APPRENTICESHIP & CERTIFICATION

Study Guide
Mobile Crane Operator

Department of Advanced Education, Skills and Labour
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Introduction

This Study Guide has been developed by the Newfoundland and Labrador Department of Advanced Education, Skills and Labour, Apprenticeship and Trades Certification Division, to assist apprentices and trade qualifiers as they prepare to write the Interprovincial (IP) Red Seal Exam. IP Exams are available for all Red Seal trades. For a list of Interprovincial trades please refer to the Department of Advanced Education, Skills and Labour website: https://www.aesl.gov.nl.ca/app/trades.html

Some of the specific goals of this guide are:

⇒ to help you understand the skills and knowledge that might be covered on the exam
⇒ to help you identify your strengths and weaknesses
⇒ to provide organization and structure for a course of study
⇒ to provide a list of resources to help you with your study plan
⇒ to support and supplement the teaching and learning process

This study guide outlines the theoretical portion of the program. The intent is not to replace technical training provided under the guidance of instructors. Rather, it is a tool to be used in conjunction with formal training.
Exam Process

Before the Exam
You must contact the nearest Apprenticeship and Trades Certification Divisional office to make request to write the IP Red Seal exam (See Appendix A for a list of regional offices). Upon approval, the Apprenticeship Program Officer (APO) will notify you of your eligibility to write the exam, and provide you with scheduling information. If you require special accommodations due to a disability or language barrier, please contact your regional office for information on applying for this service.

During the Exam

You must bring:
- personal identification such as a photo or signature ID or valid Newfoundland and Labrador driver’s license
- your notification letter

The following will be provided:
- Load Chart
- A calculator (see Appendix B for calculator information)
- All other items required such as pencils, scrap paper, etc.

Important Note:
Personal cell phones, calculators, or other electronic equipment are NOT allowed into the exam room. If you do bring them, they will be stored away and returned to you when you have completed the exam.

After the Exam
Results will be mailed to you approximately seven to ten days after completion of the exam. All necessary instructions and information will be provided in the results letter.

The percentage mark you obtained will be provided. You will also be given a section by section breakdown, showing how many questions were in each section, as well as the number of questions in each section you completed successfully.

If you are successful in obtaining a 70% or more on your exam, you will be issued a Newfoundland and Labrador Certificate of Qualification with a Red Seal endorsement.
Exam Format

All IP Red Seal exams are written in multiple-choice format. Each exam has between 100 and 150 questions. A multiple choice question consists of a stem (a complete question) followed by four options (A, B, C, D). The stem contains all the information necessary to answer the question. The options consist of the one correct answer and three “distracters.” Distracters are incorrect. (See Appendix C for a sample answer sheet).

Level 1 Knowledge and Recall
Questions at this level test your ability to recall and understand definitions, facts, and principles.

Level 2 Procedural and Application
Questions at this level test your ability to apply your knowledge of procedures to a new situation.

Level 3 Critical Thinking
Questions at this level test your ability to interpret data, solve problems and arrive at valid conclusions.

On the following pages, examples of each of the three types of questions are provided.

Level 1 Examples:

1. How is the weight of a load estimated?
   A. Multiply length by circumference.
   B. Multiply length by width.
   C. Multiply volume by unit weight.
   D. Compare it to other known lifts.
2. From whom does the crane operator accept notification that the power line has been de-energized?

A. Signaler.
B. Power company representative.
C. Site engineer.
D. Crane dispatcher.

3. What is the safe distance required for counterweight swing clearance?

A. 1 ft.
B. 2 ft.
C. 4 ft.
D. 6 ft.

Level 2 Examples:

1. After making several lifts from one spot, what step is followed?

A. Check hydraulic oil.
B. Check level.
C. Check wind conditions.
D. Check radius.
2. Prior to installing the upper works, what is done?
   A. Clean and lubricate splined shafts and roller bearings.
   B. Clean and lubricate splined shafts and horizontal travel shaft.
   C. Clean and lubricate splined shafts and clean turntable surfaces.
   D. Clean and lubricate splined shafts and expansion locking ring.

3. What two functions are done to increase radius and keep the load 1 foot off of the ground?
   A. Boom up and raise the load.
   B. Boom up and lower the load.
   C. Boom down and raise the load.
   D. Boom down and lower the load.

