



**NATIONAL COMMISSION FOR THE  
CERTIFICATION OF CRANE OPERATORS (NCCCO)**

**PRACTICAL EXAMINATION  
TEST SITE COORDINATOR  
HANDBOOK**

- **FOUNDATION DRILL RIG OPERATOR**
- **ANCHOR/MICROPILE DRILL RIG OPERATOR**



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*NCCCO does not discriminate against any individual because of race, gender, age, creed, disability, or national origin.*



Dear Practical Test Site Coordinator:

Welcome to the Practical Examination segment of the National Commission for the Certification of Crane Operators (NCCCO) drill rig operator certification program.

The CCO Drill Rig Operator Practical Examination was created as a fair, valid, and reliable assessment of the essential skills that drill rig operators need to demonstrate to be certified by NCCCO to operate drill rigs. This program was developed by an NCCCO task force made up of industry experts—including operators, training directors, managers, supervisors, manufacturers—who together represent many thousands of hours of drill rig experience. These volunteers gave freely of their time and expertise with the goal of improving the safety of all whose work brings them into contact with this equipment. NCCCO used its exam development expertise to guide the task force in establishing key elements of the program, including identifying essential skills, selecting tasks, standardizing test conditions, developing the scoring process, establishing reliability among tests, and creating flexible application and scheduling procedures. In concert with the task force, NCCCO also designed the Drill Rig Practical Examiner Accreditation Program whereby NCCCO trains and accredits CCO-certified operators to administer CCO Practical Examinations.

This handbook has been developed to provide you, the Practical Test Site Coordinator, with all the information you need to prepare for successful CCO practical examinations. As the Practical Test Site Coordinator, you play a critical role in the smooth administration of CCO exams on test day. ***It is vitally important that you study this entire handbook carefully before making any preparations for a practical test administration.*** The overview of the Practical Examination Process on page 1 and the summary of your responsibilities in the subsequent chapter are particularly important to understand the requirements for hosting and administering practical examinations. As you read through this handbook, you will find that it provides a large amount of detail on such aspects as drill rig selection and configuration layout of the test site and construction of the Test Pile and other test site equipment. The validity and reliability of the test you are planning to administer depends on your following of these each requirements precisely. Failure to do so could result in your practical test being declared invalid and the need to start over.

NCCCO recognizes the commitment you have made and the resources you will allocate to hosting CCO practical examinations. We want your experience to be a positive and successful one, and we stand ready to assist you in reaching that goal. If, after reading this handbook, there is anything you do not fully understand or need clarifying, please call NCCCO at 703-560-2391 or email [info@nccco.org](mailto:info@nccco.org). NCCCO staff will guide you through any aspects of the practical examination administration process that you would like explained in detail.

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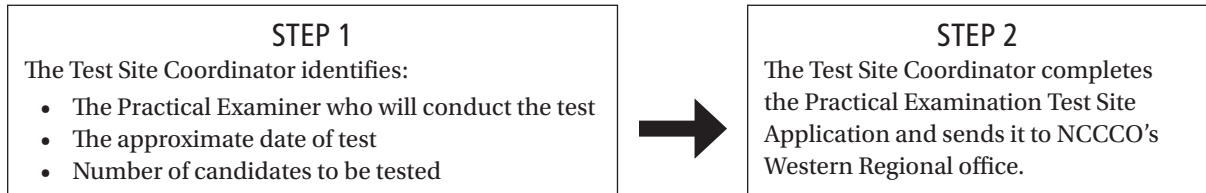
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# Practical Examination Process

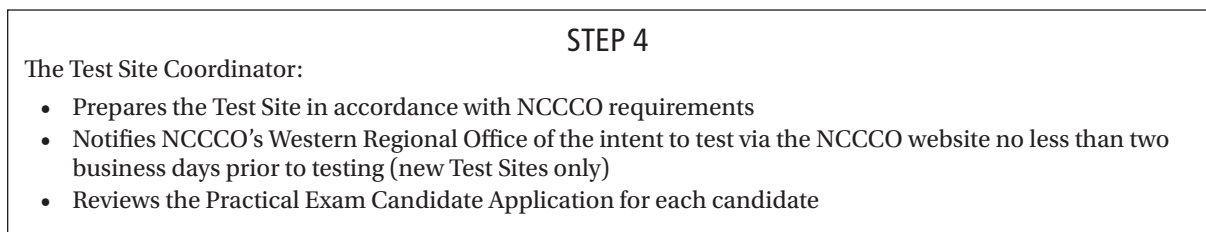
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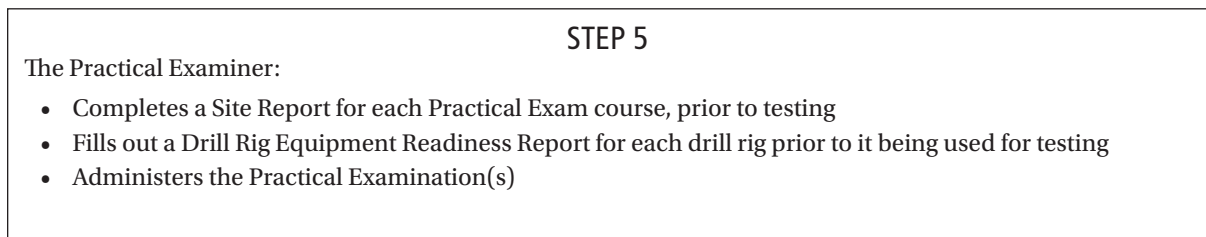
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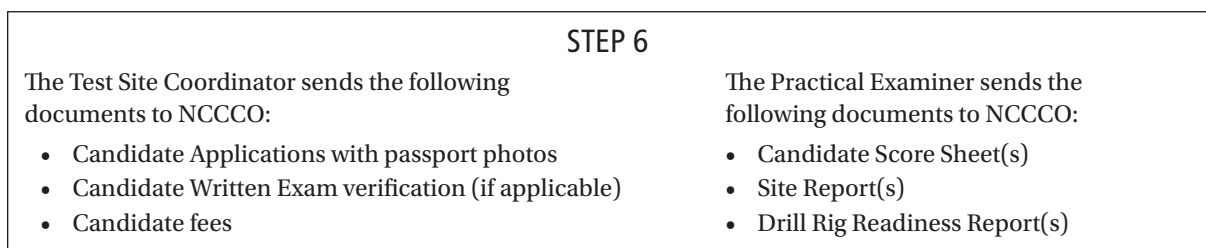
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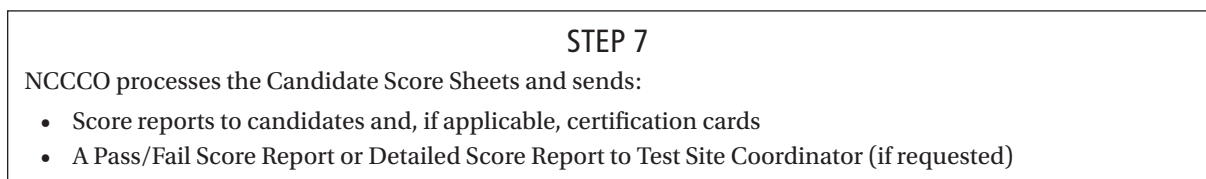
## ON THE DAY OF THE PRACTICAL EXAM...



## AFTER THE PRACTICAL EXAM...



## WITHIN 12 BUSINESS DAYS AFTER RECEIVING THE NECESSARY DOCUMENTS...



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# Hosting and Administering CCO Practical Examinations

Facilities seeking to serve as NCCCO Practical Exam Sites must meet all the following criteria for hosting a Practical Exam. If the facility meets the stated criteria, NCCCO will provide all the information necessary to schedule Practical Examinations.

## CRITERIA FOR TEST SITES

Each Practical Exam Test Site facility must arrange to have on site the following:

- A designated Test Site Coordinator
- An NCCCO Accredited Practical Examiner
- A designated Proctor(s) to assist the Practical Examiner during the test
- Drill rig(s) that meet NCCCO requirements for the Practical Exam(s) to be given. All equipment used for NCCCO testing shall comply with minimum OSHA requirements.
- An area suitable for testing on the drill rig(s) selected and ancillary equipment necessary for conducting the exam(s)
- A location suitable for the Pre-Test Briefing of exam candidates and a waiting area.

In addition, Practical Exam Test Sites must pay an annual \$50 registration fee at the time of application and before the first practical test of each calendar year thereafter. If running a variety of CCO exams at that location, only one Test Site fee is charged on an annual basis. Employers or organizations with more than one Test Site must pay a fee for each site. Candidate Score Sheets from exams conducted at Practical Exam Test Sites that have not paid the \$50 annual fee will not be processed.

Test Sites are established by the physical address where the equipment is located. Multiple companies and/or sites are not permitted to be established under the same address, although additional equipment can be added by submitting the appropriate Test Site Application(s) to NCCCO's Western Regional Office. Should a Test Site need to become inactive or remove equipment, it must provide the following information to NCCCO in writing:

- PE Site Number
- Company Representative
- Company
- Contact information (phone and email)
- Company Representative signature

No site will be discontinued without this documentation.

Any Practical Exam Test Sites that become inactive (i.e., do not pay their annual test site fee) will be placed in probationary status (see below) and must follow the requirements for new test sites should they want to become approved again in the future.

## NEW AND PROBATIONARY TEST SITES

For all new test sites and for 12 months after their first test administration, all new NCCCO Practical Exam Test Sites are conferred "probationary" status. The purpose of this probation is to monitor new test sites and ensure that they are following NCCCO's policies and procedures. These procedures include proper notification of testing, proper cancellation, and cooperation in the audit process.

Probationary test sites are required to provide notification via the NCCCO website at <http://nccco.org/login> no less than two business days prior to any test administration. Changes or cancellations to testing plans are subject to the same notification requirement. Once a site has provided test notification to NCCCO, that will be considered intent to test on that day and the site may be audited even if no testing occurs.

After a 12-month time frame, a probationary test site's history is reviewed to ensure that it has followed NCCCO's policies and procedures, including notification procedures. If a test site has not been providing proper notification, the probationary period will be extended at six-month intervals until such time that the policies and procedures have been properly followed.

## TEST SITE COORDINATOR

The person designated by the host company or organization to liaise with NCCCO on test administration matters is known as the *Test Site Coordinator*. The Test Site Coordinator is responsible for the following:

- Preparing a test area in accordance with the directions in the Test Site Setup, Test Site Layout Instructions, and Test Site Layout (CAD) provided by NCCCO for the drill rig type to be tested on
- Preparing test equipment in accordance with the directions provided under Drill Rig Selection and Setup
- Scheduling candidates to take the Practical Exam, and informing them of their test date, location, and time
- Liaising with the Practical Examiner and NCCCO in all aspects of test preparation and administration

- Remaining at the Test Site throughout each test administration (or a designated representative)
- Have a direct email address to receive email notifications from NCCCO (this may not be a shared address)

Test Site Coordinators are also responsible for ensuring that all candidates and proctors meet NCCCO's personal protective equipment (PPE) policies, which at a minimum meet OSHA requirements.

All Test Site Coordinators and their designated representative are required to submit a completed Test Site Coordinator Agreement form (page 14) to the NCCCO Western Regional Office.

NCCCO periodically emails Information Bulletins to all Test Site Coordinators containing clarifications and updated policies. To remain in good standing, Test Site Coordinators are required to abide by the information contained therein.

## **PRACTICAL EXAMINER**

Practical Examinations are conducted by NCCCO-accredited Practical Examiners. NCCCO does not assign a Practical Examiner for your site; you can search a directory of accredited Practical Examiners available for hire on NCCCO's website at [www.nccco.org/pe-for-hire](http://www.nccco.org/pe-for-hire). Practical Examiners must have an email address as a condition of accreditation.

Examiners may test only one candidate on one drill rig at one time. Thus, testing a candidate (or several candidates, in turn) on one drill rig, requires only one Practical Examiner. Testing two candidates simultaneously on separate drill rigs would, however, require two Practical Examiners, and so on.

If you need assistance on selecting a Practical Examiner, contact NCCCO.

Only Practical Examiners are permitted to request official Candidate Score Sheets from NCCCO. These must be requested or ordered online at least two weeks prior to the intended test date.

## **PROCTORS**

*Proctors* are volunteers who assist the Practical Examiner in administering exams. The Test Site Coordinator is responsible for assigning one Proctor per Practical Examiner to assist during the test. Proctors are under the direction of the Practical Examiner during the test administration. Candidates waiting to take the Practical Exam are permitted to serve as Proctors during Practical Exams.

## **APPLYING TO HOST A PRACTICAL EXAMINATION**

When the Test Site Coordinator is ready to schedule a test, he/she must submit to NCCCO a completed Test Site Application.

NCCCO Practical Test Sites are registered by the host company for which the services are being provided, not the training company or the Practical Examiner.

The Test Site Application shall be filled out under the company's information for which the services are being provided (*not* the training company). All contact information (including an email address for the company contact person) *must* be provided. The training representative is *not* an acceptable contact person.

As illustrated on page 1, Test Site Application(s) should be sent, along with all additional requested materials, to NCCCO no later than four weeks prior to the desired test date. Note that all the information requested must be included; incomplete applications cannot be processed.

Once the application has been approved, NCCCO will send the layout of the Test Site and drill rig setup, including a CAD Test Site Plan. NCCCO will email the CAD directly to the host company representative and the Test Site Coordinator.

## **SITE LAYOUT**

Using the information NCCCO provides, including the Test Site Layout (CAD) and the instructions contained in this handbook, the Test Site Coordinator should prepare the drill rig and lay out the Test Site.

Before the Practical Examiner can begin testing, he/she will verify the test site has been laid out correctly. Copies of the Site Report and Drill Rig Equipment Readiness Report are provided in this handbook. NCCCO encourages Test Site Coordinators to use these reports to check that all items are in order before the Examiner arrives. This will expedite the Examiner's verification of the Test Site.

For permanent practical Test Sites, the requirement for a site inspection prior to each test may be waived. This option is available only to Test Sites where there has been no change in test drill rig, test site/location, and Test Site Coordinator in the last six months. If it has been more than six months since the last full Site Report was submitted, another full Site Report must be submitted.

## PRACTICING THE TEST COURSE

NCCCO discourages the use of authorized test courses for practice purposes. No CAD will be issued for a “practice” purpose only. Those wishing to establish a test course for practice purposes may use the Sample CAD provided in this handbook. Practicing the Practical Exam on or before the day of the test is permitted, however, with the approval of the site’s Test Site Coordinator.

## PERMANENT TEST SITES

Practical Test Sites that test on a regular basis may become permanent Practical Test Sites. For such sites, the requirement for a site inspection prior to each test may be waived. This option is available only to test sites where there has been no change in test drill rig, test site/location, and Test Site Coordinator in the last 12 months.

An annual full site report is required for permanent test sites.

Use the enclosed Permanent Test Site Application to apply for Permanent Test Site status. Probationary test sites may not apply.

## SECURE TEST SITES

Test sites with limited access and/or enhanced security protocols that might interfere with the ability of testing personnel and/or NCCCO staff and Auditor to enter are required to indicate on their Test Site Applications that they are secure sites. They must also complete the enclosed Security Requirements Report and provide any associated documentation (such as the site’s formal security policy), all of which should be submitted along with the Test Site Application. All Secure Test Sites—including permanent Test Sites—must submit completed Security Requirement Reports annually.

## VERIFYING CANDIDATE ELIGIBILITY

Candidates must pass both a written exam and a practical exam in the category(s) they wish to be certified in. Candidates have 12 months after they pass the first Exam (written or practical) in which to take and pass the corresponding written or practical exam in the same category. Candidates may take their written and practical Exams in either order. For example, a candidate passing the Drill Rig Operator written exam would have 12 months to pass the Drill Rig Operator practical exam.

## CANDIDATE PHOTOGRAPHS

All candidate applications must be accompanied by a color, head-and-shoulders photograph of the candidate without hat or sunglasses. Test Sites equipped with digital

photographic equipment are encouraged to submit candidate photographs to NCCCO in digital format via email or CD.

## PRACTICAL EXAMINATION FEES

Examination fees for the practical examination are as follows:

- Foundation Drill Rig Operator Practical Exam.....\$100
- Anchor/Micropile Drill Rig Operator Practical Exam .....\$100

The appropriate fees must be submitted with the practical exam application through the Test Site Coordinator. The same fees apply for retest exams.

## SUBMITTING APPLICATIONS

Once testing is completed, the Test Site Coordinator must send to NCCCO via email or overnight/second-day courier:

- Candidate applications with photos
- Candidate fees

## SCORE REPORTING

All candidates are mailed a report of their performance from NCCCO approximately 12 business days after receipt of the Candidate Score Sheets from the Practical Examiner.

Test Site Coordinators are automatically sent at no charge a Pass/Fail Score Report for all candidates testing at their sites.

Test Site Coordinators may also request a Detailed Score Report for all candidates by completing the appropriate form in this handbook and submitting it, along with a \$50 processing fee, to NCCCO when returning test administration materials for each administration. *Note that all requests for Detailed Score Reports must include the release signature of each candidate.*

## MENTOR PROGRAM

Practical Test Sites testing for the first time are encouraged to request a Mentor from NCCCO. Mentors are NCCCO-accredited Practical Examiners who have experience in laying out Test Sites and who have been approved as Mentors by NCCCO’s Drill Rig Management Committee.

Mentors are volunteers who receive no compensation from NCCCO for their services. However, Test Sites may negotiate fees with Mentors for test site setup and/or Practical Exam guidance services. Practical Test Sites interested in having a Mentor attend their site should contact NCCCO.

## **AUDIT PROGRAM**

NCCCO conducts audits of Test Sites and/or Practical Examiners in accordance with the accreditation requirements of the American National Standards Institute (ANSI).

Test Sites and/or Practical Examiners are selected for audits on the basis of a variety of criteria, including random selection, in response to issues reported by candidates, unusually high or low pass rates, new Test Sites, or probationary Examiners.

Once a site has been selected for an audit, the Test Site Coordinator or company representative from the site may be notified by letter from NCCCO prior to the scheduled test day. In addition, the auditor will contact the Test Site Coordinator or company representative to verify the testing date and the site address. Unannounced audits may also be conducted.

It is a condition of Practical Examiner accreditation and Test Site status that all Test Site personnel, including the Test Site Coordinator, Practical Examiner, and Proctor, cooperate fully with the NCCCO auditor during the audit process.

Practical Examiners who have been audited and have been notified that an additional audit is required, will be responsible for the expenses incurred by NCCCO for the additional audit. Any practical exams conducted by the Examiner will not be scored until NCCCO has been reimbursed for the incurred expenses.



# Test Site Setup

## DRILL RIG OPERATOR

### PRE-TEST CANDIDATE BRIEFING AREA

This area must be located so that waiting candidates are unable to observe testing procedures. It must be provided with:

- NCCCO candidate instruction materials, including a written description of the examination (Candidate Handbook) and copies of the Test Site Layout (CAD)
- Operator's manuals and load charts for all drill rigs to be tested on
- A location suitable for the Pre-Test Briefing of exam candidates, to include:
  - Sufficient tables and chairs to seat candidates for the Pre-Test Briefing
  - Head table or podium at the front of the room
  - Registration table
  - Quiet, well-lit, surroundings with a comfortable temperature
  - Easy access to unlocked rest rooms stocked with sufficient supplies
  - Easy access to a water fountain
  - Large signs prominently posted to make candidates aware of the location of the test

### COMPLIANCE

All drill rigs used on CCO practical examinations must be in compliance with manufacturer, federal, and state OSHA requirements.

### BLOCKING

Matting or cribbing installed if necessary to provide a sound foundation for the drill rig. A spirit level (minimum length 1 ft.) must be available for the candidates to verify the drill rig's level condition prior to beginning their testing.

### CONTROLS

All controls must be in working condition.

### ANCHOR/MICROPILE DRILL RIG TEST PLATE AND TEST ROD

The schematics for the Test Plate and Test Rod used in the practical exam will be provided by NCCCO upon receipt of an Anchor/Micropile Drill Rig Test Site Application.

### CORRIDOR

The Corridor is composed of a PVC-pole barrier with one tennis ball placed on top of each pole.

### POLES

Standard poles are made of 1½-inch white PVC pipe (SCH 40), painted orange or red on top (see Pole Barrier Construction diagram, page 24). The Anchor/Micropile Drill Rig course requires one non-standard 3 ft. pole made from 1-inch white PVC (SCH 40) pipe (see Non-Standard Pole Barrier Construction diagram, page 36). One inside splice per 3 ft. pole is permitted but outside splices of PVC pipes are NOT permitted.

The poles must be mounted on a pole base made of two ¾-inch, CDX-grade (or better) plywood glued together, cut 12 in. long with ends cut square. As an alternative to plywood, high density polyethylene (HDPE) or equivalent, may be used to construct the pole bases. This material must meet the following requirements:

- Weight: 5 lb. (±10 percent)
- Nominal dimensions: 12 in. × 12 in. × 1½ in. (±½ in. thick)

The weight must be spread evenly across the base. Pole bases may be coated with a protective finish if desired, so long as they continue to meet the stated design and construction parameters.

Pole bases must be placed as indicated on the Test Site Layout (CAD). A taut, longitudinal string line must be placed on the ground under the centerline of each pole base. A cut concrete line may be used in lieu of a string line.

To assist the Examiner and Proctor in restoring the Corridor between tasks, the tennis balls may be attached to the pole by means of 12 in. long nylon string. The string must be attached between 2 in. and 8 in. from the top of the pole and to the tennis ball as illustrated on page 24.

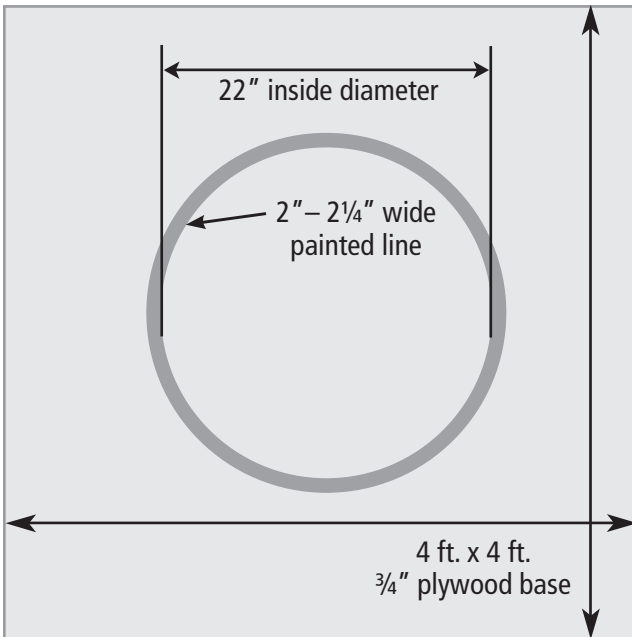
During the test, the string loops must face towards the outside of the corridor to avoid the string being snagged on the Test Weight.

If the string does become snagged during a test, the Examiner must stop the test, restore the corridor to its original condition, and direct the candidate to restart the task.

## DESIGNATED AREAS (BARRELS)

As shown on the diagram below, designated areas for barrels are required to have:

- A  $\frac{3}{4}$  in. plywood base
- One circle centered on base:
  - One circle with an inside diameter equal to the diameter of the barrels used for testing
- Circle line must be at least 2 in. wide



Each barrel should be placed within a 2 in. wide circle line (with a maximum width of  $2\frac{1}{4}$  in.) painted around the outline of the barrel, on a 4 ft. x 4 ft. sheet of  $\frac{3}{4}$ -inch CDX (or better) plywood, secured or weighted as necessary to prevent movement. A spare barrel must be available in case of damage to any of the barrels during the test.

## LEVEL

All parts of the Test Site must be level and free of debris, stored materials, surface irregularities, or hazards such as overhead power lines that could interfere with test maneuvers. No obstructions may be within 5 ft. of a practical test course in any direction.



## **Test Site Coordinator Forms**

### **DRILL RIG OPERATOR**

- **Test Site Application**
- **Test Site Coordinator Agreement**
- **Practical Test Administration Summary Form**
- **Permanent Test Site Application**
- **Candidate Application—Practical Exam**
- **Detailed Score Report Request Form**
- **Security Requirements Report**

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# Test Site Application

## PRACTICAL EXAMINATION—DRILL RIG OPERATOR

Please type or print neatly.

