CERTIFICATION SCHEME-OVERHEAD CRANE OPERATOR

Prepared by:
Name: Amandeep Chauhan
Position / Designation: Examiner
Signature:
Date: 04/11/2026

Reviewed by:
Name: Balamurugan Palanisamy
Position / Designation: Certification Manager
Signature:
Date: 06/11/2026

Approved by:
Name: Sahal Khaleel Ahamed
Position / Designation: Quality Manager
Signature:
Date: 06/11/2026

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1. Introduction

ABCON SAFETY CONSULTANCY is a professionally accredited and internationally oriented training, inspection, and personnel certification organization delivering Health, Safety, Environmental (HSE), technical, and operator competency certification services. Established to support industry compliance and workforce competence, the organization operates across the Middle East and international markets, providing certification services aligned with global best practices and regulatory requirements.

The organization's mission is to enhance workplace safety and operational excellence by certifying competent professionals through structured assessment processes that comply with **ISO/IEC 17024:2012**. ABCON SAFETY CONSULTANCY ensures that all certification activities are conducted by qualified personnel using fair, transparent, and impartial procedures.

The Overhead Crane Operator Certification Scheme is designed to evaluate and certify individuals who demonstrate the required knowledge, skills, and competence to operate overhead cranes safely and efficiently in accordance with applicable standards, manufacturer instructions, and industry safety practices.

2. Company Policy

ABCON SAFETY CONSULTANCY is committed to achieving customer satisfaction, safety assurance, and regulatory compliance through the effective implementation and continual improvement of its **ISO/IEC 17024:2012–compliant management system**.

Top management commits to:

- Delivering certification services in a timely and professional manner
- Ensuring transparent, accurate, and unbiased communication
- Maintaining impartiality and confidentiality at organizational and individual levels
- Continually improving personnel competence through training and development
- Complying with applicable international standards, legal obligations, and local regulatory requirements

ABCON SAFETY CONSULTANCY retains full authority and responsibility for all certification decisions, including granting, maintaining, renewing, extending, reducing, suspending, or withdrawing certification.

3. Commitment to Impartiality

Top Management of ABCON SAFETY CONSULTANCY is fully committed to safeguarding impartiality in all certification activities. The organization ensures that:

- Certification policies and procedures are applied objectively and consistently
- Conflicts of interest are identified, evaluated, and managed effectively
- No financial, commercial, or operational pressures compromise objectivity
- Certification activities remain independent from training delivery and commercial influence

4. Disciplinary Policy

The Certification Scheme Committee enforces ethical conduct and disciplinary requirements. Certification may be suspended or withdrawn under the following conditions:

- Expiry of certification without renewal
- Submission of falsified or misleading documentation
- Violation of the Substance Abuse Policy
- Involvement in a serious accident during the certification validity period
- Failure to comply with occupational medical fitness requirements
- Breach of the Code of Ethics

5. Eligibility and Occupational Health Evaluation

5.1 Eligibility Criteria

Applicants shall:

- Be a minimum of 18 years of age
- Hold a valid occupational health card issued by a competent authority
- Possess a valid driving license where operationally applicable
- Agree to comply with the Code of Ethics and Substance Abuse Policy
- Achieve a minimum score of **80%** in written examinations
- Achieve a minimum score of **75%** in the practical assessment

5.2 Health Evaluation

Candidates are responsible for maintaining valid occupational health certification throughout the certification period. ABCON SAFETY CONSULTANCY verifies fitness at the time of assessment but does not conduct medical examinations.