Level 3 Examples:

1. Given the following information:
   - Three leg bridle sling, 1 in. wire rope
   - L = 20 ft. sling length
   - H = 15 ft. height from load to hook
   - WLL = working load limit (Safe working load)
   - Capacity = WLL (of single vertical hitch) x H/L x 2

   What is the maximum capacity for this configuration?
   A. 9 000 lb.
   B. 13 500 lb.
   C. 24 000 lb.
   D. 27 000 lb.
2. What is the minimum number of parts of line required to perform the following lift?

- Load weighs 18 700 lb.
- 40 ton, 4 sheave block
- Block weighs 1 200 lb.
- Spreader bar weighs 650 lb. including slings
- Line pull is 6 300 lb.

A. 2.  
B. 3.  
C. 4.  
D. 5.

3. What would be the result of angle type outriggers blocked up higher on one side of the truck than on the other?

A. Uneven stress on the boom.  
B. Un-level platform.  
C. Tipping axis distance reduction.  
D. Truck more difficult to operate.

Source of questions:

www.red-seal.ca/s.1mpl.2.2x.1mQ.5.2st.3.4ns-eng.html?tid=148
Exam Content

Understanding the *National Occupational Analysis* (NOA)

The NOA is a document used for Red Seal trades that describes the knowledge, skills and abilities required by a fully competent tradesperson working in that trade. The content for the IP Red Seal exam is based on the NOA. The NOA is an excellent tool to use as you study for the Red Seal exam. NOAs can be found at [www.red-seal.ca](http://www.red-seal.ca).

NOA material is organized into major content areas called BLOCKS. The blocks are further broken down into TASKS and SUB-TASKS.
**NOA Pie Chart**

The NOA Pie Chart presents the block percentages in the form of a pie chart which tells you the approximate number of questions from each block. For example, 6% of the questions on the Mobile Crane Operator Exam will be based on Block A.

<table>
<thead>
<tr>
<th>Block Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block A: Common Occupational Skills</td>
</tr>
<tr>
<td>Block B: Hoisting Calculations</td>
</tr>
<tr>
<td>Block C: Crane Inspection and Maintenance</td>
</tr>
<tr>
<td>Block D: Rigging</td>
</tr>
<tr>
<td>Block E: Lift Planning, Site Preparation and Crane Setup</td>
</tr>
<tr>
<td>Block F: Crane Assembly, Disassembly and Transport</td>
</tr>
<tr>
<td>Block G: Crane Operations</td>
</tr>
</tbody>
</table>
Exam Breakdown

The **Mobile Crane Operator** IP Red Seal Exam has 110 questions. The following table shows a breakdown of the approximate number of questions that come from each NOA block. It is important to note that the number of questions can change at any time. When you are ready to write your exam, you may contact your regional office to verify the number of questions (See Appendix A).

