OPITO APPROVED STANDARD

LOLER Competent Person

Competence Assessment Standard

<table>
<thead>
<tr>
<th>Standard Title</th>
<th>Standard Code</th>
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<tbody>
<tr>
<td>LOLER Competent Person (Competence Assessment)</td>
<td>9063</td>
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<tr>
<td>LOLER Competent Person (Competence Re-Assessment)</td>
<td>9062</td>
</tr>
</tbody>
</table>
OPITO Approved Standard
LOLER Competent Person Competence Assessment

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This standard has been verified and accepted through the governance and integrity management model for OPITO standards.

Guidance on this standard is available by contacting OPITO at: Standards enquiries

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## AMENDMENTS

<table>
<thead>
<tr>
<th>AMENDMENT &amp; DATE</th>
<th>PAGES</th>
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<th>CHECKED BY</th>
<th>APPROVED BY</th>
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<tr>
<td>Revision 0 released 17-Nov 2009</td>
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<td>Page 4</td>
<td>M. Carr</td>
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<td>M. Carr</td>
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Any amendments made to this standard by OPITO will be recorded above.
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INTRODUCTION

Industry requested that OPITO develop a robust and auditable minimum standard for competence assessment (and re-assessment) for the LOLER Competent Person role (also called the LOLER Focal Point).

The LOLER Competent Person plans or approves all lifting operations in the workplace to ensure that the lifting operations are in compliance with LOLER regulations and company procedures. The LCP must have the theoretical knowledge and operational experience to select the appropriate lifting equipment to be used and plan how it should be used, determine the suitable levels of supervision for the lifting operations and be able to verify/manage the contents of the rigging loft or other equipment store.

The OPITO Approved LOLER Competent Person Competence Assessment Standard outlines the assessment criteria that can be used to evaluate the competence of a company sponsored applicant who has been recommended to take on the LCP role.

Note:

The UK LOLER regulations and ACOP call for a variety of tasks associated with lifting operations to be carried out by competent persons. This OPITO standard addresses only the competency requirements for a ‘competent person’ having duties under regulation 8 and regulation 9(3)(b) of LOLER; i.e. the duties for planning, supervision and control of lifting operations and the inspection of lifting equipment.

This document does NOT address competency requirements for duties imposed under LOLER regulation 9 relating to the thorough examination of lifting equipment.
SECTION A  COMPETENCE ASSESSMENT

A.1  Target Group for LCP Competence Assessment

The target group for the LCP Competence Assessment is personnel who have been recommended to take on the LCP role by their sponsoring company and are required to be assessed (or re-assessed) against the competence assessment criteria in this standard.

A.2  Candidate pre-requisites for Competence Assessment

It is the responsibility of the employer to ensure that candidates are ready to be assessed. Candidates for Competence Assessment require:

(a)  Suitable and relevant experience in both crane operations and hoisting and lifting operations involving the use of portable lifting equipment

(b)  A formal letter from the current employer on company letterhead recommending the candidate for LCP assessment confirming his/her relevant lifting operations knowledge and experience (refer to (c) below) and supervisory capability. This letter shall be sent directly from the employer to the Assessment Centre prior to the assessment taking place.

(c)  Knowledge and experience of:

(1)  LOLER, PUWER and HASAWA regulations
(2)  Safe Systems of Work
(3)  Assessment of personnel
(4)  Management of personnel
(5)  The inspection of lifting equipment and the concept of discard criteria
(6)  Safe use of lifting equipment
(7)  The management of rigging lofts
(8)  The planning of lifting operations
(9)  Risk assessment

NOTE to EMPLOYERS:

There may be occasions when it is deemed appropriate for candidates to undertake a revision course prior to assessment to refresh their knowledge of the regulations.
A.3 Physical and Stressful Demands of Competence Assessment

Training and/or assessment activities contained within this Standard may include physically demanding and potentially stressful elements. All personnel who participate in such activities must be physically and mentally capable of participating fully.

