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**INDUSTRIAL RIGGING
CERTIFICATION PROGRAM**



QUALITY SYSTEM MANUAL

FOREWORD

In today's competitive environment, all industrial facilities have to consider the critical issue of rigging as a key factor in the continued productivity of their operations. Industrial rigging, in particular, is a major focus for electric utilities, oil refineries, manufacturing plants, paper mills and chemical plants.

The United Association (UA) has addressed industry's needs by developing an intensive course of study that includes classroom and hands-on instruction using the latest rigging equipment and materials. The UA Industrial Rigging Certification Program has been designed to ensure that UA members are able to take on any rigging task they may encounter. This highly specialized training comes at no cost to contractors or plant owners.

The high standards of the UA Industrial Rigging Certification Program are uniform throughout the United States and Canada, yet each individual Local Union can tailor the industrial rigging training course differently to focus specifically on the requirements of industry in their particular region. In fact, contractors and owners are encouraged to review the UA Industrial Rigging Certification Program and make recommendations that will help modify the program to meet their specific needs.

The United Association together with the Electrical Power Research Institute (EPRI) have established an examination/qualification program that provides an outstanding tool for determining an individual's capabilities and competences and ensures their on-going training needs are provided for and validated in a structured environment. The UA Industrial Rigging Certification Program provides an assurance to industry that UA members have the necessary skills not only to do the job right but also to do the job right the first time.

It is our goal to provide highly trained UA craftsmen with detailed knowledge and experience that will improve their job performance and contribute to lower plant operating costs. In fact, many utilities and other industrial facilities throughout the United States and Canada have already established completion of the UA Industrial Rigging Certification Program as a necessary hiring requirement.

Without a doubt, the United Association boasts the premier training program available in the pipe trades industry today. For more than a century, we have been training apprentices and journeyworkers to the highest standards possible. There are approximately 330,000 highly-skilled United Association members, of which 36,000 are apprentices, who belong to 316 individual local unions across North America. The UA maintains approximately 340 training centers in the United States and Canada. The UA's joint union-management training programs are now valued at a half billion dollars in equipment and real estate, moreover, about \$130 million is spent annually in operation of these programs.

For a contractor or plant owner choosing Certified Industrial Riggers from the United Association is an assurance that the quality of craftsmanship is the highest you can find in industry today.

UA STANDARD FOR EXCELLENCE

The UA Industrial Rigging Certification Program has no parallel in industry today. Developed under the leadership of the United Association's General President William P. Hite, the program is designed to help meet the growing need for trained and qualified riggers. The program provides trained, experienced, certified and immediately available Industrial Riggers throughout the United States and Canada, at no cost to contractors or their clients (owners and users). The United Association underwrites the cost of training and qualifying its Industrial Riggers and provides for the use of Certified Rigging Instructors and other third parties involved in the program's success.

OBJECTIVES OF THE PROGRAM

- ❖ Promote uniform administration and enforcement of UA industrial rigging qualifications and certifications.
- ❖ Promote a level of qualification standard, which will support safety, quality, and economical industrial rigging activities.
- ❖ Provide industry with a qualification that is complete, accurate, consistent, reliable and current to comply with the required applications.
- ❖ Commit each UA Industrial Rigger to performance that includes quality, safety and cost effectiveness for the required work.
- ❖ Enable all UA Industrial Riggers to recognize their individual commitment to the integrity of the UA Industrial Rigging Certification Program.
- ❖ Provide all UA Industrial Riggers the opportunity to enhance the quality of their work and life and to emanate goodwill among the United Association, its members, the employing contractors and their clients (owners and users).

"The UA Standard for Excellence policy is a Labor-Management commitment to uphold the highest industry standards in the workplace and ensure customer satisfaction. The industrial rigging certification program is designed to promote UA members' world class skills and safe, efficient work practices on the jobs performed by our signatory contractors for their customers."

Confirmation Signature: _____



Mark McManus- United Association General President

UA STAFF AND COMMITTEE PERSONNEL

UA GENERAL ADMINISTRATION

Mark McManus
General President

Christopher A. Haslinger
Director of Education and Training

Phillip F. Martin
Administrator of Certification Programs

INDUSTRIAL RIGGING TECHNICAL COMMITTEE

James P. Pavesic
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Local Union 60

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Local Union 488

Edward Ingles
Local Union 577

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Local Union 597

THE UA ACKNOWLEDGES THE COOPERATION OF THE FOLLOWING ORGANIZATIONS:

The Electrical Power Research Institute
Mechanical Contractors Association of America, Inc.
Pipe Fabrication Institute

UA QUALITY SYSTEM MANUAL

The Administrator of Certification Programs is responsible for maintaining this Quality System Manual. The Manual shall be revised when necessary to improve existing procedures, when work methods or organizational changes occur, or to keep the Manual current with industry requirements. The Administrator of Certification Programs shall approve new or revised parts of the Manual; his approval is indicated on the Table of Contents Page by signature and date.

