

<b>DOMAIN</b>	Engineering Core Skills				
<b>STANDARD</b>	21913	v4	Lift loads in engineering installation, maintenance, and fabrication work	Level 2	2 Credits
<b>ENTRY</b>	US 21911 Demonstrate knowledge of safety on engineering worksites US 21912 Apply safe working practices on an engineering worksite, or demonstrate equivalent knowledge and skills. US 29675 Demonstrate knowledge of safety when lifting loads in engineering installation, maintenance, and fabrication work.				

LEARNER TO COMPLETE					
Name			Company		
NSI No.			Email / phone		
Pre-assessment confirmation					
I, the <b>learner</b> , <ul style="list-style-type: none"> <li>Understand the assessment process and assessment requirements for this unit.</li> <li>Understand the appeals and resubmission processes.</li> <li>Believe I have the skills and knowledge to successfully complete the assessment requirements.</li> </ul>					
Assessment Submission: (Tick ✓ appropriate circle)	<input checked="" type="checkbox"/>	1st Submission	<input type="checkbox"/>	1st Resubmission	<input type="checkbox"/> Final Resubmission

ASSESSOR: UPDATE RESULTS AND COMPLETE FEEDBACK ONLINE VIA CANVAS
<b>NOTE TO LEARNER:</b> You will be able to access your results via the Marks section (for this course <b>21913</b> ) in Canvas. You will also see the feedback from your Assessor, and any actions you may need to take if a resubmission is required.

## RESUBMISSIONS:

Under Apprentice Training New Zealand (ATNZ) policy you have a maximum of **two** resubmission opportunities for this assessment. In total you will have three opportunities to meet the unit standard requirements. Information about the ATNZ resubmission process can be found in the Learner Regulations.

## APPEALS:

Your Assessor, Observer or Verifier will discuss with you ATNZ's Assessment Appeals process before carrying out this assessment. Information about the Assessment Appeals process can be found in the Learner Regulations.

# LEARNER INSTRUCTIONS:

## YOU WILL NEED TO BE ABLE TO:

- Select and visually inspect lifting appliances and lifting tackle
- Sling and secure loads
- Follow procedures to lift loads safely.

## IMPORTANT INFORMATION

- Carefully read through this Assessment Guide so you know exactly what is expected.
- All evidence you provide for this assessment must be your own work.
- You **must** attach additional material which shows you have the required skills and knowledge, e.g. job sheets, checklists, work samples, photos, screenshots, videos.
- Clearly name and label all attached evidence.
- Your assessor may choose a verifier from your workplace to observe and/or verify your work.

What you need to do		Tick when complete
Observation Checklist	<p>1. You must be observed lifting at least <b>THREE (3)</b> different types of loads that you have lifted.</p> <p>Across the <b>THREE (3)</b> loads you'll need to show that you have used at least</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>ONE (1)</b> type of lifting appliance</li> <li><input type="checkbox"/> <b>TWO (2)</b> types of slings (webbing, chain or rope) and,</li> <li><input type="checkbox"/> <b>THREE (3)</b> different slinging methods (single-leg, two single-leg, double-leg; choke hitch, basket hitch)</li> </ul>	<input type="radio"/>
	<p>2. You must complete:</p> <ul style="list-style-type: none"> <li>• <b>Part A</b> of the Observation checklist</li> <li>• Your Observer/Verifier must complete <b>Part B</b></li> </ul>	<input type="radio"/>
Supporting Evidence	<p>3. You must upload <b>supporting evidence</b> that shows:</p> <ul style="list-style-type: none"> <li>• How you prepared to lift the load <ul style="list-style-type: none"> <li><input type="checkbox"/> How you assessed the size, shape, weight and centre of gravity of the load</li> <li><input type="checkbox"/> How you assessed the WLL, access, height and anchoring points.</li> </ul> </li> <li>• How you confirmed your lifting appliance, and lifting tackle were appropriate for the load you were lifting.</li> <li>• How you inspected your lifting appliance and lifting tackle prior to use.</li> <li>• How you dealt with any defective items</li> <li>• How you attached slings and tag lines in accordance with codes of practice</li> <li>• How you lifted the load in accordance with codes of practice.</li> <li>• How you followed procedure to store lifting appliance(s) and tackle in accordance with workplace procedures.</li> </ul>	<input type="radio"/>

