



International Regulators' Forum Lifting Working Group

IRF Lifting intervention programme Competency assurance Inspection templates

- COMP1 – Competency Assurance Program for All Personnel involved in Lifting Operations
- COMP2 – Competency Assurance of Supervisors
- COMP3 - Competency Assurance of Crane Operators
- COMP4 - Competency Assurance of Load Handlers/Riggers
- COMP5 - Competency Assurance of Crane Inspectors and Maintenance Staff

Advice on the expected benchmarks and references to appropriate guidance are given in *Guidance on using the IRF lifting inspection templates*.

General Guidance on the use of templates	section 3.1
COMP1	section 3.2.3.2
COMP2	section 3.2.3.3
COMP3	section 3.2.3.4
COMP4	section 3.2.3.5
COMP5	section 3.2.3.6



Template COMP1 (onshore / offshore)	COMPETENCY ASSURANCE PROGRAM FOR ALL PERSONNEL INVOLVED IN LIFTING OPERATIONS
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Handbook section 3.2.3.2

Ascertain how the duty holder ensures that personnel involved in planning and performing lifting operations are competent. Establish how many people are required to carry out lifting and rigging operations. Have they all been given the same level of training and checks on competence? For example, drill floor staff may operate the crane during the night shift.

Ascertain if the duty holder's training system specifies the method of verifying employee competency and performance when planning and performing lifting operations.

Supplementary lines of enquiry that may be followed at your discretion to explore the above issue.

Training

Does Duty Holder provide periodic training to ensure understanding and competency? Expectations – training records should reflect that the frequency in the training system is followed.

How is on-the-job training identified and organised?

Is there a preference between on-the-job and off-the-job training?

How is training for leadership and supervision handled?

How do you ensure that persons receive the relevant training for the procedures that they are using?

How is the training of green hats handled?

If time permits interview green hat employee for his/her understanding of company's training program.

Competency

What responsibilities has the lifting Person in Charge (PIC) allocated?

What competencies are you looking for when appointing these persons?

Are they competent for non-routine lifting operations?

Review the systems which are in place to measure and record competence.

Who is accountable for maintenance of system / records?

Is the required competency and training profile for the crane operator, deck foreman and deck crew clearly set out?

Are checks on competence made for some specific non-routine lifts / tasks? If yes, what do these entail?

Is a person's competency taken into account for promotion?

How do they assess and manage the competency of a whole team (as opposed to the individual)?

Is there any means of monitoring/auditing the use and effectiveness of the competency and training system?

NOTES

HSWA Sec 2&3, MHSWA Reg. 13, PUWER Reg. 8 & 9

COMP1 COMPETENCY ASSURANCE PROGRAM FOR ALL PERSONNEL INVOLVED IN LIFTING OPERATIONS			
Template Response Box			
COUNTRY	DUTY HOLDER	INSTALLATION	DATE
NON COMPLIANCE / MAJOR FAILING	ISOLATED FAILURE / INCOMPLETE SYSTEM	IN COMPLIANCE / OK	NOT EVALUATED
ENFORCEMENT ACTION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	
Description of any non-compliance issues			
Action taken			
Examples of best practice			



Template COMP2 (onshore/offshore)	COMPETENCY ASSURANCE OF COMPETENT PERSON / PERSON IN CHARGE
Handbook 3.2.3.3	
<p>By interview onshore and inspection offshore seek to ascertain how the duty holder is ensuring that lifting operations are being planned and supervised by trained and competent personnel.</p>	
<p><i>Supplementary lines of enquiry that may be followed at your discretion to explore the above issue.</i></p> <p>Training <i>Verify from facility records that the person in charge has received the required training and have been assessed as a competent.</i></p> <p><i>Verify from records and discussions with other personnel involved in the lifting operation that the person in charge are involved in the planning and management of lifting operations</i></p>	
NOTES	
HSWA Sec 2&3, MHSWA Reg. 13, PUWER Reg. 8 & 9	

COMP2 COMPETENCY ASSURANCE OF SUPERVISORS			
Template Response Box			
COUNTRY	DUTY HOLDER	INSTALLATION	DATE
NON COMPLIANCE / MAJOR FAILING	ISOLATED FAILURE / INCOMPLETE SYSTEM	IN COMPLIANCE / OK	NOT EVALUATED
ENFORCEMENT ACTION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	
Description of any non-compliance issues			
Action taken			
Examples of best practice			



