



INSTRUCTIONS FOR LICENSING OVERHEAD / JIB CRANE OPERATORS

Aggie Safety issues a Certificate of Training to the individual listed below. This certificate demonstrates that the individual has successfully completed a comprehensive Overhead / Jib Crane training course.

There are two elements in licensing an Overhead / Jib Crane operator. One is the successful completion of Overhead / Jib training, and the other is that the operator has demonstrated sufficient skills to operate an Overhead / Jib Crane safely. To address the second issue, there are two options. One is to evaluate the operator using the checklist below or based on your observations to waive the operator evaluation test. We enclose a waiver you may want to use in waiving the operator evaluation test.

OVERHEAD / JIB CRANE OPERATOR EVALUATION

Operator's Name: _____ Date of Evaluation: _____

Company Name: _____

Evaluator's Name: _____ Title: _____

X = Unsatisfactory **✓** = Satisfactory or Satisfactory with little help. No license should be issued for an operator with an unsatisfactory grade.

Pre-Use Inspection	Satisfactory	Satisfactory with little help	Unsatisfactory
1-Checked the Hook Assembly for damage.			
2-Inspected the hook for damage or bending, including the safety latch.			
3-Checked wire rope for wear or damage.			
4- Checked Pedant for proper operation.			
5-Checked to see if the hook can be raised or lowered without unusual noise or problem.			
6-Check the Host/Trolley movements.			
7-Checked the trolley brakes.			
8-Understood the max. weightlifting capacity.			
9-Checked rigging slings, chains, etc. for damage.			
10-Checked the jib crane base for corrosion or missing parts.			
Operator Loading and Operating the Crane			
11-Did the operator know the weight of the load			
12-Proper loading was used to secure and balance the load			
13-Centered the hook above the load to prevent side pulls			
14-Operator kept the load under control while the load was moving.			
15-Was the load low to the floor while moving			
16-Operator maintained the proper height of the load to prevent collisions.			
17-Did the operator immediately stop when instructed to do so?			
18-The operator raised and lowered the load smoothly			
19-The load was properly unloaded			
20-Load was never over an individual.			
19-Parked the Host/Trolley assembly in a location to prevent injuries, and the hook was raised to a height of at least 12 feet off the floor.			



While using the checklist, here are a few tips:

Common overhead crane operator mistakes include overloading, improper load handling (like side-pulling or swinging), and ignoring safety protocols (such as lifting over people). These errors often result in dropped loads, collisions, or structural damage, accounting for roughly 80% of all crane-related accidents.

Waiver of Operator Evaluation

This employee has successfully completed Overhead/Jib Crane Training, has a safe operating work history, regularly demonstrates high-quality, safe work habits, and is routinely observed working in a safe and responsible manner by supervisors and management. It is agreed that the Operator Evaluation Test Overhead / Jib Crane is not required at this time. This “Waiver” does not eliminate the possibility that he or she may be required to complete the test at some time in the future should his or her work standards decline.

Authorized Employee

Date

Authorization to operate Overhead / Jib Crane

Since the individual listed on the Overhead / Jib Crane Operator Evaluation has successfully completed the written training course on Overhead / Jib Cranes and has demonstrated the ability to operate an Overhead / Jib Crane safely, the undersigning authorizes the individual listed on the evaluation to operate the company's overhead and jib cranes.

Authorized Company Employee

Date

Title

Note: Although every effort is made to ensure the accuracy, currency, and completeness of the information in the operator evaluation, Aggie Safety, Lone Loss Control (its owners, employees, or agents) do not guarantee, warrant, represent, or undertake that the information provided is correct, accurate, or current. Aggie Safety, Lone Star Loss Control (its owners, employees or agents), are not liable for any loss, claim, or demand arising directly or indirectly from any use or reliance upon this aerial lift operator evaluation.