# Observation Checklist – Part A

(LEARNER TO COMPLETE THIS SECTION)

## YOU MUST BE OBSERVED:

- Selecting and visually inspecting the lifting appliance you will use.
- Selecting and visually inspecting the lifting tackle you will use.
- Slings and securing typical loads in your workplace.

## LEARNER INSTRUCTIONS:

- For this assessment you need to provide evidence of at least **THREE (3)** different types of loads that you have lifted.
- The loads should be typical of the loads lifted in your workplace. e.g. industrial loads such as machinery, motors, steel pipe, steel beams, with uniform weight distributions or known lifting points. **Lifting of personnel is excluded.**
- Across the loads you lift, you'll need to show that you have used at least
  - **ONE (1)** type of lifting appliance
  - **TWO (2)** types of slings (webbing, chain or rope) and,
  - **THREE (3)** different slinging methods (single-leg, two single-leg, double-leg; choke hitch, basket hitch)
- Acceptable examples lifting appliances include:
  - small floor crane
  - electric hoist
  - electric rope winch
  - manual chain hoist
  - weston pulley block
  - hoist
  - electric rope winch,
  - I-beam trolley
  - small gantry crane
- You must be observed completing at least **THREE (3) loads** to the required standard using the different methods described above.
- You may need to be observed more than three times to meet the requirements of this unit.
- Your Verifier may ask you additional questions to check your knowledge and understanding.

## Evidence Table

(LEARNER TO COMPLETE THIS SECTION)

Learner name		Workplace	
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Complete this evidence table to help you record the loads you lifted for this assessment and check you have presented enough supporting evidence.

Your supporting evidence **MUST** show:

- How you prepared to lift the load
  - How you assessed the size, shape, weight and centre of gravity of the load
  - How you assessed the WLL, access, height and anchoring points.
- How you confirmed your lifting appliance, and lifting tackle were appropriate for the load you were lifting.
- How you inspected your lifting appliance and lifting tackle prior to use.
- How you dealt with any defective items
- How you attached slings and tag lines in accordance with codes of practice
- How you lifted the load in accordance with codes of practice.
- How you followed procedure to store lifting appliance and tackle in accordance with workplace procedures.

**REMEMBER: CLEARLY LABEL ALL OF YOUR SUPPORTING EVIDENCE**

<b>Load 1</b> <b>Evidence Table</b>	<b>1. Describe the load you lifted</b>	<b>Type of load</b>	
		<b>Approximate weight:</b>	
		<b>WLL of lifting equipment:</b>	
<b>Date</b>			
<b>2. Lifting alliance used</b> <ul style="list-style-type: none"> <li><input type="radio"/> Crane</li> <li><input type="radio"/> Hoist</li> <li><input type="radio"/> Pulley block</li> <li><input type="radio"/> Other _____</li> </ul>		<b>3. Slinging method used.</b> <ul style="list-style-type: none"> <li><input type="radio"/> Single leg</li> <li><input type="radio"/> Two single-leg</li> <li><input type="radio"/> Double leg</li> <li><input type="radio"/> Chock hitch</li> <li><input type="radio"/> Basket hitch</li> <li><input type="radio"/> Other _____</li> </ul>	<b>4. Sling type</b> <ul style="list-style-type: none"> <li><input type="radio"/> Webbing</li> <li><input type="radio"/> Chain</li> <li><input type="radio"/> Rope</li> <li><input type="radio"/> Other _____</li> </ul>
<b>Supporting Evidence</b>			
<b>Tick the items you are attaching as evidence for this job.</b> Clearly label all of your attached items.			
<input type="radio"/> Work procedures (including any safety procedures specific to lifting loads and the lifting appliance you are using)		<input type="radio"/> Photo/Videos – Before, during and after. <input type="radio"/> Checklists (if used)	