HOST COMPANY REPRESENTATIVE		TEST SITE NUMBER	
HOST COMPANY NAME		COMPANY REP EMAIL	
HOST COMPANY MAILING ADDRESS			
CITY	STATE	ZIP	COUNTRY
COMPANY REP OFFICE PHONE		COMPANY REP MOBILE PHONE	
TEST SITE ADDRESS (Physical address of where the crane(s) will be set up; P.O. Boxes not acceptable)			<input type="checkbox"/> This is a Secure Test Site. (Submit completed Security Requirements Report.)
CITY	STATE	ZIP	
CHECK BOXES AS APPROPRIATE			
<input type="checkbox"/> \$50 Site Fee for _____ (year) enclosed <input type="checkbox"/> \$50 Site Fee for _____ (year) already paid <input type="checkbox"/> This is my first test administration			
TEST SITE COORDINATOR NAME		TEST SITE COORDINATOR PHONE	
TEST SITE COORDINATOR EMAIL			
PRACTICAL EXAMINER NAME		PRACTICAL EXAMINER EMAIL	

**The Test Site Coordinator or Company Representative assumes total responsibility for the following items:**

1. Selection of drill rig(s) and verification that at all times during the testing process they are in compliance with federal and state OSHA requirements
2. Verification that candidate's application for the Practical Exam is complete
3. Abiding by NCCCO Practical Test Site Audit requirements

SIGNATURE	DATE
-----------	------

**METHOD OF PAYMENT FOR TEST SITE FEE** *Do not send cash.*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Personal check enclosed	<input type="checkbox"/> Employer check enclosed	<input type="checkbox"/> Money order enclosed	<i>Please do not staple your check or money order.</i>
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**If paying by credit card, please complete the following information:**

CREDIT CARD NUMBER		EXPIRATION DATE	
NAME (Print as it appears on card)		SIGNATURE (on card)	
		SECURITY CODE*	

Email credit card receipt to: \_\_\_\_\_

Checks and money orders should be payable to: NCCCO

Please send application and payments to:

National Commission for the Certification of Crane Operators  
 Western Regional Office  
 5250 S. Commerce Drive, Suite 100, Murray, UT 84107  
 Phone: 801-363-2693 / Fax: 801-363-3806 / Email: ejones@nccco.org



# Test Site Coordinator Agreement FOR CCO PRACTICAL EXAMINATIONS

Thank you for your application to be a Test Site Coordinator for CCO Practical Examinations. Test Site Coordinators play a critical role in the CCO examination process, from the initial site application, through the collection and submission of candidate applications to NCCCO, to serving as liaison with the Examiner on test day. To ensure a smooth administration of CCO certification exams, it is critical that Test Site Coordinators fulfill their duties in a competent and professional manner. Please review the following Agreement and sign below where indicated, acknowledging that you have read and understood this Agreement and that, should your application be successful, you agree to abide by all of its provisions. NOTE: If your employment or affiliation changes from the company/organization listed below, you must complete and execute this form anew.

As a Test Site Coordinator for CCO Practical Examinations, I certify and acknowledge that:

1. I will not disclose (nor cause to be disclosed) to anyone outside of NCCCO any confidential information I obtain as a result of my participation as a Test Site Coordinator in the CCO certification program, including, without limitation, the content of any examination.
2. I have read all applicable NCCCO policies and procedures, particularly those detailed in the Practical Examination Test Site Coordinator Handbook, and I agree to be bound by the same.
3. I have read NCCCO's Criteria for Practical Test Sites and agree to prepare all Test Sites in accordance with the general directions set forth therein.
4. I agree to provide authorized personnel with access to the Test Site on test day and to remain (or arrange for my designated representative(s) to remain) at the Test Site throughout the test administration.
5. If I arrange for one or more representatives to remain at the Test Site, I agree to explain the responsibilities and obligations of a Test Site Coordinator to such persons and to ensure their compliance therewith.
6. I understand that the site for which I am a Test Site Coordinator may be audited by NCCCO and that I am required to cooperate fully with the NCCCO Auditor.
7. I agree to meet all applicable deadlines for submitting the Practical Test Site Application and Data Sheet with all necessary supporting drill rig documentation.
8. I agree to ensure that all Candidate Applications I submit are complete and in compliance with stated NCCCO policies and procedures, including any required payments.
9. I agree to pay any and all fees that are due in a timely fashion, including any additional fees I may incur by submitting incomplete or late applications.
10. I agree not to make, and not to knowingly allow any other person to make, any material misrepresentation or omission of fact in any document I submit to NCCCO.
11. I am acting on my own behalf and/or on behalf of the company or organization set forth below, and I am not acting to circumvent a prior NCCCO suspension or revocation.
12. I agree to conduct my affairs with NCCCO, any Examiner, clients, and candidates in a professional manner, according to accepted codes of business conduct.

I understand that non-compliance with any of these provisions may result in the revocation or suspension of my status as a Test Site Coordinator for CCO Practical Examinations. I agree that any questions or other matter arising under this agreement will be governed by and construed in accordance with the laws of the State of Virginia, without regard to choice of law rules. All actions and proceedings arising out of or relating directly or indirectly to this agreement will be filed and litigated exclusively in any state court or federal court located in the State of Virginia. I expressly consent to the jurisdiction of these courts.

SIGNED		DATE	
NAME		EMAIL	
COMPANY/ORGANIZATION			
ADDRESS			
CITY		STATE	ZIP
TELEPHONE		CELL	

Please complete and submit to:

National Commission for the Certification of Crane Operators, Western Regional Office  
5250 S. Commerce Drive, Suite 100, Murray, Utah 84107  
Phone: 801-363-2693 / Fax: 801-363-3806 / Email: [ejones@nccco.org](mailto:ejones@nccco.org)



# Practical Test Administration

## SUMMARY FORM—ALL PROGRAMS

*Please type or print neatly.*

SUBMITTER'S NAME			
SUBMITTER'S CELL PHONE	SUBMITTER'S EMAIL		PRACTICAL EXAM SITE NUMBER
PRACTICAL EXAM SITE LOCATION (STREET ADDRESS)			
CITY	STATE	ZIP	COUNTRY
TEST SITE COORDINATOR NAME			
TEST SITE COORDINATOR CELL PHONE	TEST SITE COORDINATOR EMAIL		

**Dates Testing Occurred (range)** First date: \_\_\_\_\_ Last date: \_\_\_\_\_

Practical Examiner Name	Practical Examiner Accreditation Number

**Number of candidates tested:** \_\_\_\_\_

**Number of Practical Exams administered:** \_\_\_\_\_

**Did you submit the Site Report?** (Not required for Signalperson test administrations or permanent test sites)  
 Yes     No

**Did you submit the Crane/Digger Derrick Report?**  
 (Not required for Mobile Crane, Rigger, or Signalperson test administrations)  
 Yes     No

**Did you submit all candidate applications and fees?**  
 Yes     No

**How are you submitting candidate photos?** \_\_\_\_\_

**Tests administered in which programs?** (Check all that apply):

- Mobile Crane Operator
- Tower Crane Operator
- Overhead Crane Operator
- Articulating Crane Operator
- Service Truck Crane Operator
- Digger Derrick Operator
- Dedicated Pile Driver Operator
- Drill Rig Operator
- Rigger
- Signalperson

**PRACTICAL TEST ADMINISTRATION SUMMARY FORM (CONT'D)**

**LIST ALL CRANES/DIGGER DERRICKS/DEDICATED PILE DRIVERS/DRILL RIGS USED DURING THIS ADMINISTRATION PERIOD:**




Equipment Type (e.g., "TLL")	Make	Model	Serial Number

**PAYMENT SUMMARY**

Total Examination Fees Enclosed: \$ \_\_\_\_\_  
Updated CCO Card Fees Enclosed: \$ \_\_\_\_\_  
Detailed Score Report Requested\*: \$ \_\_\_\_\_ (\$50.00 if requested)  
Total Fees Enclosed: \$ \_\_\_\_\_

*\*Separate Detailed Score Report Request Form must be submitted for processing. Payment may be provided either here or on separate form.*

**METHOD OF PAYMENT (Do not send cash.)**

      Personal check enclosed  Employer check enclosed  Money order enclosed *Please do not staple your check or money order.*

*If paying by credit card, please complete the following information:*

CREDIT CARD NUMBER  EXPIRATION DATE

NAME (Print as it appears on card)  SIGNATURE (on card)

SECURITY CODE\*

\* Three- or four-digit code located on the card.

Email credit card receipt to: \_\_\_\_\_

Checks and money orders should be payable to: NCCCO

Please return this Practical Test Administration Summary Form along with all candidate applications, fees, photos, and score sheets to:

NCCCO—Testing Services Department  
1960 Bayshore Blvd.  
Dunedin, FL 34698

Phone: 727-449-8525  
Fax: 727-461-2746  
Email: [jwarner@nccco.org](mailto:jwarner@nccco.org)



# Permanent Test Site Application

## PRACTICAL EXAMINATIONS

Please type or print neatly.

HOST COMPANY REPRESENTATIVE	PE TEST SITE NUMBER		
HOST COMPANY NAME			
HOST COMPANY MAILING ADDRESS			
CITY	STATE	ZIP	COUNTRY
HOST PHONE	HOST EMAIL		
TEST SITE ADDRESS (Physical address of where the crane(s) will be set up; P.O. Boxes not acceptable)			
CITY	STATE	ZIP	COUNTRY

Programs this site is registered for:

- |   |                                 |                                       |  |  |
|---|---------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> Mobile         | <input type="checkbox"/> Tower  | <input type="checkbox"/> Overhead     | <input type="checkbox"/> Articulating          | <input type="checkbox"/> Service Truck |
| <input type="checkbox"/> Digger Derrick | <input type="checkbox"/> Rigger | <input type="checkbox"/> Signalperson | <input type="checkbox"/> Dedicated Pile Driver | <input type="checkbox"/> Drill Rig     |

Cranes/digger derricks/dedicated pile drivers/drill rigs registered to this test site (operator programs only):

MAKE/MODEL	SERIAL NUMBER	MAX RATED CAPACITY (TONS)

If additional space is needed, please continue on the back side of this application.

***The Test Site Coordinator or Company Representative assumes total responsibility for selecting equipment and verifying that at all times during the testing process the equipment is in compliance with federal and state OSHA requirements and current applicable industry standards.***

*By signing this application, I understand as Test Site Coordinator or Company Representative that this site is a permanent site in which the course, cranes/digger derricks/pile drivers/drill rigs, and Test Site Coordinator have not changed within the last 12 months. I also agree to abide by all NCCCO Practical Test Site policies and procedures. I understand that by signing this application, NCCCO will conduct an audit of the test site prior to the site being granted permanent status and that if at any time within 12 months the course, cranes/digger derricks/pile drivers/drill rigs,, or Test Site Coordinator change, this site will no longer be considered permanent and a new application for permanent status will be required.*

SIGNATURE	DATE
NAME	EMAIL

Please complete and submit to:

National Commission for the Certification of Crane Operators, Western Regional Office  
 5250 S. Commerce Drive, Suite 100, Murray, Utah 84107  
 Phone: 801-363-2693 / Fax: 801-363-3806 / Email: ejones@nccco.org





# Candidate Application

## PRACTICAL EXAMINATION—DRILL RIG OPERATOR

*Please type or print neatly.*

FULL LEGAL NAME <small>(as shown on driver's license)</small>		First	Middle	Last	Suffix (Jr., Sr., III)
CCO CERTIFICATION NUMBER (if previously certified)		DATE OF BIRTH		CANDIDATE ID: <small>(if previously tested)</small>	
MAILING ADDRESS					
CITY			STATE	ZIP	COUNTRY
PHONE	CELL		EMAIL		
COMPANY/ORGANIZATION				PHONE	
COMPANY MAILING ADDRESS					
CITY			STATE	ZIP	COUNTRY

**INDICATE WITH A CHECK THE EQUIPMENT YOU WISH TO BE TESTED ON:**

- Foundation Drill Rig
  Anchor/Micropile Drill Rig

**TEST SITE AT WHICH YOU INTEND TO TAKE THE PRACTICAL EXAMINATION**

TEST SITE COORDINATOR NAME		PE SITE #:	
PHONE	E-MAIL		
TEST SITE ADDRESS			
CITY		STATE	ZIP
COUNTRY			

*I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO's policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I expressly consent to NCCCO's release of any information consistent with NCCCO's Information Release policy. I have received a copy of the NCCCO Candidate Handbook, have read it, and agree to be bound by it. I agree to be bound by all NCCCO policies and procedures, as they may be amended from time to time, including without limitation those posted at nccco.org. I attest that I have passed a substance abuse test conducted by a recognized laboratory service and agree to comply with NCCCO's substance abuse policy. I have passed a physical exam that complies with federal Department of Transportation standards for my certification designation and I will continue to comply with those requirements. I further attest that I am physically and mentally capable of safely operating equipment on the day of the Practical Examination. I understand and agree that any personal injury and/or property damage resulting from or caused in any way by my participation in the CCO Practical Examination is not and shall not be the responsibility of NCCCO. I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to NCCCO immediately and agree to cooperate with any subsequent investigation regarding such matters.*

CANDIDATE SIGNATURE

DATE

# CANDIDATE APPLICATION (CONT'D)

## PRACTICAL EXAMINATION—DRILL RIG OPERATOR

### CCO CERTIFICATION CARD

Candidates who meet all the requirements for certification in any one designation are issued a certification card at no charge. Replacement and updated cards are available for an additional fee; see panel below.

