

DEPARTMENT OF EMPLOYMENT AND LABOUR**NO. 5588****29 November 2024****OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 85 OF 1993 AS AMENDED
INCORPORATION OF THE NATIONAL CODE OF PRACTICE FOR THE TRAINING PROVIDERS OF
LIFTING MACHINE OPERATORS INTO
DRIVEN MACHINERY REGULATIONS 2015**

I Millysind E. Ruiters, appointed as Chief Inspector in terms of section 27(1) of the Occupational Health and Safety Act, (Act No. 85 of 1993), as amended, by virtue of the power delegated to me by the Minister of Employment and Labour in terms of section 42(1) of the Act, and after consultation with the Advisory Council for Occupational Health and Safety hereby-

1. Withdraw National Code of Practice for Training Providers of Lifting Machine Operators published on the Government Notice R539 of Government Gazette No. 38904, and mentioned on the schedule published Government Notice R542 of Government Gazette No.38905,
2. Under Section 44 of the Occupational Health and Safety Act (Act No.85 of 1993), as amended, incorporate into the Driven Machinery Regulations, 2015, the National Code of Practice for the Training Providers of Lifting Machine Operators, 2024.
3. Exempt Training Providers in terms of Section 40 of the Occupational Health and Safety Act, (Act 85 of 1993), as amended as required by regulation 18 (11) of the Driven Machinery Regulations on a condition that they are accredited by Quality Council for Trade Occupations (QCTO) or Transport Seta (TETA) until end of June 2027. With effect from end of June 2027 all training providers shall be accredited by QCTO.

Millysind E. Ruiters
Chief Inspector

NATIONAL CODE OF PRACTICE

**FOR THE
TRAINING PROVIDERS OF LIFTING MACHINE OPERATORS, 2024**

FOREWORD

This Code of Practice is to provide clarity and direction to all stakeholders directly or indirectly related to the accreditation and provision of training to lifting machine/equipment operators in South Africa.

This document incorporates the experience acquired by the Department of Employment and Labour, the relevant stakeholders of the industry since 1992.

This Code of Practice provides direction regarding the foundation for training of all lifting machine/equipment operators with the objective of ensuring standardised training, and safety standards that will impact directly on reducing the risk of injury/death to employees/persons or damage to plant and equipment, inherent in all driven machinery operations and especially when loads are lifted or transported.

The Provincial Office of the Department of Employment and Labour is available to assist in clarifying any difficulties in understanding the application of the legislation or if there are any queries regarding the accreditation contact Quality Council for Trades Occupations (QCTO).

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1. SCOPE

This National Code of Practice is to provide clarity and direction to all stakeholders directly or indirectly related to the accreditation and provision of training to lifting machine/equipment operators in South Africa.

The National Code of practice is set in line with the relevant accreditation criteria and guidelines of the Quality Council for Trade Occupations (QCTO).

The National Code of Practice requires that all lifting machine/equipment Operators of lifting machines listed in this code are trained regardless of the capacity of the lifting machine / equipment by an accredited training providers.

Further, the National Code of Practice covers the criteria and guidelines for lifting machine/ equipment operators, assessors, moderators and skills training providers.

Where other Occupational Health and Safety legislation is applicable these must be applied.

The Authorised Body shall be consulted by South African Qualification Authority (SAQA) prior to approval and registration of, components of learning / skills programmes, part-qualifications or qualifications for operators of lifting machines/equipment.

2. DEFINITIONS

For purposes of The National Code of Practice the following definitions shall apply: -

Accredited training provider

Means a body recognised and approved by the chief inspector which delivers unit standards, components of learning / skills programmes, part-qualifications or qualifications as defined and reports the achievements thereof to the Authorised Body.

Assessment

Means the process of collecting evidence of learner's work to measure and make judgements about the achievements or non-achievements of specified National Qualifications framework standards.

Assessor

Means the person who is registered by the Authorised Body in accordance with criteria established for the purpose to measure the achievement of specified National Qualifications Framework Standards or qualifications and the criteria of this Code of Practice.

Audit

Means the process undertaken to measure the quality of products or services that have already been made or delivered;

Authorised Body

Means a body mandated in terms of the National Qualifications Framework Act, Act 67 of 2008 as amended, responsible for monitoring and auditing achievements in terms of national standards or qualifications, and to which specific functions relating to the monitoring and auditing of national standards or qualifications have been assigned and is mandated by Chief Inspector.

Board

Means an executive structure of an Authorised Body.

Certificate of Competence

A certificate issued by an authorised body to a person who has demonstrated competence in a specific category of equipment as delineated per Appendix 1 and according to the assessment criteria of the applicable components of learning / skills programmes, part-qualifications or qualifications and the criteria of this Code of Practice.

Licenced Operator

A holder of a valid license / carry card issued by a licensing body approved by Chief Inspector.

Licensing body

it is a body approved and mandated by the Chief Inspector

Lifting Machine/Equipment Codes

The lifting machine/equipment codes denote the different types of lifting machine/ equipment that are covered under this National Code of Practice primarily lift-trucks (also known as forklift) and cranes. The unique codes for the different machine types are identified in Appendix 1. See Appendix 6 for typical illustrations.

Management Representative

A person employed by the Accredited Training Provider to administer and control the functionality of the accredited training provider in accordance with the provisions of the National Code of Practice and in line with authorised body's accreditation criteria.

Moderator

Means the person that is registered by the relevant authorised body in accordance with criteria established for this purpose by SAQA that ensures the assessment of the outcomes as described in the National Qualifications Framework Standards and/or qualifications, and this National Code of Practice, is fair, valid and reliable.

Non-Credit bearing Skills Programme

Means a programme that is based on a module of a qualification that leads to a skill related to a specific group of equipment and does not earn a credit on the National Qualifications Framework (NQF) towards a qualification. This programme must subscribe to a standard duration agreed through the authorised body or in the absence of such an agreement a SANS or International standard.

Quality Management System

Means the combination of documented processes used to ensure that the degree of excellence specified is achieved in line with the quality assurance criteria and other relevant standards

Regulations

Means the Driven Machinery Regulations.

Statement of Results

A statement of Results issued by the Authorised Body to a person who has demonstrated competence in a specific category of equipment according to the assessment criteria of the applicable, components of learning / skills programmes, part-qualifications or qualifications.

