

AT to complete

EWP OPERATOR No: _____

DATE OF ISSUE: _____

EWP Operator - Yellow Card ASSESSMENT DOCUMENT

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

D.O.B: ____/____/____ Employer: (if applicable) _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Training Date: _____ No in Group: _____ Start Time: _____ Finish Time: _____

Location of Training and Assessment: _____

IMPORTANT NOTE

This document contains the procedures and conditions for how you will be assessed.

☐ I am over 18 years of age

☐ I am under 18* years of age and understand
the restrictions placed upon myself when operating an EWP
*Minimum age is 16

☐ I declare that I am not subject to any disability, infirmity or incapacity which might render me unfit to operate the EWP.

☐ I acknowledge that I use the EWP at my own risk and agree to release the Accredited Trainer to the full extent
permitted by law from any liability in respect of any loss or damage resulting from my use of the EWP.

Participant Signature: _____ ID No: _____ Date: _____

Existing Yellow Card No: _____ HRWL (WP) No: _____ HRWL Expiry Date _____

ASSESSMENT OUTCOME

☐ COMPETENT

☐ NOT YET COMPETENT

AT Name: _____

AT Number: _____

AT Signature: _____

Date: _____

This page is intentionally left blank

ELEVATING WORK PLATFORM ASSOCIATION AUSTRALIA

IMPORTANT INFORMATION

We use the information you provide to issue applicants with an EWPA Yellow Card. We may give the information to our auditors for quality control purposes. We do not trade, rent or sell any information you supply. You can check the information we hold about you at any time. For more information ask us for a copy of our privacy policy- Email: info@ewpa.com.au or visit our website: www.ewpa.com.au

INSTRUCTIONS TO PARTICIPANTS

Prior to commencing the assessments your assessor will explain each assessment task and the terms and conditions relating to the submission of the assessment task. Please consult your assessor if you are unsure of any questions. It is important that you understand and adhere to the terms and conditions and address each assessment task in full. If any assessment task is not fully addressed, then your assessment task will be returned to you for re-submission. Your assessor will remain available to support you throughout the assessment process.

Assessment is conducted through a combination of written and multiple-choice knowledge questions, written or verbal activities, and practical demonstration and explanation. Some assessments may be conducted as a group, whilst others are completed individually. Please refer to the instructions located at the beginning of each assessment task for detailed explanation of each task. Cheating will not be tolerated. It is permissible for the applicants to openly discuss the questions, but not answers.

EWPA ACCREDITED TRAINER

Training and Assessment can only be completed by an Accredited Trainer (AT) registered with the EWPA who has been approved to deliver this programme. Upon request, the Trainer can produce their EWPA *Accredited Trainer* card.

TRAINING ENVIRONMENT

The training environment should be a controlled area conducive to training. It should not have excessive noise and the Risk Assessment/Work Activity (Task 2/Part A) should indicate that the area is a safe environment with controlled hazards.

EWPA's USED FOR TRAINING/ASSESSMENT

All EWP's used must be in good working order without fault or defect. The logbook must show currency in *Maintenance* and *Faults/Problems and Action Taken* must show that the EWP is not defective.

Self-propelled, Trailer Mounted and Truck Mounted Boom type EWPs used for training purposes should replicate the machinery applicants are expected to operate and should be trained on a boom type EWP less than 11 metres height or reach.

It is not appropriate that training be conducted on a boom type EWP exceeding 11 metres length

TRAINING AND ASSESSMENT TIMING

Training and Assessment time is flexible; however it is expected to take an average of six hours for a single module to be completed. This time may vary according to group size, prior knowledge and experience. For example, if the training session was completed in a shorter period of time for one of the previous reasons, AT's should detail the reason in the AT comments section on the assessment document and attendee page. It is at the discretion of the AT that the knowledge assessment shall be completed in a reasonable time dependant on circumstances.

REASONABLE ADJUSTMENT

An EWPA Accredited Trainer should allow flexibility or adjustment in the assessment process for a verbal knowledge assessment to be undertaken for participants whose writing skills are at a low level. Prior arrangement or a separate appointment may be required for a verbal knowledge assessment. Assessment questions are not to be modified when asked verbally.

Whilst verbal assessment is allowed, the participant must be able to understand and communicate in English. The Accredited Trainer must be confident that the knowledge and skills imparted have been absorbed and developed by the participant and assessed to a level that they can deem the person competent.

If you are unsure of your skill level, ask your Accredited Trainer to determine if this course is suitable for you. The assessment tool has the flexibility to assess candidates verbally to meet specific learning needs and learning styles.

The assessment **MUST** be conducted by EWPA Accredited Trainer.

COMPETENCY OUTCOME:

You will be deemed either **"Competent"** or **"Not Yet Competent"**.

If you are deemed **"Not Yet Competent"** you will be provided with feedback from your assessor. You will be required to re-sit the assessment in which you were deemed **"Not Yet Competent"** after 24 hours has lapsed (from the finishing time of your assessment). You will only be reassessed on the area you were deemed as **"Not Yet Competent"**, not the entire assessment.

