

**Selective Certification Requirements**  
**Certification for Hoisting Machine Operators**  
**(Delegated)**

**I. Position Identification**

Position No. \_\_\_\_\_ Auth Class Code \_\_\_\_\_ Dept \_\_\_\_\_  
Authorized Title \_\_\_\_\_  
Division \_\_\_\_\_ Branch \_\_\_\_\_  
Section \_\_\_\_\_ Unit \_\_\_\_\_

**II. Hoisting Machines Requiring a State of Hawaii Hoisting Machine Operator's Certificate**

The officially assigned, essential duties of the position involve operating the following hoisting machines requiring the possession of a valid State of Hawaii, Hoisting Machine Operator's Certificate:

1. List only the hoisting machines (with attachments, if applicable) requiring a State of Hawaii, Hoisting Machine Operator's Certificate.
2.

Description of Hoisting Machine(s)	Lifting Capacity (tons) of Hoisting Machine(s)

**III. Tasks Requiring Certification (describe the use of the machine)**

The following duties are currently reflected in or hereby incorporated into the official position description for the position. The position will be operating the above machine(s) to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Certificate/Other Requirements**

Certification of eligibles shall be restricted to those eligibles who meet the minimum qualification requirements of the class and possess a valid State of Hawaii Hoisting Machine Operator's Certificate for the following type(s) of equipment:

1. EQUIPMENT

	Lattice Boom Truck Crane (LBTC)
	Lattice Boom Crawler Crane (LBCC)
	Large Telescopic Boom Crane > 17.5 Tons (LTCB)
	Small Telescopic Boom Crane < 17.5 Tons (STBC)

2. Applicants must possess a valid Hoisting Machine Operator's Certificate as indicated above:

- At the time of application
- Upon appointment
- Within six months from date of hire

V. Program Resource

Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Official Title \_\_\_\_\_

VI. Departmental Certification

I hereby certify that the information provided is accurate and that the possession of the specialized certification is an essential requirement for the performance of the work of this position.

\_\_\_\_\_  
 Signature of Department Head or  
 Authorized Representative

\_\_\_\_\_  
 Date

VII. Cancellation

This Selective Certification Requirement is cancelled.

\_\_\_\_\_  
 Signature of Department Head or  
 Authorized Representative

\_\_\_\_\_  
 Date

**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**

**Instructions for Authorizing Selective Certification Requirements**  
**for**  
**Hoisting Machine Operators**  
(Delegated)

**1. Coverage**

Effective October 1, 2003, in accordance with Hawaii Administrative Rules, Chapter 48, Title 12, Department of Labor and Industrial Relations (DLIR), certification requirements will be enforced for all hoisting machine operators of equipment covered by the American Society of Mechanical Engineers (ASME) Safety Standards B30.5 for mobile and locomotive cranes which have a lifting capacity of more than five tons, and are used to perform construction work (as defined by § 12-50-2 Hawaii Administrative Rules Title 12, DLIR).

Therefore, incumbents of, and applicants for, positions that are assigned responsibility for operating such equipment must possess a State of Hawaii Hoisting Machine Operator Certificate.