OPITO-approved Centres are therefore required, as a minimum, to ensure that prior to participating in practical exercises the delegate or candidate provides written confirmation that they deem themselves physically and mentally capable of undertaking all aspects of the training or assessment. Centres must also make the delegate/candidate aware that they must immediately inform the Centre staff if this capability changes – at any time prior to, or during the programme.

Delegates/candidates must be advised that they are required to declare any current or pre-existing medical conditions which may be exacerbated by, or impair their ability to complete, the training/assessment programme. Should this be the case, the individual may be required to provide an authentic medical certificate issued since any identified medical condition was diagnosed.

The OPITO-approved Centre shall keep a record of the delegate’s/candidate’s declaration of fitness in accordance with their document control policy(s) or procedures.

This information, along with summary details of the type of physical activities the delegate/candidate will be asked to perform, will be given to delegates/candidates by the OPITO-approved Centre and, if applicable, to their sponsoring company as part of the joining instructions. The responsibility for declaring any known current or pre-existing medical conditions that could have adverse effects to the individual’s state of health while undertaking the training and/or assessment activities lies with the delegate/candidate and/or company sponsoring the delegate.

Where doubt exists regarding the fitness of any delegate/candidate, the OPITO-approved Centre should direct the individual to consult a medical officer familiar with the nature and extent of the training.

Note: Practical exercises should be designed and delivered solely to meet this Standard, and must not place on the delegates/candidates any physical or mental demands other than those required to meet the Standard.
A.4 Aims and Objectives of Competence Assessment

The aim and objectives of the OPITO LCP Competence Assessment are to establish that the candidate has the required underpinning knowledge, understanding and practical skills to undertake the role as a LOLER Competent Person/LOLER Focal Point at the workplace.

A.5 Assessment Outcomes of Competence Assessment

The assessment outcomes of the LCP Competence Assessment are specified in the Performance and Underpinning Knowledge and Understanding criteria of the Competence Unit in Section A.8 and the successful completion of the written tests.

A.6 Candidate Assessment

When potential LOLER Competent Persons are deemed ready by their line managers they should be assessed at an OPITO approved assessment centre to the criteria outlined in Section A.8 of this document.

Section A.8 describes the assessment methods, in relevant units, which an assessor shall use in order to make a judgment on each candidate's competence. Assessors' checklists are provided in this document. The units can be assessed in any order as selected by the assessment centre.

During the underpinning knowledge assessment, the assessor can vary the questioning approach i.e. written test and/or professional discussion. If only written tests are used, the assessor shall vary the type of question within the test e.g. essay, multiple choice, true or false, match the columns etc.

If professional discussion is used as an assessment method it is in the opinion of the assessor whether the oral answers demonstrate suitable and sufficient knowledge and understanding.

An overall pass mark of 80% is required for the underpinning knowledge assessment.

All assessment records, including records of oral questions and responses, shall be retained by the Assessment Centre for audit purposes.

Assessor/Candidate Ratio

For professional discussion assessment a 1:1 instructor to candidate ratio is required. For written test assessment a maximum 1:4 instructor to candidate ratio is permitted.
A.7 Duration and Timing of Competence Assessment

The optimum 'contact time' for the LOLER Competent Person performance assessment (Section A.5) is seen as **14 hours**.
A.8 Competence Outcomes, Competence Statements and Assessor’s Checklist

During the work, you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

The performance programme (summarised below) gives the candidate maximum opportunity to demonstrate his/her skills, knowledge and understanding of the LCP role.

UNIT 1 Regulations, procedures, assessment and competence

This unit is about the management side of the LCP’s role – understanding LOLER, PUWER and HASAWA regulations as they apply to lifting operations; training/mentoring the lifting team to confirm their levels of competence and deciding on appropriate personnel for the lifting team.

**Element 1.1** Regulations and SSOW (Assessed by questioning)

**Element 1.2** Coaching and mentoring lifting personnel (Assessed by questioning)

**Element 1.3** Supervision of lifting personnel (Assessed by questioning)

UNIT 2 Selection and control of the lifting equipment and planning the lifting operation

This unit is about the LCP’s role in lifting activities – control of the lifting equipment in the rigging loft or other equipment store; planning rigging and lifting operations with a high degree of accuracy including a risk assessment to ensure the work is carried out in a safe manner.