Please email a digital color photo (without hat or sunglasses) to **photos@nccco.org** and label it with your full name and birth date. Enclose with your application form any required payment based upon the information listed below.

A 1 3/8" X 1 3/4" passport color photo may be substituted for a digital photo; if submitting a passport photo, please give it to your Test Site Coordinator.




### PRACTICAL EXAMINATION FEE

Check the box(es) next to the Practical Exam category(s) for which you are registering:

- One Drill Rig Type: \$100
- Two Drill Rig Types: \$200
- Updated/replacement card: \$25

### METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

*Do not send cash.*

- |  |  |  |  |  |   |  |
|--|--|--|--|--|---|--|
| <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> Personal check enclosed | <input type="checkbox"/> Employer check enclosed | <input type="checkbox"/> Money order enclosed | <i>Please do not staple your check or money order.</i> |
|--|--|--|--|--|---|--|

*If paying by credit card, complete the following information:*

CREDIT CARD NUMBER	<input type="text"/>	EXPIRATION DATE	<input type="text"/>
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<input type="text"/>	NAME (Print as it appears on card)	<input type="text"/>	SIGNATURE (on card)	<input type="text"/>	SECURITY CODE*
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\* Three- or four-digit code located on the card.

Email credit card receipt to: \_\_\_\_\_

Checks and money orders should be payable to: **NCCCO**

**Do not send this application to NCCCO. Give this application, along with payment and all necessary documentation, to your Test Site Coordinator on test day.**





# Detailed Score Report Request Form FOR CCO PRACTICAL EXAMINATIONS

If you wish to receive a Detailed Score Report on candidates taking the CCO examination(s), please fill out this form and submit it, along with a \$50 processing fee, to NCCCO when you return your test administration materials for each administration:

NCCCO—Testing Services Department  
1960 Bayshore Blvd.  
Dunedin, FL 34698

Phone: 727-449-8525  
Fax: 727-461-2746  
Email: jwarner@nccco.org

You must submit this form for each test administration. Scores are the property of the candidate, and his/her consent must be obtained before NCCCO can release the scores to a third party. Please have the candidate sign under the release statement below.

**Please type or print neatly.**

NAME OF REQUESTOR		PHONE	
COMPANY NAME		REQUESTOR'S EMAIL	
MAILING ADDRESS			
CITY	STATE	ZIP	COUNTRY
TEST SITE NUMBER	TEST DATE	SIGNATURE	

## CANDIDATE RELEASE STATEMENT

**Notice to Candidate:** By signing this form, you are giving your permission to the National Commission for the Certification of Crane Operators (NCCCO) to release the details of your test scores directly to the person listed above as the "Requestor."

CANDIDATE NAME (printed)	DATE OF BIRTH*	CANDIDATE RELEASE SIGNATURE
1.		
2.		
3.		
4.		
5.		
6.		
7.		

\*Date of birth required to assure correct candidate identification.

## METHOD OF PAYMENT FOR DETAILED SCORE REPORT REQUEST

**Do not send cash.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Personal check enclosed	<input type="checkbox"/> Employer check enclosed	<input type="checkbox"/> Money order enclosed	<i>Please do not staple your check or money order.</i>
--------------------------	--------------------------	--------------------------	--	--	---	--

**If paying by credit card, please complete the following information:**

CREDIT CARD NUMBER	EXPIRATION DATE	SECURITY CODE*
NAME (Print as it appears on card)	SIGNATURE (on card)	

\* Three- or four-digit code located on the card.

Email credit card receipt to: \_\_\_\_\_

Checks and money orders should be payable to: **NCCCO**

## DETAILED SCORE REPORT REQUEST FORM (CONT'D)

TEST SITE NUMBER	TEST DATE	NAME OF REQUESTOR
------------------	-----------	-------------------

### CANDIDATE RELEASE STATEMENT

**Notice to Candidate:** By signing this form, you are giving your permission to the National Commission for the Certification of Crane Operators (NCCCO) to release the details of your test scores directly to the person listed above as the "Requestor."

CANDIDATE NAME (printed)	SOCIAL SECURITY # (last four)*	CANDIDATE RELEASE SIGNATURE
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
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17.		
18.		
19.		
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23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
31.		
32.		

\* Last four digits of social security number are required to assure correct candidate identification.



# Security Requirements Report

## PRACTICAL EXAMINATIONS

A secured test site is a site that requires additional security clearance or security procedures for off-site personnel. If the Test Site Application indicates that the test site is a secure facility, please complete this form and submit it with the Test Site Application.

**Please type or print neatly.**

SECURITY CONTACT REPRESENTATIVE		PE TEST SITE NUMBER (OBTAIN FROM TEST SITE COORDINATOR)	
HOST COMPANY NAME			
HOST COMPANY MAILING ADDRESS			
CITY		STATE	ZIP
SECURITY CONTACT PHONE	SECURITY CONTACT FAX	SECURITY CONTACT EMAIL	
TEST SITE ADDRESS (Physical address of where the crane(s) will be set up; P.O. Boxes not acceptable)			
CITY		STATE	ZIP

1. Does the site have a secured entrance?  Yes  No
2. If the site has multiple entrances, which entrance should testing personnel and/or NCCCO staff and Auditor use to access testing location? \_\_\_\_\_  
\_\_\_\_\_
3. What type(s) of credentials or proof of training are required to gain access to the site? \_\_\_\_\_  
\_\_\_\_\_
4. How much time is required for a security review? \_\_\_\_\_
5. Can security reviews be performed in advance of testing personnel and/or NCCCO staff and Auditor arriving at secure site?  Yes  No
6. Does the site have other site-specific requirements or protocols? (Describe below or attach written security policy.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SECURITY CONTACT SIGNATURE	DATE
----------------------------	------

**Please complete and submit to:**

National Commission for the Certification of Crane Operators, Western Regional Office  
5250 S. Commerce Drive, Suite 100, Murray, Utah 84107  
Phone: 801-363-2693 / Fax: 801-363-3806 / Email: ejones@nccco.org

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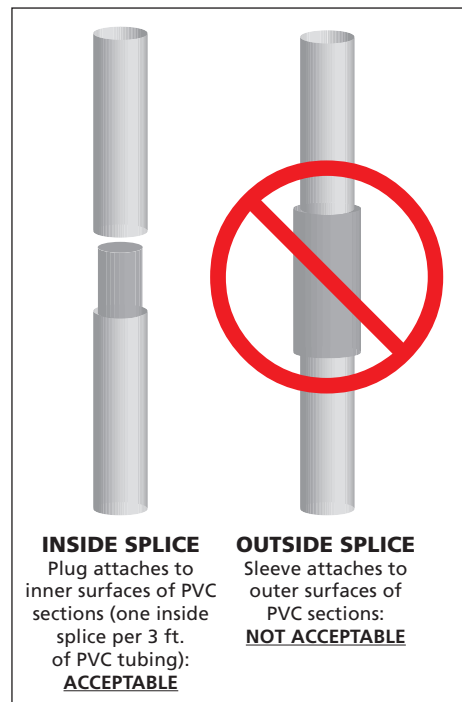
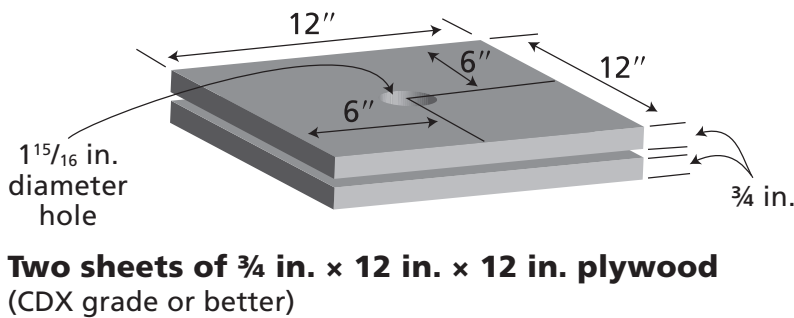
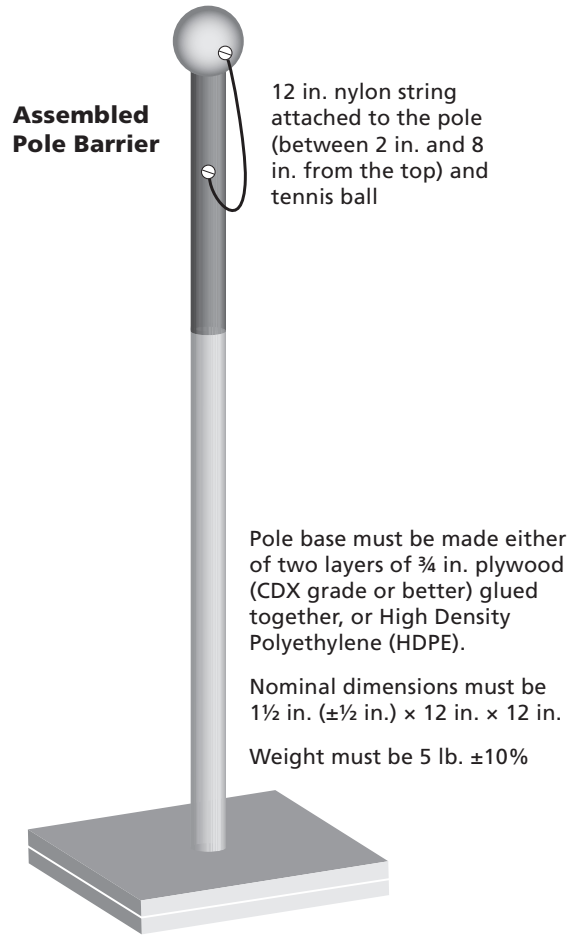
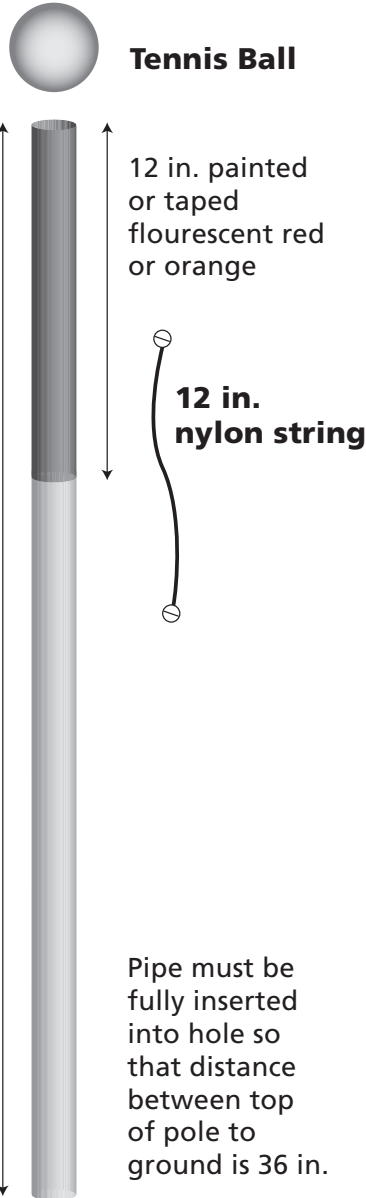
# **Drill Rig Operator**

## **TEST SITE COORDINATOR—FOUNDATION DRILL RIGS**

- **Standard Pole Barrier Construction (1½ in PVC)**
- **Sample Test Site Layout (CAD)**
- **Test Site Layout Instructions**
- **Foundation Drill Rig Selection and Setup**
- **Ready Reference Checklist**
- **Site Report**
- **Foundation Drill Rig Readiness Report**



