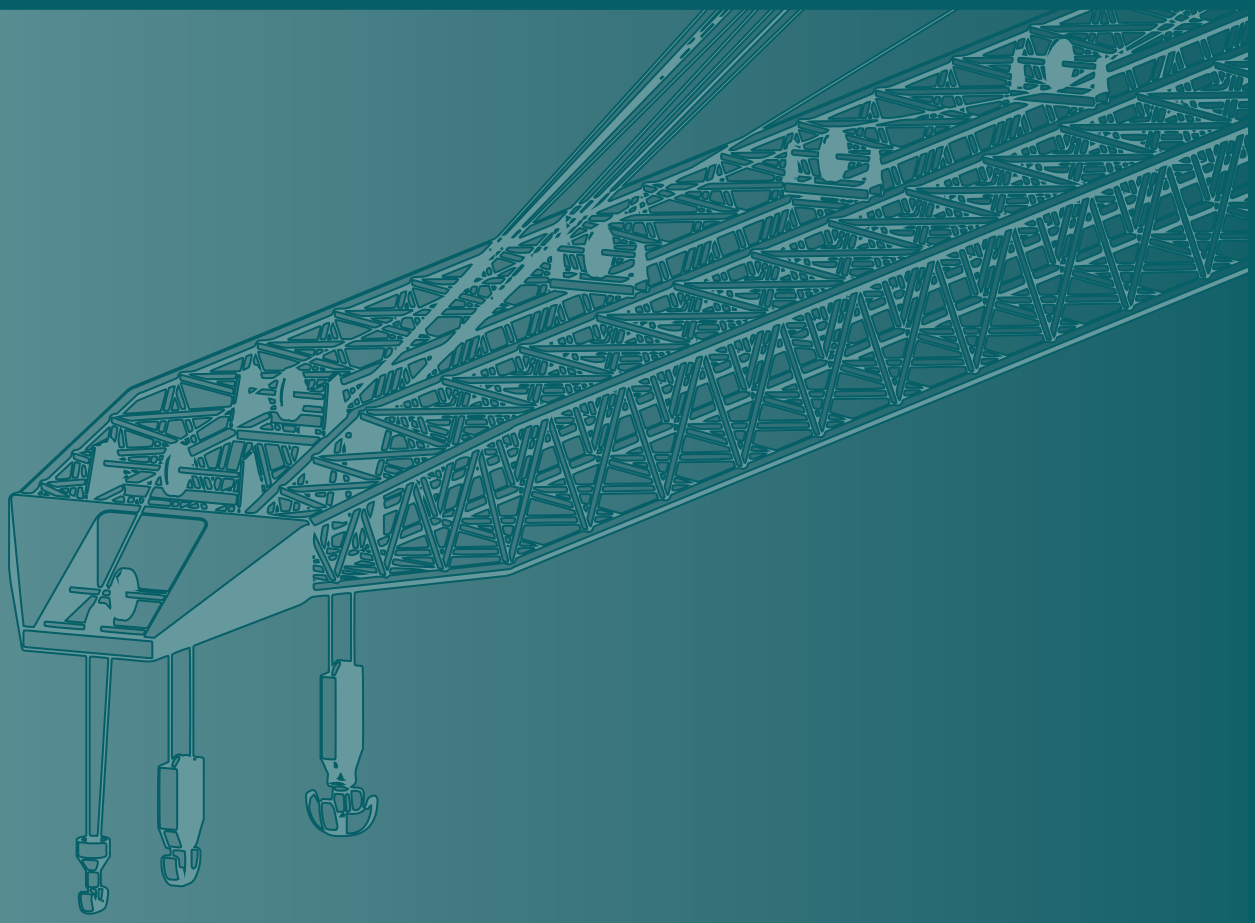

NEW YORK STATE | Department of Labor

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Crane Test Administrative Procedures and Manual

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1. Introduction

This manual contains the procedures and testing standards used by the New York State Department of Labor Crane Operator Examining Board for crane practical examinations.