COMPLAINTS AND APPEALS

Any participants who wish to appeal the ATs decision or would like to make a complaint should do so in writing. Please include the Accredited Trainers Name, Accredited Trainer number, date of training and the appeal or complaint. Submit to: EWPA PO BOX 1304, Mona Vale, NSW 1660 or info@ewpa.com.au.

MINIMUM AGE

Minimum age to obtain a Yellow Card is 16 years. Participants under 18 years of age will have a **Restricted** Yellow Card issued, marked with an **R**. The restriction will only allow the Operator to operate a MEWP under direct supervision of an Unrestricted (over 18) Yellow Card holder of the same MEWP class. When an operator turns 18 they will be issued with an Unrestricted Yellow Card. It should be noted that neither the expiration date, nor requirement for refresher training is altered with the issuing of the Unrestricted Yellow Card. Refresher training is the cornerstone of maintaining the validity of Yellow Cards and must be adhered to by all operators.

5 YEAR RENEWAL

EWPA Yellow Cards with Photo ID and 5-year expiry are eligible for renewal. Renewal options include face-to-face EWPA Yellow Card training or Online renewal. Online renewal is available to eligible operators only up to 6 months past the expiry date of an EWPA Photo ID Yellow Card. After this point the operator must undertake face-to-face training with an EWPA Accredited Trainer for Yellow Card renewal.

Operators are required to keep their details up to date with the EWPA, particularly email address, to ensure that they receive communication. If an operator lets their EWPA Yellow Card expire they may encounter difficulties gaining access to worksites/jobs.

Assessment Task 1

Part A: Hazard Identification (both scenarios are to be completed)

Instructions to Participant:

In the following 2 scenarios you will be practicing hazard identification for any potential dangers that could arise when operating an elevating work platform (EWP). Timing is flexible, however it is expected that both scenarios will be completed within 10 minutes.

Scenario 1:

You are required to operate an under 11m Boom Lift on a building site as pictured below. As part of your risk assessment, you are required to identify any hazards which could be a potential danger for the operator and/or bystanders.

In the spaces provided, list a minimum of 2 present or potential hazards at each level which may be dangerous or unsafe to the EWP operator or other people on the worksite.

This assessment is closed book. If participants do not successfully complete this assessment, a second attempt is allowed, and participants may use their workbook for assistance.



Hazards for the operator working in the basket

Hazards for people on the ground (in relation to the EWP)

Ground hazards if moving the EWP

ASSESSORS USE ONLY: First

Outcome ☐ Successful
☐ Not Yet

ASSESSORS USE ONLY: Second

Outcome ☐ Successful
☐ Not Yet

Part A: Hazard Identification

Scenario 2:

You are required to operate a Scissor Lift in a factory/warehouse as pictured below. As part of your risk assessment, you are required to identify any hazards which could be a potential danger for the operator and/or people on the ground.

In the spaces provided, list a minimum of 2 present or potential hazards at each level which may be dangerous to the EWP operator or other people on the worksite.

This assessment is closed book. If participants do not successfully complete this assessment, a second attempt is allowed and participants may use their workbook for assistance.



Hazards for the operator working in the platform

Hazards for people on the ground (in relation to the EWP)

Ground hazards if moving the Scissor Lift

ASSESSORS USE ONLY: First

Outcome ☐ Successful
☐ Not Yet

ASSESSORS USE ONLY: Second

Outcome ☐ Successful
☐ Not Yet


Part B: Logbook Documentation

Instructions to Participant:

In this activity you are required to access and interpret information applicable to the EWP logbook. This activity consists of 3 scenarios (1, 2 and 3). Instructions are noted at the beginning of each scenario. Timing is flexible, however it is expected that all parts in this assessment will be completed within 15 minutes. If participants do not successfully complete this assessment, a second attempt is allowed and participants may use their workbook for assistance.

Scenario: 1





You are preparing to operate an EWP. You have conducted preoperational checks on the EWP and are satisfied that it is in serviceable condition for operation. Fill in the 'Safety Check Record' section of the logbook below to confirm you have conducted preoperational checks. Use today's date/time and use YC123456 as the operators ticket/licence number.

| 1. OPERATOR INSTRUCTIONS / SAFETY CHECK RECORD (Continued): | | | | | | |
|--|---|---|--|--------------------------|--|---|
| Prior to each workshift, before using this elevating work platform, the operator (or competent person) must: | | | | | | |
| 1. Do all 'Operator Safety Checks' (as shown on front cover) and record/sign below. 2. Record any 'Faults/Problems' found in 'Section 2, Part A' overleaf (pink pages). | | | | | | |
| Date | Time  | Operator Safety Checks Done By: <i>Name of operator or competent person (Capitals)</i> | Safety Check Results: Tick (✓) if 'All Checks OK' Cross (X) if 'Any Faults/Problem' | Operator's Signature: | Operator's Card, Ticket or Licence No.: (As Applicable) | Supervisor's Signature: (As Applicable) |
| 126. | AM/PM | | Operator or User should record any 'Faults/Problems' found in 'Section 2, Part A' (Pink Pages). IMPORTANT! | 126. | | |
| 127. | AM/PM | | | 127. | | |
| 128. | AM/PM | | | 128. | | |
| 129. | AM/PM | | | 129. | | |

Scenario: 2

You are preparing to operate an EWP and you are conducting preoperational checks on the EWP. After starting the EWP to check the functions, the overweight alarm (load-sensing alarm) is constantly sounding and cutting out the controls. The platform is not overloaded, so it would appear that the EWP is malfunctioning.