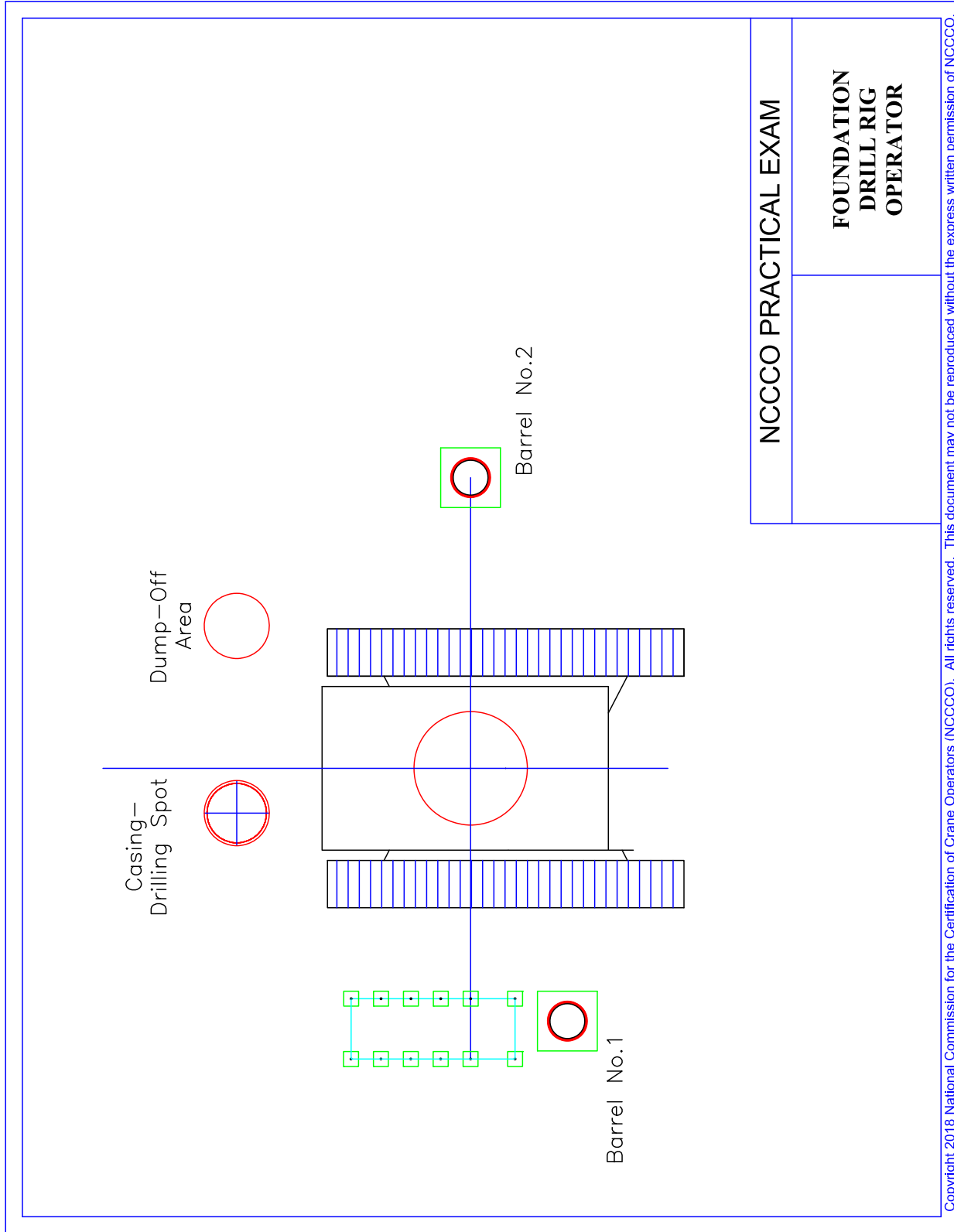
# Standard Pole Barrier Construction FOR FOUNDATION DRILL RIGS





# Sample Test Site Layout (CAD)

## FOUNDATION DRILL RIG



<b>NCCCO PRACTICAL EXAM</b>	
	<b>FOUNDATION DRILL RIG OPERATOR</b>

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THIS IS A TYPICAL SAMPLE OF A DRILL RIG PRACTICAL EXAM LAYOUT. IT IS NOT TO BE USED IN AN ACTUAL TEST SITUATION.



# Test Site Layout Instructions

## FOUNDATION DRILL RIGS

Using the CAD drawing and other information provided by NCCCO, it is the Test Site Coordinator's responsibility to lay out the test site. It is extremely important that all test equipment (corridor poles, Test Weight, and Designated Areas, etc.) be placed exactly as indicated on the CAD drawings. Failure to do so could result in the test administration being declared invalid and the need to start over.

Before the Practical Examiner can begin testing, he/she will verify the site is laid out correctly using the *Site Report*. Test Site Coordinators are strongly encouraged to use the *Site Report* form to verify that they have followed the site layout directions correctly. ***There are various ways to begin the process of laying out the Test Site, but we recommend the following procedure:***

	<b>GENERAL LAYDOWN PROCEDURES</b>	Verified site is clear of underground utilities. The course is based on the Center of Rotation (CoR) and intersecting lines that establish other key points. In many cases it may be easier to set up the course first and then move the rig into position at the marked CoR.
1.	<b>CHECK FOR OBSTRUCTIONS</b>	Ensure there are no obstructions (on the ground or overhead) that could interfere with the safe operation of the rig during the test. No obstructions may be within 5 ft. of a practical test course in any direction. Commercial truck-mounted rigs will have the back end of the truck facing in the upward direction on the CAD. Crawler-mounted rigs should have the front of the tracks facing upward.
2.	<b>IDENTIFY RADII</b>	Utilizing operator's manual or physical measurements, identify the three radii (R1, R2, and R3) necessary for the course layout. Record these measurements on the Foundation Drill Rig Readiness Report. <ul style="list-style-type: none"> <li>• R1 is the Minimum working radius based on the center of the Kelly Bar, when the rig mast is plumb</li> <li>• R2 is the Maximum working radius based on the center of the Kelly Bar, when rig mast is plumb</li> <li>• R3 is the distance from the rig Center of Rotation to the center of the auxiliary hoist line when the mast is extended to maximum working radius and angled forward 3 degrees</li> </ul>
3.	<b>PLACE CASING INTO THE GROUND AND MARK THE RIG CENTERLINE</b>	Place the casing deep enough that 1 ft. above grade is exposed. Fill with loose dirt or gravel. Measure 3 ft. from the center of the casing to the side as shown on the CAD. The rig's operating station should be on the same side as the casing. Use this 3 ft. mark to identify, keeping in mind the orientation of the rig, and mark a line (e.g., string line) long enough to serve as the centerline of the rig.
4.	<b>MARK CENTER OF ROTATION FOR THE RIG</b>	Using the dimensions previously determined for R1 and R2, calculate the halfway point between the two. With a tape measure, measure that distance from the center of the casing to where it intersects with the centerline and that will be where the rig's center of rotation will be located.
5.	<b>MARK PERPENDICULAR CENTERLINE</b>	Mark a line perpendicular to the centerline of the rig and place a nail along it at the R3 radius in each direction. One point will be the far edge of the Corridor, the other will be the center of the plywood for Barrel #2.
6.	<b>MARK LONG EDGES OF CORRIDOR</b>	Based on the R3 mark, on the side with the operator's station, run a string line parallel to the rig centerline, and another line running parallel to it 4 ft. closer to the rig. These two parallel lines will form the long edges of the Corridor, and should be 11 ft. long, with 8 ft. above the Center of Rotation and 3 ft. below it.



7.	<b>TEST PIPE CORRIDOR</b>	Identify a point where R3 and the Perpendicular Centerline meet. From this point, mark a string line 4 ft. long along the Perpendicular Centerline towards the rig. At each end of this line, run 8 ft. long legs with string line upward. At the other end, run 3 ft. long legs with string line downward. The total length of the corridor legs should be 11 ft. At both top and bottom of the corridor legs, run 4 ft. string line.
8.	<b>PLACE POLE BARRIERS</b>	Place Pole Barriers as shown on CAD at 2 ft. centers on the long portion of the corridor and 3 ft. center for the other two.
9.	<b>PLACE BARRELS AND PLYWOOD BASES</b>	Barrel #2 should be centered along the line perpendicular to the rig centerline at the R3 radius. Barrel #1 should be centered 42 inches from the bottom string line of the Corridor and 30 inches from the outside long edge of the Corridor.
10.	<b>TEST PIPE PLACEMENT</b>	Place Test Pipe inside the Corridor, with the attachment point facing upwards and the bottom of the pipe inside the 4 ft. x 3 ft. box at the other end of the Corridor.

## Test Pipe Construction and Rigging

### TEST PIPE

The weight of the Test Pipe must be verified by a weight ticket, load indicating device (LMI, RCI, RCL), or other type of certification documenting the actual load weight. This document must be presented to the Examiner.

The Test Pipe must (see diagram, below):

- Made of steel pipe
- Be cylindrical in shape, with the same diameter from top to bottom
- Have a continuously smooth surface from top to bottom
- Have an outside diameter of 12 in. ( $\pm\frac{3}{4}$  in.)
- Have a height of 8 ft. ( $\pm\frac{1}{2}$  in.)
- Weigh 400 lb. – 800 lb.
- Have a single point of attachment at the top center of the Test Pipe, no more than 8 in. above the cylindrical portion of the Test Pipe
- Be capped on the bottom (welded)
- Have a 2 in. wide visible painted or taped line completely around Test Pipe starting 18 in. from bottom of pipe.

### TEST PIPE CONSTRUCTION

So long as the requirements for Test Pipe design are adhered to, Test Site Coordinators are free to select the most convenient materials and methods available to them.

All load-supporting components must be assembled in accordance with proper rigging practice and working load limits for hardware utilized.

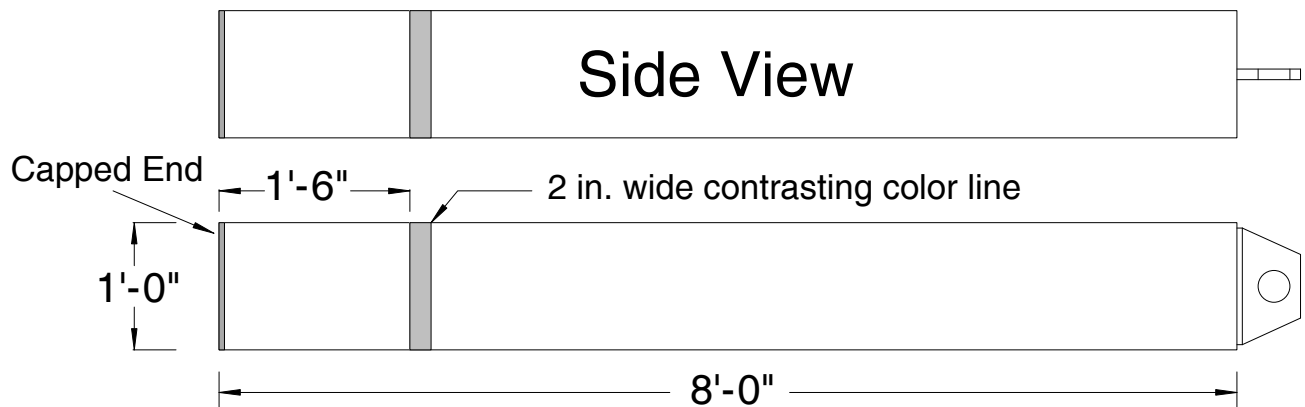
Any Test Pipe components that use fabricated structural components and are part of the load-supporting system must be designed and fabricated in accordance with minimum acceptable requirements and welding practices.

