

## CPCS Appointed Person Training Programme - A61

**Duration: 4 days** (Times may vary according to candidate's application)

Abbreviations: A = Activity E = Explanation

<b>Day 1 of 4</b>			
<b>Time</b>	<b>Subject</b>	<b>Method</b>	<b>Reference</b>
08:30 - 09:00	Introduction		
09:00 - 10:15	Explanation of difference between: Legal responsibilities Codes of Practice	E	BS7121 / 1 & 3 LOLER 98 (4.8.9) PUWER 98 HASAWA 74 Letter from HSE CPA Best Practice Guide
<b>10:15 - 10:30</b>	<b>Break</b>		
10:30 - 11:30	Explanation of difference between Crane Hire & Contract Lift. Appointed Persons duties and responsibilities.	E	BS7121 / Part 1 (3.4.1.& 2) HASAWA 74 LOLER 98 BS7121 / 3.3
11:30 - 12:30	Explanation of different types of Lifting Operations both basic & standard. Requirements for dismantling & lifting of persons	E	BS7121 / Part 1 (3.3.1.2 & 3) BS7121 / Part 3 (annex C & D)
<b>12:30 - 13:00</b>	<b>Lunch</b>		
13:00 - 15:00	Explanation of different types of cranes: Truck / All Terrain / Low Headroom / Crawler. Reasons for having correctly set outriggers, crane level & wheels clear of ground. Explain how SWL is determined: Strength / Stability.	E & A	BS7121 / Part 3 (4.8.1 2 & 3) Manufacturers Specifications LOLER 98 PUWER 98
<b>15:00 - 15:15</b>	<b>Break</b>		
15:15 - 16:15	Explanation of Duty Charts - including different types of Fly Jibs. The purpose of outreach and axle locks. How to calculate number of falls – including number of turns to be left on hoist drum.	E & A	Manufacturers Specifications BS7121 / Part 1 & 3
<b>16:15 - 17:00</b>	<b>Day 1 Progress Questions</b>		

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<b>Day 2 of 4</b>			
<b>Time</b>	<b>Subject</b>	<b>Method</b>	<b>Reference</b>
08:30 - 09:00	Review of Day 1 progression questions		Questionnaire
09:00 - 10:00	RCI / RCL / (ASLI) Explain functions & information provided to operator & warnings to others in the working area.	E	BA7121 / Part 1 & Manufacturers Specifications
<b>10:00 - 10:15</b>	<b>Break</b>		
10:15 - 11:00	Explain calculation of point loadings / outrigger spreader mat sizes to give maximum protection against ground subsidence.	E & A	BS7121 LOLER 98 Outrigger Load charts
11:00 - 11:30	Explain reasons for levelling crane & the effect it would have on radius & boom deflection.	E	BS7121 / Part 3
11:30 - 12:30	Explain the different methods of communication: Hand signals / radios.  Explanation of documentation in the crane files including lifting accessories.	E	BS7121 / Part 1 & 3 LOLER 98 PUWER 98
<b>12:30 - 13:00</b>	<b>Lunch</b>		
13:00 - 15:00	Explanation of Uniform Method of Rating Slings: Chain / Wire / Web / Shackles Including slinging techniques: Balanced / unbalanced & loose bundles Calculation of weights & centres of gravity	E	BS6166 / Part 1 - 3 Manufacturers Charts BS7121 98
<b>15:00 - 15:15</b>	<b>Break</b>		
15:15 - 16:15	Explanation uniform method of rating slings: Chain / Wire / Web / Shackles - continued Calculation of sling angles & lengths Factors of safety	E	BS6166 / Part 1 - 3 Manufacturers Charts
<b>16:15 - 17:00</b>	<b>Day 2 Progress Questions</b>		

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<b>Day 3 of 4</b>			
<b>Time</b>	<b>Subject</b>	<b>Method</b>	<b>Reference</b>
08:30 - 09:00	Review of Day 2 progression questions		Questionnaire
09:00 - 10:00	Explanation of Proximity Hazards Overhead Power Cables Underground Services Counterweight Swing	E	BA7121 / Part 1 & 3 LOLER 98
<b>10:00 - 10:15</b>	<b>Break</b>		
10:15 - 11:00	Explanation of notification to different authorities: Railways / Highways / Airfields / Waterways	E	BS7121 / Part 1 & 3 LOLER 98
11:00 - 11:30	Explain limiting devices: Slew Limitors / Overhoist / Lower Limit Switches	E	BS7121 / Part 1 & 3 PUWER 98
11:30 - 12:30	Explain & prepare a lift plan Side elevation & plan view to scale	E	Prepared Lift Plan Manufacturers Specifications
<b>12:30 - 13:00</b>	<b>Lunch</b>		
13:00 - 15:00	Prepare a lift plant to scale Side elevation & plan view (Candidates working as a group)	A	Prepared Lift Plan Manufacturers Specifications
<b>15:00 - 15:15</b>	<b>Break</b>		
15:15 - 15:45	Explain requirements of a Method Statement / Risk Assessment; how to relate them to drawings.	E & A	BS7121 / Part 3 Prepared Method Statement
15:45 - 16:15	Discuss how the Method Statement / Drawing / Risk Assessment could be improved, so all personnel involved can understand & comply accordingly.	A	Candidate's Lift Plan / Method Statement
<b>16:15 - 17:00</b>	<b>Day 3 Progress Questions</b>		

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<b>Day 4 of 4</b>			
<b>Time</b>	<b>Subject</b>	<b>Method</b>	<b>Reference</b>
08:30 - 09:45	CPCS Questions	A	CPCS Theory Questionnaire
09:46 - 17:00	Drawing - Method Statement / Risk Assessment	A	CPCS Practical Assessment
<b>Times are to completion</b>			