3. DUTIES OF AUTHORISED BODY

- 3.1. The Internal Accreditation Committee shall make recommendations to the Board of the Authorised Body for accreditation ratification.
- 3.2. The authorised body shall maintain the latest information of the accredited training provider's and shall forward such listings on request or at least every three months to the Chief Inspector. The following information fields are to be included; registered name of provider, postal and physical address, contact name, contact numbers, and accredited codes.
- 3.3 The authorised body shall at the last working day of January of each year or as may be requested provide the following returns for the previous calendar year to the Chief Inspector;
- a. the number of accredited providers;
 - b. the number of learner assessments;
 - c. the number of monitoring and audits of accredited providers and
 - d. the number of certificates of competence issued both new and retrained, per code of lifting machine/equipment.
- 3.4 The authorised body shall conduct periodic audits of accredited training providers to verify compliance to the quality assurance criteria. Provided that audits shall be conducted at intervals not exceeding 12 months or as determined by the Authorised Body to verify compliance to the relevant criteria.
- 3.5 The authorised body is empowered to de-accredit a training provider after a fair process for non-conformance with the accreditation criteria. The Authorised Body shall forthwith notify the Chief Inspector of any suspension or withdrawal.
- 3.6 The authorised body is mandated by Chief Inspector to accredit training provider.

4. DUTIES OF ACCREDITED TRAINING PROVIDERS

- 4.1 After accreditation, the accredited training provider shall forward a copy of the letter of accreditation/provisional accreditation letter and a cancelled letterhead of the accredited provider, to the Chief Inspector for approval under the applicable regulation.
- 4.2 Accredited training providers shall hold valid accreditation issued by an authorised body, in terms of the National Qualifications Framework Act, and approval from the Chief Inspector, in terms the Driven Machinery Regulation 18(11) as published under the Occupational Health and Safety Act 1993.

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- 4.3 An accredited training provider's management representative shall be responsible for the implementation and maintenance of a Quality Management System (QMS) as per the accreditation criteria and maintenance of accreditation.
- 4.4 The accredited training provider must comply to the authorised body accreditation criteria and guidelines which include but are not limited to the following:
- a. Approved Quality Management System
 - b. Learning Programmes aligned to components of learning / skills programmes, part-qualifications or qualifications and submitted and approved by the authorised body.
 - c. Registered Assessors and Moderators in line with subject matter area and criteria.
 - d. The management representative's delegated duties and responsibilities, including the authorisation of all certificates of competence.
 - e. The delegation of functions and scope of responsibilities for registered facilitator/s or assessor/s under the supervision and control of an accredited training provider, to maintain assurance of management's support for independent actions and decisions.
 - f. The accredited training provider shall ensure that all assessments are carried out with integrity. Measures shall be implemented to ensure that the accredited training provider and its staff are free from all pressures; financial or otherwise that could influence their judgement.
 - g. A clearly defined written policy and procedure for the resolution of any conflict that may arise from clients or other parties about the activities of the accredited provider.
 - h. The accredited training provider shall ensure confidentiality of all information obtained in the course of its activities. Proprietary rights shall be protected in accordance with Protection of Personal Information Act, No 4 of 2013.
 - i. The accredited training provider shall conduct internal moderation on all aspects of its scope of accreditation plan and report to the authorised body external moderator to ensure effective competency declaration of learners. A procedure clarifying whom, when, what and how regarding the internal moderation process shall be conducted.
 - j. Submit per electronic data all relevant national learner record database information on a quarterly basis to authorised body.

NB: All accredited training providers will need to ensure that they have aligned to the approved and updated guidelines from the relevant authorised body.

5 DUTIES OF LICENSING BODY

- 5.1 The licensing body shall assess recommendations from the Training Providers prior to issuing a licence.
- 5.2 The licensing body shall issue a licence to a learner found competent against a skills program, part qualification or qualification.
- 5.3 The licensing body shall independently assess the competence of the learner.
- 5.4 Department of Employment and Labour (DOEL) and QCTO will audit the licensing body.
- 5.5 The licensing body shall develop assessment process approved by DOEL, Transport Seta (TETA) and QCTO.
- 5.6 Once the National Code of Practice is published, the licensing body should be ready to implement the requirements for issuing temporary licences and licences within a year of publication of this National Code of Practice.

6. FIELD OF ACTIVITY

- 6.1 The field of activity(scope) and extent of the services for which the accredited training provider has been accredited and approved shall be detailed in the accreditation document issued by the authorised body and an approval certificate issued by Chief Inspector. An accredited training provider shall not provide training on any lifting machine/equipment code and extent of services other than those for which the provider holds accreditation and approval.
- 6.2 The, components of learning / skills programmes, part-qualifications or qualifications must lead to the competent operation of the lifting machine/equipment within the specific code against the registered components of learning / skills programmes, part-qualifications or qualifications.
- 6.3 Where training is provided by an accredited training provider at premises other than those inspected and approved by the authorised body, then full details of the facilities and equipment used shall be recorded in the format of the facilities check sheet as detailed in Appendix 5 must be completed and readily available on request of the authorised body.

7. TRAINING SYSTEM DOCUMENTATION

- 7.1 The accredited training provider will keep available training system documents as required by the accreditation criteria.

8. RECORDS AND RETENTION

- 8.1 All learner records shall be maintained by the accredited training provider as required by the NQF Act for a minimum period of five (5) years and the records shall be accessible during this time for inspection by the Authorised Body and Department of Employment and Labour.
- 8.2 The authorised body will similarly retain for five (5) years all its relevant records.

9. TRAINING COURSE DURATION

- 9.1 The accredited training provider shall ensure that every learner is granted relevant theoretical and practical training to enable the learner to attain the prescribed competency level according to the assessment criteria of the applicable component of learning /Skills programme, module, part-qualification or qualification. The training course duration and instruction conditions may vary according to previous certification of the learner, as indicated below:
- 9.2 Learners without prior certification applicable to a specific lifting machine/equipment code
- a. The hours of training shall be according to the notional learner hours of the components of learning / skills programmes, part-qualifications or qualifications with a minimum of 30% theory and 70 % practical.
 - b. The ratio of learners to facilitator shall not exceed 12:1 for theory training; and
 - c. The ratio of learners to demonstration/practical training per machine shall also not exceed 4:1 and all operator training must be subject to direct facilitator supervision.

NOTES:

- Operators without a valid licence or temporary licence to operate shall not operate the relevant lifting machine/equipment in the working or operating environment.
- Operators of immovable machines (area specific) may be trained/ assessed in the working or operating environment only under the direct and constant supervision of a facilitator/assessor and the work area is safe and safeguarded.

Should the operator not meet the registered components of learning / skills programmes, part-qualifications or qualifications competency further training must be arranged, for the learner to achieve the particular outcome/s.

10. LICENSING

- a. Operators who are found competent must be issued with a license by a body approved by the Chief Inspector.
- b. A temporary license may be issued for 6 months by the licensing body where practical assessment has to be carried out.
- c. A licensing body shall issue a temporary licence to learners for the purposes of practical assessments/experience. The temporary licence will be valid for a maximum period of 6 months. A learner issued with a temporary licence must operate under direct and constant supervision of a person with a valid licence for the particular type of lifting machine.