### RIGGING

The rigging used to connect the Test Pipe to the drill rig must meet the following criteria:

- 3 ft. synthetic web sling
- Single leg
- Easily attached and detached Test Pipe via hook with safety latch
- Meets current applicable OSHA and industry standards

### TEST PIPE DIAGRAM





# Ready Reference Checklist

## FOUNDATION DRILL RIGS

### YOU WILL NEED A DRILL RIG:

- Capable of handling a 12 in. outside diameter Test Pipe 8 ft. in length

### THE FOLLOWING IS REQUIRED FOR EACH DRILL RIG:

- A cylindrical Test Pipe, 12 in. diameter and 8 ft. tall., weighing 400 lb. – 800 lb.
- Two empty steel drums approximately 22 in. outside diameter and 34 in. high (e.g., 55-gallon drum), open at one end
- PVC pipe, white, 1½ in. (SCH 40), sufficient to make 12 standard 36 in. poles (see page 24 for illustration)
- Two 4 ft. × 4 ft. sheets of ¾-inch CDX-grade (or better) plywood, placed under barrels and secured or weighted as necessary to prevent movement
- ¾-inch, CDX-grade (or better) plywood or high density polyethylene (HDPE)\*, sufficient to create 12 pole bases, 1½ in. (±½ in.) × 12 in. × 12 in. (nominal)
- 13 tennis balls
- 100 ft. brightly colored string line (for Corridor and Test Site layout use) **NOTE: Chalk line may NOT be used**
- Spirit level to verify levelness (minimum 2 ft. length)
- Paint (orange or red) for painting the tops of the poles and chain **NOTE: Red tape may be used for the poles**
- Paint of contrasting color for identifying the barrels, marking the Test Pipe
- Handheld wind speed indicator (anemometer)
- Two 100 ft. tape measures
- Stopwatches and clipboards for Examiner(s) and Proctor(s)

### \*EQUIPMENT SOURCES

NCCCO does not endorse or recommend specific vendors of any equipment, but the following source may help you find required materials and equipment:

- **HDPE bases:** House of Plastics (part number HOP01-055), 2580 S. Orange Blossom Trail, Orlando, FL 32805, 407-843-3290, [plastics@hopu.com](mailto:plastics@hopu.com)



# Site Report

## PRACTICAL EXAMINATION—FOUNDATION DRILL RIGS

NCCCO has established specific conditions and guidelines that each Practical Examination Test Site must adhere to. This *Site Report* is designed to ensure these conditions are met. The Examiner is required to perform a site inspection prior to the start of the first examination and complete the *Site Report* form. The Examiner must arrive at the Test Site in sufficient time to verify, by measuring with a tape, the accuracy of the course layout with respect to the NCCCO Test Site Layout (CAD). The Examiner must also conduct a visual inspection of the drill rig for proper setup prior to testing any applicant. This *Site Report* must be presented on demand to any Practical Test Auditor.

*If using more than one course at this test site, please fill out a Site Report for each course.*

**Please type or print neatly.**

TEST SITE	DATE
NAME OF TEST SITE COORDINATOR	

**Check the following items for compliance:**

### PRE-TEST CANDIDATE BRIEFING AREA

A suitable location for the Pre-Test Briefing of exam candidates, including:

- Sufficient tables and chairs to seat all candidates for the Pre-Test Briefing
- A location so that waiting candidates are unable to observe other candidates being tested

Candidate materials available:

- A written description of the examination (*Candidate Handbook*)
- A plan view of the Test Site Layout (CAD)
- Operator’s manual and load chart(s) for all drill rigs that will be used for testing

### TEST SITE SETUP

- Corridor has no more than a 6 in. maximum change in elevation and is free of vegetation
- Test Site is free of debris, stored materials, surface irregularities, or hazards such as overhead power lines that could interfere with test maneuvers
- No obstructions are within 5 ft. of the test course in any direction

**Using the Test Site Layout (CAD), verify the following measurements:**

- Width of Corridor is 4 ft. (± 1 in.)
- Length of Corridor is 11 ft. (± 1 in.)
- Center of casing (± 1 in.)
- Distance from the center of rotation (CoR) to the far edge of corridor (± 1 in.)
- Center of Barrel #1 (± 1 in.)
- Center of Barrel #2 (± 1 in.)

### BARRELS

- Two empty steel drums, approximately 22 in. diameter, 34 in. tall (e.g., 55-gallon drums cut to proper height), open at one end
- Identified as numbers “1” and “2” in numerals large enough to be clearly seen from the operator’s station
- Each placed on a 4 ft. x 4 ft. sheet of 3/4-inch CDX-grade (or better) plywood.
- A spare barrel is available.

## **SITE REPORT (CONT'D)**

### **PRACTICAL EXAMINATION—FOUNDATION DRILL RIGS**

Test Site #: \_\_\_\_\_

PAGE 2 of 3

#### **PVC POLES**

- 10 (+ 1 replacement) poles, made of 1½ in., white PVC pipe (SCH 40), each 36 in. long with top 12 in. painted or taped orange or red (one inside splice per 3 ft. pole permitted; outside splices of PVC pipes NOT permitted; see page 24 for illustration)
- Poles must be mounted to a platform made of two layers of ¾-inch, CDX-grade (or better) plywood or high density polyethylene (HDPE), cut into nominal 12 in. squares
- A taut, longitudinal string line placed on the ground under the centerline of each pole base, per CAD. A cut concrete line may be used in lieu of a string line; no other materials are acceptable.
- 13 (+ 1 replacement) tennis balls

#### **TEST PIPE**

- Sufficient weight to provide overhaul to prevent unspooling of hoist line
- Made of steel pipe
- Cylindrical in shape with no protruding edges
- The outside diameter of the Test Pipe is 12 in.
- Cylinder must be 8 ft. tall
- Method of attachment: Single attachment point at the top inside of the Test Pipe
- 2 in. wide visible painted or taped line completely around the Test Pipe starting 18 in. from the bottom of the Test Pipe

#### **RIGGING (TEST PIPE)**

- 3 ft. synthetic web sling
- Sufficient capacity to hoist Test Pipe
- Assembled in accordance with current ASME B30.26 and OSHA standards

**SITE REPORT (CONT'D)**  
**PRACTICAL EXAMINATION—FOUNDATION DRILL RIGS**

Test Site #: \_\_\_\_\_

PAGE 3 of 3

**TEST COURSE SETUP**

- The Practical Examiner whose signature appears at the end of this Site Report attests that he/she has set up the course. (Check only if the Practical Examiner has set up the test course.)
- The Examiner must have the following items for conducting the Practical Exam:
  - Two stopwatches
  - Clipboard
  - Anemometer (wind meter)
  - Pen
  - Spirit level
  - Visible marking paint
  - Proctor
  - Verbatim instructions
  - Notification of test email (new test sites if applicable )
  - Personal protective equipment
  - 2 measuring tapes (100 ft. minimum)
  - Test Site Layout (CAD)

*Deviations from the above-noted requirements are not allowed without written consent from the NCCCO Western Regional Office.*

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**PRACTICAL EXAMINER ATTESTATION (EXAMINER SIGNATURE REQUIRED.)**

*I attest that this is a true and accurate report of the above named Test Site.*

SIGNATURE OF EXAMINER	DATE
PRINTED NAME OF EXAMINER	EXAMINER ACCREDITATION NUMBER

***This Site Report is to be completed by the Examiner prior to each testing session and sent with candidate score sheets to:***

NCCCO—Testing Services Department  
1960 Bayshore Blvd.  
Dunedin, Florida 34698  
  
Phone: 727-449-8525  
Fax: 727-461-2746  
Email: info@nccco.org

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# Foundation Drill Rig Readiness Report

## PRACTICAL EXAMINATION

NCCCO has established specific safety conditions and guidelines that each practical exam must follow. This Drill Rig Readiness Report is a verification tool used to ensure that all testing parameters are within strict, safe working conditions. Before testing is conducted, the drill rig being used for testing must have its own unique report filled out. This report should be completed in ink, signed by the Examiner, and sent with the Site Report to: NCCCO—Testing Services Department, 1960 Bayshore Blvd., Dunedin, FL 34698.

**REMINDER: Each drill rig used must have a separate report filled out.**

TEST SITE NUMBER	DATE
NAME OF TEST SITE COORDINATOR	NAME OF PRACTICAL EXAMINER
DRILL RIG OWNER/COMPANY NAME	
DRILL RIG OWNER/COMPANY POINT OF CONTACT	PHONE NUMBER
MAKE & MODEL OF DRILL RIG	SERIAL NUMBER OF DRILL RIG
RIG LENGTH	RIG WIDTH

### EXAMINER CHECKLIST:

- Verify foundation drill rig has a current annual/comprehensive inspection or initial inspection if the unit has not been in service for more than 12 months; all supporting documentation must be in accordance with manufacturer requirements
- Complete a pre-operational shift inspection to verify no deficiencies are present that would affect safety or performance
- Tracks fully extended per manufacturer's recommendations

RADIUS 1 (R1)	RADIUS 1 (R2)	RADIUS 3 (R3)

R1: Minimum working radius based on center of the Kelly Bar when rig mast is plumb

R2: Maximum working radius based on center of the Kelly Bar when rig mast is plumb

R3: Distance from rig Center of Rotation (CoR) to the center of the auxiliary hoist line when mast is extended to maximum working radius and angled forward 3-degrees

### DISTANCE FROM CENTER OF ROTATION (COR) TO CENTER OF CASING

RADIUS 2 (R2)	-	RADIUS 1 (R1)	X	0.5	=	WORKING RANGE MIDPOINT

WORKING RANGE MIDPOINT	+	RADIUS 1 (R1)	=	DISTANCE FROM CoR TO CENTER OF CASING

# FOUNDATION DRILL RIG EQUIPMENT READINESS REPORT (CONT'D)

## CONTROL FUNCTION DESCRIPTION (FOR TASK 3)

FUNCTION	CONTROL	FUNCTION DESCRIPTION
Swing		
Travel Tracks		
Hoist/Lower Service Line		
Mast Forward/Backwards		
Mast Angle to Side		
Raise/Lower Tool		
Horn		
Rotate Tool		

### EXAMPLE:

Swing	Right hand joystick	Moving joystick to right swings right. Moving joystick left swings left
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*I attest that this is a true and accurate report of the drill rig being used for testing.*