**Element 2.1** Inspecting and using lifting equipment safely (Assessed by questioning or observation (if the assessment organisation has a rigging loft or other lifting store))

**Element 2.2** Planning the lifting operation and preparing the risk assessment (Assessed by questioning and observation)
ASSESSORS’ CHECKLISTS for __________________________________________

UNIT 1  Regulations procedures, assessment and competence

ELEMENT 1.1  Regulations and SSOW

<table>
<thead>
<tr>
<th>In achieving this element the candidate must complete an assessment exam or participate in an interview/question session which tests the candidates’ ability to:</th>
<th>Completed (Initials)</th>
<th>Source of Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1.1</strong> Describe the importance of LOLER and its special legal status**</td>
<td>1*</td>
<td>Questioning</td>
</tr>
<tr>
<td><strong>1.1.2</strong> Summarise only, the key aspects of the LOLER ACOP (Regulations 4, 5, 6, 7 and 10) and how they pertain to the role of the LCP**</td>
<td>1</td>
<td>Questioning</td>
</tr>
<tr>
<td><strong>1.1.3</strong> Outline the contents and significance of LOLER Regulation 8 to LCPs**</td>
<td>1</td>
<td>Questioning</td>
</tr>
<tr>
<td><strong>1.1.4</strong> Outline the relevance of other regulations that apply to lifting activities**</td>
<td>1</td>
<td>Questioning</td>
</tr>
<tr>
<td><strong>1.1.5</strong> Outline the relevance of documentation that applies to lifting activities</td>
<td>2</td>
<td>Questioning</td>
</tr>
<tr>
<td><strong>1.1.6</strong> Explain the contribution of company specific documents to lifting activities</td>
<td>2</td>
<td>Questioning</td>
</tr>
</tbody>
</table>

Scope:

**Regulation 8** knowledge shall indicate that every lifting operation must be properly planned by a competent person, appropriately supervised and carried out in safe manner.

**Other regulations** shall include HASAWA; PUWER and MHSWR 1995 on Risk Assessment of Tasks


**Company specific documents** could include but are not limited to permits, procedures, risk assessments and TBT documentation

*These numbers refer to the Knowledge and Experience criteria outlined in A.2 Candidate Prior Achievement

**Candidates may make use of any relevant legislative documents that would enable them to successfully complete Questions 1.1.1 – 1.1.4
ASSESSORS’ CHECKLISTS for __________________________________________

ELEMENT 1.2  Coaching and mentoring lifting personnel

<table>
<thead>
<tr>
<th>In achieving this element the candidate must complete an assessment exam or participate in an interview/question session which tests the candidates’ ability to:</th>
<th>Completed (Initials)</th>
<th>Source of Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.1 Describe the purpose and benefits of competence programmes</td>
<td>3*</td>
<td>Questioning</td>
</tr>
<tr>
<td>1.2.2 Discuss the <strong>types of evidence</strong> that can be used to verify competency of lifting teams</td>
<td>3</td>
<td>Questioning</td>
</tr>
<tr>
<td>1.2.3 Explain how to encourage candidates to contribute evidence that adds value to their portfolio for future decisions about competence</td>
<td>3</td>
<td>Questioning</td>
</tr>
<tr>
<td>1.2.4 Explain how the training and competence records of personnel undertaking lifting operations are managed and stored</td>
<td>3</td>
<td>Questioning</td>
</tr>
<tr>
<td>1.2.5 Outline how an LCP could assist new or inexperienced personnel</td>
<td>3</td>
<td>Questioning</td>
</tr>
</tbody>
</table>

Scope:

**Types of evidence** must include Observation, Questioning and shall:

a)  Set out other supporting methods for assessing competence
b)  Describe when records of simulation can be used to verify competence
c)  Explain why evidence should be produced from normal work activities and be valid, authentic, current, relevant and sufficient
d)  Explain how to judge reports of accredited prior learning, previous work experience and candidate achievement