The procedures in this manual are based on long-standing practices that have been consistently used by the Crane Operator Examining Board. These procedures were formally adopted and standardized in 2008 to ensure consistency, fairness, and safety during crane testing.

This manual provides guidance for:

- Crane Operator Examining Board members
- Inspectors
- Signal persons
- Certified operators
- Administrative staff
- Crane Operator candidates

All diagrams used in this manual are for illustrative purposes only and may not reflect the exact setup used at the test sites.

2. Administrative Procedures

The practical examination process is designed to evaluate a candidate's ability to operate a crane safely while following standard operating procedures and hand signals.

General Requirements

- All candidates must present valid identification before participating in familiarization or testing
- All testing must be conducted in a safe and controlled environment
- Crane Board members are responsible for evaluating candidate performance
- Inspectors are responsible for verifying identification and monitoring procedures
- Certified Operators may remove a candidate from a crane if unsafe operation occurs

Candidate Orientation

Before testing begins, all candidates will receive:

- An overview of the test format
- Instructions on test procedures
- Information about scoring and automatic failure conditions
- A five-minute familiarization period on the crane used for testing (only for candidates that did not participate in a 20-minute familiarization the day before the test)

3. Candidate Familiarization Procedures

Familiarization sessions allow candidates to become familiar with the crane that will be used during testing.

Scheduling

The License and Certification Unit will schedule familiarization sessions.

Candidates must contact the main office (518-457-2735) to schedule a familiarization session. Candidates who are not scheduled will not be permitted to participate.

A copy of the familiarization schedule will be provided to the assigned inspector before the scheduled session.

Familiarization Procedures

Candidates are allowed 20 minutes of operation time on the crane. The crane setup must match the setup used during the five-minute familiarization period on test day.

Upon arrival:

1. The candidate must check in with the inspector
2. The inspector will verify the candidate's identification using a driver's license or other approved photo ID
3. The inspector will record the start and stop times
4. The candidate must sign the schedule after completing the session

Safety

Familiarization is intended only to allow candidates to become familiar with crane operation and controls.

If a candidate operates the crane in an unsafe manner that could cause injury or equipment damage, the Certified Operator may immediately remove the candidate from the crane.

Cable Familiarization

Date:

SCHED TIME	CANDIDATE	ID	START TIME	STOP TIME	SIGNATURE

4. Practical Test Scoring Procedures

General Scoring Requirements

Score sheets must be completed in pen and signed by the Crane Board member completing the evaluation. Calculators may be used by Crane Board members during score calculations.

Combination Score Sheets

The combination score sheet is used for:

- Conventional crane tests
- Hydraulic crane tests
- Boom truck tests

There are 10 categories for each test worth 10 points each.

A minimum score of 65 points is required to pass.

Note:

- The blind task is not used during hydraulic crane or boom truck tests
- The pole task is not used during conventional crane tests

Line Truck and Restricted Boom Truck Tests

A separate score sheet is used for restricted boom truck and line truck tests.

There are 8 categories worth 10 points each.

A minimum score of 52 points is required to pass.

Automatic Failure Conditions

A candidate immediately fails the examination if any automatic failure condition is marked on the score sheet. In this case, scores do not need to be tallied.

Score Verification

The Industry Inspection Program Manager will verify all completed score sheets.

If totals are correct, it will be circled and initialed, and the final score will be entered in the summary section.

Final scores are calculated by adding completed score totals and then dividing by the number of completed scores.

Scores may not be rounded up to achieve a passing grade.

Scoring Discrepancies

If a scoring discrepancy affects whether a candidate passes or fails:

- The Crane Board member who completed the score sheet will be contacted
- The score sheet will be reviewed and corrected if necessary
- Any corrections must be initialed by the Crane Board member

If a scoring error was made that does not affect whether a candidate passes or not, the correct score will be written next to the incorrect score and initialed by the verifier.

5. Scheduling and Experience Verification

Scheduling

The License and Certification Unit provides administrative support to the Crane Operator Examining Board. Responsibilities include:

- Scheduling practical examinations
- Coordinating Board member availability
- Scheduling hearings and related activities

Crane Board members are assigned based on availability.