11. OPERATORS WITH PREVIOUS LICENSE (RE-LICENSING)

- a. Operators previously certified under the Driven Machinery Regulations whose licenses have expired or are due to expire, shall be subject to re-licensing. The re-licensing training shall comprise a minimum of 4 hours theoretical instruction with special focus on safety and a minimum 1-hour practical training.
- b. Practical assessments must be done under a ratio of 1:1 assessor supervision.
- c. The ratio of learners to facilitator shall not exceed 12:1 for theory training; and
- d. Upgrades on codes for learners / operators shall be regarded as re- licensing, provided that the upgrade will be of a same type of lifting machine i.e. code F1 to code F 3, code F5 to F14. C33 to C36.

NOTES:

- Operators without a valid licence or a temporary license shall not operate the relevant lifting machine/equipment in the working or operating environment.
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- Operators of immovable machines (area specific) may be trained/ assessed in the working or operating environment only under the direct and constant supervision of a facilitator/assessor and the work area is safe and safeguarded.
- Should the operator not meet the registered components of learning / skills programmes, part-qualifications or qualifications competency further training must be arranged, for the learner to achieve the particular outcome/s.

12. ENTRANCE QUALIFICATION CONDITIONS

- 12.1 All learners of whatever status must be physically capable of performing without difficulty the tasks involved in operating the lifting machine/equipment for which they are to receive training or re-licensing training and are at least 18 years of age.
- 12.2 Before commencing training or re-licensing every learner shall provide the accredited training provider with the following:
- a. An employer declaration or medical certificate confirming the medical fitness of the learner to undergo the intended training;
 - b. An eye test results issued by a person trained to carry out such tests, confirming that the learner has adequate day and night vision, and depth perception (e.g. Purdue University standard vision test No. 3): Provided that a valid Professional Driver's Permit can also be accepted in lieu of the eye test results; and
 - c. Shall wear the required personal protective equipment as prescribed by the employer under the General Safety Regulation 2 of the Occupational Health and Safety Act.
- 12.3 All new entrants intended under this code will be required to hold at least a Grade 9/Abet 4 or NQF level 1 in foundational learning and must be at least 18 years of age.
- a. Additional Entrance Qualification Conditions for Mobile Jib Cranes and Tower Cranes
 - i. An appropriate driver's licence for the particular vehicle;
 - ii. Shall be wearing protective footwear (steel toe-capped); and

iii. As from the final approval date of the Code of Practice, all new entrants intended under these categories shall hold a General Education and Training Certificate Grade 12 (Std 10), or National Qualifications Framework level 4 (Mathematics literacy and English) or equivalent.

iv. Conditions i and iii do not apply to wall / pillar mounted jib cranes.

13. ACCREDITATION REQUIREMENTS FOR PERSONNEL

13.1 Every accredited training provider shall appoint in writing a full-time employee as a management representative.

13.2 Every accredited training provider shall appoint in writing all registered facilitators/ assessors.

13.3 Management Representative

a. The management representative shall be empowered with the necessary authority to ensure that the provisions of the National Code of Practice are implemented and maintained.

b. The accredited training provider shall within 7 days notify the authorised body in writing regarding any changes to the management representative.

13.4 Assessor

a. An assessor is a person having complied with the following –

- i. Holding a valid certificate of competence in assessment and facilitation and a minimum of three years' experience and a valid certification / license / carry card for each applicable lifting machine / equipment code.

The duration of initial training for an assessor shall be at least the same as for a novice operator plus documented 120-hours practical experience.

Demonstrating competence for providing training as evaluated according to the relevant criteria.

- ii. Knowledgeable of this code of practice; and

b. Who is under the supervision and control of an accredited training provider.

14. CERTIFICATION

14.1 An initial certificate of competence must include the following information:

- a. name and logo of the accredited training provider or authorised body;
- b. physical address of accredited training provider;
- c. accreditation number of accredited training provider;
- d. certificate identification or serial number;
- e. identification of Act and Regulation;
- f. Full names and surname of operator;
- g. National identification or passport number of operators;
- h. lifting machine code, code description of equipment, attachments and capacity;
- i. restrictions of operation;
- j. registration number of assessor;
- k. skills program number/part qualification or qualification number
- l. skills program title
- m. NQF level if applicable
- n. Credit value;
- o. date of issue and
- p. Two authorising signatures

No certificates will be issued on re-certification for the same component of learning /Skills programme, module, part-qualification, qualification or unit standard

14.2 A license / carry card will be valid for a period of up to 24 months, and must be issued upon certification or re-certification and must include the following information:

- a. name and logo of the accredited provider or authorised body
- b. license identification or serial number;
- c. initials and surname of operator;
- d. Identification or passport number of operators;
- e. lifting machine code, code description of equipment, attachments and capacity;
- f. restrictions of operation;
- g. skills program or qualification number;
- h. registration number of assessor;
- i. date of issue and expiry date (24 months); and
- j. authorising signature.

14.3 A temporary license will be valid for a period of up to 6 months, and must be issued upon certification or re-licensing and must include the following information:

- k. name and logo of the accredited training provider or authorised body
- l. certificate identification or serial number;
- m. initials and surname of operator;
- n. Identification or passport number of operator;
- o. lifting machine code, code description of equipment, attachments and capacity;
- p. restrictions of operation including “under supervision only”;
- q. Skills programme, part-qualification or qualification number;
- r. registration number of assessor;
- s. date of issue and expiry date (6 months); and
- t. authorising signature.

14.4 The Authorized Body will issue a “Statement of Results” to competent learners / operators.

14.5 No person shall operate any equipment covered by this National Code of Practice without a valid certificate of competence and a carry card required by the Driven Machinery Regulations.

13. Special cases

2. Where lifting machine/s are in use that are reasonably considered to be a “one off/unique” type, and where no experience in their use is available. The manufacturer/supplier of the lifting machine will train the operator and issue a certificate of training. This can be accomplished by sending the learner/ operator to the supplier or the supplier sending a qualified instructor to the learner/operator. In such cases full course details must be made available to the relevant authorised body and the learner / operator will be required to do a theoretical and practical assessment set by the authorised body. The authorised body will issue a statement of results for the theoretical examination to the operator’s employer.