Fill in the 'Faults/Problems' section of the logbook below with the details of the fault. Use today's date/ time and your trainer can be the 'Person problem reported to'.

| 2. FAULTS / PROBLEMS & ACTION TAKEN: | | | | | |
|---|----------------|---|----------------------------------|-----------------|---|
| Part A: FAULTS / PROBLEMS (User or Operator to complete) | | | Part B: ACTION BY SERVICE PERSON | | |
| 1. Person Reporting Fault / Problem (Name in Caps): | | | Service Person (Name in Caps): | | |
| Dept./Other Info (Caps): | | | Qualifications (Caps): | | |
| Person Problem Reported to (Name in Caps): | | | Co./Dept. (Caps): | | |
| Dept./Other Info (Caps): | | | Date Rectified: | | |
| Date Reported: | Time Reported: |  AM/PM | Date Rectified: | Time Rectified: |  AM/PM |
| Brief Details of Fault/Problem: | | | Action Taken (Summary in Caps): | | |
| ANY SAFETY RELATED FAULTS MUST BE REPORTED AND CORRECTED OR THE PLATFORM WITHDRAWN FROM SERVICE | | | Signature: | | |
| 2. Person Reporting Fault / Problem (Name in Caps): | | | Service Person (Name in Caps): | | |
| Dept./Other Info (Caps): | | | Qualifications (Caps): | | |
| Person Problem Reported to (Name in Caps): | | | Co./Dept. (Caps): | | |
| Dept./Other Info (Caps): | | | Date Rectified: | | |
| Date Reported: | Time Reported: |  AM/PM | Date Rectified: | Time Rectified: |  AM/PM |
| Brief Details of Fault/Problem: | | | Action Taken (Summary in Caps): | | |
| ANY SAFETY RELATED FAULTS MUST BE REPORTED AND CORRECTED OR THE PLATFORM WITHDRAWN FROM SERVICE | | | Signature: | | |

ELEVATING WORK PLATFORM ASSOCIATION AUSTRALIA

Scenario: 3

For this task, use today's training date.

You have arrived onsite and are required to operate an EWP to complete your job task. You have been instructed to use a privately owned EWP that has not been used for some time. You open the 'Routine Maintenance' section of the log book and check the date of the last service. Below is an extract of the logbook.

Are you able to operate the EWP with its current service history?

☐ YES

☐ NO

| 3. OWNER INSTRUCTIONS / ROUTINE MTCE & SAFETY CHECKS: | | | |
|--|---|--|---------------------------------------|
| At intervals relative to frequency and severity of use, but in no case more than 3 months apart, the owner (or owners representative) must: | | | |
| 1. Do all 'Owner Routine Maintenance & Safety Checks' (see back cover), record and sign below. 2. Record/rectify any 'Faults/Problems' in 'Section 2' (pink pages). | | | |
| IMPORTANT! ANY SAFETY RELATED FAULTS MUST BE REPORTED AND CORRECTED OR THE PLATFORM WITHDRAWN FROM SERVICE | | | |
| Details of last 'Owner Routine Maintenance & Safety Check' (Brought forward from previous Logbook): | | | |
| Date: <u>5. 4. 2018</u> <u>216</u> Hrs | Service Person (Name in Caps): <u>Jack Stanton</u> Co./Dept. (Caps): <u>Access Maintenance</u> Qualifications (Caps): <u>Fitter</u> <small>Mechanic, Fitter etc</small> | Notes (If Any): <u>Annual Service</u> | |
| Date / Hourmeter: | 'Owner Routine Maintenance & Safety Checks' Done By: | | Notes / Service Reference: (Optional) |
| 1. | Date: <u>5. 7. 2018</u> <u>259.6</u> Hrs Service Person (Name in Caps): <u>Craig Moore</u> Co./Dept. (Caps): <u>Access Maintenance</u> Qualifications (Caps): <u>Plant mechanic</u> <small>Mechanic, Fitter etc</small> Signature: <u>C Moore</u> | | <u>3 month service</u> |
| 2. | Date: <u>5. 11. 2018</u> <u>262.2</u> Hrs Service Person (Name in Caps): <u>Justin Brown</u> Co./Dept. (Caps): <u>Access Maintenance</u> Qualifications (Caps): <u>Plant mechanic</u> <small>Mechanic, Fitter etc</small> Signature: <u>JB</u> | | <u>3 month service</u> |
| OWNER ROUTINE MTCE & SAFETY CHECKS 3. | | | |

ASSESSORS USE ONLY: First

Outcome ☐ Successful
☐ Not Yet

ASSESSORS USE ONLY: Second

Outcome ☐ Successful
☐ Not Yet

Part C: Knowledge Assessment

Participant Instructions:

The outcome of this assessment is 100% and conducted in two steps pending upon the result of step 1.