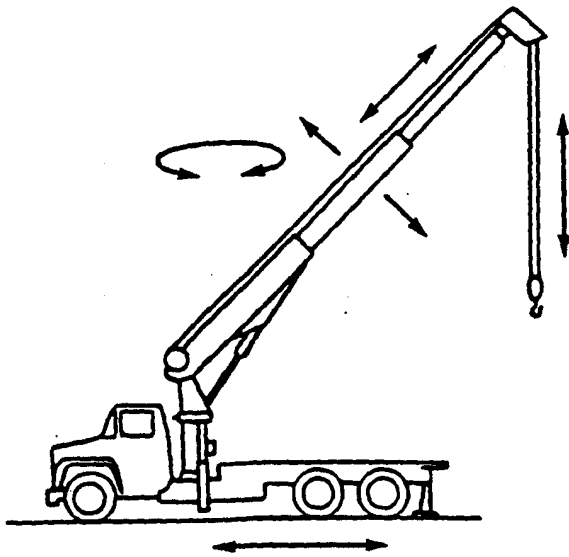
**2. Guidelines**

- a. ASME B30.5 applies to crawler cranes, locomotive cranes, wheel-mounted cranes and any variations thereof which retain the same fundamental characteristics. The scope includes only cranes of the above types that are basically powered by internal combustion engines or electric motors.
- b. Special adaptations to the general types of machines listed above, where applicable, are covered.
- c. Some basic machine types are convertible for excavating work and other uses not considered as lifting service. Certification requirements are applicable only to such machines when used as lifting cranes.
- d. Side boom tractors and cranes designed for railway and automobile wreck clearance, digger derricks, cranes manufactured specifically for, or used for, energized electrical line service, knuckle boom, trolley boom cranes, and cranes having a maximum rated capacity of one ton or less, are excluded.
- e. The following types of mobile and locomotive cranes are more specifically defined below and require certified operators if they

have a lifting capacity of more than five tons and are used to perform construction work:

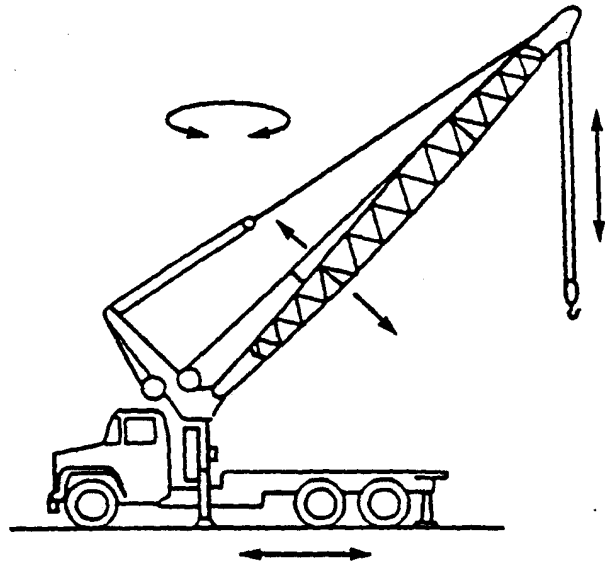
- (1) *commercial truck-mounted crane*: a crane consisting of a rotating superstructure (center post or turntable), boom, operating machinery, and one or more operator's stations mounted on a frame attached to a commercial truck chassis, usually retaining a payload hauling capability whose power source usually powers the crane. Its function is to lift, lower, and swing loads at various radii (see Figs. 1 and 2).
- (2) *crawler crane*: a crane consisting of a rotating superstructure with a power plant, operating machinery, and boom, mounted on a base and equipped with crawler treads for travel. Its function is to lift, lower, and swing loads at various radii (see Figs. 3 and 4).
- (3) *locomotive crane*: a crane consisting of a rotating superstructure with a power plant, operating machinery, and boom mounted on a base or car equipped for travel on a railroad track. It may be self-propelled or propelled by an outside source. Its function is to lift, lower, and swing loads at various radii (see Fig. 5).
- (4) *wheel-mounted crane (multiple control stations)*: a crane consisting of a rotating superstructure, operating machinery, and operator's station and boom, mounted on a crane carrier equipped with axles and rubber-tired wheels for travel, a power source(s), and having separate stations for driving and operating. Its function is to lift, lower, and swing loads at various radii (see Figs. 6 and 7).
- (5) *wheel-mounted crane (single control station)*: a crane consisting of a rotating superstructure, operating machinery, and boom, mounted on a crane carrier equipped with axles and rubber-tired wheels for travel, a power source, and having a single control station for driving and operating. Its function is to lift, lower, and swing loads at various radii (see Figs. 8, 9, and 10).