Template COMP3 (onshore/offshore)	COMPETENCY ASSURANCE OF CRANE OPERATORS
Handbook 3.2.3.4	
<p>By interview onshore and inspection offshore seek to ascertain how the duty holder is ensuring that lifting operations are planned and performed by trained and competent crane operators. If lifting and rigging are in progress at the time of inspection, verify that personnel involved are qualified. Inspector should observe a lift to determine if proper techniques are demonstrated.</p>	
<p><i>Supplementary lines of enquiry that may be followed at your discretion to explore the above issue.</i></p> <p><i>Verify from facility records that crane operators are trained and have been assessed as competent.</i></p> <p><i>Observe or orchestrate a lift to determine if proper crane operation techniques are demonstrated.</i></p> <p><i>Observe attitudes and look out for signs of complacency</i></p>	
NOTES	
<p>HSWA Sec 2&3, MHSWA Reg. 13, PUWER Reg. 8 & 9</p>	

COMP3 COMPETENCY ASSURANCE OF CRANE OPERATORS			
Template Response Box			
COUNTRY	DUTY HOLDER	INSTALLATION	DATE
NON COMPLIANCE / MAJOR FAILING	ISOLATED FAILURE / INCOMPLETE SYSTEM	IN COMPLIANCE / OK	NOT EVALUATED
ENFORCEMENT ACTION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	
Description of any non-compliance issues			
Action taken			
Examples of best practice			



Template COMP4 (onshore/offshore)	COMPETENCY ASSURANCE OF LOAD HANDLERS/RIGGERS
Handbook 3.2.3.5	
<p>By interview onshore and inspection offshore seek to ascertain how the duty holder is ensuring that lifting operations are performed by trained and competent load handlers/riggers. If lifting and rigging are in progress at the time of inspection, verify that personnel involved are qualified. Inspector should observe a lift to determine if proper rigging and lifting techniques are demonstrated.</p>	
<p><i>Supplementary lines of enquiry that may be followed at your discretion to explore the above issue.</i></p> <p><i>Verify from facility records that the deck crew is trained and has been assessed as competent.</i></p> <p><i>Because riggers, banksmen and slingers are the most susceptible to injuries ascertain that training includes classroom, hands-on and an examination of knowledge</i></p> <p><i>Observe or orchestrate a lift to determine if proper rigging and lifting techniques are demonstrated. Observe attitudes and look out for signs complacency</i></p>	
NOTES	
HSWA Sec 2&3, MHSWA Reg. 13, PUWER Reg. 8 & 9	

COMP4 COMPETENCY ASSURANCE OF LOAD HANDLERS/RIGGERS			
Template Response Box			
COUNTRY	DUTY HOLDER	INSTALLATION	DATE
NON COMPLIANCE / MAJOR FAILING	ISOLATED FAILURE / INCOMPLETE SYSTEM	IN COMPLIANCE / OK	NOT EVALUATED
ENFORCEMENT ACTION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	
Description of any non-compliance issues			
Action taken			
Examples of best practice			



Template COMP5 (offshore)	COMPETENCY ASSURANCE OF CRANE INSPECTORS & MAINTENANCE STAFF
Handbook 3.2.3.6	
<p>By interview onshore and by interview and inspection offshore seek to ascertain how the duty holder is ensuring that inspection and maintenance operations are performed by trained and competent personnel.</p>	
<p><i>Supplementary lines of enquiry that may be followed at your discretion to explore the above issue.</i></p> <p><i>Ask Crane Inspectors and/or maintenance staff to demonstrate inspection and/or maintenance tasks that are performed on the crane</i></p>	
NOTES	
HSWA Sec 2&3, MHSWA Reg. 13, PUWER Reg. 8 & 9	

COMP5 COMPETENCY ASSURANCE OF CRANE INSPECTORS & MAINTENANCE STAFF Template Response Box			
COUNTRY	DUTY HOLDER	INSTALLATION	DATE
NON COMPLIANCE / MAJOR FAILING	ISOLATED FAILURE / INCOMPLETE SYSTEM	IN COMPLIANCE / OK	NOT EVALUATED
ENFORCEMENT ACTION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	
Description of any non-compliance issues			
Action taken			
Examples of best practice			