



Assessment Cover Page

Candidate Details			
Candidate Name			
Candidate Signature		Date	/ /
Unit of Competency	RIIHAN305D Operate a Gantry or Overhead Crane		
Machinery Details (if required)	Make		Model

Evidence Tools used for this Assessment. Please tick all that apply:

Observation	<input type="checkbox"/>
Written	<input type="checkbox"/>
Simulated	<input type="checkbox"/>
Portfolio	<input type="checkbox"/>
Other; e.g. Logbook	<input type="checkbox"/>

Evidence must be attached.

RESULT
Competent / Not Yet Competent
Please write C or NYC

Training Start Date	/ /	Assessment End Date	/ /
Assessors Name			
Assessors Signature		Date	/ /
Important: Your signature verifies that the student has completed their assessment correctly in accordance with the assessment criteria..			
Assessor Comments:			

For Traineeships and Apprenticeships only			
Supervisors Name			
Supervisors Signature		Date	/ /

Important: Your signature verifies that the student has completed the required on the job components and is ready for assessment and the student has successfully completed the training log book and competency requirements for this unit.

OFFICE USE ONLY			
Entered into Database		Certificate Number	



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Inclusions for Assessments

Version No#	Review Date	Date Updated	Validation Date	Validation Team	Details of Updates
1.0	18/04/2019	18/04/2018	/ /		Document created.
1.1	04/06/2019	04/06/2019	/ /		Revised.
1.2	06/11/2020	06/11/2019	/ /		Updated 2 nd occasion.
1.3	22/04/2023	22/04/2022	/ /		Review and updated

Note: please change Version number and date on each document to reflect the Version Plate.

RIIHAN305D Operate a Gantry or Overhead Crane

Purpose of Assessment: To assess the Trainee's ability to operate a gantry or overhead crane in the Resources and Infrastructure Industries.

Target Group: Trainees and those working in the construction industry.

Exclusions or Special Conditions: Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories and industry sectors. Relevant information must be sourced prior to application of the unit.

Assessment Process: *On completion of the assessment:*

If you are deemed competent, the results of your assessment will be recorded and you will be asked to sign to verify that you have sighted the result.

If you are deemed not yet competent, your trainer and assessor will discuss the outcome of the assessment with you. As part of this process, the assessor will identify the skills gap and recommend a plan for further training. The Not Yet Competent result will still be recorded and the assessor may be required to notify the site supervisor of the outcome of the assessment. When you are ready for reassessment (second assessment attempt) a new assessment date will be set.

Reassessment: Students who are dissatisfied with their assessment outcome may apply for reassessment by contacting their trainer or assessor. Student will be given two opportunities for assessment. If a student does not achieve competency in the second attempt, the student will be required to repeat the unit of competency.

Knowledge (Written / Theory) Assessment: Guide for Completing the Knowledge Assessment

Conditions of Assessment: This assessment is to be administered and monitored by the assessor to ensure currency and authenticity.

- The trainee will be provided with a limited number of attempts for each question.
- Clarification for each question may be provided by the assessor to assist the trainee in understanding the question.

Duration of Knowledge Assessment: On average the assessment should take a trainee 60 minutes to complete.

Decision Making Rule: The assessor uses the following decision making rules to determine if a trainee has answered all questions satisfactorily.

- All Questions answered correctly = 100%

Marking Guide: A marking guide will not be provided, however on successful completion of assessment the trainee will be provided with a list of questions they have incorrectly answered.

Additional Information: Once the trainee has successfully completed the assessment tasks, the assessor will give the trainee feedback in a timely manner.

Resources: Computer and internet connection will be supplied at the RTO if required.