<b>Load 2</b> <b>Evidence Table</b>	<b>1. Describe the load you lifted</b>	<b>Type of load</b>	
		<b>Approximate weight:</b>	
		<b>WLL of lifting equipment:</b>	
<b>Date</b>			
<b>2. Lifting alliance used</b> <ul style="list-style-type: none"> <li><input type="radio"/> Crane</li> <li><input type="radio"/> Hoist</li> <li><input type="radio"/> Pulley block</li> <li><input type="radio"/> Other _____</li> </ul>		<b>3. Slinging method used.</b> <ul style="list-style-type: none"> <li><input type="radio"/> Single leg</li> <li><input type="radio"/> Two single-leg</li> <li><input type="radio"/> Double leg</li> <li><input type="radio"/> Chock hitch</li> <li><input type="radio"/> Basket hitch</li> <li><input type="radio"/> Other _____</li> </ul>	<b>4. Sling type</b> <ul style="list-style-type: none"> <li><input type="radio"/> Webbing</li> <li><input type="radio"/> Chain</li> <li><input type="radio"/> Rope</li> <li><input type="radio"/> Other _____</li> </ul>
<b>Supporting Evidence</b>			
<b>Tick the items you are attaching as evidence for this job.</b> Clearly label all of your attached items.			
<input type="radio"/> Work procedures (including any safety procedures specific to lifting loads and the lifting appliance you are using)		<input type="radio"/> Photo/Videos – Before, during and after. <input type="radio"/> Checklists (if used)	

<b>Load 3</b> <b>Evidence Table</b>	<b>1. Describe the load you lifted</b>	<b>Type of load</b>  <b>Approximate weight:</b>  <b>WLL of lifting equipment:</b>	
<b>Date</b>			
<b>2. Lifting alliance used</b> <ul style="list-style-type: none"> <li><input type="radio"/> Crane</li> <li><input type="radio"/> Hoist</li> <li><input type="radio"/> Pulley block</li> <li><input type="radio"/> Other _____</li> </ul>		<b>3. Slinging method used.</b> <ul style="list-style-type: none"> <li><input type="radio"/> Single leg</li> <li><input type="radio"/> Two single-leg</li> <li><input type="radio"/> Double leg</li> <li><input type="radio"/> Chock hitch</li> <li><input type="radio"/> Basket hitch</li> <li><input type="radio"/> Other _____</li> </ul>	<b>4. Sling type</b> <ul style="list-style-type: none"> <li><input type="radio"/> Webbing</li> <li><input type="radio"/> Chain</li> <li><input type="radio"/> Rope</li> <li><input type="radio"/> Other _____</li> </ul>
<b>Supporting Evidence</b>			
<b>Tick the items you are attaching as evidence for this job.</b> Clearly label all of your attached items.			
<input type="radio"/> Work procedures (including any safety procedures specific to lifting loads and the lifting appliance you are using)		<input type="radio"/> Photo/Videos – Before, during and after. <input type="radio"/> Checklists (if used)	

# Observation checklist – Part B

## VERIFIER TO COMPLETE THIS SECTION

Learner name		Workplace	
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For each statement below, tick if you agree. The following tasks must be observed for **THREE (3)** different types of loads commonly lifted in your workplace. Across the THREE loads the learner must use at least:

- ☐ **ONE (1)** type of lifting appliance
- ☐ **TWO (2)** types of slings and,
- ☐ **THREE (3)** different slinging methods