EXAMINER SIGNATURE

PRINTED NAME OF EXAMINER

EXAMINER'S ACCREDITATION #

DATE





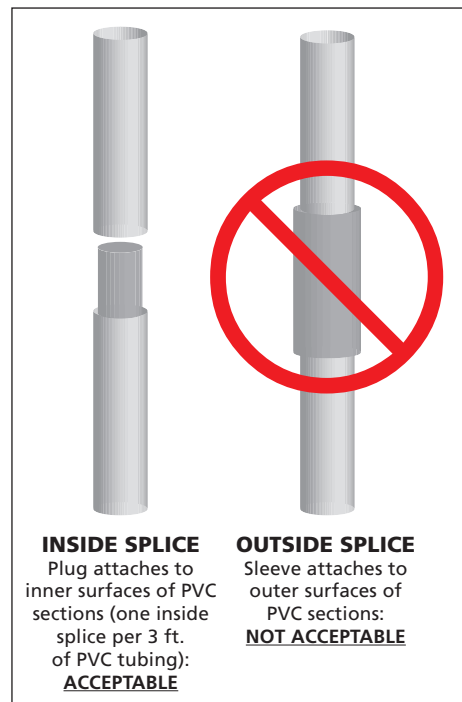
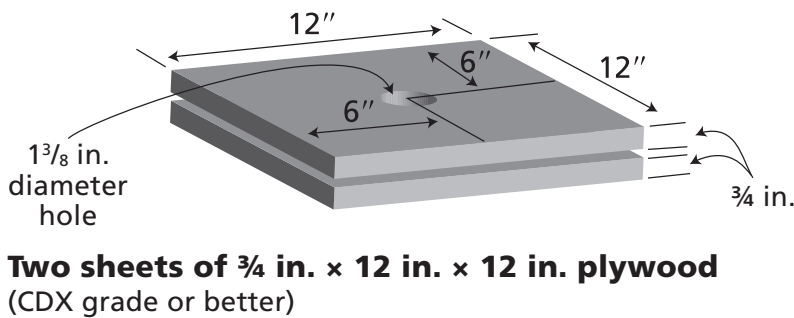
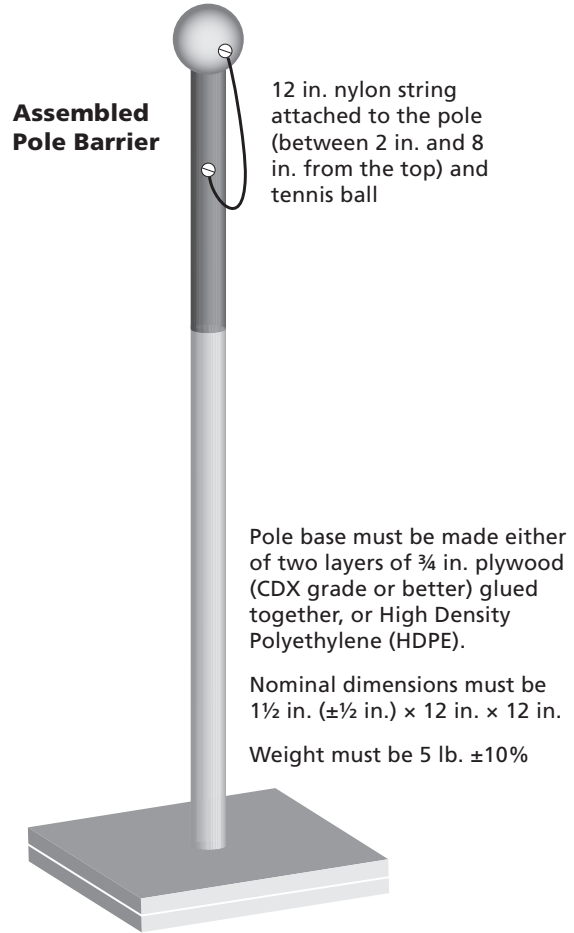
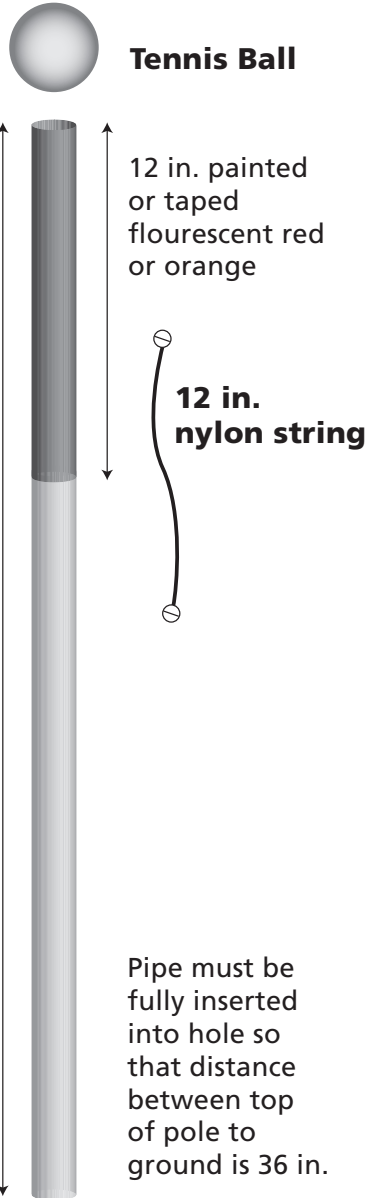
## **Drill Rig Operator**

### **TEST SITE COORDINATOR—ANCHOR/MICROPILE DRILL RIG OPERATOR**

- **Non-Standard Pole Barrier Construction (1 in. PVC)**
- **Sample Test Site Layout (CAD)**
- **Test Site Layout Instructions**
- **Anchor/Micropile Drill Rig Selection and Setup**
- **Ready Reference Checklist**
- **Site Report**
- **Anchor/Micropile Drill Rig Readiness Report**



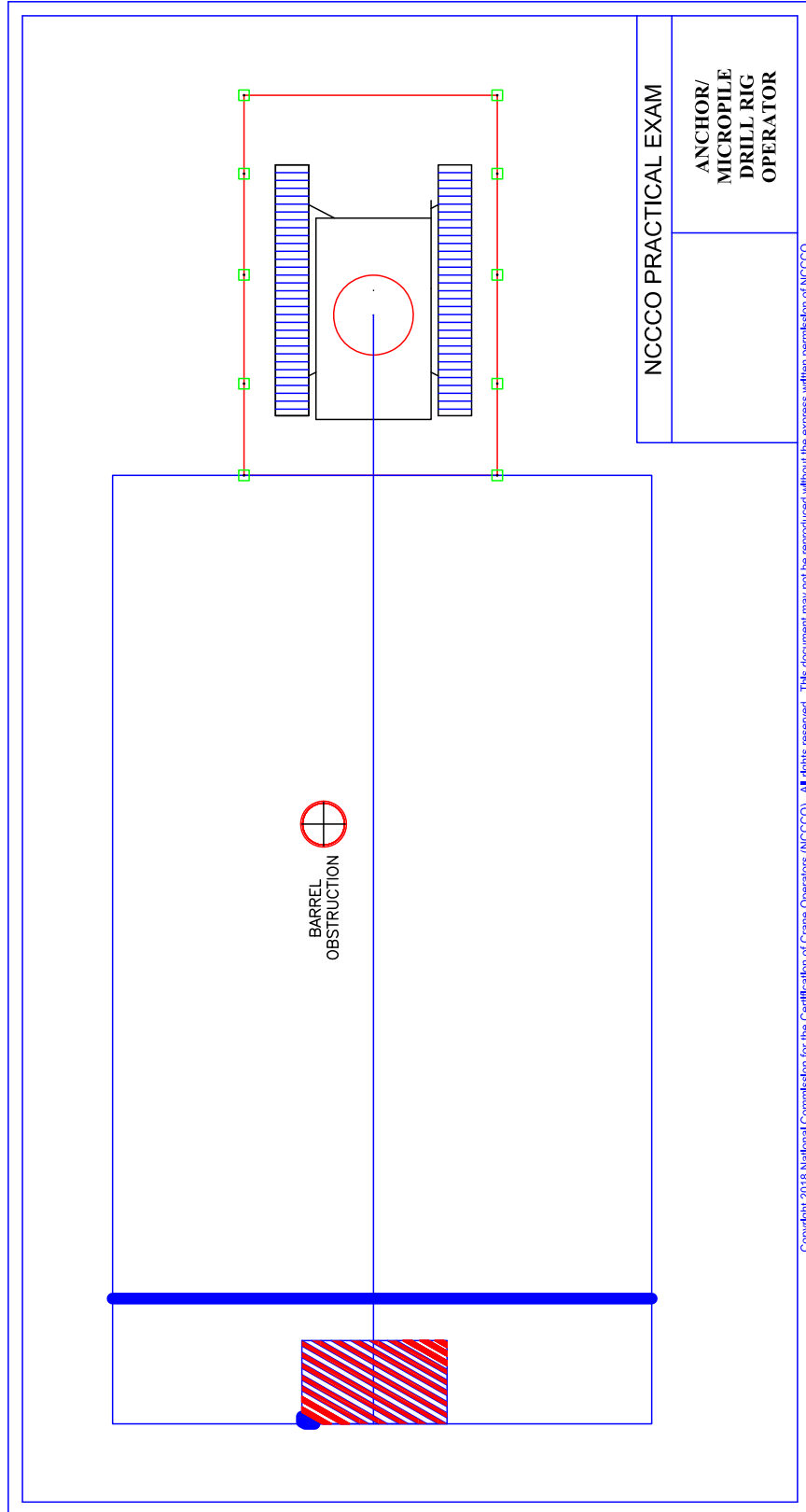
# Non-Standard Pole Construction (1 in. PVC) FOR ANCHOR/MICROPILE RIG DRIGS





# Sample Test Site Layout (CAD)

## ANCHOR/MICROPILE DRILL RIGS



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THIS IS A TYPICAL SAMPLE OF A DRILL RIG PRACTICAL EXAM LAYOUT. IT IS NOT TO BE USED IN AN ACTUAL TEST SITUATION.



# Test Site Layout Instructions

## ANCHOR/MICROPILE DRILL RIGS

Using the CAD drawing and other information provided by NCCCO, it is the Test Site Coordinator's responsibility to lay out the test site. It is extremely important that all test equipment (corridor poles, Test Weight, and Designated Areas, etc.) be placed exactly as indicated on the CAD drawings. Failure to do so could result in the test administration being declared invalid and the need to start over.

Before the Practical Examiner can begin testing, he/she will verify the site is laid out correctly using the *Site Report*. Test Site Coordinators are strongly encouraged to use the *Site Report* form to verify that they have followed the site layout directions correctly. ***There are various ways to begin the process of laying out the Test Site, but we recommend the following procedure:***

	<b>GENERAL LAYDOWN PROCEDURES</b>	Verify site is clear of underground utilities or hazards. The course is based primarily off the length and width of the machine.
1.	<b>CHECK FOR OBSTRUCTIONS AND DETERMINE ORIENTATION OF THE RIG</b>	Ensure there are no obstructions (on the ground or overhead) that could interfere with the safe operation of the crane during the test. No obstructions may be within 5 ft. of a practical test course in any direction.
2.	<b>IDENTIFY COURSE DIMENSIONS</b>	Using the Anchor/Micropile Rig Readiness Report, identify the dimensions of the Working Area and Starting Area.
3.	<b>MARK WORKING AREA</b>	Using string line, mark out a rectangular course in the dimensions identified using the Rig Readiness Report.
4.	<b>MARK STARTING AREA</b>	On one of the short edges of the Working Area, use string line to mark out a rectangular course in the dimensions identified on the Rig Readiness Report and centered between the two long edges.
5.	<b>PLACE PLYWOOD PLATFORM</b>	The plywood platform should be centered along the end of the work area opposite of the starting area, with the long edge against the string line. The platform should be secured to the ground using gutter spikes or other means to prevent the platform from moving during testing.
6.	<b>PLACE TEST PLATE</b>	Place the Test Plate so that it is directly over the outside painted line on the plywood platform. The pole base with the 1 in. PVC should be placed on top of the plate at the back edge.
7.	<b>PLACE OBSTRUCTION IN WORKING AREA</b>	Mark a point equal to one length of the Rig up from edge of the starting area. From the centerline of the entire course, offset the point 25% of the width of the starting area.
8.	<b>PLACE POLE BARRIERS IN STARTING AREA</b>	On the long edges of the starting area, place one pole barrier at each end. Place the remaining three poles so that they are evenly spaced between the two ends of each leg, with the middle pole barrier exactly in the middle of the leg.



# Ready Reference Checklist

## ANCHOR/MICROPILE DRILL RIGS

### YOU WILL NEED A DRILL RIG:

- Capable of handling a 2 $\frac{3}{8}$  in. API right regular pin connection drilling rod

### THE FOLLOWING IS REQUIRED FOR *EACH* DRILL RIG:

- One empty steel drum, approximately 22 in. diameter, 34 in. tall (e.g., 55-gallon drums cut to proper height), open at one end
- PVC pipe, white, 1 $\frac{1}{2}$  in. (SCH 40), sufficient to make 11 standard 36 in. poles (see page 24)
- PVC pipe, white, 1 in. (SCH 40), sufficient to make 1 non-standard 36 in. pole (see page 36)
- $\frac{3}{4}$ -inch, CDX-grade (or better) plywood or high density polyethylene (HDPE)\*, sufficient to create 13 pole bases, 1 $\frac{1}{2}$  in. ( $\pm\frac{1}{2}$  in.)  $\times$  12 in.  $\times$  12 in. (nominal)
- 13 tennis balls
- 500 ft. brightly colored string line (for Zigzag Corridor and Test Site layout use) **NOTE: Chalk line may NOT be used**
- Spirit level to verify levelness (minimum 2 ft. length)
- Paint (orange or red) for painting the tops of the poles and chain **NOTE: Red tape may be used for the poles**
- Paint of contrasting color to mark drill rod
- Handheld wind speed indicator (anemometer)
- Digital level
- Two 100 ft. tape measures
- Stopwatches and clipboards for Examiner(s) and Proctor(s)

### \*EQUIPMENT SOURCES

NCCCO does not endorse or recommend specific vendors of any equipment, but the following source may help you find required materials and equipment:

- **HDPE bases:** House of Plastics (part number HOP01-055), 2580 S. Orange Blossom Trail, Orlando, FL 32805, 407-843-3290, [plastics@hopu.com](mailto:plastics@hopu.com)

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# Site Report

## PRACTICAL EXAMINATION—ANCHOR/MICROPILE DRILL RIGS

NCCCO has established specific conditions and guidelines that each Practical Examination Test Site must adhere to. This *Site Report* is designed to ensure these conditions are met. The Examiner is required to perform a site inspection prior to the start of the first examination and complete the *Site Report* form. The Examiner must arrive at the Test Site in sufficient time to verify, by measuring with a tape, the accuracy of the course layout with respect to the NCCCO Test Site Layout (CAD). The Examiner must also conduct a visual inspection of the drill rig for proper setup prior to testing any applicant. This *Site Report* must be presented on demand to any Practical Test Auditor.