<table>
<thead>
<tr>
<th>Block</th>
<th>Task</th>
<th># of Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block A</td>
<td>Common Occupational Skills</td>
<td>7</td>
</tr>
<tr>
<td>Task 1</td>
<td>Performs safety-related functions</td>
<td></td>
</tr>
<tr>
<td>Task 2</td>
<td>Organizes work</td>
<td></td>
</tr>
<tr>
<td>Block B</td>
<td>Hoisting Calculations</td>
<td>24</td>
</tr>
<tr>
<td>Task 3</td>
<td>Determines load weights</td>
<td></td>
</tr>
<tr>
<td>Task 4</td>
<td>Calculates crane capacity</td>
<td></td>
</tr>
<tr>
<td>Task 5</td>
<td>Performs rigging calculations</td>
<td></td>
</tr>
<tr>
<td>Block C</td>
<td>Crane Inspection and Maintenance</td>
<td>11</td>
</tr>
<tr>
<td>Task 6</td>
<td>Performs pre-operational checks and regular inspections</td>
<td></td>
</tr>
<tr>
<td>Task 7</td>
<td>Performs operational and continual checks</td>
<td></td>
</tr>
<tr>
<td>Task 8</td>
<td>Performs minor crane maintenance</td>
<td></td>
</tr>
<tr>
<td>Block D</td>
<td>Rigging</td>
<td>15</td>
</tr>
<tr>
<td>Task 9</td>
<td>Inspects, maintains and stores slings and hardware</td>
<td></td>
</tr>
<tr>
<td>Task 10</td>
<td>Follows rigging procedures</td>
<td></td>
</tr>
<tr>
<td>Block E</td>
<td>Lift Planning, Site Preparation and Crane Setup</td>
<td>18</td>
</tr>
<tr>
<td>Task 11</td>
<td>Performs pre-lift planning</td>
<td></td>
</tr>
<tr>
<td>Task 12</td>
<td>Sets up crane</td>
<td></td>
</tr>
<tr>
<td>Block F</td>
<td>Crane Assembly, Disassembly and Transport</td>
<td>14</td>
</tr>
<tr>
<td>Task 13</td>
<td>Loads and unloads components for transport</td>
<td></td>
</tr>
<tr>
<td>Task 14</td>
<td>Drives cranes on public roadways</td>
<td></td>
</tr>
<tr>
<td>Task 15</td>
<td>Assembles and disassembles lattice boom cranes</td>
<td></td>
</tr>
<tr>
<td>Task 16</td>
<td>Assembles and disassembles telescopic boom cranes</td>
<td></td>
</tr>
<tr>
<td>Task 17</td>
<td>Assembles and disassembles specialty equipment and attachments</td>
<td></td>
</tr>
<tr>
<td>Block G</td>
<td>Crane Operations</td>
<td>21</td>
</tr>
<tr>
<td>Task 18</td>
<td>Performs common craning operations</td>
<td></td>
</tr>
<tr>
<td>Task 19</td>
<td>Operates friction drive lattice boom cranes</td>
<td></td>
</tr>
<tr>
<td>Task 20</td>
<td>Operates hydraulic drive lattice boom cranes</td>
<td></td>
</tr>
<tr>
<td>Task 21</td>
<td>Operates telescopic boom cranes</td>
<td></td>
</tr>
<tr>
<td>Task 22</td>
<td>Performs specialty craning operations</td>
<td></td>
</tr>
<tr>
<td>Task 23</td>
<td>Secures crane</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>110</td>
</tr>
</tbody>
</table>
NOA Sub-tasks

The following NOA Task Profile Checklist outlines the blocks, tasks and sub-tasks for your trade. The IP Red Seal exam is written to test your knowledge and abilities regarding the sub-tasks in the NOA. This chart can be used to review your current knowledge. You can review by placing a checkmark (✓) next to those you understand fully.

Place your focus on those you do not understand and study them until you are comfortable with the material. Think of possible questions in that particular content area.

The NOA also contains a list of “supporting knowledge and abilities” for each sub-task. They are the skills and knowledge you must have to perform a sub-task. The supporting knowledge and abilities identified under each sub-task will be very helpful as you review. The list can be found in the NOA for your trade.
# Task Profile Checklist

Based on 2013 NOA

Mobile Crane Operator

## Block A: Common Occupational Skills

<table>
<thead>
<tr>
<th>Task 1: Performs Safety-Related Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Maintains a safe work environment</td>
</tr>
<tr>
<td>☐ Uses personal protective equipment (PPE) and safety equipment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task 2: Organizes Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Communicates with others</td>
</tr>
<tr>
<td>☐ Uses documentation</td>
</tr>
</tbody>
</table>

## Block B: Hoisting Calculations

<table>
<thead>
<tr>
<th>Task 3: Determines Load Weights</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Identifies the weight</td>
</tr>
<tr>
<td>☐ Calculates weight</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task 4: Calculates Crane Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Determines radius and crane configuration</td>
</tr>
<tr>
<td>☐ Interprets load chart</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task 5: Performs Rigging Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Performs sling angle calculations</td>
</tr>
<tr>
<td>☐ Performs working load limit (WLL) calculations</td>
</tr>
</tbody>
</table>
### Block C: Crane Inspection and Maintenance

#### Task 6: Performs Pre-Operational Checks and Regular Inspections

- Inspects engine systems
- Inspects air systems
- Inspects electrical systems
- Inspects hydraulic systems
- Inspects chassis/car body and running gear components
- Inspects outriggers and counterweights
- Inspects boom components and attachments
- Inspects hoisting systems