*These numbers refer to the Knowledge and Experience criteria outlined in A.2 Candidate Prior Achievement
ASSESSORS' CHECKLISTS for __________________________________________

ELEMENT 1.3  Supervision of lifting personnel

<table>
<thead>
<tr>
<th>In achieving this element the candidate must complete an assessment exam or participate in an interview/question session which tests the candidates’ ability to:</th>
<th>Completed (Initials)</th>
<th>Source of Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3.1 Review the lifting plans and risk assessment and identify the specific tasks that require close supervision</td>
<td>4/8/9*</td>
<td>Questioning</td>
</tr>
<tr>
<td>1.3.2 Evaluate the existing competence of available personnel for the lifting operation and their knowledge, training and experience</td>
<td>3/4</td>
<td>Questioning</td>
</tr>
<tr>
<td>1.3.3 Describe situations where training will be required to make up shortfalls between the competence of personnel and that required to carry out the current work</td>
<td>4</td>
<td>Questioning</td>
</tr>
<tr>
<td>1.3.4 Provide feedback to the team on their performance</td>
<td>4</td>
<td>Questioning</td>
</tr>
</tbody>
</table>

Scope:

Knowledge, training and experience must include:

a) Whether the personnel have used the full range of equipment that will be used in the task
b) Whether the personnel have experience in the methods that will be adopted in the task
c) Evaluating the level of supervision required by the personnel undertaking lifting operations
d) Addressing competence requirements for personnel undertaking lifting operations

Situations could include those in which it is identified the personnel have limited experience in the lifting equipment to be used and require additional training and tuition: or the nature or complexity of the lifting operations requires the LCP to be in attendance to supervise the operation.

*These numbers refer to the Knowledge and Experience criteria outlined in A.2 Candidate Prior Achievement
ASSESSORS’ CHECKLISTS for __________________________________________

UNIT 2    The selection and control of the lifting equipment and planning the lifting operation

ELEMENT 2.1 Inspecting and using lifting equipment safely

<table>
<thead>
<tr>
<th>In achieving this element the candidate must complete an assessment exam or participate in an interview/question session which tests the candidates’ ability to:</th>
<th>Completed (Initials)</th>
<th>Source of Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.1 Operate a rigging loft including signing equipment in and out</td>
<td>7*</td>
<td>Ques. or Observation**</td>
</tr>
<tr>
<td>2.1.2 Assess the appropriateness of the documentation presented for both new and used lifting equipment</td>
<td>6</td>
<td>Ques. or Observation**</td>
</tr>
<tr>
<td>2.1.3 Identify the expected pre-use checks for commonly used equipment</td>
<td>5</td>
<td>Ques. or Observation**</td>
</tr>
<tr>
<td>2.1.4 Explain who is responsible for thorough examination of equipment</td>
<td>5/6</td>
<td>Ques. or Observation**</td>
</tr>
<tr>
<td>2.1.5 Ensure defects identified in lifting equipment during a thorough examination are identified and they have been rectified</td>
<td>5/6</td>
<td>Ques. or Observation**</td>
</tr>
<tr>
<td>2.1.6 Ensure that in-service inspections of lifting equipment are carried out between the thorough examinations</td>
<td>5/6</td>
<td>Ques. or Observation**</td>
</tr>
<tr>
<td>2.1.7 Define the purpose and benefits of a quarantine system</td>
<td>5/6</td>
<td>Ques. or Observation**</td>
</tr>
<tr>
<td>2.1.8 Describe how long to keep inspection certificates and other lifting documentation</td>
<td>5/6</td>
<td>Ques. or Observation**</td>
</tr>
</tbody>
</table>

*These numbers refer to the Knowledge and Experience criteria outlined in A.2 Candidate Prior Achievement

**Observation can be used for assessing Element 2.1 if the organisation has a rigging loft or other lifting equipment storage facility
**ELEMENT 2.2 Planning the lifting operation and preparing the risk assessment**

In achieving this element the candidate must complete an assessment exam or participate in an interview/question session which tests the candidates’ ability to:

