

SECTION 13 TRAINING AND QUALIFICATION

13.1 Introduction. This section provides training and qualification requirements for military, civilian and contractor personnel involved in the operation, maintenance, inspection, and testing of Navy WHE. Ordnance handlers shall refer to NAVSEA OP-5 for training requirements, in lieu of the crane rigging and rigging gear inspection courses noted herein.

13.2 Training. Table 13-1 identifies mandatory and elective courses required for applicable WHE job functions. These are one-time courses except for licensed crane operators, who are required to take refresher courses as part of their license renewal, and category 3 non-cab operated crane operators who are required to re-take the course every three years. Personnel shall not perform weight handling maintenance, inspection, testing, operation, or rigging unless they have completed the required courses and are qualified by their supervisors. The courses are designed to reinforce and enhance existing knowledge for journeyman level personnel in the Navy WHE program. The training shall be provided by Navy Crane Center authorized instructors. The courses are designed to provide a minimum coverage of each subject and do not include hands-on applications.

All courses are available via the internet at Navy Knowledge Online (www.nko.navy.mil). Instructor-led training for these courses may be available upon request.

Additional training (e.g., hands-on) to enhance specific skills is encouraged. Such training is available from naval shipyards, other naval activities, and commercial training sources. Additional courses may be required to qualify personnel to perform unique critical job skills at an activity. Activities are responsible to ensure such supplemental training requirements are met.

13.2.1 Exceptions. New contracts, new hires, and newly assigned personnel, will have 180 days from their start date to obtain the Table 13-1 required training. Non-BOS contractors who do not have the Table 13-1 required training may perform maintenance on Navy WHE provided that personnel trained in accordance with this section write the statement of work for the contractor and inspect and accept the work after the contractor completes the job. OEM technicians and personnel trained to work on specific components (e.g., diesel engine repair, hydraulic component repair, tire repair/replacement, motor repair, etc.) are exempt. This exception does not apply to crane operators or riggers for any category of crane.

13.2.2 Training for Operator License Candidates. Crane operator license candidates shall take the applicable crane safety course. The General Crane Safety course satisfies the safety training requirement for all types of cranes. Candidates who will only operate category 2 and cab-operated category 3 cranes and candidates who will only operate category 4 cranes may take the crane safety course applicable to those cranes in lieu of the General Crane Safety course. Candidates who will only operate mobile boat hoists and rubber-tired gantry cranes may take the Category 2 and Cab-Operated Category 3 Crane Safety course.

13.2.3 Naval Shipyard Lifting and Handling Training. Naval shipyard personnel shall follow the requirements of the NAVSEA Crane Quality Manual in lieu of this publication.

Non-shipyard personnel who have completed naval shipyard lifting and handling training courses applicable to their job function(s) are not required to take the courses listed in table 13-1.

13.2.4 Crane Operators Licensed Prior to 2001. Operators who have successfully completed crane safety course(s) as part of their license requirement are not required to take the crane safety course(s) listed in table 13-1, but shall take the crane operator safety refresher courses for license renewal.

13.2.5 Refresher Training For Previously Trained Non-Cab Operated Category 3 Crane Operators. Category 3 (non-cab operated) crane operators shall re-take the Category 3 Crane Safety Course every three years.

13.2.6 Training for Users of Portable Manual and Powered Hoists. Users of portable manual and powered hoists on crane structures, portable gantry/A-frames, portable floor cranes, and cranes integral to larger machine systems shall take the Crane Rigger or Category 3 Crane Safety Course. The use of portable manual and powered hoists attached to other structures or equipment (for vertical lifting) requires training as a rigger.

13.2.7 Training for Mechanics, Electricians, Inspectors, and Load Test Directors of Section 14 Cranes, Powered Hoists, and Crane Structures. Mechanics, electricians, inspectors, and load test directors of portable cranes, powered hoists, and crane structures shall complete the applicable courses for mechanics, electricians, inspectors, or load test directors, before performing work, inspections, or tests on section 14 equipment designated as portable cranes, powered hoists, or crane structures.

13.2.8 Training for Users of Rigging Gear and Miscellaneous Equipment Used with Multi-Purpose Machines, Material Handling Equipment (Forklifts) and NAVFAC P-300 Equipment. Users of rigging gear or other miscellaneous equipment covered by section 14 attached to multi-purpose machines, equipment covered by NAVFAC P-300 equipped with a winch, or material handling equipment with crane attachments shall take the Crane Rigger Course. Users of rigging gear or other miscellaneous equipment covered by section 14 attached to other material handling equipment, and equipment covered by NAVFAC P-300, shall take the Crane Rigger or Category 3 Crane Safety Course.

13.2.9 Operation/Rigging in a Training Environment. Activity personnel who operate shore based cranes solely for training purposes to simulate operation of cranes used on ships or aircraft governed by other instructions (e.g., NAVSEA, NAVAIR, etc.) may follow the training requirement of the shipboard instruction (e.g., NAVSEA, NAVAIR, etc.).

13.3 Supervisors. It is recommended that supervisors participate in table 13-1 courses in their areas of cognizance.

13.4 Record Keeping. Record keeping for each student shall be the responsibility of the employing activity. Computer generated files are acceptable, provided they identify individual students, training dates, and examination results

13.5 Qualification. The minimum passing score for each course in table 13-1 shall be 70 percent. These courses are a prerequisite for the qualification of personnel performing job functions listed in table 13-1. In addition to the required training, personnel shall demonstrate adequate knowledge and/or skill required to perform assigned work as noted in appendix N. A knowledgeable supervisor shall determine when an employee is qualified to perform a particular job function based on demonstration of applicable knowledge and/or skills.