#### Task 7: Performs Operational and Continual Checks

- Checks operating controls
- Inspects monitoring and warning systems
- Monitors running lines, hoist lines and standing ropes
- Maintains gauges and warning systems

#### Task 8: Performs Minor Crane Maintenance

- Changes oil and filters
- Greases crane
- Lubricates wire ropes
- Makes minor adjustments and replacements

### Block D: Rigging

#### Task 9: Inspects, Maintains and Stores Slings and Hardware

- Lubricates slings and hardware
- Identifies deficiencies in slings and hardware
- Disposes of damaged slings and hardware
- Stores slings and hardware
### Block D: Rigging (Cont’d)

- **Task 10: Follows Rigging Procedures**
  - Selects required rigging
  - Rigs loads
  - Monitors rigging

### Block E: Lift Planning, Site Preparation and Crane Setup

- **Task 11: Performs Pre-Lift Planning**
  - Participates in routine, engineered and specialty lift planning
  - Evaluates risks and hazards

- **Task 12: Sets up Crane**
  - Performs final site inspection
  - Positions crane
  - Completes setup

### Block F: Crane Assembly, Disassembly and Transport

- **Task 13: Loads and Unloads Components for Transport**
  - Loads crane and components
  - Unloads crane and components

- **Task 14: Drives Cranes on Public Roadways**
  - Performs pre-trip planning
  - Prepares crane for transport
  - Drives cranes
### Task 15: Assembles and Disassembles Lattice Boom Cranes
- Installs tracks on car body (*lattice boom*)
- Installs house (*lattice boom*)
- Installs outrigger boxes (*lattice boom*)
- Installs boom base (*lattice boom*)
- Assembles boom and jib (*lattice boom*)
- Installs counterweights (*lattice boom*)
- Installs hoist lines, hook blocks and overhaul ball (*lattice boom*)
- Removes hoist lines, hook blocks and overhaul ball (*lattice boom*)
- Disassembles boom and jib (*lattice boom*)
- Removes counterweights (*lattice boom*)
- Removes boom base (*lattice boom*)
- Removes house (*lattice boom*)
- Removes tracks from car body (*lattice boom*)
- Removes outrigger boxes (*lattice boom*)

### Task 16: Assembles and Disassembles Telescopic Boom Cranes
- Installs outrigger boxes (*telescopic boom*)
- Installs main boom (*telescopic boom*)
- Installs hoist lines, hook blocks and overhaul ball (*telescopic boom*)
- Installs counterweights (*telescopic boom*)
- Installs swing-away jibs and inserts (*telescopic boom*)
- Removes swing-away jibs and inserts (*telescopic boom*)
- Removes counterweights (*telescopic boom*)
- Removes hoist lines, hook blocks and overhaul ball (*telescopic boom*)
- Removes main boom (*telescopic boom*)
- Removes outrigger boxes (*telescopic boom*)

### Task 17: Assembles and Disassembles Specialty Equipment and Attachments
- Assembles specialty equipment and attachments
- Disassembles specialty equipment and attachments
### Block G: Crane Operations

#### Task 18: Performs Common Craning Operations
- Configures load moment indicator (LMI)
- Mobilizes crane on jobsite

#### Task 19: Operates Friction Drive Lattice Boom Cranes
- Operates friction drive crawler-mounted lattice boom cranes
- Operates friction drive truck-mounted lattice boom cranes

#### Task 20: Operates Hydraulic Drive Lattice Boom Cranes
- Operates hydraulic drive crawler-mounted lattice boom cranes
- Operates hydraulic drive truck-mounted lattice boom cranes

#### Task 21: Operates Telescopic Boom Cranes
- Operates crawler-mounted telescopic cranes
- Operates rubber-mounted telescopic cranes

#### Task 22: Performs Specialty Craning Operations
- Operates piledriver
- Performs duty cycle operations
- Operates cranes on barges
- Performs multi-crane lifts
- Uses personnel hoisting equipment

#### Task 23: Secures Crane
- Secures crane for short term
- Secures crane for long term
Create a Study Plan

As you prepare for your exam, it is important to plan a schedule. The following two tables will help you stay on track.

The first table is a “Weekly Study Plan.” In this table list the areas you will focus your study for each day. You should include items you need to review as well as items you need to study. Remember, more time will be needed for study in areas you find difficult, whereas you may only require review in areas you are more familiar with. As you work through the NOA sub-task list you can start to fill in this table.

