



EUROPEAN RENTAL ASSOCIATION

RECOMMENDED FRAMEWORK FOR TRAINING – V1/2010

1.0 SCOPE:

This European Standard lists the minimum requirements for training by providing a framework for the administration of operator training.

2.0 DEFINITIONS:

- 2.1 OPERATOR: Person who it to be trained/assessed to operate the machinery.
- 2.2 TRAINER: Qualified person who conducts the training of the operator.
- 2.3 EXAMINER: Qualified person who carries out the test(s) of the competency of the trainee(s) and has by possession of a recognised qualification or professional standing, knowledge, training and experience the ability to train others.
- 2.4 FAMILIARIZATION: demonstration/understanding of the control functions, of safety devices and specific features of a particular model of machine to/by a trained operator.

3.0 COURSE PROGRAMME AND BOOKING:

All courses shall send information out to the trainees prior to their attendance upon a course giving details of the requirements of the course, establishing any personal protective equipment requirements, establishing any specific individual need of the trainees and listing course health and fitness requirements.

4.0 TRAINING COURSES:

The operator shall be trained on the following subjects as a minimum by a trainer:

- 4.1 Machine selection
- 4.2 Operator's manuals, warnings and instructions and general safety rules;
- 4.3 Pre-use inspection and documentation.
- 4.4 Common hazards and their avoidance.
- 4.5 Requirements for regular inspections and documentation by a competent engineer.
- 4.6 Worksite inspection importance, dangers and cordoning.

- 4.7 Function of all controls, including emergency controls.
- 4.8 Good operating practices and bad/dangerous practices to be avoided.
- 4.9 Action to be taken in the event of a malfunction.
- 4.10 Use of personal protective equipment appropriate to the work and environment.
- 4.11 Safe travelling of machine.
- 4.12 Safe charging/fuelling of machine.
- 4.13 Securing of machine when not in use.

Under the direction of a trainer, the trainee shall operate the machine for a sufficient period of time consisting of the elements of theoretical knowledge, practical knowledge as is necessary to carry out the task in hand satisfactorily.

5.0 OPERATOR TESTING:

The operator shall be tested by the examiner to a prescribed criteria and receive individual feedback on their strengths and weaknesses. Testing will include verbal understanding, written and physical aspects.

The trainer/examiner must be competent in terms of the person having such practical and theoretical knowledge and such experience of both the equipment and training/testing procedure as is necessary to carry out the task satisfactorily.

6.0 RECORD KEEPING:

Records of the persons trained/examined shall be kept by the training/examining organization for the entire validity of the certification issued whilst complying with local data protection laws.

The trainee shall be given proof of their compliance with the test undertaken. (*See example certificate Appendix a*). The proof of compliance shall include the name of the trainee, the machine(s) which the training and testing is applicable and the length of time the training is valid for.

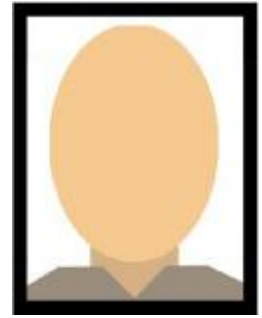
NOTE: There may be a requirement for familiarisation after the training.

7.0 REFERENCES:

Council Directive 95/63/EC of 5 December 1995 amending Directive 89/655/EEC concerning the minimum safety and health requirements for the use of work equipment by workers at work (second individual Directive within the meaning of Article 16 (1) of Directive 89/391/EEC).

SEE APPENDICES

APPENDIX A.



(MACHINE) OPERATOR CERTIFICATE – example

This is to certify that

(NAME)

**Has successfully achieved the standard required
for the operation of the following**

(MACHINE TYPE)

Certificate No.
(012345)

Date issued:
(14th October 2009)

Expiry Date:
(13th October 2014)

Centre where the examination was conducted:
(ABC Training)