6. Candidate Rights and Responsibilities

6.1 Candidate Rights

Certified candidates are entitled to:

- Receive an official certificate and identification card upon successful certification
- Request examination rescheduling with a minimum of two days' notice

- Expect confidentiality of personal information unless disclosure is legally required
- Submit complaints and appeals through formal communication channels
- Request reasonable accommodations for special needs

6.2 Candidate Responsibilities

Candidates shall:

- Provide accurate, complete, and verifiable information
- Comply with all certification rules and assessment requirements
- Maintain integrity and ethical conduct during examinations
- Use certification credentials appropriately and truthfully
- Refrain from misleading claims related to certification status
- Return certificates and ID cards upon suspension or withdrawal
- Declare any conflict of interest involving examiners prior to assessment

7. Certification Scope

This certification scheme evaluates the competence of individuals to operate **Overhead Cranes** safely and effectively in industrial and construction environments.

8. Job and Task Description

Certified Overhead Crane Operators are responsible for conducting lifting operations safely, efficiently, and in accordance with manufacturer instructions, site procedures, and applicable safety standards.

9. Required Competence

Applicants shall possess adequate knowledge, practical skills, and demonstrated competency in operating the relevant lifting equipment.

10. Candidate Abilities

Candidates must demonstrate physical and mental fitness appropriate for crane operations and continuously meet occupational health requirements.

11. Prerequisites

Candidates must present valid identification documents at the time of examination.

12. Code of Conduct

12.1 Code of Ethics

Certified operators shall:

- Avoid discrimination and bias
- Prioritize the safety of personnel, equipment, environment, and public
- Comply with safety laws, procedures, and operational instructions
- Represent qualifications and certification status accurately
- Surrender certification credentials upon official request

12.2 Substance Abuse Policy

Operators shall not use alcohol, narcotics, or substances that impair operational safety. Prescribed medications are permitted only when medically approved and when they do not affect safe performance.

13. Certification Requirements – Overhead Crane Operator

13.1 Initial Certification and Recertification

13.1.1 Application Requirements

Applicants shall submit:

- Completed application form
- Passport and Visa
- Driving license (where applicable)
- Recent color photograph
- Evidence of training and experience
- Employer declaration (if company-sponsored)

13.1.2 Recertification

Candidates are notified two months prior to expiry and must:

- Submit a renewal application
- Pass required written and practical assessments
- Comply with health, ethical, and substance policies
- Complete additional examinations for added specialties

13.2 Assessment Methods

Certification assessments include:

Written Examination

- Core Examination: 30 MCQs on general lifting operations
- Specialty Examination: 20 MCQs specific to overhead crane operations
- Duration: 60 minutes
- Pass Mark: 80%

Practical Examination

- Conducted at site or approved facilities
- Duration: 60 minutes per candidate
- Pass Mark: 75%
- Evaluation includes pre-use inspection, load handling, signal compliance, and hazard awareness

13.3 Examination Combination

- Core and specialty examinations may be taken together or separately
- Practical assessments are required for each specialty

13.4 Certification Decision

- Examiners submit sealed assessment results
- Certification team verifies compliance with all requirements
- Certification is granted only upon successful completion and fee clearance

13.5 Certificate and ID Card

Certificates include:

- Candidate name and photograph
- Unique certification number
- Equipment category
- Issue and expiry dates

The ID card is not a substitute for a driving license and must be carried during operations.

13.6 Validity

- Certification is valid for **one (1) year**
- All specialties share the same expiry date

13.7 Re-Examination Policy

- Failed components may be retaken individually
- Re-examination fee: Min 50% of Original Fee
- After two consecutive failures, retraining is mandatory

13.8 Training Requirement After Failure

- Mandatory Re-Training Required.

13.9 Unsafe Acts

Immediate disqualification may occur due to:

- Load dropping
- Two-blocking
- Reckless or unsafe operation
- Ignoring stop signals
- Collision with structures or obstacles

13.10 Weather and Equipment Interruption

- Wind conditions monitored using an anemometer
- Interrupted exams resume from stopping point
- Equipment change requires full re-test

13.11 Suspension and Withdrawal

Certification may be suspended or withdrawn for:

- Continued non-compliance
- Failure to address corrective actions
- Misuse of certification after suspension or withdrawal

Certified individuals must immediately cease using certification titles or identification.