<table>
<thead>
<tr>
<th>Question</th>
<th>Completed (Initials)</th>
<th>Source of Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.1 Summarise the hazards and risks associated with lifting operations and the appropriate control measures</td>
<td>9*</td>
<td>Questioning</td>
</tr>
<tr>
<td>2.2.2 Define safe and hazardous areas for lifting operations and explain where you would erect barriers or sentries</td>
<td>9</td>
<td>Questioning</td>
</tr>
<tr>
<td>2.2.3 Explain the general categories of lifting operations and how this can assist in planning the lift</td>
<td>8</td>
<td>Questioning</td>
</tr>
<tr>
<td>2.2.4 Explain how you would cope with lifting operations of varying complexity</td>
<td>8</td>
<td>Questioning</td>
</tr>
<tr>
<td>2.2.5 Explain where completed lift plans and risk assessments are generally stored</td>
<td>8/9</td>
<td>Questioning</td>
</tr>
<tr>
<td>2.2.6 Revisit generic lifting plans/risk assessments and explain when this is appropriate</td>
<td>8/9</td>
<td>Questioning</td>
</tr>
<tr>
<td>2.2.7 Work within his/her personal limitations and know where to get additional support</td>
<td>8</td>
<td>Questioning</td>
</tr>
<tr>
<td>2.2.8 Explain how you would evaluate the capacity of uncertified steel work</td>
<td>8</td>
<td>Questioning</td>
</tr>
<tr>
<td>2.2.9 Explain how you would ensure that external lifting points have been tested</td>
<td>8</td>
<td>Questioning</td>
</tr>
<tr>
<td>2.2.10 Decide if tag lines need to be used and how they should be used safely</td>
<td>8</td>
<td>Questioning</td>
</tr>
</tbody>
</table>

*These numbers refer to the Knowledge and Experience criteria outlined in A.2 Candidate Prior Achievement

Continued…
Scope for 2.2.1 to 2.2.10:

**Hazards and risks** could include but are not limited to:

- a) Complacency through repetition of the lifting operation
- b) Trying to physically control the load as it is landed
- c) Encroaching personnel
- d) Conflicting activities
- e) Obstructions
- f) Damaged loads
- g) Dropped objects
- h) Adverse circumstances affecting plant and machinery stability
- i) Damaged slings and other accessories
- j) Weather

Element 2.2 Practical Assessment:

For the practical assessment the assessment centre must set up and/or provide details (i.e. no actual crane is required if crane operations are part of the lift) of a real lifting scenario *(one per candidate)* with sufficient complexity and potential hazards to fully test the planning and risk assessment capabilities of the potential LCPs. The competence statements and scope on the next page shall be used to assess the candidate’s performance.

The candidate **must** work independently and **must not** be coached in any way by the assessor or other candidates. The final lift plan must detail the majority of the equipment and processes required, that is, the equipment and processes must be **suitable and sufficient** to do the work safely. The majority of the hazards, and the controls required to bring them down to ALARP, must also be detailed in the risk assessment.

Discussion of the lifting plan and risk assessment shall only occur **after** the assessment decision has been made. This step allows for post-assessment learning for any candidates deemed NYC (not yet competent) and allow the competent LCPs to explain any variations he/she might have made in drawing up the lifting plan and risk assessment.

Continued…
In achieving this unit you must have:

<p>| | | | |</p>
<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.11</td>
<td>Worked safely at all times applying principles of safe systems of work</td>
<td>2*</td>
<td>Observation</td>
</tr>
<tr>
<td>2.1.12</td>
<td>Visited the site and walked the route</td>
<td>8/9</td>
<td>Observation</td>
</tr>
<tr>
<td>2.1.13</td>
<td>Ensured sufficient headroom and clearance for the load along the route</td>
<td>8/9</td>
<td>Observation</td>
</tr>
<tr>
<td>2.1.14</td>
<td>Produced a written lifting plan for the lifting operation</td>
<td>6/8</td>
<td>Observation</td>
</tr>
<tr>
<td>2.1.15</td>
<td>Used supporting diagrams to augment the written plans</td>
<td>6/8</td>
<td>Observation</td>
</tr>
<tr>
<td>2.1.16</td>
<td>Communicated the lifting plan to the lifting crew and confirmed that they understood it**</td>
<td>8</td>
<td>Observation</td>
</tr>
<tr>
<td>2.1.17</td>
<td>Produced a risk assessment for the lifting operation</td>
<td>9</td>
<td>Observation</td>
</tr>
<tr>
<td>2.1.18</td>
<td>Communicated the risk assessment to the lifting team and confirmed that they understood the hazards and the required control measures**</td>
<td>9</td>
<td>Observation</td>
</tr>
</tbody>
</table>