Source: *The American Society of Mechanical Engineers, Mobile and Locomotive Cranes, ASME B30.5-2000.*



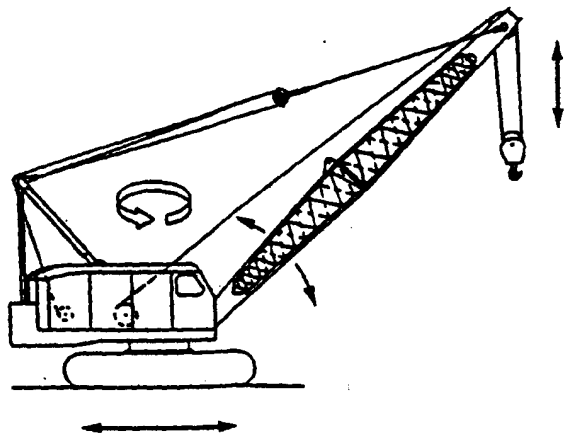
GENERAL NOTE: The boom may have a base boom structure of sections (upper and lower) between or beyond which additional sections may be added to increase its length, or it may consist of a base boom from which one or more boom extensions are telescoped for additional length.

**FIG. 1 COMMERCIAL TRUCK-MOUNTED CRANE – TELESCOPING BOOM**

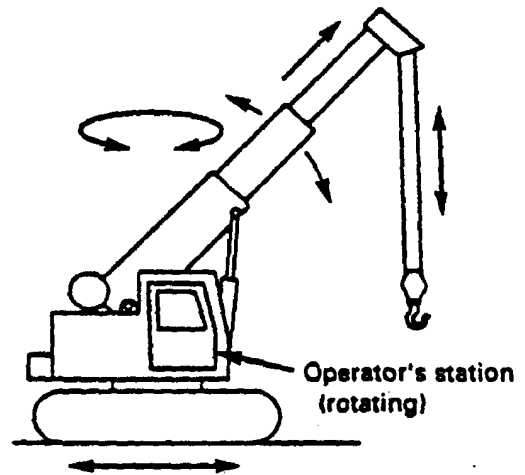


GENERAL NOTE: The boom may have a base boom structure of section (upper and lower) between or beyond which additional sections may be added to increase its length, or it may consist of a base boom from which one or more boom extensions are telescoped for additional length.

**FIG. 2 COMMERCIAL TRUCK-MOUNTED CRANE – NONTELESCOPING BOOM**



**FIG. 3 CRAWLER CRANE**



GENERAL NOTE: The boom may have a base boom structure of sections (upper and lower) between or beyond which additional sections may be added to increase its length, or it may consist of a base boom from which one or more boom extensions are telescoped for additional length.

**FIG. 4 CRAWLER CRANE – TELESCOPING BOOM**

Source: *The American Society of Mechanical Engineers, Mobile and Locomotive Cranes, ASME B30.5-2000.*