Step 1 is a closed book assessment with an outcome of 22/27 or greater. If 27/27 is achieved in Step 1, there is no requirement to progress to Step 2.

Step 2 involves revisiting the same assessment to achieve the outcome of 27/27. This is an open book assessment. Any questions being answered incorrectly in Step 1 (max. 5), are revisited by the participant. Using the participant's workbook, the participant corrects the incorrect answer(s) and resubmits assessment to the trainer/assessor.

Step 1: Consists of 27 assessment questions including multiple choice and written responses. The assessment is closed book, participants are to attempt all 27 questions circling the correct answer for multiple choice, and writing the correct answer for written questions. Completed assessments shall be submitted to the trainer/assessor for marking. Participants must achieve 22/27 or higher to be able progress to Step 2. Participants that do not achieve 22/27 will require retraining and assessing at a later date. Refer to your trainer/assessor for details. Participants will have 40 minutes to complete Step 1.

Step 2: Based on the feedback received from your trainer/assessor incorrect answers are reviewed using the participant workbook (open book). Participants insert correct answers and place their initials next to corrected answers. The assessment is re-submitted to the assessor for marking. Participants must achieve 27/27 to successfully complete the knowledge assessment. Participants that do not achieve 27/27 will require retraining and assessing at a later date. Refer to your trainer/assessor for details. There is no time limit on Step 2.

1. Before you start operating your EWP, you should always:

- a) Consult with site supervisor for relevant workplace policies/procedures/environmental information
- b) Reference current OHS/WHS regulations and EWP training/licencing regulations
- c) Coordinate work activities with other trades person
- d) All of the above (as required)

2. i) If a boom type EWP has a boom length of 11 metres or more, a WP Class High Risk Work Licence is required to operate the boom lift.

- a) True
- b) False

ii) If a Scissor Lift or Vertical Lift EWP has a platform height of 11m or more, a WP Class High Risk Work Licence is required to operate the Scissor or Vertical Lift.

- a) True
- b) False

3. What is the first item to check when conducting a pre-operational inspection on an EWP?

- a) Wheels, wheel nuts and tyre condition
- b) Compliance Plate for EWP specifications
- c) Logbook for EWP serviceability and to record your pre-start inspection
- d) Metal components for cracks, fatigue and damage

4. What factors should be considered when selecting an appropriate EWP?

- a) B, C & D
- b) Terrain/ground surface
- c) Weight required to elevate
- d) Height and reach required

5. When should a Site Risk Assessment be carried out?

- a) Before you start using the EWP to do your job.
- b) Only when a supervisor asks you to.
- c) On completion of your job.

6. What needs to be done after site hazards are identified?

- a) Let others know to be careful when working
- b) Don't operate the EWP around that area
- c) Eliminate the hazards if possible, otherwise apply control methods
- d) Use PPE when working in unsafe areas

7. You have identified the potential of an overhead crush hazard. List 2 control measures to lower the risk of overhead crush:

- 1) _____
- 2) _____

8. What are the 3 sections of the EWPA operator logbook used for?

Section 1. _____

Section 2. _____

Section 3. _____

9. List 5 items which need to be inspected and/or tested during pre-operational checks?

- * _____
- * _____
- * _____
- * _____
- * _____

10. Where are at least 2 places you can find the Rated Capacity (SWL) information on your EWP?

- 1) _____
- 2) _____

ELEVATING WORK PLATFORM ASSOCIATION AUSTRALIA

11. What are 3 things you need to consider to ensure you do not exceed the EWPs' Rated Capacity (SWL)?

1)

2)

3)

12. What are the minimum distances that EWP operators must maintain from distribution lines and high voltage transmission lines in your state/territory?

NOTE: you are only required to complete the distances that apply in the state or territory you are working in, please circle the relevant state:

a) VIC / ACT / SA / TAS / NT

Distribution Lines: _____ Transmission Lines: _____

If applicable in your state/territory (VIC / ACT / SA / TAS / NT), what does this reduce to?