The UA Industrial Rigging Certification Program Quality System Manual is maintained at the UA Industrial Rigging Certification Program Department, UA Building, Three Park Place, Annapolis, MD 21401.

Upon approval by the Administrator of Certification Programs, the Quality System Manual and its subsequent revisions are posted on UANet.org. The electronic version of the Manual is considered the only controlled version of the Quality System Manual and as such is password protected with only the Administrator of Certification Programs and designated UA Administrative Staff having editing capabilities. Printed out pages of the Manual are considered uncontrolled and are for informational purposes only. All UA Local Union Training Facilities are provided access to UANet.org.

Uncontrolled printed copies of the Manual may be issued to others upon request to the Administrator of Certification Programs. Uncontrolled copies are current at time of issue only and will not be issued to UA personnel.

Periodically, revisions are made to the Quality System Manual, when this occurs the changes will be described on the Summary of Changes page of the Manual. Each approved revision is issued with revised Table of Contents and Summary of Changes page. When there are significant revisions throughout the entire Manual, a new Edition may be issued. The Manual revision date and Edition number are identified on the Table of Contents page. Manual revisions become mandatory ninety (90) days after the revision date indicated on the Table of Contents page.

This Quality System Manual contains mandatory requirements and non-mandatory guidance for Industrial rigging certification activities. The Manual does not address all aspects of these activities and those aspects that are not specifically addressed should not be considered prohibited. It is the responsibility of the Administrator of Certification Programs and members of the Technical Committee using sound technical judgment to provide guidance and a course of action in such matters.

All recipients of this Quality System Manual and related documents are trusted for their physical condition, intended use and maintenance. Violations of this trust, brought to the attention of the Administrator of Certification Programs, would support the withdrawal of all such documents.

SUMMARY OF CHANGES

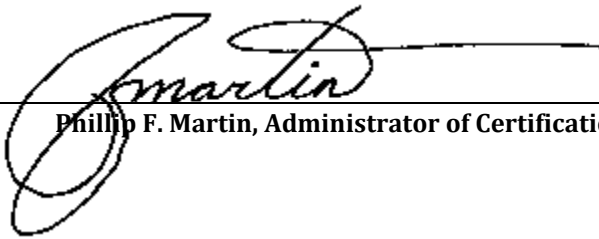
Third Edition: January 2012

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Third Edition

<u>Section Number and Name</u>	<u>Revision Date</u>
1: Organizational Leadership	January 12, 2012
2: Industrial rigging Training Program	January 12, 2012
3: Industrial Rigging Certification	January 12, 2012

Approval Signature:



Phillip F. Martin, Administrator of Certification Programs

SECTION 1: ORGANIZATIONAL LEADERSHIP

1.1 Scope

- a) The objective of the United Association Industrial Rigging Certification Program is to provide highly qualified Industrial Riggers to fulfill the quality and workmanship requirements governing rigging activities.
- b) The implementation and maintenance of this certification program is conducted in accordance with this Quality System Manual.

1.2 Responsibilities and Authority

- a) **General President** - has the authority and responsibility for the overall operations of the United Association and ensures that sufficient funding and manpower is available to properly administer the program.
- b) **Director of Training** - has the authority and responsibility for the UA training program for all members, including journeymen, apprentices and instructors, along with seminars conducted for personnel throughout the UA.
- c) **Administrator of Certification Programs** - has the overall authority and responsibility for Industrial Rigging Certification Program operations.
- d) **Industrial Rigging Instructor** - responsible for execution of the Industrial Rigging Local Union Training Program, (recommended that the Instructor complete the UA Industrial Rigging Training Course - Course 420).
- e) **Industrial Rigging Test Administrator** – an individual who has satisfactorily completed the UA Industrial Rigging Training Course (Course 420), who is responsible for proctoring and maintaining the integrity & security of the UA Industrial Rigging Certification Examination.

1.3 Program Resources

- a) The resources for support of the Industrial Rigging Certification Program consists of the following:
 - The UA's International Training Fund underwrites funding for this Industrial Rigging Certification Program.
 - The development of the Industrial Rigging Certification Program, including development, maintenance and control of the UA Quality System Manual and training materials.
 - The efforts of the UA Representatives to promote acceptance throughout the piping industry.
 - The execution of the Industrial Rigging Certification Program Examinations.
 - Control of documents and records, including document issue, maintenance and storage.