Experience Verification

All work experience and apprenticeship training submitted by candidates must be verified.

Employers must provide verification documents on company letterhead and must include the following information:

- Dates of employment
- Average weeks or months worked per year
- Average hours per week spent operating cranes
- Types and sizes of cranes operated
- Time spent on crane maintenance or related duties

Verification of apprenticeship training must be provided directly by the training facility.

6. General Practical Test Procedures

The following procedures apply to all crane practical examinations unless otherwise noted.

Crane Setup

- Cranes must be positioned so candidates can safely enter and exit the equipment
- The boom angle indicator will be covered during testing
- There must be no markings on the cable between the ball and the boom tip
- Standard cone size must be between 28 inches and 36 inches

Test Start Procedures

At the start of the examination, the candidate will:

1. Approach the camera
2. State their name, date, time, and test number
3. Inspect the crane, lifting equipment, and the area around they crane
4. Enter the operator's seat and begin operation.

Signal Person Procedures

Signal persons are responsible for:

- Directing candidate movement during testing
- Providing standardized hand signals
- Following instructions from the Crane Board

The Crane Board will review the test sequence with signal persons before testing begins.

Completion Procedures

The Crane Board will sound:

- One horn blast to end a specific task
- Two horn blasts to stop the examination and remove the candidate from the crane

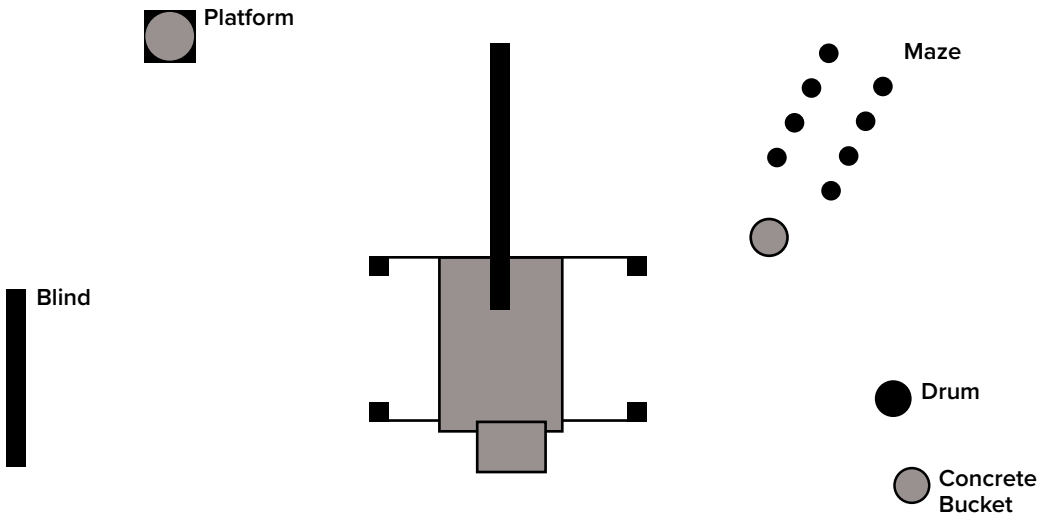
If a candidate is removed from the crane:

1. The signal person will instruct the candidate to lower the load to the ground safely
2. The candidate will secure the crane
3. The Certified Operator will return the crane to the starting position

At the conclusion of the examination, the candidate will:

1. Return the crane to the designated position
2. Secure the crane
3. Return to the camera
4. State the same identifying information provided at the start of the examination

7. Conventional Crane Test Format



Test Overview

The conventional crane test includes four tasks:

1. Blind
2. Platform
3. Maze
4. Drum

Equipment Requirements

- The crane must have a minimum 80-foot boom
- A single whip line and 9-inch demolition ball or hook must be used
- A concrete bucket device weighing between 250 and 600 pounds must be used for the platform, maze, and blind tasks
- A standard 55-gallon drum with one open end must be used for the drum task

Initial Operating Procedures

The signal person will direct the candidate to:

1. Raise the load
2. Lower the load
3. Boom down while raising the load
4. Boom up while lowering the load

These operations must be performed simultaneously.