With spotters _____ With spotters _____

b) NSW / QLD

Up to 132Kv _____ 132Kv up to 330Kv _____ Above 330Kv _____

c) WA

Less than 33Kv _____ Over 33Kv up to 330Kv _____ More than 330Kv _____

13. What is an example of Side Force/Push/Pull being generated against the side of the basket/platform?

14. If you need to find information about the functions or operations of your EWP, where can you look for it?

- a) Operators manual or manufacturers website
- b) Safe Work Method Statement
- c) Safety Data Sheet
- d) Logbook

15. If wearing a fall arrest harness, what do you hook the lanyard to once you have entered the platform or basket?

- a) Handrail
- b) Rated anchor point
- c) Any heavy object
- d) A person standing next to you

ELEVATING WORK PLATFORM ASSOCIATION AUSTRALIA

16. What must you do if outriggers/stabilisers are to be set on soft soil?

- a) Relocate if possible, otherwise use appropriate packing under the foot plates to spread the weight
- b) Nothing, the EWP will only sink into the ground so far
- c) Use rocks or bricks under the foot plate
- d) Outriggers on their own should be ok with no packing

17. What wind speed rating does your EWP need to have to be operated outside?

18. What should you do with any tools or materials you are using in your EWP to stop them falling out?

- a) Tools should not be placed in EWP's
- b) Make sure you only use tools when in a scissor lift
- c) Place tools on the floor or hang them on the handrails
- d) Ensure tools are secured on tool lanyards or in tool boxes

19. What is the purpose of the deadman pedal/function enable trigger?

- a) It is used to stop normal movement
- b) Drive lock out
- c) Reverse control
- d) It is a safety switch, nothing will operate unless pressed/pulled. No unplanned movements will happen.

20. When would you need to check the gradeability rating of your EWP?

21. If the tilt warning alarm activates while you are elevating the EWP platform/basket, what actions would you take?

- 1) _____
- 2) _____
- 3) _____

22. When would it be safe to drive your EWP when the platform/basket is in a raised or elevated position?

23. What are 2 conditions or events that would cause you to stop operating your EWP?

- 1) _____
- 2) _____

ELEVATING WORK PLATFORM ASSOCIATION AUSTRALIA

- 24. If the platform controls cut out and the ground controls are not working either, how else can the EWP be lowered?**
- a) Climb down the mast or scissor pack.
 - b) Use the emergency/manual lowering system.
 - c) Open the control panel and try to find the problem.
- 25. What would you do if you detect a fault with the EWP at any time?**
- a) Monitor the problem in case it gets worse.
 - b) Stop operating EWP immediately, report to an authorised person, fill out a fault report in the logbook and place a 'Do Not Use' tag on the EWP.
 - c) Ignore the problem until after the job is finished.
- 26. After finishing your work, your EWP platform/basket floor is full of waste materials and covered in dust or mud. What should you do before off hiring it, or leaving site?**
- a) The EWP should be cleaned, and waste materials disposed of.
 - b) Don't worry about it, the hire company will clean it and charge extra for it.
 - c) Leave it up to the transport driver to take care of and charge extra for it.
- 27. What else should be done with the EWP when you have finished using it for the day?**
- a) Leave it where you last used it.
 - b) Leave the keys in the EWP in case it needs to be moved.
 - c) Repair any faults you find.
 - d) Park the EWP in a safe location, isolate power, refuel/recharge if required and check for any faults or damage.

END OF KNOWLEDGE ASSESSMENT – check all answers are completed and give it to your trainer to mark your answers.

ASSESSOR USE ONLY: 1st

Outcome ☐ Successful
☐ Not Yet

ASSESSOR USE ONLY: 2nd

Outcome ☐ Successful
☐ Not Yet

Assessment Task 2: Work Activity and Practical Demonstration

Instructions to Participant:

In this activity you are required to demonstrate that you can conduct EWP operations safely and efficiently in your selected industry sector. There are 2 parts to this assessment.

An industry sector and job task is to be selected for your practical demonstration. Scenarios are to create a setting for operating the EWP and contain a simple job task to complete whilst operating the EWP(s). Only one scenario needs to be completed according to your selected industry sector. The scenario may be repeated if operating more than 1 type of EWP.

Practical Demonstration steps:

1. Select your relevant industry (ie Mining, Civil construction, Warehousing, etc)
2. Select a job task listed below. Your trainer will assist in selecting an appropriate task according to industry. (Job tasks are not limited to the below; alternate job tasks may be created appropriate to the industry).
3. Conduct a Job Safety Analysis and complete the “PART A: Practical Demonstration: Work Activity”
4. Inspect and operate the EWP(s) according to “APPENDIX 1: EWP Demonstration Procedure”**

**Participants must complete the ‘EWP Demonstration Procedure’ on a minimum of 2 separate occasions.

One EWP type:

- A minimum of 2 EWP Demonstration Procedures should be completed on 2 separate occasions.

Two or more EWP types:

- A minimum of 1 ‘EWP Demonstration Procedure’ should be completed for at least 2 of the EWP types being demonstrated.

Job Tasks:

Civil Construction:

(Design, construction, and maintenance of a physical or naturally built environment, including works like roads, bridges, dams, and buildings)

Your job task may be, but not limited to:

- Checking the wind speed at height to ensure a crane is safe to erect; or
- Inspection of precast tilt up panels, scaffolding, etc; or
- Inspecting an external light, gutters, roof, overhead service, or
- Inspecting an internal light, sprinklers, air conditioning ducts, roller door motor, etc

Mining:

(The extraction of minerals or geological materials from the earth from an ore body, lode, vein, seam, or reef.)