Assessment Task		Load 1	Load 2	Load 3	PC
<b>When selecting lifting appliances to lift loads, the learner:</b>					
1. Assessed the following load features	<ul style="list-style-type: none"> <li>Size</li> <li>Shape</li> <li>Weight</li> <li>Centre of gravity</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC 1.1
2. Considered the following factors	<ul style="list-style-type: none"> <li>Working load limit (WLL)</li> <li>Access</li> <li>Height</li> <li>Anchoring points</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC 1.2
<b>When inspecting lifting appliances to lift loads, the learner:</b>					
3. Confirmed the currency and validity of Certificates of Inspection for lifting appliances.	<ul style="list-style-type: none"> <li>Located the certificate of inspection</li> <li>Explained verbally                             <ul style="list-style-type: none"> <li>what information can be found on the certificate.</li> <li>what they will do if the certificate is not valid.</li> </ul> </li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC 1.3
4. Visually inspected lifting appliance(s) in accordance with codes of practice.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC 1.4
5. Dealt correctly with defective items.	<ul style="list-style-type: none"> <li>If found                             <ul style="list-style-type: none"> <li>Removed defective device from service</li> <li>Labelled defective device</li> </ul> </li> <li><b>OR</b> If not found                             <ul style="list-style-type: none"> <li>Answered questions about how to remove defective devices from service.</li> </ul> </li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC 1.4
<b>When selecting lifting tackle to lift loads, the learner:</b>					
6. Selected tackle (including slings) for given loads, in accordance with Codes of Practice		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC 2.1
7. Confirmed the currency and validity of Certificates of Inspection for the lifting tackle.	<ul style="list-style-type: none"> <li>Located certificates and confirms currency.</li> <li>Explained verbally                             <ul style="list-style-type: none"> <li>what information can be found on the certificate.</li> </ul> </li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC 2.2

Assessment Task		Load 1	Load 2	Load 3	PC
	<input type="checkbox"/> what they will do if the certificate is not valid.				
8.	Visually inspected lifting tackle, in accordance with Codes of Practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC 2.3
9.	Dealt correctly with defective items <ul style="list-style-type: none"> <li>If found               <ul style="list-style-type: none"> <li><input type="checkbox"/> Removed defective item from service</li> <li><input type="checkbox"/> Labelled defective item</li> </ul> </li> <li><b>OR</b> If not found               <ul style="list-style-type: none"> <li><input type="checkbox"/> Answered questions about how to remove defective items from service.</li> </ul> </li> </ul>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	PC 2.3
<b>When slinging and securing the loads, the learner:</b>					
10.	Visually inspected lifting fixtures(s) on the load, in accordance with codes of practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC 3.1
11.	Attached slings and tag lines, where appropriate, to loads and lifting appliance, in accordance with Codes of Practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC 3.2
<b>When carrying out lifting procedures, the learner:</b>					
12.	Lifted loads safely, in accordance with Codes of Practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC 4.1
13.	Responded correctly to verbal questions about lifting loads. <ul style="list-style-type: none"> <li>How will you prevent damage to loads and lifting equipment?</li> <li>What will you do if the load shifts during the lift?</li> <li>Are you using helpers?</li> <li>If so, what have you briefed to your helpers?</li> </ul>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	PC 4.1
14.	Lifted loads without damage to load, lifting appliance, and tackle.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC 4.2
<b>When lifting procedure is complete, the learner:</b>					
15.	Stored lifting appliances and tackle safely, in accordance with workplace procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC 4.3

## Observation feedback (VERIFIER TO COMPLETE THIS SECTION)

Load 1	Feedback from Verifier			
Provide specific comments on the learner's ability to lift the loads in accordance with codes of compliance.  .				
Verifier Name		Verifier Signature		Date signed:

## Observation feedback (VERIFIER TO COMPLETE THIS SECTION)

Load 2	Feedback from Verifier			
Provide specific comments on the learner's ability to lift the loads in accordance with codes of compliance.  .				
Verifier Name		Verifier Signature		Date signed:

## Observation feedback (VERIFIER TO COMPLETE THIS SECTION)

Load 3	Feedback from Verifier			
Provide specific comments on the learner's ability to lift the loads in accordance with codes of compliance.  .				
Verifier Name		Verifier Signature		Date signed: