

4.3

MEWP Operator training programme

4.3.1 Duration

1-3 days (dependent on machine types)

Refer to Section 4.1 for the maximum number of candidates allowed on each course.

4.3.2 Aim

To instruct an Operator to prepare and safely operate various types of MEWPs and to obtain an IPAF MEWP Operator Licence.

4.3.3 Objectives

At the end of the course the Operator will:

- Be aware of the relevant Health and Safety regulations.
- Be aware of accident prevention and control.
- Be aware of the needs regarding personnel protection.
- Be aware of the need to refer to the machine Operating Manual.
- Drive and manoeuvre the MEWP safely to correctly position and carry out the required tasks in a correct and proper manner.

4.3.4 Theory

The theory course is available either at an IPAF Training Centre or online through an IPAF Training Centre. A web link to the online course and guidance is available from your chosen Training Centre.

What the operator should know:

- The pre-use checks and daily maintenance to be carried out prior to commencing work.
- The correct and safe method of operating the specific machine.
- The correct emergency procedures, capacities and limitations to enable safe operation.
- Selection and use of fall protection equipment covering, as a minimum:
 - Harness wearing: how to put it on and fit it properly

- Lanyard adjustment: adjusted for machine and candidate
- Attachment to the MEWP: designated anchor point and karabiner locking
- Proof of inspection: candidates to check if their harness has a proof of inspection (please note that inspection is not covered in this course. Current recommendations HSE and IPAF H1).

4.3.5 Course structure

i. Introduction

Facilities, objectives, PAL Card overview, Health and Fitness Statement and pre-theory test.

ii. Regulations and guidance

ISO 18878, European, HSWA, PUWER, LOLER, MHSW, WAHR and RIDDOR.

iii. MEWP categories

Different types of MEWP, descriptions of each and other courses available.

iv. Structural parts

Stabilising, levelling, chassis drive options, turntable, boom/scissor pack and MEWP selection.

v. Familiarisation and pre-use inspections

Familiarisation, pre-use inspection, pre-use battery checks, controls and safety features, defects and emergency descent.

vi. Safe operating methods and hazards

Movement and travel, set-up, operation, parking, securing and re-fuelling.

vii. Theory test

Individual written test with explanation of pass requirements. Failure means the applicant will have to re-sit the course on another day. Instructors can choose to use either 4.3.1 Operator Theory Test Paper A or 4.3.2 Operator Theory Test Paper B.

viii. Practical training

- **Introduction to the actual machine:** walk around and familiarisation with MEWP.

- **Major components:** identification of each component and its function.
- **Pre-use checks and inspection:** carry out all the required checks/inspections on tyres, main frame, turntable, fluid levels, battery checks using suitable and sufficient PPE for the task undertaken, subject to a Risk Assessment, with a minimum of goggles and gloves, hoses, electrical cables, booms, cage, brakes, steering, lights, travel, controls, (lower/upper), pins/retaining bolts and decals and additional points from the machine operations manual.
- **Starting and stopping the machine:** correct starting and shut down procedures.
- **Pre-use function checks:** fully function the machine and carry out full emergency lowering procedure.
- **Checks prior to road travel:** for example: PTO disengaged, booms retracted, stabilisers retracted, machine secure, no loose objects, etc.
- **Planning the route:** gradients, access, overhead obstructions and ground conditions.
- **Travelling the route and manoeuvring the machine (where applicable):** ensure route clear, use of assistant to signal, etc., practise close manoeuvring and observe correct driving practices (tail swing, etc.).
- **Setting the machine for work:** practise setting up, barrier off requirements, road requirements, stabiliser set-up and carry out stabiliser deployment checks.
- **Basic operational practice:** carry out operational functions at 75% of full working envelope (so far as is reasonably practical) and observe all safety practices.
- **Typical work applications:** practise applications observing all safety practices.
- **Parking the machine:** ensure that the machine is correctly parked, engine stopped, brakes applied, keys removed and clearance of all obstacles. Outline correct refuelling procedures (diesel, LPG), battery checks, charging and safety precautions.

ix. Practical assessment

Individual verbal questions from the operator, practical verbal question paper and practical test based on the use of the MEWP Operator Practical Test Plan with explanation of pass requirements. Failure means the applicant will have to re-sit the course on another day.

During the assessment only one candidate should be in the machine.

x. Course evaluation

Course evaluation and close.

4.3.6 MEWP Operator practical test route plan

The area for assessment and training must be suitable and large enough for the category of MEWP being used (75% operating envelope).

The area must not expose either the Instructor or the candidate(s) to any health and safety hazards or expose third parties to risk from the training, assessment or testing.

The testing requirements listed are the MINIMUM necessary to meet the IPAF standards. Only ONE candidate must be in the platform when tested.