The signal person will then direct the candidate to the first task.

Blind Task

The candidate will:

1. Position the load in front of the blind
2. Raise the load approximately three feet above the blind
3. Move the load behind the blind
4. Lower the load to the ground behind the blind

The load must be placed gently and under control.

Platform Task

With the concrete bucket attached, the candidate will:

1. Raise the load
2. Swing 180 degrees
3. Place the concrete bucket device onto the platform
4. Slacken the cable after placement

The task must be completed within 1 minute and 30 seconds.

Maze Task

The candidate will:

1. Place the load in front of the maze
2. Raise the load 6 to 12 inches above the ground
3. Move through the maze while keeping the load stable
4. Keep the load between the cones and below the top of the cones

The candidate will complete the maze in both directions.

Each pass must be completed within 1 minute and 30 seconds.

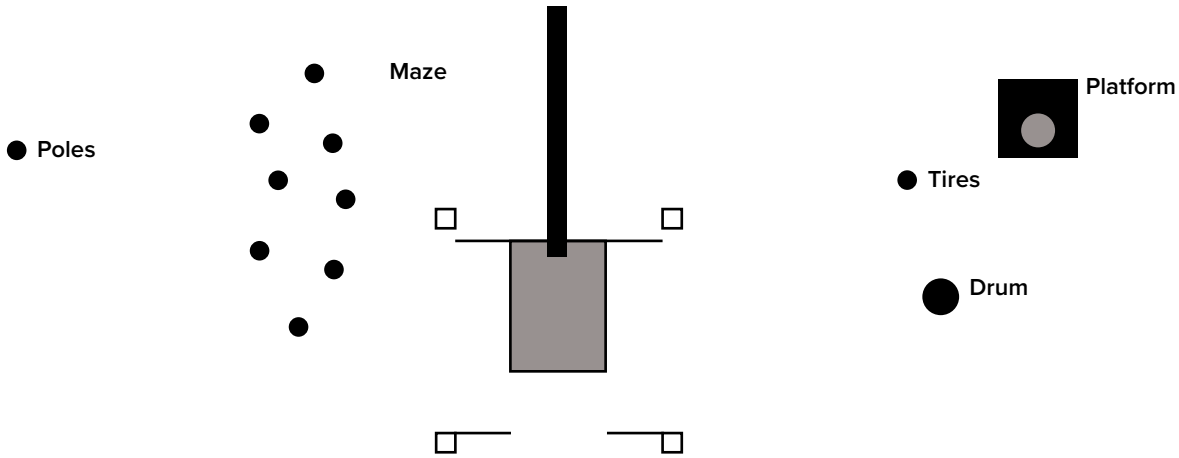
Drum Task

The candidate will:

1. Hoist the empty hook
2. Swing 180 degrees toward the drum
3. Place the ball into the drum

The task must be completed within 1 minute and 30 seconds.

8. Hydraulic Crane Test Format



Test Overview

The hydraulic crane test includes four tasks:

1. Platform
2. Pole
3. Maze
4. Drum

Equipment Requirements

- The crane must have a minimum of 80-foot of boom length extended
- A single whip line and 9-inch demolition ball or hook must be used
- Tire rim size must be between 22.5 and 24 inches
- A concrete bucket device weighing between 250 and 600 pounds may be used for the platform task
- A standard 55-gallon drum with one open end must be used

Platform Task

The candidate will:

- Raise the load
- Swing 180 degrees
- Place the load onto the platform
- Slacken the cable after placement

The task must be completed within 1 minute and 30 seconds.

Pole Task

The candidate will:

1. Raise the tire load
2. Swing 180 degrees
3. Place the tires onto the top of the pole

The task must be completed within 1 minute and 30 seconds.

Maze Task

The candidate will:

1. Place the tires in front of the maze
2. Raise the load 6 to 12 inches above the ground
3. Move through the maze while keeping the load stable and below cone height

The task must be completed within 1 minute and 30 seconds.