Your job task may be, but not limited to:

- Inspecting a conveyer, structure; etc; or
- Inspecting components of mining plant or equipment; or
- Add extra task

Warehousing:

(Commercial buildings used for storage of goods which usually have loading docks where machinery is used to load and unload goods from road, rail and sea transport.)

Your job task may be, but not limited to:

- Inspecting available space on high level pallet racking,
- Inspecting condition of pallet racking (cross beams locks, etc)
- Stock taking an item at height

NOTE: other industries may include: Aviation, Events and Entertainment, Arboriculture, Agriculture

Part A: Work Activity

Selected industry sector for practical demonstration?

- ☐ Civil Construction ☐ Mining ☐ Warehousing
☐ Other _____

Job task to be carried out:

Equipment/Tools required for job task: _____

Can this job task be conducted with more than one type of EWP? ☐ Yes ☐ No

What EWP types is this work activity applicable to? ☐ VL ☐ SL ☐ BL ☐ TL ☐ TM

Job safety analysis

Method of analysis: ☐ Verbal ☐ Written / ☐ Group ☐ Individual

Have EWP specific hazards been considered? ☐ Yes ☐ No
 (ie. unstable ground, overhead crush, wind speeds, outriggers on slopes, travel path)

Have all hazards been satisfactorily controlled? ☐ Yes ☐ No (If NO, reassess control methods)

Are all involved personnel aware of these hazards and controls? ☐ Yes ☐ No

Are there any environmental protection considerations? ☐ Yes ☐ No

Details: _____

Job/Site specific procedures/permits required ☐ Yes ☐ No

Details: _____

Communication method to be used: ☐ Verbal ☐ Two-way radio ☐ Hand signals ☐ Other _____

PPE required for task: ☐ Hardhat ☐ Hearing Protection ☐ Eye Protection ☐ Fall Arrest Harness
☐ Gloves ☐ Hi-Visibility Clothing ☐ Other _____

Emergency Procedures (how will the platform be lowered?) _____

Fault Reporting Procedures (What must be done if a fault is detected on the EWP?): _____

Sign off

Work activity carried out by: _____ Signature: _____

Part B: EWP Demonstration Procedure

Participants are to complete the below Demonstration Elements check list with them during their Practical Demonstration Assessment. Participants are to complete each element (as applicable) in order to meet practical assessment criteria.

EWP TYPE: VL SL BL TL TM Make: _____ Model: _____

| Demonstration Element | Completed ✓ or * |
|--|---------------------|
| Personal Protective Equipment <ul style="list-style-type: none"> * PPE selected as per Job Plan * PPE is inspected for serviceability * PPE fitted as per manufactures specs. | |
| Locate logbook <ul style="list-style-type: none"> * Correct logbook for the EWP * No outstanding faults * Service interval within 3 months | |
| Operators manual located | |
| Locate the Compliance Plate and complete the following: <ul style="list-style-type: none"> * EWP Weight: * Platform Height: * Rated Capacity (SWL):IN OUT * Number of occupants:IN OUT * Operating Angle: * Gradeability: * Wind Rating:IN..... OUT * Side Force:IN OUT | |
| Decals present and readable | |
| Visual inspection of EWP for damage <ul style="list-style-type: none"> * Tyres / Wheels serviceable condition * Boom arms free from damage: or * Scissor stack free from damage * Locking pins/retainers are secure * Hoses / Cables free from damage/leaks * Safety Devices function correctly * Platform handrails free from damage | |
| Fluids checked at correct level <ul style="list-style-type: none"> * Engine Oil, Hydraulic Oil * Coolant, Fuel, Batteries | |
| Slew Lock Pin/Lock Strap released (if fitted – boom type lift only) | |
| Inspect Outriggers/Stabilisers (if fitted) <ul style="list-style-type: none"> * Footplates move freely * Locking pins secured | |
| Ground control inspection/testing <ul style="list-style-type: none"> * Emergency Stop Button functional * Test all Controls serviceable (On and Off) * Demonstrate Start/Stop procedure * Identify/test Emergency Lowering Device * After testing, platform controls selected | |

| Demonstration Element | Completed ✓ or * |
|---|---------------------|
| Enter Basket/ Platform <ul style="list-style-type: none"> * Shut Gate * Attach fall arrest harness to attachment point * Test Emergency Stop Button * Demonstrate Start/Stop procedure * Set up and level Outriggers (if applicable) * Test all lifting controls * Test Emergency Lowering Device * Test drivability, brakes and steering | |
| Explains signing of logbook | |
| Prepare for work activity <ul style="list-style-type: none"> * Job Plan accessible * Tools/Equipment placed in platform * Any tools/materials distributed evenly * Total load not exceeding Rated Capacity | |
| Conduct work activity with EWP <ul style="list-style-type: none"> * Position and set up EWP for elevation * Elevate platform to required location using all possible lifting/slewing controls * Conduct Job task as set out in Job Plan * If possible and safe, travel EWP with platform raised * Operate controls smoothly in coordinated manner * Lower platform after completing job task * Complete job task in timely manner | |
| Park EWP <ul style="list-style-type: none"> * Park on level/stable ground * Park away from exits/walkways/ hazards | |
| Shut down and secure EWP <ul style="list-style-type: none"> * Shut down engine/power * Emergency stops in * Remove key * Isolate power * Remove tools and equipment from platform * Explain how you would dispose of any waste chemicals after use | |
| Conduct Post-Operational checks | |

