than the applicant, candidate or certified person, is not disclosed to an unauthorized party without the written consent of the individual (applicant, candidate or certified person), except where the law requires such information to be disclosed.

Appeals & Complaints:

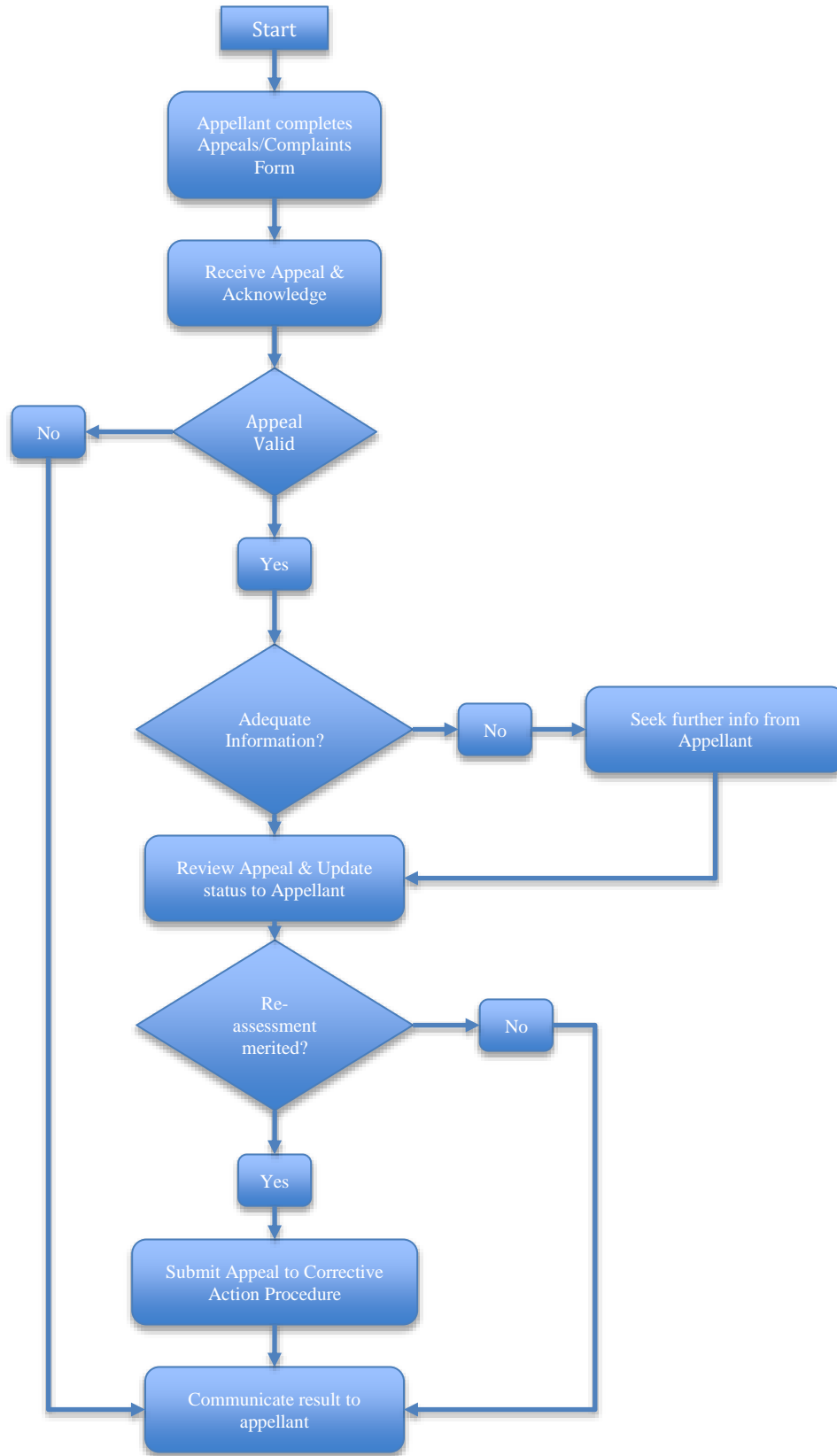
LTSSC provides a mechanism for clients to lodge appeals if they object to the result of a certification. The Appeals Form and appeals process is disclosed publicly to ensure all clients (and other stakeholders) understand their rights.

The person whose decision is appealed against will not be involved in the Appeals Handling process.

Also, the person against whom a Complaint has been raised will not be involved in the Complaints Handling process.

This ensures an independent and fair resolution to all Appeals and Complaints.

The procedure below outlines how appeals are handled.



IMPORTANT CONTACT INFORMATION

Liftek Technical Safety & Securities Consultancies
Office 105
Intercoil Business Centre
Al Quoz 4, Dubai

Ph. No. 04- 3384995
E-mail: LTS@liftek-intl.com

CANDIDATE AGREEMENTS

On the relevant Application Form and prior to the start of an Exam the Candidate will be asked to sign the below agreements.

CANDIDATE AGREEMENT:

Under penalties of perjury, I declare that the foregoing statements and those in any required accompanying documentation are true.

I understand and agree that my failure to provide accurate and complete information or abide by LTSSC's policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification.

I understand that LTSSC reserves the right to verify any information in this application or in connection with my certification. I consent to LTSSC's release of any information regarding this application and my examination administration and results to third parties.

I have received a copy of the LTSSC Candidate Handbook and have read it and agree to abide by the rules and policies stated on it.

I understand and agree to be bound by all prevailing LTSSC policies and procedures.

I attest that I have passed a substance abuse test conducted by a recognized laboratory service and agree to comply with LTSSC's and the relevant Schemes substance abuse policy.

I have passed a physical exam that complies with the Scheme requirement for my certification designation and I will continue to comply with those requirements.

I hereby attest that in the event of suspension of my certification I will refrain from further promotion of the certification while it is suspended.

I also attest that in the event of withdrawal of my certification, I will refrain from use of all references to a certified status.

**CANDIDATE'S AGREEMENT TO NON DISCLOSURE & COMPLIANCE TO TESTING
POLICIES**

By signing, the Candidate agrees to comply with all testing regulations required by Liftek Technical Safety & Security Consultancies (LTSSC) including, without limitation, to the policies listed below.

- No Cheating. Candidate agrees that all work submitted by Candidate in completing the Exam and in satisfaction of the Certification Requirements, including Exam answers, assignments, resolutions and personal registration information are entirely Candidate's own. Candidate will neither: (i) provide nor accept improper assistance; nor (ii) use unauthorized materials in attempting to satisfy Certification Requirements.
- No Misconduct. Candidate agrees not to (i) falsify his or her identity or impersonate another individual; (ii) forge the Certification, Exam score reports, identification cards or any other Exam records; (iii) engage in fraudulent conduct or misrepresent him or herself as Certified when he or she has not successfully met the applicable Certification Requirements; and/or (iv) engage in any other misconduct that could be considered by LTSSC, in its sole discretion, as compromising the integrity, security or confidentiality of the Exam or the Certification.
- No Disclosure. Candidate understands and agrees that the Exam is LTSSC's confidential and proprietary information. Candidate agrees to maintain the confidentiality of the Exam and not disclose, whether verbally, in writing or in any media, the contents of the Exam or any part of the Certification. Further, Candidate agrees not to request any other individual to disclose the Exam or any part thereof to the Candidate.
- No Misuse of the Exam. Candidate agrees not to copy, publish, offer to sell, sell, publicly perform or display, distribute in any way or otherwise transfer, modify, make derivative works thereof, reverse engineer, decompile, disassemble or translate the Exam or part thereof.