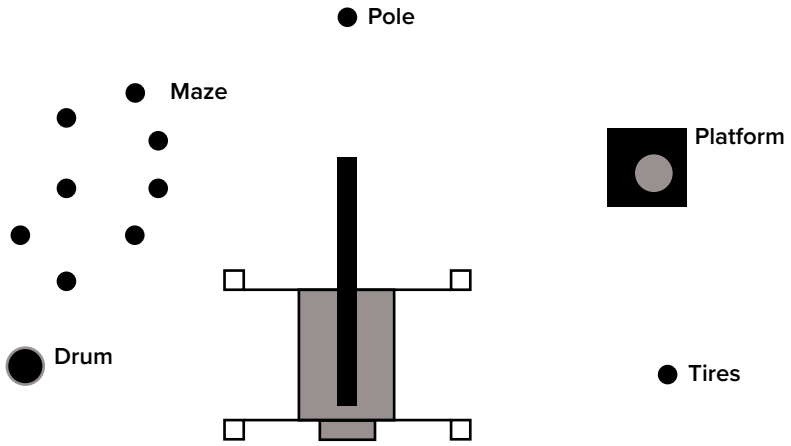
Drum Task

The candidate will:

1. Raise the load
2. Swing 180 degrees toward the drum
3. Place the ball into the drum

The task must be completed within 1 minute and 30 seconds.

9. Boom Truck Test Format



Test Overview

The boom truck test includes four tasks:

1. Platform
2. Pole
3. Maze
4. Drum

Equipment Requirements

- The crane must have a minimum of 80-foot of boom length extended
- A single whip line and 9-inch demolition ball or hook must be used
- Tire rim size must be between 22.5 and 24 inches
- A standard 55-gallon drum with one open end must be used

Platform Task

The candidate will:

1. Raise the tire load
2. Swing 180 degrees
3. Place the load onto the platform
4. Slacken the cable after placement

The task must be completed within 1 minute and 30 seconds.

Pole Task

The candidate will:

1. Raise the tire load
2. Swing 180 degrees
3. Place the tires onto the top of the pole

The task must be completed within 1 minute and 30 seconds.

Maze Task

The candidate will:

1. Place the tires in front of the maze
2. Raise the load 6 to 12 inches above the ground
3. Move through the maze while maintaining control of the load

The task must be completed within 1 minute and 30 seconds.

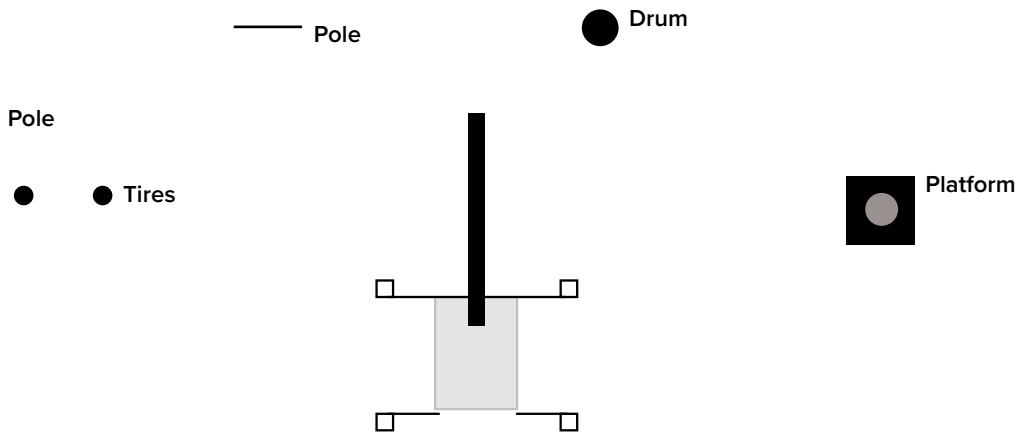
Drum Task

The candidate will:

1. Raise the load
2. Swing 180 degrees toward the drum
3. Place the ball into the drum

The task must be completed within 1 minute and 30 seconds.