Additional qualification requirements for crane operators are addressed in sections 6 through 8.

Table 13-1 Required Courses for Crane Personnel

Course Title NKO Catalog # Frequency	General Crane Safety NCC-GCS-02 Initial	General Crane Safety Refresher NCC-GCSR-03 Every Two Years (after initial)	Category 2 and Cab Operated Category 3 Crane Safety NCC-C2CS-01 Initial	Category 2 Crane Safety Refresher NCC-C2CSR-02 Every Two Years (after initial)	Category 3 Crane Safety NCC-C3CS-1.0 Every Three Years	Category 4 Crane Safety NCC-C4CS-01 Initial	Crane Rigger NCC-CR-03 Once	Rigging Gear Inspection NCC-RGI-02 Once
Job Function								
Category 1 Crane Operator: Notes 01 and 02	X	X						
Category 2 Crane Operator: Notes 02 and 03			X Note 04	X Note 07				
Category 3 Cab Operated Crane Operator: Note 03			X Note 04	X Note 07				
Category 3 Non-cab Crane Operator: Note 05					X Notes 06 and 07			
Category 4 Crane Operator: Note 01		X				X Note 04		
Crane Rigger: Note 05							X	
Rigging Gear Inspector: Note 05								X Note 08
Crane Mechanic: Note 05								
Mobile Crane Mechanic: Note 05								
Mechanical Crane Inspector: Notes 05 and 11								
Crane Electrician: Note 05								
Electrical Crane Inspector: Notes 05 and 11								
General Inspector: Notes 05, 11 and 13								
Load Test Director: Notes 05 and 14								
Certifying Official: Note 05								
Contract Personnel (e.g. OICC, FEC, FEAD, Spec Writer, Inspector, KO, COR, ET, SUPSHIP)								

Notes

- 01 Category 1 and category 4 crane operators shall also satisfy the requirements of sections 6, 7, 8 and appendices G and J.
- 02 Mobile boat hoist and rubber tired gantry crane operators shall also satisfy sections 6, 7, 8, and appendices I and L. See section 13.2.2 for additional training information.
- 03 Category 2 and cab operated category 3 crane operators shall also satisfy the requirements of sections 6, 7, and 8 and appendices H and K.
- 04 Satisfactory completion of *General Crane Safety* or *Category 4 Crane Safety* satisfies the requirements of this course.
- 05 Personnel shall also satisfy applicable appendix N requirements.
- 06 Satisfactory completion of *General Crane Safety* or *Category 2 Crane Safety* or *Category 4 Crane Safety* satisfies the requirements of this course.
- 07 Satisfactory completion of *General Crane Safety Refresher* or *Category 2 Crane Safety Refresher* satisfies the retraining requirement for this course.
- 08 Satisfactory completion of *Crane Rigger* satisfies the requirements of this course.

Table 13-1 Required Courses for Crane Personnel (Continued)

Course Title NKO Catalog # Frequency	Crane Mechanic NCC-CM-01 Once	Mobile Crane Mechanic NCC-MCM-01 Once	Mechanical Crane Inspector NCC-MCI-01 Once	Crane Electrician NCC-CE-01 Once	Electrical Crane Inspector NCC-ECI-01 Once	Load Test Director NCC-LTD-01 Once	Certifying Official NCC-CO-01 Once	Contractor Crane Awareness NCC-CCA-02 Once
Job Function								
Category 1 Crane Operator: Notes 01 and 02								
Category 2 Crane Operator: Notes 02 and 03								
Category 3 Cab Operated Crane Operator: Note 03								
Category 3 Non-cab Crane Operator: Note 05								
Category 4 Crane Operator: Note 01								
Crane Rigger: Note 05								
Rigging Gear Inspector: Note 05								
Crane Mechanic: Note 05	X							
Mobile Crane Mechanic: Note 05	X	X Note 09						
Mechanical Crane Inspector: Notes 05 and 11	X	X Note 10	X Note 09					
Crane Electrician: Note 05				X				
Electrical Crane Inspector: Notes 05 and 11				X	X Note 12			
General Inspector: Notes 05, 11 and 13	X	X Note 10	X Note 09	X	X Note 12			
Load Test Director: Notes 05 and 14						X Note 14		
Certifying Official: Note 05							X Note 15	
Contract Personnel: (e.g. OICC, FEC, FEAD, Spec Writer, Inspector, KO, COR, ET, SUPSHIP)								X Note 15

Notes

- 09** Satisfactory completion of *Crane Mechanic* is prerequisite to taking this course.
- 10** Satisfactory completion of *Mobile Crane Mechanic* is prerequisite to taking *Mechanical Crane Inspector* for personnel who will be inspecting mobile cranes.
- 11** Personnel who perform maintenance and/or condition inspections are required to satisfactorily complete *Mechanical Crane Inspector* or *Electrical Crane Inspector*, as applicable.
- 12** Satisfactory completion of *Crane Electrician* is prerequisite to taking this course.
- 13** Crane inspectors who inspect both mechanical and electrical components (i.e., General Inspector) shall satisfy these requirements.
- 14** Satisfactory completion of the applicable crane safety course [for the type of crane to be tested by the candidate] is prerequisite to taking *Load Test Director*.
- 15** This course is elective.