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**Demonstration (Performance / Practical) Assessment: Guide for Assessment of Demonstration**

Conditions of Assessment: Assessors must satisfy SNR/ASQA assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

- Where assessment of competency includes third party evidence, individuals must provide evidence that links them to the required outcomes of the unit.
- Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

Demonstration Requirements: Trainee is to demonstrate –

- locates and applies relevant documentation, policies and procedures
- implements the requirements, procedures and techniques for the safe, effective and efficient completion of the operation of a gantry or overhead crane including:
 - planning and preparing for operating the gantry or overhead crane
 - performing crane inspection and fault finding
 - accessing, interpreting and applying technical information
 - selecting and using relevant tools and equipment

works effectively with others to undertake and complete the operation of a gantry or overhead crane that meets all of the required outcomes including:

- using a range of communication techniques and equipment to coordinate activities with others
- maintaining all written and verbal reporting requirements and procedures

demonstrates completion of operating a gantry or overhead crane that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:

- performing pre-start, start-up, park-up and shutdown procedures
- operating crane controls to lift, transfer and lower loads

completing maintenance operations, including:

- inspection of gantry or overhead crane
- performing operational servicing and lubrication
- calculating volume and weights
- disposing of environmentally sensitive fluids and materials

Assessor is to schedule an appropriate time and duration for the Trainee to demonstrate the assessment task/s and associated questions.

Oral Questions: Questions must be asked while the demonstration is taking place or if appropriate directly after the task/s have been completed.

Flexibility: Assessor to modify activities to cater for variations in workplace context and environment.

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RIIHAN305D Operate a Gantry or Overhead Crane Theory Assessment

Theory Assessment Instructions for Participant

To meet the requirements of this unit of competency, you will be required to successfully complete the Theory Assessment. It should be completed in the following ways: -

- Indicates competency.** Ability to an acceptable industry standard to show required knowledge, problem solving, following safe work practices and meeting the workplace responsibilities and expectations as required.
- Indicates further work required.** In co-ordination with your trainer, re-assessments should be carried out only on that particular question where further work is required.

Conditions of Theory Assessment: With the Learner Guide, your notes and references, and substantial training from the assessor / trainer, you will have adequate knowledge and time to complete the theory assessment (unless the competency clearly states it is closed book). Where necessary, calculators may be used. In order to achieve competency in the theory component of this unit, **every question should be attempted** to show sufficient knowledge of the subject; when marking - the trainer or assessor should have marked every box have a tick and will ask you if anything is unclear.

1. **What factors should also be considered when using tag lines? Give at least four examples?**
(Written answer: Please use the space below to provide your answer).

2. **Are you permitted to allow a person to ride upon the lifting hook, sling attachment or suspended load?**
(Written answer: Please use the space below to provide your answer).

3. **Explain the requirements that would permit you to lift personnel using the crane?**
(Written answer: Please use the space below to provide your answer).

4. **When should “Personal Protective Equipment” be worn in the workplace?**
(Written answer: Please use the space below to provide your answer).

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5. **As a competent person you are required to maintain your work area in a clean and tidy condition at all times?**

(True or False – Please tick your answer).

- c. True
 d. False

6. **Any accidents or incidents on site must be reported to your supervisor. There are company hazard and incident report forms that will need to be filled in?**

(True or False – Please tick your answer).

- c. True
 d. False

7. **If there is an environmental incident on site such as a large oil spill there are company procedures to follow. This may be the use of spill kits to aid in the clean-up of the oil?**

(True or False – Please tick your answer).

- c. True
 d. False

8. **What is the danger of working in a single notch for long periods?**

(Written answer: Please use the space below to provide your answer).

9. **Are there alarms for long travel? If yes how do they work?**

(Written answer: Please use the space below to provide your answer).

10. **You are operating the crane and lose power. What should you do?**

(Written answer: Please use the space below to provide your answer).

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11. **As the crane has an automatic audible alarm for long travel motion. If you are operating from the cabin of a gantry crane, is it safe/ permissible for you to travel without a person dogging the load/spotter on the ground?**

(Written answer: Please use the space below to provide your answer).

12. **If any defects are observed through warning lights/alarms/gauges what action would you take to have the defect rectified?**

(Written answer: Please use the space below to provide your answer).