10. Restricted Boom Truck Test Format



Test Overview

The restricted boom truck test includes three tasks:

1. Pole-in-drum task
2. Pole task or platform task
3. Additional placement task as determined by site setup

If a pole is not available, a platform task may be substituted.

Pole-in-Drum Task

The candidate will:

1. Raise the pole to a vertical position
2. Swing the pole toward the drum
3. Lower the bottom of the pole into the drum
4. Remove the pole from the drum
5. Return the pole to the starting area
6. Lower the pole safely to the ground

The task must be completed within 1 minute and 30 seconds.

Pole Task

The candidate will:

1. Raise the tire load
2. Swing 180 degrees
3. Place the tires onto the top of the pole

The task must be completed within 1 minute and 30 seconds.

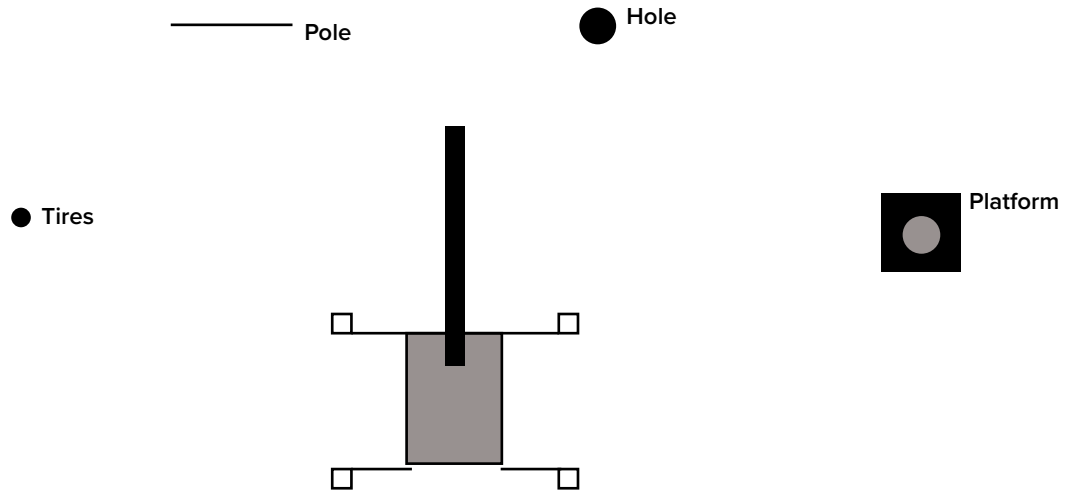
Platform Task

If used, the candidate will:

1. Raise the tire load
2. Swing 180 degrees
3. Place the tires onto the platform
4. Slacken the cable after placement

The task must be completed within 1 minute and 30 seconds.

11. Line Truck Crane Test Format



Test Overview

The line truck crane test includes two primary tasks:

1. Pole-in-hole task
2. Transformer platform task

Pole-in-Hole Task

The candidate will:

1. Raise the pole to a vertical position
2. Secure the pole in the crane jaws
3. Swing the pole 180 degrees
4. Lower the pole into the hole
5. Remove the pole from the hole
6. Return the pole to the starting area
7. Lower the pole safely to the ground

The placement portion of the task must be completed within 1 minute and 30 seconds.

Transformer Platform Task

The candidate will:

1. Raise the transformer load
2. Swing 180 degrees
3. Place the transformer onto the platform
4. Slacken the cable after placement

The task must be completed within 1 minute and 30 seconds.

12. Immediate Failure Conditions

Candidates will immediately fail the practical examination and may be removed from the crane for any of the following:

1. Loss of control of the load
2. Striking an object with the load
3. Dropping the load on the ground
4. Placing the load on the ground to regain control
5. Removing a hand from the swing control
6. Failure to complete three of the required tasks
7. Refusal to attempt a scored task
8. Failure to attempt a scored task
9. Any other unsafe act

The Crane Board representatives onsite may stop the examination at any time if unsafe conditions exist.