SECTION 2: INDUSTRIAL RIGGING TRAINING PROGRAM

2.1 Responsibilities

- a)** The Local Union Management is responsible for, ensuring that training materials are up to date, scheduling classes, providing Instructors, and maintaining records of the training classes they provide. Each training facility is responsible for making arrangements to have the necessary rigging equipment, tools and materials available for use during Industrial Rigging training classes.

2.2 Training

- a)** The training program consists of 60 to 80 hours of training, of which a minimum of 35% must be hands-on practical exercises. Copies of the Industrial Rigging Training Manual and IPT's Crane and Rigging Handbook are available from the IPT Bookstore for individuals to use during the Industrial Rigging training programs.

2.3 Hands-On Practical Exercises

- a)** In addition to classroom training, hands-on rigging practical exercises are required to be completed by each trainee.
- b)** In order to ensure consistent and adequate training, the practical exercises shall be as structured and regimented as the classroom sessions. The practical exercises shall be staged using structural steel mock-ups that provide the necessary framework and safety for rigging activities; this adds to the realism of the training and is especially effective for industrial rigging courses. At the completion of the practical exercise the Instructor shall note the satisfactory or unsatisfactory performance for each trainee.

2.4 Trainees Testing and Evaluation

- a)** Following completion of the training program a UA Certification Examination is provided. Trainees are not allowed to take the UA Industrial Rigging Certification Examination without fully completing the training course, including the required hands-on practical exercises. As an alternative, individuals who can provide evidence that shows extensive work experience in industrial rigging, may take the UA Industrial Rigging Examination without completing the 60 to 80 hours training program.
- b)** The certification examination consists of a multiple choice written exam and a hands-on performance exam. A score of 80% or above must be achieved on the written exam. All elements of the hands-on performance examination must be completed satisfactorily to pass. Individuals who do not receive a passing grade on the certification examination will be required to re-take that portion of examination they did not pass.
- c)** Individuals must pass both the written and practical portions of the certification examination in order to be certified. The written and practical portions of the certification examination may be taken at separate times, in either order (it is however recommended that the written portion of the exam be taken first). Should the portions of the exam be taken at separate times a maximum time period of 12 months is allowed between satisfactorily completing both portions of the certification examination.

SECTION 3: INDUSTRIAL RIGGING CERTIFICATION

3.1 Responsibility

- a) The Administrator of Certification Programs is responsible for the evaluation of UA Industrial Rigging candidates. Upon completion of a satisfactory evaluation of the candidate's qualifications and examination results, the Administrator of Certification Programs issues the individual UA/EPRI Industrial Rigging credentials, valid for a five-year period.

3.2 Initial Qualification Requirements

- a) Individuals shall have completed the first year of their apprenticeship before starting the UA Industrial Rigging Certification Program. As an alternative, individuals who can provide evidence that shows extensive work experience in industrial rigging, will also be considered as meeting the prerequisites for participating in the UA Industrial Rigging Certification Program.

3.3 Industrial Rigging Certification

- a) Upon satisfactory completion of all required classroom sessions and practical exercises, the Industrial Rigging Instructor reviews each individual's records of training for completeness and correctness.
- b) Upon receiving a passing grade on the UA Certification Examination the Administrator of Certification Programs shall issue individuals certified UA/EPRI Industrial Rigging credentials.
- c) UA/EPRI Industrial Rigging Certification is valid for a five-year period. Before expiration of their five-year certification, individuals are required to recertify per paragraph 3.4 below.

3.4 Recertification

- a) Recertification training is provided to each individual holding UA Industrial Rigging certification on a five-year basis before the expiration of their certification. This update training is conducted to maintain the proficiency of the skills and knowledge required for acceptable performance and to adopt new industry standards on rigging techniques and equipment.
- b) The recertification process is as follows:
 - Before the expiration of their certification, individuals must take the UA Industrial Rigging Recertification Examination.
 - In order to recertify individuals must satisfy the following:
 1. Achieve a score of 80% or more on the Recertification Examination.
 2. Attend a minimum of three hours up-date training provided by the Local Union training facility.
 - Should the individual score less than 80% on the UA Recertification Examination they will be required to re-take the initial written and practical examinations.
- c) Records shall be maintained at the Local Union training facility that provides evidence of individuals completing the recertification-training.