APPENDIX 1: LIFTING MACHINE CERTIFICATION CODES**Forklift Codes**

For illustrations of typical codes refer to Appendix 12

Code No.	Code Description
F1	Counterbalanced lift truck up to rated capacity of 3000 kg
F2	Counterbalanced lift truck up to rated capacity of 7000 kg
F3	Counterbalanced lift truck up to rated capacity of 15000 kg
F4	Counterbalanced lift truck above a rated capacity of 15000 kg
F5	Reach lift truck up to rated capacity of 2500 kg
F6	Pedestrian-controlled lift truck below rated capacity of 2000 kg
F7	Pedestrian-controlled lift truck above rated capacity of 2000 kg
F8	Order Picker lift truck - for first and second level racking (NA/WA)
F9	Order Picker lift truck - for all racking levels including high-rise (NA/WA)
F10	Side Loader lift truck
F11	Rough Terrain / /Agricultural Equipment with lift truck attachments,
F12	Pallet lift truck, battery-powered for propulsion (Specify Capacity)
F13	VNA lift truck, non-elevating cab, to service all levels
F14	VNA lift Truck, elevating cab, to service all levels
F15	Rail mounted stacker lift truck, non-elevating cab
F16	Rail mounted stacker lift truck, elevating cab

- VNA = Very Narrow Aisle
- NA Narrow Aisle
- WA Wide Aisle

Attachments & Special Equipment

- A Side-shift
- B Single Pole
- C Carton or Paper Roll Clamp
- D Crane Hook
- E Push-Pull / Slip Sheet Equipment
- F Load Rotator
- G Wire Guidance System
- H Load Extender Pantograph
- I Rotating Mast (Order Picker)
- J Tilting Bucket
- K Tandem Forks

L	Container Handling
M	Mancage
N	Tyre handler

Code Specification on Competency Certificates

Accrediting Organisations are required to annotate certificates to clearly identify the machine category, code number and description. The description only where it significantly differs from the basic code description: i.e. code F11 (Bell Three-Wheeler/Front End Loader/Excavator with Fork/grab attachment)

Special Cases

In the case of additional or new attachment/s, the learner will be required to undergo retraining and assessment to include the attachment/s.

CRANES CODES

Code No.	Code Description
C30	Overhead Crane Pendant and Radio Controlled
C31	Overhead Crane Cab Controlled
C32	Truck mounted Crane up to the Capacity specified on the Certificate
C33	Hydraulic Mobile Crane up to rated capacity of 50 000 kg
C34	Hydraulic Crane Pick up and Carry up to a rated capacity of 50 000 kg
C35	Hydraulic Mobile Crane to the rated capacity of above 50 000 kg and as specified on the Certificate
C36	Hydraulic Crane Pick up and Carry to the rated capacity of above 50 000 kg and as specified on the Certificate
C37	Lattice Boom Mobile Truck Crane up to rated capacity of 50 000 kg
C38	Lattice Boom Mobile Crawler up to rated capacity of 50 000 kg
C39	Lattice Boom Mobile Truck Crane to the rated capacity of above 50 000 kg as specified on the Certificate
C40	Lattice Boom Mobile Crawler Crane to the rated capacity of above 50 000 kg as specified on the Certificate
C41	Tower Crane: Top Slewing
C42	Tower Crane: Bottom Slewing
C43	Hydraulic Mobile Crane up to rated capacity of 15 000 kg
C44	Sugar Cane Crane
C45	Ships Crane
C46	Telescopic Boom Handler
C47	Wharf side Crane (Rail mounted)
C48	Reach Stacker (Telescopic Container Handler)
C49	Straddle Carrier
C50	Cantilever container Crane (Ship to Shore)
C51	Scotch Derrick Crane (Ship Mounted)
C52	Rail mounted Gantry Crane (RMG)
C53	Mobile elevated work platform
C54	Hoist & Winches.
C55	Rubber Tyred Gantry Crane
C56	Side Loader Container
C57	Floating crane
C58	Powered Wallmounted/Pedestal Jib crane
C59	Wharfside Jib crane (rubber tyred)
C60	Side boom crane

Note that the authorised body will maintain a list of approved learning elements per code. Providers must ensure that they are accredited on the relevant unit standards linked to these codes.

Attachments and Special Operations

O	Fly Jib (Lattice)
P	Boom Extension (Hydraulic)
Q	Counterweight Options
R	Tandem Lifts
S	Special Categories
T	Mancage
U	Rail Mounted
V	Steam driven
W	Spreader
X	Grab / grapple/forks

Code Specification on Competency Certificates

Accredited training providers are required to annotate certificates to clearly identify the machine category, code number and description. The description only where it significantly differs from the basic code description.

Special Cases

1. It is a pre-requisite that the operator of specialised equipment will be certificated in a basic category applicable to the special machine in question.

APPENDIX 2: GENERAL EXPLANATORY NOTES**These form part of the provisions of the Code**

This appendix contains explanatory notes, which should be taken into account when additional clarity maybe required.

1. Accreditation of accredited training providers will remain valid whilst no non-conformances are recorded during annual audits. If any non-conformances are recorded the accredited training provider will have 30 days of the audit date to correct and provide any explanations, which may be required.
2. The responsibility of the accredited training provider shall go beyond simply carrying out training and assessments but shall include applying measures to ensure that the standards of training and assessments are maintained at all times.
3. An accredited training provider may operate as a training organisation on a client's premises. The registered facilitator shall ensure that sufficient equipment and facilities are available at the client's premises to undertake and complete the training programme to ensure the required level of competence. In all cases a record must be kept of the facilities and equipment used at the premises for inspection during audits. Any special circumstances such as the absence of suitable equipment to perform the practical tests required should be recorded and the certificate issued may require limitation endorsements.
4. Copies of all assessment papers and practical test marking sheets are required to be kept for each certificate of competence issued for audit purposes.
5. A composite organisation involved in the direct sale of equipment and which has sufficient staff to perform accredited training provider functions shall obtain accreditation and shall be required to demonstrate the following:
 - a. That adequate safeguards are in place to isolate certification staff from those involved in the other aspects of the organisation to ensure that no pressures are brought to bare which may influence registered facilitator's and assessor's judgement.
 - b. The organisation has a clearly defined policy for the resolution of conflict that may arise;
6. Accredited training providers requiring registered facilitators to use alternative course material, to their own proprietary material, must be able to demonstrate to the authorised body that they are conversant with the material and able to use it effectively.

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7. An organisation applying for accreditation, as an accredited training provider must provide written approval for the use of the course material submitted unless it is clearly entirely of its own origination
 8. Where conditions and/or equipment are insufficient to be able to assess an operator's performance under all types of situation then any certificate must be limited accordingly.
 9. In the case of the client's only requirement is for the operator to load and off load road vehicles then the certificate of competence must be limited in either of the following manner:
 - a. "Whilst in the employment of the Client"; or
 - b. "For loading and off-loading road vehicles only"

The second alternative is preferred, as this will adequately represent the operator's competency if the certificate of competence is presented to another employer.

APPENDIX 3 EXAMPLE OF A PRACTICAL ASSESSMENT MARK SHEET

ACCREDITED PROVIDER: _____

CANDIDATE: _____ .DATE: _____

I.D. NUMBER: _____ .MACHINE TYPE: _____

MACHINE MAKE: _____ MACHINE CODE: _____

COMPANY: _____ .CAPACITY: _____

PRE-START CHECKS (Delete items not specific to the test machine or conditions)

Personal Protective Equipment for the work environment _____

{May include hardhats, overalls, thermal suits, goggles, earplugs as applicable}

Safety Shoes/Boots		Load Chart & Max Mass Load	
Forks/Attachments *		Position of Forks	
Load Backrest		Tyre Condition & Pressure	
Machine Condition		Wheel Nuts	
Battery Terminals		Overhead Guards	
Electrolyte Level		Engine & Transmission Leaks	
Engine Oil Level *		Hydraulic Oil Leaks	
Hydraulic Oil Level		Brake Fluid Leaks	
Brake Fluid Level* __		Petrol/Diesel Leaks	
Radiator Water Level *		Gas Leaks	
Radiator Cap		Water Leaks	
Water Pump		Drivers Compartment	
Fan Belts		Mast & Chains *	
Fan Blades		Hydraulic Cylinders	
Drive Belts		Hoses Condition	
Fuel Level			

PRE-OPERATIONAL TESTS

Enter & Adjust Seat		Gauges (before and after)*	
Control levers/pedals		Ignition Key	
Raise & lower		Foot Brake*	
Tilt Front & Back		Hand/Park Brake*	
Forward & Reverse		Steering Operation*	
Horn		Attachment controls	
Lights/Indicators			

Total Items Unchecked _____

* Omission to check any one of these items would constitute the learner/operator not being yet competent of the Pre-start checks and Pre-operational test.

THEORY TEST QUESTIONS (group)

1	_____	4	_____
2	_____	5	_____
3	_____		

Penalties

Total items unchecked from Pre-start and Operational Assessment:

_____ : x 2 = _____ *

* Maximum 20 penalties

1 TOTAL PRE-START AND PRE-OPERATIONAL PENALTIES _____**PRACTICAL OPERATING ASSESSMENT**

(Delete items not specific to the test machine)

Penalties

Forks Bind on Entry/Withdrawal	_____ = _____ : x 5 = _____
Forks not central under Load	_____ = _____ : x 5 = _____
Load not at Heel of Forks	_____ = _____ : x 5 = _____
Stack/De-stack with Mast Tilted	_____ = _____ : x 5 = _____
Fails to Stack/De-stack Correctly	_____ = _____ : x 5 = _____
Fails to Apply Park/Handbrake	_____ = _____ : x 5 = _____
Fails to Place in Neutral	_____ = _____ : x 5 = _____
Fails to Position Mast for Travel	_____ = _____ : x 5 = _____
Fails to Position Forks for Travel	_____ = _____ : x 5 = _____
Places Body Outside Cabin	_____ = _____ : x 5 = _____
Bump Side of Course	_____ = _____ : x 10 = _____
Fails to Look in Direction of Travel	_____ = _____ : x 5 = _____

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Selects Wrong Control/Direction	_____ = _____ : x 10 = _____
Shunts to Stack / Un-stack	_____ = _____ : x 1 = _____
Shunts to negotiate Chicane	_____ = _____ : x 1 = _____
Fails to Release Park/Handbrake	_____ = _____ : x 5 = _____
Fails to hold steering wheel during travel	_____ = _____ : x 10 = _____
Accelerates erratically	_____ = _____ : x 1 = _____
Brakes erratically	_____ = _____ : x 3 = _____
Uses Controls roughly	_____ = _____ : x 5 = _____
Hands on Controls	_____ = _____ : x 5 = _____

CLOSE DOWN CHECKS (PARK)

Fails to Place in Neutral	_____ = _____ : x 2 = _____
Fails to Set Park Brake	_____ = _____ : x 2 = _____
Fails to Set Mast and Forks	_____ = _____ : x 2 = _____
Fails to Shut off Gas	_____ = _____ : x 2 = _____
Fails to Operate Diesel Cut Out	_____ = _____ : x 2 = _____
Fails to Switch Off	_____ = _____ : x 2 = _____
Fails to Remove Key	_____ = _____ : x 2 = _____

2 TOTAL OPERATING AND CLOSE DOWN PENALTIES _____**TIME PENALTIES**

The assessor is to complete the course to establish a fair time (minimum 15 minutes) and then add 50% to establish the maximum time to complete the operational and close down (park) assessment.

Maximum time permitted _____ Minutes _____ Seconds
 Duration of operating assessment _____ Minutes _____ Seconds

3 TIME PENALTIES (6 penalties for every 60 seconds above the maximum) _____**Summary of Penalties**

1 PRE-START AND PRE-OPERATIONAL	_____
2 OPERATING AND CLOSE DOWN	_____
3 TIME	_____

TOTAL PENALTIES _____**Note**

A maximum of 50% of the total scored penalty points calculated by 6 penalty points per 1 minute of operational assessment time (driving time).

RESULT:

☐☐

COMPETENT

NOT YET COMPETENT

Assessor: _____

Registration No: _____

Signature: _____

Date: _____

I the undersigned acknowledge that the process and results were explained to me and I accept the outcome of the assessment.

Signature/Mark of Learner: _____

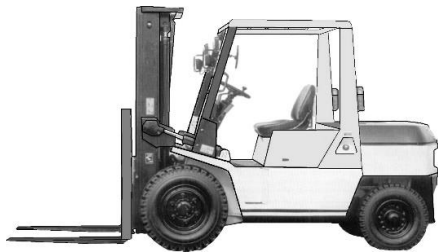
☐☐

APPENDIX 4: MANAGERIAL RESPONSIBILITIES

1. The person legally responsible for ensuring that the provisions of the Occupational Health and Safety Act and Regulations of 1993 are implemented on behalf of the employer is the Chief Executive Officer (C.E.O.).
2. In the case of a company without a board of directors or a closed corporation, the Owner will be the C.E.O.
3. In the case of a State department, the C.E.O. is the Director-General, not the Minister. [*Section 16 of the OHS Act, 1993*].
4. It is therefore incumbent upon the C.E.O. that proper information, instructions, training and supervision, as far as practicable are provided for the health and safety of employees. [*Section 8 (e) of the OHS Act, 1993*].
5. The necessary enforcement measures to assure the health and safety of employees are effected through a chain of command structure.
6. All lifting machine operators must be informed about what they are allowed to do. [*Sections 8 (j) and Section 37(1)(b)*].
7. The C.E.O. must ensure that a health and safety management system is in place to give effect to the provisions of the Act and regulations.
8. Anyone delegated by the C.E.O. to perform certain duties regarding information, instructions, training and supervision for employees, through the management chain of command structure and who omits to do so is contravening the Act and regulations and may be prosecuted.

APPENDIX 5: ACCREDITED TRAINING PROVIDERS FACILITIES RETURN

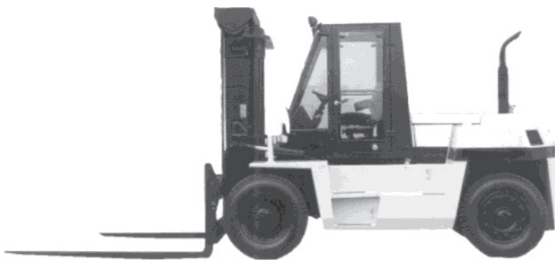
FACILITIES CHECK SHEET		Appendix 5
The accredited training provider is to complete this document, to record and describe any premises at which certification is offered that has not been inspected and approved by the authorised body ie client's premises		
	Question	Remarks
1	Full physical address details of the premises, including name of organisation, street address, suburb/industrial area, city/ town and the location of the practical training/test route area at premises	
2	Lifting machine code/s and description/s for which training is offered at the premises	
3	Description of equipment used and identification number of equipment	
4	The lifting machine capacity or rating	
5	Description of any attachments fitted to the lifting machine	
6	A general description of the duration training, re-certification done, and test route used at the premises	
7	Describe any limitations to the training and test route that may deviate from the standard routes set out in the code of practice for a specific lifting machine code.	
8	Describe any inherent dangers prevalent in the use of the lifting machine at the premises.	
Signature of Client		Signature of assessor

APPENDIX 6: ILLUSTRATIONS OF LIFTIN MACHINE CODES**CODE DESCRIPTIONS**

CODE F1
Counterbalanced Lift Truck
Up to rated capacity of 3000 kg



CODE F2
Counterbalanced Lift Truck
Up to rated capacity of 7000 kg



CODE F3
Counterbalanced Lift Truck
Up to rated capacity of 15000 kg



CODE F4
Counterbalanced Lift Truck
Above rated capacity of 15000 kgs



CODE F5
Reach Lift Truck
Up to rated capacity of 2500 kg



CODE F6
Pedestrian-Controlled Lift Truck
Below rated capacity of 2000 kg

**CODE F7**

Pedestrian-Controlled Lift Truck
Above rated capacity of 2000 kg

**CODE F8**

Order Picker Lift Truck
For First and Second Level Racking (NA/WA)

**CODE F9**

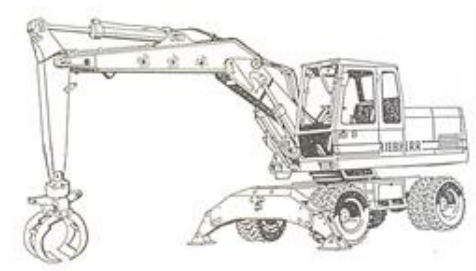
Order Picker Lift Truck
For All Racking Levels Including High-Rise (NA/WA)

**CODE F10**

Side Loader Lift Truck
Capacity as Specified on the Certificate

**CODE F11 (A)**

Rough Terrain/Earthmoving/Agriculture Equipment
with Lift Truck Attachment

**CODE F11 (B)**

Rough Terrain/Earthmoving/Agriculture
Equipment with Lift Truck Attachment



CODE F11 (C)
Rough Terrain/Earthmoving/Agriculture Equipment
with Lift Truck Attachments



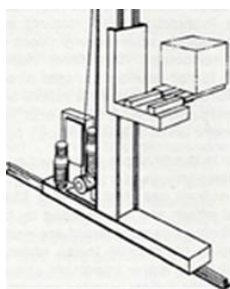
CODE F12
Pallet Lift Truck Battery Operated



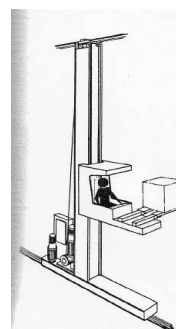
CODE F13
VNA Lift Truck Non-Elevating Cab Services all levels



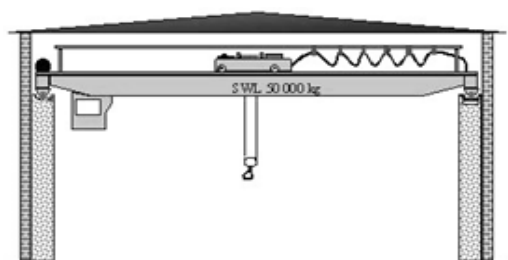
CODE F14
VNA Lift Truck Elevating Cab Service all levels



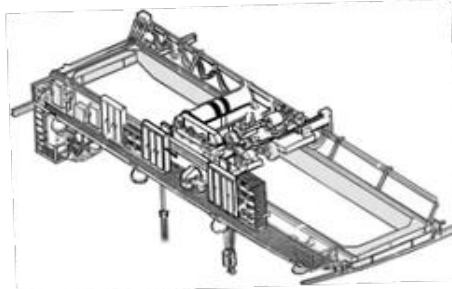
CODE F15
Railmounted Stacker Lift Truck Non-Elevating cab



CODE F16
Railmounted Stacker Lift Truck Elevating cab

**CODE C30**

Overhead Crane Pendant and Radio Controlled

**CODE C31**

Overhead Crane Cab Controlled

**CODE C32**

Truck mounted Crane up to the capacity stated on the certificate

**CODE C33**

Hydraulic Mobile Crane up to 50 000 kg capacity

**CODE C34**

Hydraulic Crane Pickup and Carry up to 50 000 kg capacity

**CODE C35**

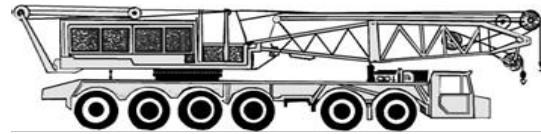
Hydraulic Mobile Crane

Above 50 000 kg capacity

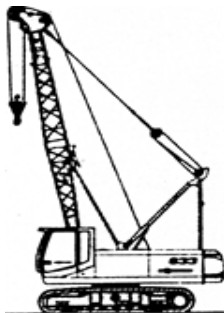
**CODE C36**

Hydraulic Crane Pickup and Carry

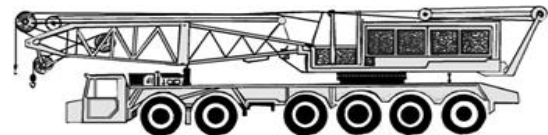
Above 50 000 kg capacity

**CODE C37**

Lattice Boom Mobile Truck Crane up to 50 000 kg capacity

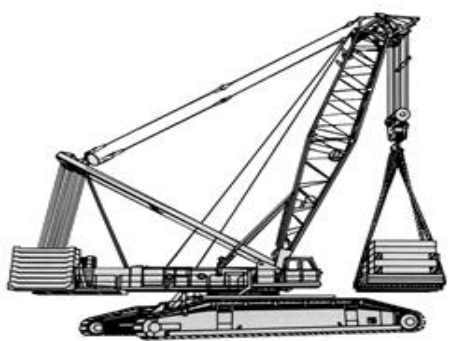
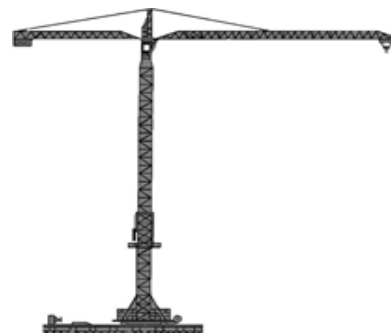
**CODE C38**

Lattice Boom Mobile Crawler Crane up to 50 000 kg capacity

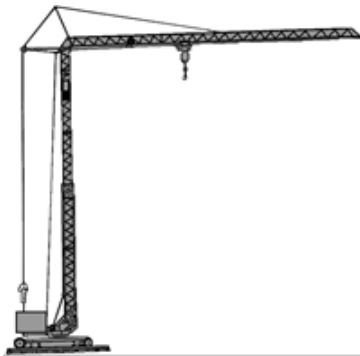
**CODE C39**

Lattice Boom Mobile Truck Crane

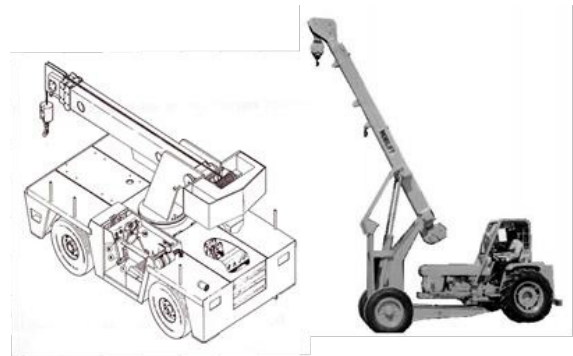
Above 50 000 kg capacity as stated on the certificate

**CODE C40**Lattice Boom Mobile Crawler Crane
Above 50 000 kg capacity as stated on the certificate**CODE C41**

Tower Crane: Top Slewing

**CODE C42**

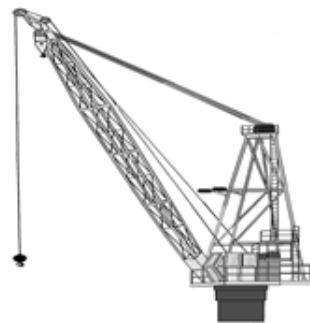
Tower Crane: Bottom Slewing

**CODE C43**

Mobile Hydraulic Crane up to 15000 kg capacity

**CODE C44**

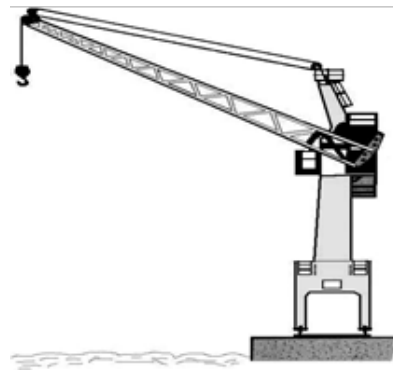
Sugar Cane Crane

**CODE C45**

Ships Crane

**CODE C46**

Telescopic Boom Handler

**CODE C47**

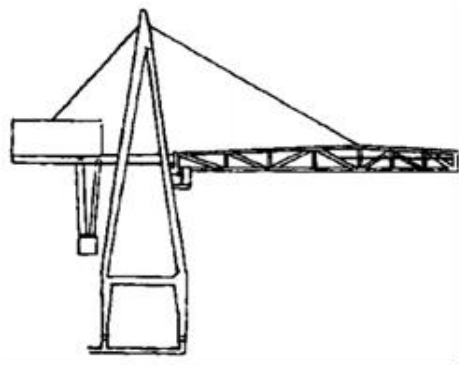
Wharf Side Crane: (Railmounted)



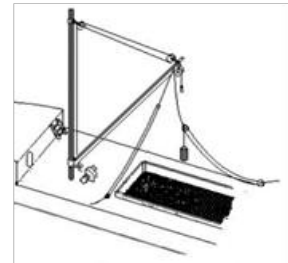
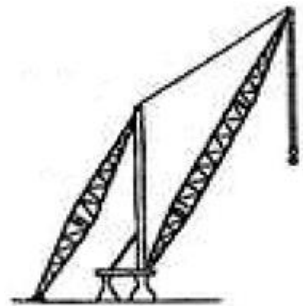
CODE C48
Reach Stacker



CODE C49
Straddle Carrier



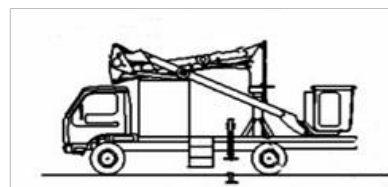
CODE C50
Cantilever Container Crane



CODE C51
Scotch Derrick Crane (Ship mounted)



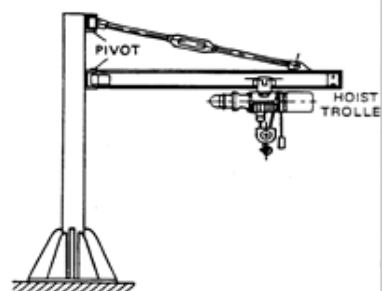
CODE C52
Rial Mounted Gantry Crane



CODE C53
Mobile Elevated Work Platform



CODE C54
Hoist on a fixed structure



CODE C54
Pillar Mounted Jib Crane



CODE C55
Rubber Tyred Gantry Crane



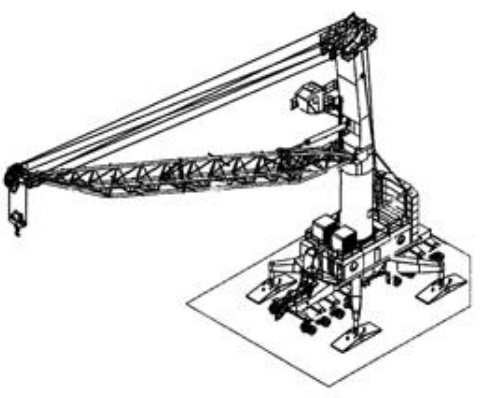
CODE C56
Side Loader Container



CODE C57
Floating Crane



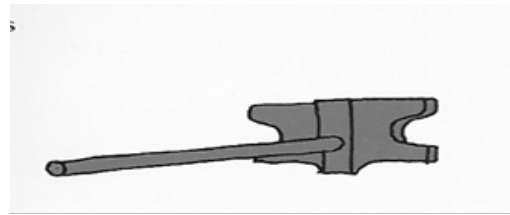
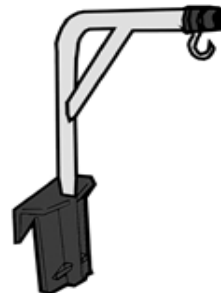
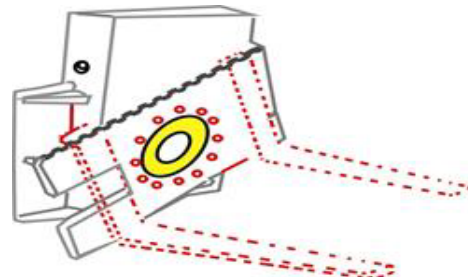
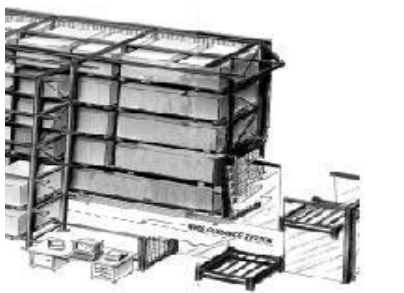
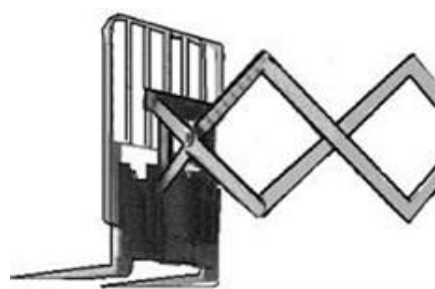
CODE C58
Wall Mounted Jib Crane

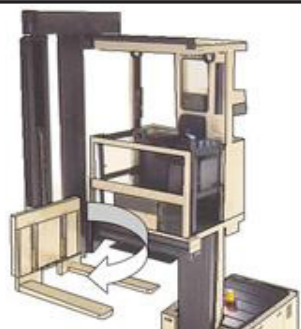
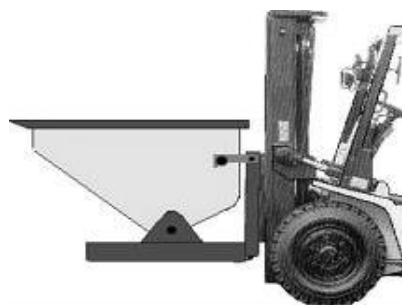
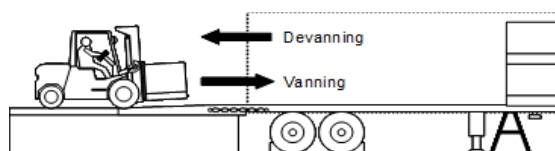
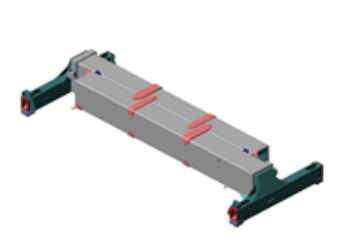
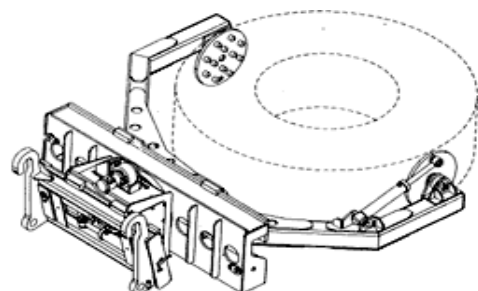


CODE C59
Wharfside Jib Crane (Rubber Tyred)

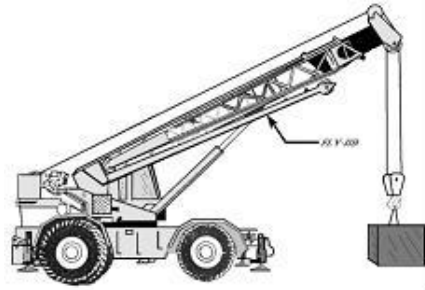


CODE C60
Side Boom Crane

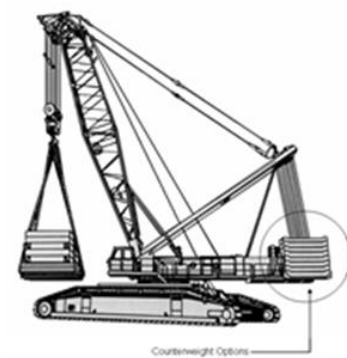
**A** Side - Shift**B** Single POLE**C** Carton or Paper Roll Clamp**D** Crane Hook**E** Push Pull Slip-sheet Equipment**F** Load Rotator**G** Wire Guidance System**H** Load Extended Pantograph

**I** Rotating Mast**J** Tilting Bucket**K** Tandem Forks**L** Container Vanning and Devanning**L** Container Handling**M** Lifting Cradle (Personnel Cage)**N** Earthmoving Tyre Handling

ATTACHMENT AND SPECIAL OPERATIONS (CRANES)



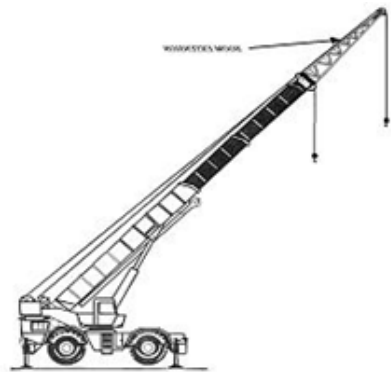
O Fly-jib (Lattice)



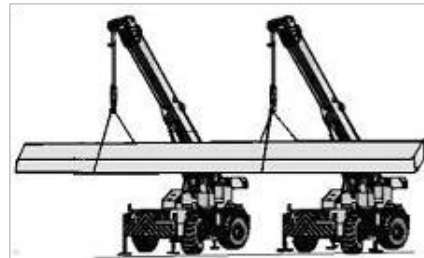
Q Counterweight Options



S Special Categorie



P Boom Extension (Hydraulic)



R Tandem Lifts



T Lifting Craddle (Personnel Cage)

**U** Rail Mounted Crane**V** Steam Driven Crane**W** Container Spreader**X** Grable / Grapple