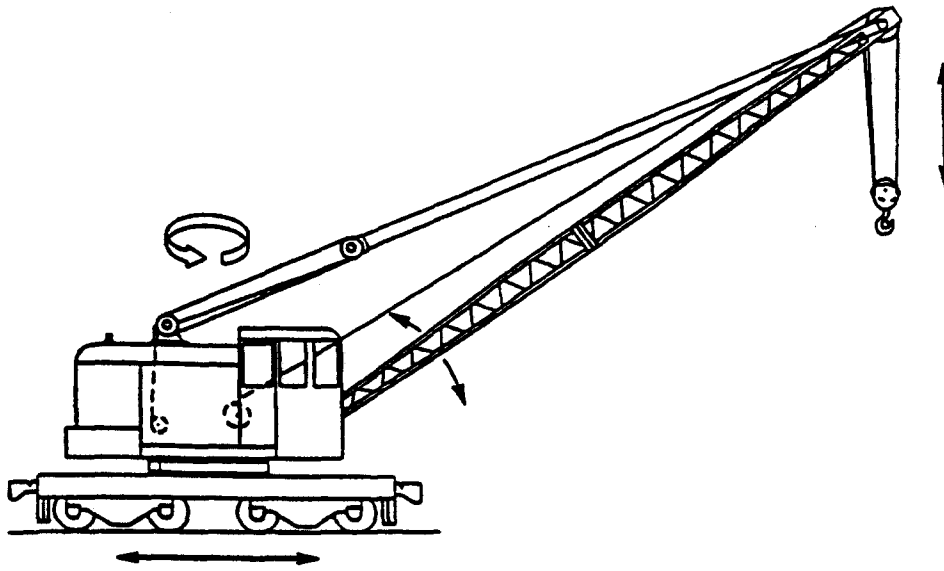


FIG. 5 LOCOMOTIVE CRANE

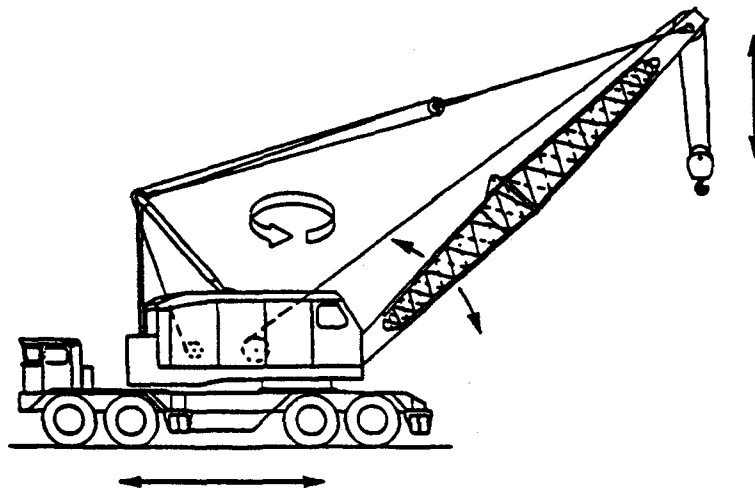
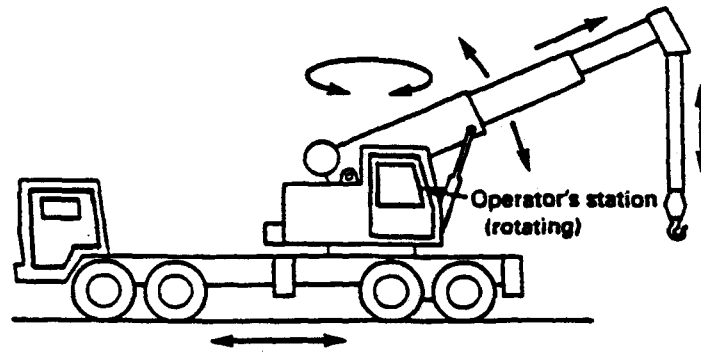


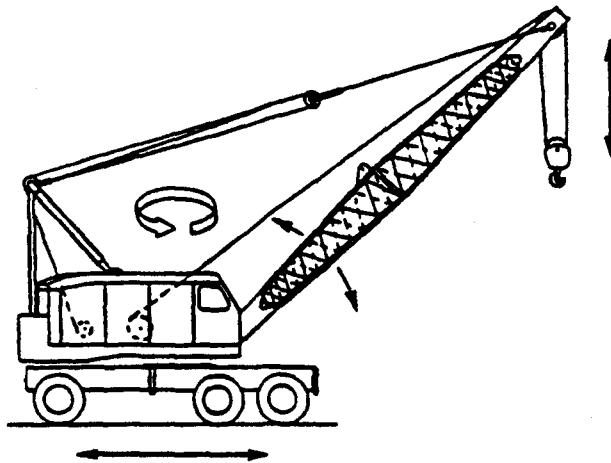
FIG. 6 WHEEL-MOUNTED CRANE (MULTIPLE CONTROL STATION)