13. **When the hook block is at its lowest point, what is the minimum number of full turns that must remain on the hoist drum?**

(Written answer: Please use the space below to provide your answer).

14. **What limits are on the hoist and how do they work?**

(Written answer: Please use the space below to provide your answer).

15. **You are conducting the pre-operational checks and find a danger tag. Are you allowed to remove the safety tag and start the crane by turning on the main switch?**

(Yes or No: Please tick your answer).

- c. Yes
- d. No

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16. **You come in to start work and there is a danger tag / out of service tag on the main switch. Are you allowed to remove the danger tag and start the crane by turning on the main switch?**

(Yes or No – Please tick your answer).

- c. Yes
 d. No

17. **Who is the only person that can remove a personal danger tag?**

(Written answer: Please use the space below to provide your answer).

18. **State the essential information that should be displayed on the bridge of the crane?**

(Written answer: Please use the space below to provide your answer).

19. **What procedures should you follow in preparing an operational plan for cranes?**

(Written answer: Please use the space below to provide your answer).

20. **When should the mass (weight) of the load be assessed?**

(Written answer: Please use the space below to provide your answer).

21. **What hazard control strategies would need to be included in the plan for the crane procedures?**

(Written answer: Please use the space below to provide your answer).

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22. **What type of hazards would you consider for incorporation into your work plan?**
 (Written answer: Please use the space below to provide your answer).

23. **During a check of the work area you notice a truck directly under the travel path of your crane. As the operator of the crane, what is your responsibility?**
 (Written answer: Please use the space below to provide your answer).

24. **There is a fire involving electrical equipment on your crane. What type of extinguisher can you use?**
 (Written answer: Please use the space below to provide your answer).

25. **Why should loose materials never be put on the resistance bank cover?**
 (Written answer: Please use the space below to provide your answer).

26. **Who would be responsible for checking all lifting gear for example chains and slings?**
 (Written answer: Please use the space below to provide your answer).

27. **A person dogging a load puts a hand on the hook and starts to jump as though they are getting an electric shock. What should you do?**
 (Written answer: Please use the space below to provide your answer).

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28. **If a signal is unclear, what should the crane operator do?**

(Written answer: Please use the space below to provide your answer).

29. **State the meaning of the hand signal shown?**

(Written answer: Please use the space below to provide your answer).



30. **State the meaning of the hand signal shown?**

(Written answer: Please use the space below to provide your answer).



31. **What should be provided for crane operators working at night or in darkened areas?**

(Written answer: Please use the space below to provide your answer).

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32. **You are travelling a crane along the runway. The crane shudders and a loud noise is heard. What action would be appropriate?**

(Written answer: Please use the space below to provide your answer).

33. **Is it permitted to pass a load over personnel?**

(Yes or No: Please tick your answer).

- c. Yes
- d. No

34. **State three (3) reasons why you are not permitted to drag or snig a load?**

(Written answer: Please use the space below to provide your answer).

35. **What is the minimum size diameter hand held tag line to be used for controlling loads?**

(Written answer: Please use the space below to provide your answer).

36. **What defects would cause a synthetic webbing sling to be discarded? (List a minimum of five)?**

(Written answer: Please use the space below to provide your answer).

37. **Why is it important to separate defective equipment?**

(Written answer: Please use the space below to provide your answer).

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38. **If you observed a defect in one of the main controls, who would you report this to for rectification work?**

(Written answer: Please use the space below to provide your answer).

39. **When interference (tampering) is identified to whom should the crane driver report any faults?**

(Written answer: Please use the space below to provide your answer).

40. **What defects will condemn an FSWR sling from safe use? (List a minimum of four).**

(Written answer: Please use the space below to provide your answer).

41. **How many broken wires adjacent to a swaged would cause the sling to be condemned?**

(Written answer: Please use the space below to provide your answer).

42. **What defects condemn chain from safe use? (List a minimum of four)?**

(Written answer: Please use the space below to provide your answer).