Demonstration Completed by: _____ Signature: _____ Date: _____

Part B: EWP Demonstration Procedure

This procedure will assist participants with the practical demonstration of an elevated work platform. Participants may carry this check list with them during their practical demonstration assessment. Participants are to complete each element (as applicable) in order to meet practical assessment criteria.

EWP TYPE: VL SL BL TL TM Make: _____ Model: _____

| Demonstration Element | Completed ✓ or * |
|---|---------------------|
| Personal Protective Equipment <ul style="list-style-type: none"> * PPE selected as per Job Plan * PPE is inspected for serviceability * PPE fitted as per manufactures specs. | |
| Locate logbook <ul style="list-style-type: none"> * Correct logbook for the EWP * No outstanding faults * Service interval within 3 months | |
| Operators manual located | |
| Locate the Compliance Plate and complete the following: <ul style="list-style-type: none"> * EWP Weight: * Platform Height: * Rated Capacity (SWL):IN OUT * Number of occupants:IN OUT * Operating Angle: * Gradeability: * Wind Rating:IN OUT * Side Force:IN OUT | |
| Decals present and readable | |
| Visual inspection of EWP for damage <ul style="list-style-type: none"> * Tyres / Wheels serviceable condition * Boom arms free from damage: or * Scissor stack free from damage * Locking pins/retainers are secure * Hoses / Cables free from damage/leaks * Safety Devices function correctly * Platform handrails free from damage | |
| Fluids checked at correct level <ul style="list-style-type: none"> * Engine Oil, Hydraulic Oil * Coolant, Fuel, Batteries | |
| Slew Lock Pin/Lock Strap released (if fitted – boom type lift only) | |
| Inspect Outriggers/Stabilisers (if fitted) <ul style="list-style-type: none"> * Footplates move freely * Locking pins secured | |
| Ground control inspection/testing <ul style="list-style-type: none"> * Emergency Stop Button functional * Test all Controls serviceable (On and Off) * Demonstrate Start/Stop procedure * Identify/test Emergency Lowering Device * After testing, platform controls selected | |

| Demonstration Element | Completed ✓ or * |
|---|---------------------|
| Enter Basket/ Platform <ul style="list-style-type: none"> * Shut Gate * Attach fall arrest harness to attachment point * Test Emergency Stop Button * Demonstrate Start/Stop procedure * Set up and level Outriggers (if applicable) * Test all lifting controls * Test Emergency Lowering Device * Test drivability, brakes and steering | |
| Explains signing of logbook | |
| Prepare for work activity <ul style="list-style-type: none"> * Job Plan accessible * Tools/Equipment placed in platform * Any tools/materials distributed evenly * Total load not exceeding Rated Capacity | |
| Conduct work activity with EWP <ul style="list-style-type: none"> * Position and set up EWP for elevation * Elevate platform to required location using all possible lifting/slewing controls * Conduct Job task as set out in Job Plan * If possible and safe, travel EWP with platform raised * Operate controls smoothly in coordinated manner * Lower platform after completing job task * Complete job task in timely manner | |
| Park EWP <ul style="list-style-type: none"> * Park on level/stable ground * Park away from exits/walkways/ hazards | |
| Shut down and secure EWP <ul style="list-style-type: none"> * Shut down engine/power * Emergency stops in * Remove key * Isolate power * Remove tools and equipment from platform * Explain how you would dispose of any waste chemicals after use | |
| Conduct Post-Operational checks | |