The following page outlines the areas covered during the practical test plan for all categories.

- The practical test route shown must be complied with at all times.
- Where direct compliance with these requirements cannot be demonstrated, an Instructor may adapt the test route; provided that ALL aspects of the test are covered and it is recorded upon the Theory Test Evaluation Form (2.2.3.a). Failure to do so could result in disciplinary action.
- Both sets of wheels must pass both sets of cones at each point.
- N/A (Not Applicable) to be put where machine used does not allow for any specific aspect. The driving penalty points can be excluded for tests on all MEWPs mounted upon road-going vehicle chassis.

4.4

Push Around Vertical (PAV) training programme

4.4.1 Duration

Half-day course

Maximum number of candidates = 8

4.4.2 Aim

To instruct an Operator to prepare and safely operate various types of Push Around Vertical (PAV) Platforms and to obtain an IPAF MEWP Operator's PAL Card.

4.4.3 Objectives

At the end of the course the operator will:

- Be aware of the relevant health and safety regulations.
- Be aware of the need to wear Personnel Protection Equipment (PPE).
- Be aware of the need to refer to the machine Operating Manual.

4.4.4 Theory

What the Operator should know:

- The pre-use checks and daily maintenance to be carried out prior to starting work.
- The correct and safe method of operating the specific machine.
- The correct emergency procedures, capacities and limitations to enable safe operation.

4.4.5 Course structure

a. Introduction

Facilities, PAL Card overview and pre-course theory test.

b. Legislation and guidance

ISO 18878, European, HSWA, PUWER, LOLER, WAHR & RIDDOR, IPAF Technical Guidance – Fall Protection in Mobile Elevating Work Platforms (H1), IPAF Technical Guidance - Familiarisation (F1)

c. Pre-use inspections/handovers

Thorough examinations; familiarisation; pre-use inspection; identify safety items and controls; and defects and emergency descent.

d. Safe operating methods and hazards

Dos and Don'ts.

e. Theory test

Individual written test with explanation of pass requirements. Failure means applicant will have to re-sit the course on another day.

f. Practical training

- **Introduction to the actual machine:** walk around and familiarisation with MEWP.
- **Major components:** identification of each component and its function.
- **Pre-use checks and inspection:** carry out all the required checks/inspections on tyres, main frame, turntable, fluid levels, hoses, electrical cables, booms, cage, brakes, steering, lights, travel, controls, (lower/upper), pins/retaining bolts and decals and additional points from the machine operations manual.
- **Starting and stopping the machine:** correct starting and shut down procedures.
- **Pre-use function checks:** conduct a full function check of the machine and carry out full emergency lowering procedure.
- **Planning the route:** gradients, access, overhead obstructions and ground conditions.
- **Travelling the route and manoeuvring the machine (where applicable):** ensure route clear, use of assistant to signal, etc., practise close manoeuvring.
- **Setting the machine for work:** practise setting up, barrier off requirements, road requirements, stabiliser set-up and carry out stabiliser deployment checks.
- **Basic operational practice:** carry out operational functions at 75% of full working envelope (so far as is reasonably practical) and observe all safety practices.

4.4

Push Around Vertical (PAV)
training programme

- **Typical work applications:** practise applications observing all safety practices.
- **Parking the machine:** ensure that the machine is correctly parked, brakes applied, keys removed and clearance of all obstacles. Outline correct battery checks, charging and safety precautions.

g. Practical assessment

Individual verbal and practical test based on the use of the MEWP Operator Practical Test Plan with explanation of pass requirements. Failure means applicant will have to re-sit the course on another day.

h. Course evaluation

Course Evaluation and close.

List of forms

All forms are available from www.ipaf-training.com under the Documentation section.

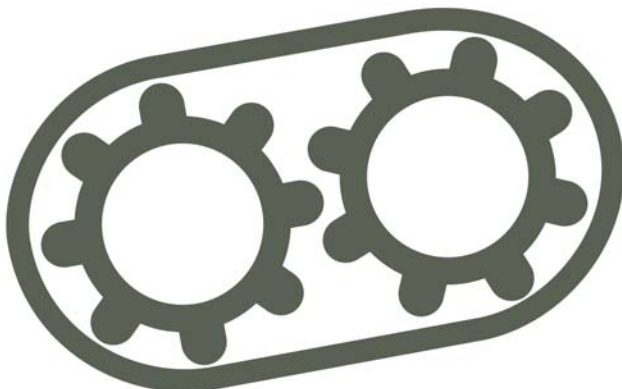
Form 4.4.1

PAV Theory Test Paper

Form 4.4.2

PAV Theory Answers

IPAF Training Course Assessment Booklet



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