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43. **What type of shackle should be used to connect a number of single leg slings to a crane hook?**

(Written answer: Please use the space below to provide your answer).

44. **Is it safe to reeve a sling through two (2) or more eye bolts?**

(Yes or No: Please tick your answer).

- c. Yes
- d. No

45. **Explain the use of packing or dunnage when slinging a load?**

(Written answer: Please use the space below to provide your answer).

46. **What is the maximum mass (weight) a crane is permitted to lift?**

(Written answer: Please use the space below to provide your answer).

47. **Why is it important to have the crane positioned correctly over hook or load?**

(Written answer: Please use the space below to provide your answer).

48. **What type of loads commonly require the use of tag lines?**

(Written answer: Please use the space below to provide your answer).

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RIIHAN305D Operate a Gantry or Overhead Crane Practical Assessment

Practical Assessment / (Portfolio of Evidence) Instructions for Participant

To meet the requirements of this unit of competency, you will be required to successfully complete the Practical Assessment. The assessor may be also asked to provide additional evidence to attach to the Practical component. This checklist should be completed in the following ways: -

- Indicates successful (S).** Demonstration to an acceptable industry standard with application of required knowledge, problem solving, following safe work practices and meeting the workplace responsibilities and expectations as required.
- Indicates unsuccessful (U/S).** In this case, reasons should be given to justify a decision of being unsuccessful. Re-assessments should be carried out only on that particular area where the participant were deemed unsuccessful and further evidence is required. The trainer or assessor needs to **observe** you demonstrating the following essential skills in **your workplace or in a simulated environment**. In order to achieve competency in this unit, every box should have a tick.

Conditions of Practical Assessment: The assessor / trainer will provide the instructions, if you are unclear about what you have to do, clarify instructions with your assessor /trainer before commencing practical tasks. You must be observed independently, and all activities demonstrated satisfactory. Practical tasks must be undertaken with correct footwear, high vis clothing and other Personal Protective Equipment (PPE) that may be required as appropriate. **The Practical Assessment may be stopped immediately at any time if you act in a way that puts yourself, other learners, the assessor / trainer, property or equipment in any danger. If this happens, rescheduling of the assessment will be at the discretion of your assessor / trainer.**

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Supporting Evidence for Practical and Observation Assessments

Practical Assessment Details			
Unit of Competency	RIIHAN305D Operate a Gantry or Overhead Crane		
Date of Assessment	/ /	Location	

What is the assessment activity that is taking place:

Machinery being used	
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What safety policies or procedures were used in the assessment? (*Attach evidence where required*):

Explain the tasks that were being assessed:	
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Task 1	
Task 2	
Task 3	
Task 4	
Task 5	

Further comments (*if applicable*):

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First Occasion Practical				
Location:			Date	/ /
Machinery Details (if required)	Make		Model	

Second Occasion Practical				
Location:			Date	/ /
Machinery Details (if required)	Make		Model	

		1 st Occasion		2 nd Occasion		
A	PRE-OPERATIONAL CHECKS / Did the participant:	S	U/S	S	U/S	Comments
A1	<p>➤ Demonstrate checks that should be made prior to entering the operator’s cabin.</p> <p><i>NOTE: especially those travelling gantries which run outside of buildings.</i></p> <ul style="list-style-type: none"> ▪ Personal Protective Equipment PPE ▪ Mains isolation switch to ensure that there are no danger tags affixed to it ▪ Electric collector wires:-none broken and all are on the insulators ▪ Nothing leaning on the collector wires such as ladders, scaffolding etc. ▪ Crane runway beams to ensure no obstruction to long travel ▪ Crane Bridge beams that there are no obstructions ▪ SWL notices ▪ All access ways clear ▪ Storm brakes (where applicable) ▪ Hoist wires, anchorages, sheaves, winch drums, and <ul style="list-style-type: none"> ○ lifting assembly where practicable ▪ Collector basket/buzz bars-if visible ▪ Hydraulic system (where applicable) ▪ Isolating panels/circuit breakers ▪ Safety chains/gates must be in place at exits ▪ Lubricate crane (where applicable) <p><i>NOTE: check from below and above as appropriate. Not all points will be relevant to remote control/pendant control cranes.</i></p>					