**Scope:**

The **lifting plan** must include:

- a) Step by step instructions, detailing the lifting equipment and how it is to be rigged up and used
- b) The weight of the load by documentation, estimation or calculation using company/manufacturer’s manuals
- c) An understanding of load bearing capabilities and supporting steelwork along the route.
- d) The selection of appropriate lifting appliances and accessories to ensure the load to be lifted is within the SWL of the lifting equipment

The **risk assessment** must include:

- a) The potential hazards for each of the tasks forming the individual stages of the lifting operation
- b) The control measures to reduce these potential hazards to ALARP
- c) Evaluation of the residual risk

*These numbers refer to the Knowledge and Experience criteria outlined in A.2 Candidate Prior Achievement

**Using the assessor as the “lifting crew” the candidate shall comprehensively communicate the lifting plan and the risk assessment and confirm that they have been understood*
SECTION B  RESOURCES

In order that an assessment programme may be delivered successfully it is essential that the right people are there to support the programme and that the appropriate facilities and equipment are in place.

B.1  Location of Assessment

It is recognised that certain elements of competence assessment can be more robust when carried out ‘on-the-job’. Accordingly, this Standard has been deemed suitable for ‘on-location’ assessment. However, prior to any such assessments taking place, OPITO-Approved Training & Assessment Centres must comply with the following requirements:

(a) Prior to initial approval, the Training & Assessment Centre will specify a single onshore ‘approved site’ and advise OPITO of its intention to carry out assessments remotely, i.e. ‘on-location’.

(b) Prior to initial approval, the Training & Assessment Centre will advise OPITO where all their remote assessments are expected to take place. After approval is awarded, any additional locations must be communicated to OPITO as and when they arise.

(c) The Training & Assessment Centre shall ensure the suitability of ‘on-location’ facilities and arrangements prior to each assessment.

(d) Documented evidence will be retained to show that assessment at the remote site meets the criteria detailed in this OPITO standard including, but not limited to, facilities, equipment and qualifications of relevant staff (see Sections B2-B4).

(e) Documented evidence shall be retained that record all measures required to assure the quality and safety of ‘on-location’ assessment activities.

(f) All records must be retained at the single onshore ‘approved site’ (see Point (a) above).

(g) OPITO reserves the right to audit any or all of the remote sites operated by the Training & Assessment Centre at any time.

B.2  Staff

It is important that the staff involved have the appropriate qualifications and experience to ensure that all assessment and supporting activities are carried out in accordance with current legislation.

All assessors must:

(a) Have relevant and demonstrable discipline experience

(b) Hold an industry-recognised assessor’s qualification

(c) Fully understand the OPITO-approved Assessment Centre’s internal quality assurance of assessment processes and practices.

(d) Fully understand the requirements of this Industry Standard.
(e) Fully understand the OPITO requirements for recording assessment decisions and securely maintaining accurate records of these.
(f) Participate in regular standardisation meetings or events to ensure a consistent approach to assessment.
(g) Undertake and record continuing professional development (CPD).

B.3 Facilities

Different facilities may be required and it is important to make sure that these are available:

   a) **Administration arrangements** to support candidates from registration to assessment and certification
   b) **A quiet interview room or classroom** in which the candidate can write the exam or be interview/questioned and where he/she can prepare the lifting plan and risk assessment
   c) **Practical areas** in which a complex lift could be undertaken so the candidate is able to refer to and revisit the lifting scene that he/she must detail in the lifting plan and risk assessment

All facilities must be maintained, and where appropriate, inspected and tested in accordance with current standards/legislation.