Source: *The American Society of Mechanical Engineers, Mobile and Locomotive Cranes, ASME B30.5-2000.*

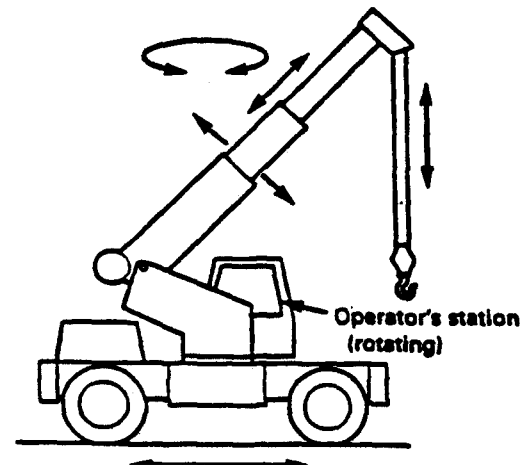


GENERAL NOTE: The boom may have a base boom structure of sections (upper and lower) between or beyond which additional sections may be added to increase its length, or it may consist of a base boom from which one or more boom extensions are telescoped for additional length.

**FIG. 7 WHEEL-MOUNTED CRANE – TELESCOPING BOOM (MULTIPLE CONTROL STATION)**

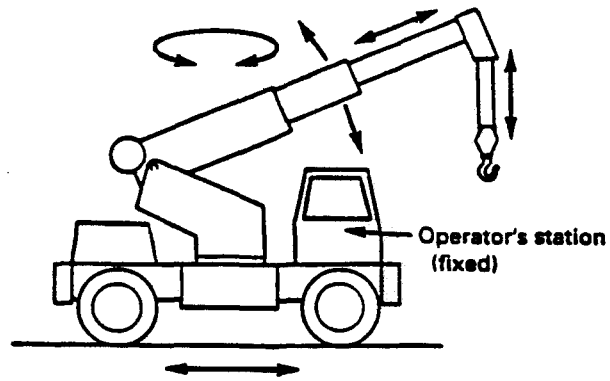


**FIG. 8 WHEEL-MOUNTED CRANE  
(SINGLE CONTROL STATION)**



GENERAL NOTE: The boom may have a base boom structure of sections (upper and lower) between or beyond which additional sections may be added to increase its length, or may consist of a base boom from which one or more boom extensions are telescoped for additional length.

**FIG. 9 WHEEL-MOUNTED CRANE—  
TELESCOPING BOOM (SINGLE  
CONTROL STATION)**



GENERAL NOTE: The boom may have a base boom structure of sections (upper and lower) between or beyond which additional sections may be added to increase its length, or may consist of a base boom from which one or more boom extensions are telescoped for additional length.

**FIG. 10 WHEEL-MOUNTED CRANE—  
TELESCOPING BOOM (SINGLE  
CONTROL STATION)**

Source: *The American Society of Mechanical Engineers, Mobile and Locomotive Cranes, ASME B30.5-2000.*



- f. § 12-50-2, Hawai'i Administrative Rules. "Construction" or "construction work" means work for construction, alteration, demolition, or repair including painting and decorating, erection of new electric transmission and distribution lines and equipment, and the alteration, conversion and improvement of the existing transmission and distribution lines and equipment.
- g. § 12-48-5(e), Hawai'i Administrative Rules. A hoisting machine operator certificate is not required for persons performing maintenance or inspection work.  
*Certification is not required of persons performing maintenance or inspection work on hoisting machine equipment.*
- h. For additional information regarding crane operators, application forms and the DOLIR rules covering this area, go to web site "<http://hiosh.hawaii.gov>" and click on "Crane Operators".