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		1 st Occasion		2 nd Occasion		
		S	U/S	S	U/S	
A2	<ul style="list-style-type: none"> ➤ Demonstrate the checks upon entering the operators cabin and switching on the main switch <ul style="list-style-type: none"> ▪ Cabin isolation switch is off and no safety tags on it ▪ Switch on isolation switch ▪ Drivers cabin clean-no rubbish fouling the controls ▪ Appropriate fire extinguisher located in the cabin (where applicable) ▪ All controls in neutral position ▪ Visibility clear ▪ Controls identified and use explained 					
A3	<ul style="list-style-type: none"> ➤ What is the function of the service log book? It explains the service maintenance carried out and any defect found and repaired. 					
A4	<ul style="list-style-type: none"> ➤ Produce the service logbook and explain critical entries. Log book produced and explained. 					
B	START UP CRANE / Did the participant:	S	U/S	S	U/S	Comments
B1	<ul style="list-style-type: none"> ➤ Demonstrate the start-up procedure and perform all operational checks on all motions <ul style="list-style-type: none"> ▪ Control panel lights for correct function ▪ Area clear ▪ All motions operated ▪ Emergency device alarms ▪ Brakes ▪ All limits ▪ Communication system operative 					
C	OPERATE CRANE / Did the participant:	S	U/S	S	U/S	Comments
C1	<ul style="list-style-type: none"> ➤ Demonstrate all of the following signals <ul style="list-style-type: none"> ▪ Stop-hand ▪ Stop-whistle ▪ Hoist up-hand ▪ Hoist up-whistle ▪ Hoist down-hand ▪ Hoist down-whistle ▪ Creep-hand ▪ Travel-hand ▪ Traverse 					
C2	<ul style="list-style-type: none"> ➤ The crane has broken down at a position away from the access ladder/platform. Explain the procedure for raising the alarm and for evacuating from the crane if necessary. <p><i>NOTE: the applicant should explain the procedures available to his/her workplace.</i></p>					

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		1 st Occasion		2 nd Occasion		
		S	U/S	S	U/S	
C3	<ul style="list-style-type: none"> ➤ Demonstrate all crane movements (where applicable) <ul style="list-style-type: none"> ▪ Secure Load ▪ Load correctly slung ▪ Conduct trial lift ▪ Lift conforms with SWL ▪ Hook/lifting assembly positioned over load correctly ▪ Hoist ▪ Travel with load ▪ Lower ▪ Tag line used (where applicable) ▪ Communications interpreted correctly (where applicable) ▪ Load placed correctly ▪ Load unslung 					
C4	<ul style="list-style-type: none"> ➤ Hook/lifting attachment raised to safe height <p><i>NOTE all movements smooth/adequate speed</i></p>					
	SHUT DOWN CRANE / Did the participant:	S	U/S	S	U/S	Comments
D1	➤ What must you do if you leave the crane for an extended period of time?					
D2	➤ Ensure that the hook/lifting assembly is raised clear of obstructions					
D3	➤ Ensure hoist brake is applied					
D4	➤ Crane to be driven to designated position					
D5	➤ Ensure that all controllers are in neutral (where applicable)					
D6	➤ Cabin exit/access ladder to be in line with exit/access platform					
D7	➤ Isolate cabin with main switch					
D8	➤ Switch off main isolating switch (where applicable)					
D9	➤ Apply storm brake/clamps (where applicable)					
D10	➤ Inspect crane for faults					
D11	➤ Perform routine operational servicing, lubrication and housekeeping tasks					
D12	➤ Disposing of environmentally sensitive fluids and materials					
D13	➤ Process records					

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