Demonstration Completed by: _____ Signature: _____ Date: _____

Part C: Practical Demonstration: Assessor to complete

| Assessor Use only | | | | | |
|---|----|----|----|----|--|
| EWP TYPE VL Make: _____ Model: _____ SL Make: _____ Model: _____ BL Make: _____ Model: _____ TL Make: _____ Model: _____ TM Make: _____ Model: _____ | | | | | Assessor to mark = yes = no NA = Not Applicable Satisfactorily Completed |
| 1. Planning work with the EWP | | | | | |
| | VL | SL | BL | TL | TM |
| a) Identify any site-specific procedures for EWP use (document in work activity) | | | | | |
| b) Selected EWP is suitable for the work activity | | | | | |
| c) Work activity is completed and emergency procedures agreed | | | | | |
| d) All hazards have been identified and satisfactorily controlled (as per work activity) | | | | | |
| e) Appropriate PPE selected and worn according to work activity | | | | | |
| f) Work activities have been communicated with others at the site | | | | | |
| 2. Pre-start and post-start inspections and checks | | | | | |
| | VL | SL | BL | TL | TM |
| a) Logbook is located and serviceability and fault reporting procedure explained | | | | | |
| b) Conducts pre-start and post-start checks as per manufacturers specifications | | | | | |
| c) Operators manual is located and referred to if required | | | | | |
| d) EWP Specifications identified and explained (as per EWP demonstration procedure) | | | | | |
| 3. Setting up and positioning the EWP | | | | | |
| | VL | SL | BL | TL | TM |
| a) Placed any tools or equipment into the platform | | | | | |
| b) Set up on stable and level surface as per safe work practices | | | | | |
| c) Set up and level stabilisers [Mark 'N/A' if EWP is not fitted with Stabilisers] | | | | | |
| 4. Operating the EWP | | | | | |
| | VL | SL | BL | TL | TM |
| a) Operate all functions on the EWP safely, to complete the work activity | | | | | |
| b) Operate the EWP safely and applies hand-eye coordination | | | | | |
| c) Communicates with others effectively to coordinate the work activity | | | | | |
| d) Monitors hazard controls and EWP safety/warning devices, responds to any incidents | | | | | |
| e) Completes the work activity in a timely manner and shuts down the EWP | | | | | |
| 5. Conducting housekeeping activities | | | | | |
| | VL | SL | BL | TL | TM |
| a) Conducts post-operational checks and identifies and reports any faults or damage | | | | | |
| b) Any equipment/waste materials removed from EWP and is left in clean condition | | | | | |
| c) Explains waste disposal requirements/procedures (oils, chemicals, rubbish) | | | | | |
| d) Refuels or recharges EWP as required | | | | | |

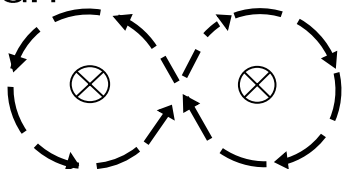
| Outcome - Assessor Use only | | | | | |
|--|--|--|--|--|--|
| Number of occasions the participant conducted this demonstration | | | | | |
| All applicable elements successfully completed | | | | | |

AT COMMENTS:

ELEVATING WORK PLATFORM ASSOCIATION AUSTRALIA

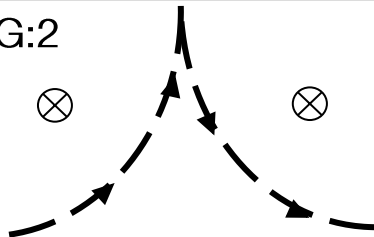
The diagrams below are suggestions only and AT's may alter the patterns according to site conditions and practicality

FIG:1



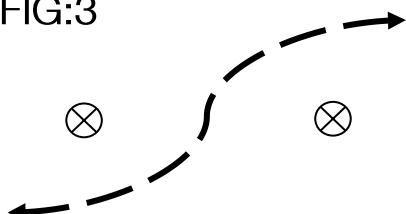
Mobile EWP in forward direction in a figure 8 pattern through 2 marker cones, steering smoothly and appropriate speed to maintain control

FIG:2



Mobile EWP in reverse direction in between 2 marker cones, then travel back out in the forward direction.

FIG:3



Whilst elevated, mobile the EWP in forward and reverse direction in an S shape between 2 marker cones.

| Overall Assessment Result (Assessor's use only) | | | | |
|---|---------------------------------|---|--------------------------|--------------------------|
| TASK | PART | REQUIREMENT | Satisfactory | Not Yet Satisfactory |
| Task 1 | Part A: Hazard Identification | 6 or more hazards identified | <input type="checkbox"/> | <input type="checkbox"/> |
| Task 1 | Part B: Logbook Documentation | Correctly documented information in logbook pages | <input type="checkbox"/> | <input type="checkbox"/> |
| Task 1 | Part C: Knowledge Assessment | Achieved 22/27 correct answers on first attempt | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Achieved 27/27 correct answers on second attempt | <input type="checkbox"/> | <input type="checkbox"/> |
| Task 2 | Part A: Work Activity | All applicable sections completed | <input type="checkbox"/> | <input type="checkbox"/> |
| Task 2 | Part B: Practical Demonstration | Completed in accordance with marking criteria | <input type="checkbox"/> | <input type="checkbox"/> |

Overall Outcome: ☐ Competent ☐ Not Yet Competent

Assessor's feedback to the participant:

Participant Declaration:

I declare that I have been assessed in these tasks, all work submitted is my own, and I have been advised of my result.

Signature: _____ Date: _____

Assessor Declaration:

I declare I have conducted a fair, valid, reliable and flexible assessment with this participant, and have provided appropriate feedback.

Signature: _____ Date: _____

Did another EWPA Accredited Trainer assist with this assessment? ☐ YES ☐ NO

AT Number: _____ AT Name: _____ AT Signature: _____

Other details:

This page is intentionally left
blank



ELEVATING WORK PLATFORM ASSOCIATION OF AUSTRALIA
WWW.EWPA.COM.AU