*If using more than one course at this test site, please fill out a Site Report for each course.*

**Please type or print neatly.**

TEST SITE	DATE
NAME OF TEST SITE COORDINATOR	

**Check the following items for compliance:**

### PRE-TEST CANDIDATE BRIEFING AREA

A suitable location for the Pre-Test Briefing of exam candidates, including:

- Sufficient tables and chairs to seat all candidates for the Pre-Test Briefing
- A location so that waiting candidates are unable to observe other candidates being tested

Candidate materials available:

- A written description of the examination (*Candidate Handbook*)
- A plan view of the Test Site Layout (CAD)
- Operator’s manual and load chart(s) for all drill rigs that will be used for testing

### TEST SITE SETUP

- Corridor has no more than a 6 in. maximum change in elevation and is free of vegetation
- Test Site is free of debris, stored materials, surface irregularities, or hazards such as overhead power lines that could interfere with test maneuvers
- No obstructions are within 5 ft. of the test course in any direction

**Using the Test Site Layout (CAD), verify the following measurements:**

- Length of Working Area [4 x Rig Length] (± 1 in.)
- Width of Working Area [3 x Width of Rig Truck] (± 1 in.)
- Length of Starting Area [Rig Length + 2 ft.] (± 1 in.)
- Width of Starting Area [Width of Rig Truck + 3 ft.] (± 1 in.)
- Position of Barrel Obstruction (± 1 in.)
- Position of Test Plate [centered and on string line] (± 1 in.)
- Poles equally distributed along outside long edges of Starting Area (± 1 in.)

### BARRELS

- One empty steel drum, approximately 22 in. diameter, 34 in. tall (e.g., 55-gallon drums cut to proper height), open at one end

# SITE REPORT (CONT'D)

## PRACTICAL EXAMINATION—ANCHOR/MICROPILE DRILL RIGS

Test Site #: \_\_\_\_\_

PAGE 2 of 2

### PVC POLES

- 10 (+ 1 replacement) poles, made of 1½ in., white PVC pipe (SCH 40), each 36 in. long with top 12 in. painted or taped orange or red (one inside splice per 3 ft. pole permitted; outside splices of PVC pipes NOT permitted; see page 24 for illustration)
- 1 pole, made of 1 in., white PVC pipe (SCH 40), 36 in. long with top 12 in. painted or taped orange or red (one inside splice per 3 ft. pole permitted; outside splices of PVC pipes NOT permitted; see page 36 for illustration)
- Poles must be mounted to a platform made of two layers of ¾-inch, CDX-grade (or better) plywood or high density polyethylene (HDPE), cut into nominal 12 in. squares
- A taut, longitudinal string line placed on the ground under the centerline of each pole base, per CAD. A cut concrete line may be used in lieu of a string line; no other materials are acceptable.
- 11 (+ 2 replacement) tennis balls

### TEST PLATE AND ROD

- Test Plate meets drawing specifications
- Test Rod meets drawing specifications

### TEST COURSE SETUP

- The Practical Examiner whose signature appears at the end of this Site Report attests that he/she has set up the course. (Check only if the Practical Examiner has set up the test course.)
- The Examiner must have the following items for conducting the Practical Exam:
  - Two stopwatches
  - Clipboard
  - Anemometer (wind meter)
  - Pen
  - Spirit level
  - 2 measuring tapes (100 ft. minimum)
  - Proctor
  - Verbatim instructions
  - Notification of test email (new test sites if applicable)
  - Personal protective equipment
  - Visible marking paint
  - Test Site Layout (CAD)

***Deviations from the above-noted requirements are not allowed without written consent from the NCCCO Western Regional Office.***

### PRACTICAL EXAMINER ATTESTATION (EXAMINER SIGNATURE REQUIRED.)

***I attest that this is a true and accurate report of the above named Test Site.***

SIGNATURE OF EXAMINER	DATE
PRINTED NAME OF EXAMINER	EXAMINER ACCREDITATION NUMBER

***This Site Report is to be completed by the Examiner prior to each testing session and sent with candidate score sheets to:***

NCCCO—Testing Services Department  
1960 Bayshore Blvd.  
Dunedin, Florida 34698  
Phone: 727-449-8525  
Fax: 727-461-2746  
Email: info@nccco.org





# Anchor/Micropile Drill Rig Readiness Report

## PRACTICAL EXAMINATION

NCCCO has established specific safety conditions and guidelines that each practical exam must follow. This Drill Rig Readiness Report is a verification tool used to ensure that all testing parameters are within strict, safe working conditions. Before testing is conducted, the drill rig being used for testing must have its own unique report filled out. This report should be completed in ink, signed by the Examiner, and sent with the Site Report to: NCCCO—Testing Services Department, 1960 Bayshore Blvd., Dunedin, FL 34698.

REMINDER: *Each drill rig used must have a separate report filled out.*

TEST SITE NUMBER		DATE	
NAME OF TEST SITE COORDINATOR		NAME OF PRACTICAL EXAMINER	
DRILL RIG OWNER/COMPANY NAME			
DRILL RIG OWNER/COMPANY POINT OF CONTACT		PHONE NUMBER	
MAKE & MODEL OF DRILL RIG		SERIAL NUMBER OF DRILL RIG	
RIG LENGTH		RIG WIDTH	

### EXAMINER CHECKLIST:

- Verify anchor/micropile drill rig has a current annual/comprehensive inspection or initial inspection if the unit has not been in service for more than 12 months; all supporting documentation must be in accordance with manufacturer requirements
- Complete a pre-operational shift inspection to verify no deficiencies are present that would affect safety or performance
- Tracks fully extended per manufacturer's recommendations

### COURSE DIMENSIONS

RIG LENGTH	X	4	=	WORKING AREA LENGTH

RIG WIDTH	X	3	=	WORKING AREA WIDTH

RIG LENGTH	+	3 ft.	=	STARTING AREA LENGTH

RIG WIDTH	+	2 ft.	=	STARTING AREA WIDTH

*See reverse side to complete drill rig verification.*

# ANCHOR/MICROPILE DRILL RIG EQUIPMENT READINESS REPORT (CONT'D)

## BARREL OBSTRUCTION LOCATION

<b>RIG LENGTH</b>	<b>X</b>	<b>1</b>	<b>=</b>	<b>DISTANCE FROM LONG EDGE (TO CENTER OF BARREL OBSTRUCTION)</b>

<b>STARTING AREA WIDTH</b>	<b>X</b>	<b>0.25</b>	<b>=</b>	<b>DISTANCE FROM SHORT EDGE (TO CENTER OF BARREL OBSTRUCTION)</b>

\*Barrel should be placed on the opposite side of rig manual control station.

*I attest that this is a true and accurate report of the drill rig being used for testing.*

EXAMINER SIGNATURE

PRINTED NAME OF EXAMINER

EXAMINER'S ACCREDITATION #

DATE



# NCCCO Information Release Policy

## A. Definitions

1. "NCCCO" means and refers to the National Commission for the Certification of Crane Operators acting through its staff and authorized agents and representatives.
2. "Releasable Information" means and refers to the following information: name, certification status, examination dates, certification dates, certification number(s), and designations. In the case of accredited Practical Examiners, "Releasable Information" also means and refers to the following information: name, accreditation status, accreditation dates, accreditation number, and categories in which the Practical Examiner is authorized to administer exams.
3. "Third Party" means and refers to an employer, prospective employer, regulatory agency, or any other person or entity that makes an inquiry to NCCCO.

## B. Policies

1. It shall be the policy of NCCCO to provide Releasable Information pertaining to individuals who have successfully passed one or more NCCCO examinations. It shall also be the policy of NCCCO to provide Releasable Information pertaining to such individuals on its website using such protocols as may be established. In addition, it shall be the policy of NCCCO to provide information, as appropriate, concerning individuals who have been sanctioned, suspended or revoked from participation in NCCCO's programs, using such protocols as may be established.
2. Releasable Information may be released to a Third Party who makes a written request, including by electronic correspondence. Generally, Releasable Information will be released within one business day from actual receipt of a written request.
3. If a Third Party requests information concerning an individual who has not taken or successfully passed an NCCCO examination, NCCCO may release a statement confirming that, as of a given date, the individual does not appear on NCCCO's list of successful candidates in one or more categories of certification.
4. If an applicant or certificant is under formal sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement to that effect to any persons and by any reasonable means, including by means of a list published on the NCCCO website. In addition, if an individual applicant or certificant is under formal investigation, sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement concerning the status of the applicant or certificant to any Third Party and to any jurisdiction that requires or accepts CCO certification as a basis for satisfying

requirements to work in the jurisdiction. Any such statement to a Third Party or jurisdiction may identify the applicant or certificant, the certifications affected, the actions taken, and the effective dates of any such actions.

5. If an accredited Practical Examiner, authorized Test Site Coordinator, listed Training Provider, or other authorized participant in NCCCO's programs ("Authorized Participant") is under formal sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement to that effect to any persons and by any reasonable means, including by means of a list published on the NCCCO website. In addition, if an Authorized Participant is under formal investigation, sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement concerning the status of the Authorized Participant to any persons and by any reasonable means, including by means of a list published on the NCCCO website. Any such statement may identify the Authorized Participant, the credentials or capacities affected, the actions taken, and the effective dates of any such actions.
6. If a Third Party seeks information other than the foregoing information, generally, absent a subpoena or similar legal process, such information will not be released. However, in the course of business, as circumstances reasonably warrant, NCCCO reserves the discretion to release information other than the foregoing information.
7. Certain situations may require or warrant the immediate verbal confirmation of an individual's certification status or other Releasable Information in response to a written or verbal request. Under such circumstances, NCCCO may provide such immediate verbal confirmation, at its discretion. When such a verbal confirmation is provided, it shall be NCCCO's policy to follow up with a written confirmation.
8. It shall be the policy of NCCCO to discuss score-related and test-specific matters only with a candidate or a candidate's authorized legal representative.
9. NCCCO will release Releasable Information about an individual upon receipt of a written request (including electronic correspondence) from that individual. NCCCO may release information other than Releasable Information about an individual, at its discretion, upon receipt of a signed, notarized, written request from that individual. In addition, NCCCO will release information other than Releasable Information about an individual when required by a legal authority of competent jurisdiction under a duly-issued subpoena, subject to any objection, or as otherwise required by law.



# Summary of Changes

## TEST SITE COORDINATOR HANDBOOK—DRILL RIG OPERATOR

Following approval by the appropriate NCCCO committees, Commissioners, and/or Board of Directors, the following substantive (non-editorial) changes have been made to the *Drill Rig Operator Practical Examiner Handbook* (major programmatic changes covered in Test Site Coordinator Bulletins are in **bold**):

### CHANGES MADE 03/19:

<i>Page(s)</i>	<i>Section</i>	<i>Change</i>
28	FDR Ready Reference Checklist	<ul style="list-style-type: none"> <li>• Height of barrels corrected to indicate 34 in. (not 24 in. as listed previously)</li> </ul>
29	FDR Site Report	<ul style="list-style-type: none"> <li>• Height of barrels corrected to indicate 34 in. (not 24 in. as listed previously)</li> </ul>
39	AMP Ready Reference Checklist	<ul style="list-style-type: none"> <li>• Height of barrel specified as 34 in.</li> </ul>
41	AMP Site Report	<ul style="list-style-type: none"> <li>• Height of barrel specified as 34 in.</li> </ul>

## IMPORTANT CONTACT INFORMATION



### **NATIONAL COMMISSION FOR THE CERTIFICATION OF CRANE OPERATORS**

2750 Prosperity Avenue, Suite 505  
Fairfax, VA 22031-4312

Phone: 703-560-2391  
Fax: 703-560-2392

Email: [info@nccco.org](mailto:info@nccco.org)  
Website: [www.nccco.org](http://www.nccco.org)



**NATIONAL COMMISSION FOR THE  
CERTIFICATION OF CRANE OPERATORS**

2750 Prosperity Avenue, Suite 505  
Fairfax, VA 22031-4312

Phone: 703-560-2391

Fax: 703-560-2392

[info@nccco.org](mailto:info@nccco.org)

[www.nccco.org](http://www.nccco.org)