The second table is a “Study Time Table.” It is important to create a study schedule where you determine the best days of the week and times of day for you to study.

Print several copies of these tables and fill out for each week of study. It is important to stick to your study schedule.
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area of Study 1</td>
<td>Area of Study 2</td>
<td>Area of Study 3</td>
<td>Area of Study 4</td>
<td>Area of Study 5</td>
<td>Area of Study 6</td>
<td></td>
</tr>
</tbody>
</table>
Study Time Table for Week of: ____________________________

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM - 9:00 AM</td>
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<td>9:00 AM - 10:00 AM</td>
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<td>10:00 AM - 11:00 AM</td>
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<td>11:00 AM - 12:00 Noon</td>
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<tr>
<td>12:00 Noon - 1:00 PM</td>
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<td>1:00 PM - 2:00 PM</td>
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<td></td>
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<tr>
<td>2:00 PM - 3:00 PM</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3:00 PM - 4:00 PM</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4:00 PM - 5:00 PM</td>
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<td>5:00 PM - 6:00 PM</td>
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<td>6:00 PM - 7:00 PM</td>
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</tr>
<tr>
<td>7:00 PM - 8:00 PM</td>
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</tbody>
</table>
Study information can be drawn from a variety of sources. A sample list of study materials (websites and books) is provided below. These and other helpful resources may be found in a local college bookstore, on the internet, or at your place of employment. You may also be able to borrow them from an apprentice or journeyperson in your trade.

### Study Strategies and Exam Preparation Guide

The *Study Strategies & Exam Preparation Guide* is meant to be used in conjunction with this study guide. It provides direction and information on such areas as study habits, test preparation and test taking techniques.


### Plan of Training (POT)

A *Provincial Plan of Training* details the full scope of learning for a particular occupation, including both technical training competencies and industry experiences necessary to write an IP Red Seal exam (and complete the requirements for Red Seal Certification), or to write a provincial examination. The Plan of Training is based on the NOA.

POT Website: [www.aesl.gov.nl.ca/app/plans.html](http://www.aesl.gov.nl.ca/app/plans.html)

### Red Seal Website

**National Occupational Analysis** - The NOA is a document used for Red Seal trades that describes the knowledge and abilities required by a fully competent tradesperson working in that trade. The content for the IP exam is based on the NOA.

Red Seal Website: [www.red-seal.ca](http://www.red-seal.ca)

### Mobile Crane Operator PRACTICE Exam

This is **NOT** an IP exam. This is a practice exam provided by the Inter-provincial Standards Red Seal program. It was developed using similar question types to that of a Red Seal exam. The exam is intended to be used for self-assessment in preparation for writing an IP Exam.

Sample questions can be found at: [www.red-seal.ca/s.1mpl.2.2x.1mQ.5.2st.3.4ns-eng.html?tid=148](http://www.red-seal.ca/s.1mpl.2.2x.1mQ.5.2st.3.4ns-eng.html?tid=148)

### Glossary of Terms

The Red Seal website also lists a Glossary of Terms which will be helpful in preparing for your IP exam: [www.red-seal.ca/trades/mobilecrane_op/2013n.4.1_.1ppb_gl.4ss.1ry-eng.html](http://www.red-seal.ca/trades/mobilecrane_op/2013n.4.1_.1ppb_gl.4ss.1ry-eng.html)
The books listed below are sorted according to NOA blocks as referenced throughout this study guide. You can use this list to help you obtain information on specific topics. It is not necessary to use these books specifically, as you may find others that will be equally beneficial.

<table>
<thead>
<tr>
<th>Book</th>
<th>Block A</th>
<th>Block B</th>
<th>Block C</th>
<th>Block D</th>
<th>Block E</th>
<th>Block F</th>
<th>Block G</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPT’s Crane &amp; Rigging Handbook</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mobile Crane Manual, 1st edition</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mobile Craning Today, 1st edition</td>
<td>✓</td>
<td></td>
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If you wish to obtain any of the resources listed above, here is the reference information:
Disclaimer
Various external resources (websites, textbooks) have been listed in this study guide to assist an individual in preparing to write an IP Red Seal Exam. This does not mean the Department of Advanced Education, Skills and Labour, Newfoundland and Labrador endorses the material or that these are recommended as the best resources. There may be other resources of equal or greater value to an individual preparing for an IP Red Seal exam. The Department of Advanced Education, Skills and Labour has no control over the content of external textbooks and websites listed, and no responsibility is assumed for the accuracy of the material.