B.4 Equipment

The following lifting equipment is required to meet the stated content of the assessment:

   a) Copy of LOLER and guidance, copy of PUWER and guidance and copies of other regulations pertaining to the LCP role
   b) Examples of evidence from lifting operations so that the candidate can verify the competence of the lifting crew in Element 1.3
   c) Pack of equipment certification to verify new & used equipment in Element 2.1
   d) Appropriate PPE, lifting appliances and accessories and a variety of loads and obstacles to meet the needs of Element 2.2 Practical Exercise
   e) Pro forma lifting plan
   f) Blank risk assessment forms
   g) Blank Permit to Work forms

All equipment must be maintained and where appropriate, inspected and tested in accordance with current standards/legislation and be of a type found on an oil and gas installation.
SECTION C  CERTIFICATION & ADMINISTRATION

C.1  Joining Instructions

The OPITO approved assessment centre shall draw attention to the content of the competence assessment by providing the candidate with a copy of the *OPITO Approved LOLER Competent Person Competence Assessment Standard* or by providing a link to the standard on the OPITO website.

C.2  Validity and Renewal

The OPITO Approved LOLER Competent Person Assessment certificate is valid for 2 years and can be revalidated through the LOLER Competent Person Re-Assessment certificate.

If a person has not worked in this position for a period of 2 years he/she must once again be put forward by his employing company for assessment. Also by the very nature of the position, the LCP should undergo continuous competence assessment through their own company management system and keep current with changes in legislation, company policies and technical innovations.

If they choose, individual companies can use the *OPITO Approved LOLER Competent Person Competence Assessment Standard* at an OPITO approved assessment centre to continually assess existing LCPs or LCPs who have recently transferred from another country or organisation.
C.3 Certification

Candidates successfully meeting the OPITO-approved LOLER Competent Competence Assessment Standard will be issued with an OPITO certificate of competence.

The issue of the certificate indicates that the candidate has achieved the level of competence as defined by oil and gas industry employers under a process approved by OPITO. The details of each candidate will be updated on Vantage, the industry’s central recording data base.

OPITO-approved Centres are responsible for issuing a certificate direct to candidates that have successfully completed Competence Assessment, and to the sponsoring company - when required. Each certificate must indicate that the candidate has met the requirements of the OPITO Competence Assessment Standard. The certificate must also contain the following:

(a) OPITO-approved Centre name
(b) Full OPITO course/assessment title stating that it is OPITO-approved
(c) OPITO course identification code
(d) Candidate’s name
(e) Course/assessment dates
(f) Certificate expiry date (2 years)
(g) Unique Certificate Number (refer to guide on OPITO website)
(h) OPITO-approved Centre Signatory.

C.4 Administration

Each candidate undertaking any OPITO-approved assessment programme must be registered with the Central Register (CR) operated by OPITO. Registration must be made by the training establishment to OPITO within one week following the assessment programme.

OPITO confirms that information on the registration form will be contained in a computerised register which will be available to employers, prospective employers and training providers in the oil and gas industry to verify training records. At all times use of this data will be strictly in accordance with principles laid down in applicable data protection legislation.
## GLOSSARY

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACOP</td>
<td>Approved Code of Practice</td>
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<tr>
<td>Equipment</td>
<td>Appliances and accessories</td>
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<tr>
<td>HASAWA</td>
<td>Health &amp; Safety at Work Etc. Act</td>
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<td>LCP</td>
<td>LOLER Competent Person</td>
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<td>LOLER</td>
<td>Lifting Operations and Lifting Equipment Regulations</td>
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<tr>
<td>MHSWR</td>
<td>Management of Health &amp; Safety Regulations</td>
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<tr>
<td>PUWER</td>
<td>Provision and Use of Work Equipment Regulations</td>
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<td>SSOW</td>
<td>Safe Systems of Work</td>
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<td>SWL</td>
<td>Safe Working Load</td>
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<tr>
<td>TBT</td>
<td>Toolbox Talk</td>
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<td>WLL</td>
<td>Working Load Limit</td>
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