### **3. Certification Requirements**

- a. Incumbents/applicants for positions must possess appropriate certification to operate the specific type(s) of hoisting machine equipment required by the position; i.e., they must have passed the appropriate specialty and practical examination(s).
- b. The requirements for obtaining a State of Hawaii Hoisting Machine Operator Certificate are summarized below. For more detailed information, go to web site "<http://hiosh.hawaii.gov>" and click on "Crane Operators".
  - 1) Persons must be at least 21 years of age;
  - 2) Have 1,000 hours of crane related experience in the last 5 years;
  - 3) Passed a physical examination that meets the requirements of the American Society of Mechanical Engineers (ASME) Safety Standards B30.5;
  - 4) Passed written examinations—all candidates must pass the Core Examination and at least one Specialty Examination; and
    - Lattice Boom Truck Crane
    - Lattice Boom Crawler Crane
    - Large Telescopic Boom Crane greater than 17.5 tons
    - Small Telescopic Boom Crane less than 17.5 tons.

5) Passed practical examination(s) recognized by the National Commission for the Certification of Crane Operators (NCCCO).

- Lattice Boom Crane
- Large Telescopic Boom Crane (greater than 17.5 tons)
- Small Telescopic Boom Crane (less than 17.5 tons)

#### 4. Procedures

a. Employing Department Preparation and Approval of Form HRD 277 Selective Certification Requirements (Certification for Hoisting Machine Operators)

Appropriate program personnel shall be provided a copy of these instructions and shall provide the information on the assigned tasks and other circumstances requiring a hoisting machine operator's certificate (HRD 277 Part I, II, III, & IV).

The employing department's Classification Staff shall review the information in Parts I thru IV to insure that the facts provided are accurate and adequately stated and that the need for a hoisting machine operator's certificate is a genuine job requirement supported by business necessity.

The Departmental Personnel Officer or authorized representative shall certify to these duties and circumstances and concurrently approve the Selective Certification Requirements (SCR) (on behalf of the director of HRD) in Part VI of HRD 277.

b. Reporting

The employing department shall:

Annotate the appropriate position records in HRMS in accordance with established procedures for delegated selective certification (SCD) actions, and

Send one copy of the approved HRD 277 to HRD/ECCD.

c. Post Audit

If post audit indicates that documents do not contain sufficient justification for the action, the employing department Classification Staff will be notified.

**5. Duration**

a. Reallocations for Recruitment Purposes

When a position is reallocated for recruitment purposes (formerly known as “joint memo” or “MODA”), the SCR may remain in effect only if crane operation is appropriate for the class/level of work to which the position is being reallocated.

b. Other Reallocations/Redescriptions

When a position is redescribed, the SCR is automatically cancelled unless continuation of a selective certification is indicated on the HRD-1; also, include a statement that the duties requiring selective certification continue to exist. (Attach one copy of the existing delegated selective certification to the back of the position description.)

c. Cancellations

The employing department classification staff may cancel an SCR currently in effect at any time:

- 1) If the hoisting machine tasks are not described in the official position description, the SCR may be cancelled by submitting a copy of the SCR to be cancelled with the Cancellation section signed by the Departmental Personnel Officer or an authorized representative.
- 2) If the hoisting machine tasks are described in the official position description for the position, a redescription deleting those tasks, must be submitted. This redescription automatically cancels the SCR.

**6. Employing Department Responsibilities**

- a. Existing SCR's shall be reviewed by the employing department prior to filling the position to ensure that the tasks and other circumstances have not changed and still support the requirement for hoisting machine tasks.

- b. When a position, with a SCR for Certified Hoisting Machine Operators, is reallocated for recruitment purposes, the employing department shall determine whether crane operation is appropriate for the class/level of work to which the position is being reallocated and whether the SCR should remain in effect.
- c. Existing SCR's shall be applied by the employing department in screening applications for internal employee movements.
- d. The employing department is responsible for informing the Employee Staffing Division, HRD, of approved SCR's by posting the words, "Hoisting Machine Operator, SCR, approved date" on the requisition for eligibles.
- e. The employing department may not indicate "Hoisting Machine Operator" on a requisition unless an SCR has been approved.