Conclusion

We hope this guide has provided you with some useful tools as you prepare for your IP Red Seal exam. If you have any questions regarding your IP Red Seal exam please contact your regional office (see Appendix A for a list of regional offices).

We appreciate your comments and feedback regarding the usefulness of this study guide. If you have any comments or suggestions, we welcome your feedback. The feedback form at the end of this guide can be used for this purpose.
Appendix A: Regional Offices

If you have any questions regarding your IP Red Seal exam, please contact one of the following regional offices:

Department of Advanced Education, Skills and Labour
Apprenticeship and Trades Certification Division
Toll Free: 1-877-771-3737
www.aesl.gov.nl.ca/app/contact.html

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<tr>
<th>Corner Brook</th>
<th>Grand Falls-Windsor</th>
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<tr>
<td>1-3 Union Street</td>
<td></td>
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<tr>
<td>Aylward Building, 2nd Floor</td>
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<tr>
<td>Corner Brook, NL A2H 5M7</td>
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<tr>
<td>Telephone: (709) 637-2366</td>
<td></td>
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<tr>
<td>Facsimile: (709) 637-2519</td>
<td></td>
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<tr>
<td>42 Hardy Avenue</td>
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</tr>
<tr>
<td>Grand Falls-Windsor, NL</td>
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<tr>
<td>A2A 2J9</td>
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</tr>
<tr>
<td>Telephone: (709) 292-4215</td>
<td></td>
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<tr>
<td>Facsimile: (709) 292-4502</td>
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<td>A5A 1Z4</td>
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<tr>
<td>Telephone: (709) 466-3982</td>
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<td>Facsimile: (709) 466-3987</td>
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<tr>
<td>Confederation Building</td>
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<tr>
<td>P.O. Box 8700</td>
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<tr>
<td>St. John’s, NL A1B 4J6</td>
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<tr>
<td>Telephone: (709) 729-5688</td>
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<tr>
<td>Facsimile: (709) 729-5878</td>
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<td>163 Hamilton River Road</td>
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<tr>
<td>Bursey Building</td>
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<tr>
<td>Happy Valley – Goose Bay, NL</td>
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<tr>
<td>A0P 1E0</td>
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<tr>
<td>Telephone: (709) 896-6348</td>
</tr>
<tr>
<td>Facsimile: (709) 896-3733</td>
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Appendix B:  Calculator Use

The picture below shows a calculator with the same functions as the one you will be provided with during your exam. It is advisable to borrow or purchase one with similar functions so that you can familiarize yourself with it before you write your exam.
Appendix C: Answer Sheet Example

With your exam you will be given an answer sheet like the one below. When answering multiple choice questions be sure to fill the circle completely and fill the circle that corresponds to the question on the exam.
Feedback Form
Study Guide – Mobile Crane Operator

Please answer the following:

(1) This Study Guide is a useful tool for exam preparation.
   □ strongly agree   □ agree   □ disagree   □ strongly disagree

(2) The topics contained in the guide are arranged in a logical order.
   □ strongly agree   □ agree   □ disagree   □ strongly disagree

(3) The design and format of the guide caught my attention.
   □ strongly agree   □ agree   □ disagree   □ strongly disagree

(4) The instructions throughout the guide are clear and to the point.
   □ strongly agree   □ agree   □ disagree   □ strongly disagree

(5) The resources listed in this guide are suitable and valuable.
   □ strongly agree   □ agree   □ disagree   □ strongly disagree

(6) The guide should contain more information.
   □ strongly agree   □ agree   □ disagree   □ strongly disagree

Suggested information/resources to include:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Additional Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please complete this form and return via fax or mail to the following:
Department of Advanced Education, Skills and Labour
Apprenticeship and Trades Certification Division
Standards and Curriculum Unit
45 Tilley’s Road, Clarenville, NL A5A 1Z4
Fax: (709) 466-3987