

# **Person In Charge**

# Training in rules and regulations for lifting and hoisting

According to the European directive 2009/104/EC, in the Netherlands retrieved in the working conditions Decree (Arbobesluit) article 7.18 member 9, lifting and hoisting operations shall be carried out under proper supervision. Virtually any company that regularly has to deal with lifting and hoisting is familiar with procedures that must be followed. In compliance with the working conditions Decree someone who is responsible for the lifting and hoisting operations shall be appointed: the "Appointed Person". Within the international Oil & Gas industry also called "Person In Charge".

According to the same working conditions Decree, article 7.18 Member 8 it is a legal requirement that all actions for the lifting and hoisting shall be properly planned and carried out in such a way as to protect the safety of workers.

To be able to comply with these legal obligations, it is important that the "Appointed Person" has sufficient knowledge in the field of planning, management measures for safe execution, people, resources and circumstances.

12hoist4u organises courses that meet this required knowledge.

# Target audience

The training is important for everyone who holds responsibility for the execution of lifting and hoisting operations. In addition, the training also provide insight to many legal aspects that work knowledge widening for other functions in which one having to deal with lifting and hoisting. For example: logistics coordinators, planners, lifting supervisors, contract holders, buyers of lifting and hoisting equipment, HSE coordinators, HSE staff, incidents investigators, constructors of work equipment, job owners, maintenance managers etc.

#### **Content and program**

The training has a structured building, where using a variety of very recognizable practice cases proceeds to the next learning objectives:

- > Structure of the legislation in the Netherlands in relation to EU legislation
- Lifting and hoisting equipment: legislation upon purchase, use and during maintenance
- Competence requirements of employees
- Planning and supervision of vertical transport in compliance with the legal provisions
- Working conditions Decree (Arbobesluit): work equipment and specific work.

In consultation, and if requested well in advance, your practice case can be evaluated.

#### Award and revalidation

Each participant will receive a certificate "Person In Charge", rules and regulations for hoisting and lifting. This course must be refreshed every 5 years. Also, the Personal Safety Logbook will be stamped.

## Course dates in 2015

- Every first Monday of the month: January 5<sup>th</sup>, February 2<sup>nd</sup>, March 2<sup>nd</sup>, March 30<sup>th</sup>, May 4<sup>th</sup>, June 1<sup>st</sup>, July 6<sup>th</sup>, August 3<sup>rd</sup>, September 7<sup>th</sup>, October 5<sup>th</sup>, November 2<sup>nd</sup> and December 7<sup>th</sup>
- Every 3<sup>rd</sup> or 4<sup>th</sup> Wednesday of the month: January 21<sup>st</sup>, February 18<sup>th</sup>, March 18<sup>th</sup>, April 15<sup>th</sup>, May 20<sup>th</sup>, June 17<sup>th</sup>, July 22<sup>nd</sup>, August 19<sup>th</sup>, September 23<sup>rd</sup>, October 21<sup>st</sup>, November 18<sup>th</sup> and December 23<sup>rd</sup>

#### Timing of the course

Reception of the participants from 8 am. Training starts promptly at 8.30 am and lasts up to approx. 16.30.

#### Costs

Costs involved are € 4.500,- excluding VAT per training day for a maximum of 10 delegates (on request, in exceptional cases and in agreement, there may be organised a so called. open day).

The price includes a comprehensive set of reference book for each participant. Therein: the course, all relevant laws and regulations, a list of references for further information, case studies, videos, with the aim of "learning from incidents" and added the well-known procedures and best practices for lifting and hoisting. The training continues with a minimum number of participants 6 persons.

#### Venue

The training takes place in a location to be arranged by you, where you have to take care of the coffee, tea, soft drinks and lunch on your own account.

## **Desired date of participation:**

| February 2nd 2015               | 0 | January 21st 2015              | 0 | January 5th 2015             | 0 |
|---------------------------------|---|--------------------------------|---|------------------------------|---|
| March 18th 2015                 | 0 | March 2nd 2015                 | 0 | February 18th 2015           | 0 |
| May 4th 2015                    | 0 | April 15 <sup>th</sup> 2015    | 0 | March 30 <sup>th</sup> 2015  | 0 |
| June 17 <sup>th</sup> 2015      | 0 | June 1st 2015                  | 0 | May 20th 2015                | 0 |
| August 3 <sup>rd</sup> 2015     | 0 | July 22 <sup>nd</sup> 2015     | 0 | July 6 <sup>th</sup> 2015    | 0 |
| September 23 <sup>rd</sup> 2015 | 0 | September 7 <sup>th</sup> 2015 | 0 | August 19 <sup>th</sup> 2015 | 0 |
| November 2 <sup>nd</sup> 2015   | 0 | October 21st 2015              | 0 | October 5th 2015             | 0 |
| December 23rd 2015              | 0 | December 7th 2015              | 0 | November 18th 2015           | 0 |

# Invoicing address and information of employing company

| Company name    | :        | e-mail        | ······   |
|-----------------|----------|---------------|----------|
| Street + number | :        | ZIP code/city | :        |
| Telephone numbe | r :      | fax           | :        |
| Contact person  | :        | title         | :        |
| Date            | :        | signature     | :        |
| Participant     |          |               |          |
| Given Name      | <u>:</u> | For letters   | : O male |
| Surname         | :        |               | O female |
| Date of Birth   | :        | e-mail        |          |

Send this notification to the following address, fax to 030-6342079 or mail to Peter.Verhoef@12hoist4u.com

Cancellation may take place only in writing:

- Up to 2 weeks before we will charge you an administration fee of € 100,-when moving or at cancellation.
- From 2 weeks before you are due 50% of the course fees upon transfer or at cancellation.
- On signing you automatically agree to the terms and conditions of 12hoist4u, which are deposited at the Chamber of Commerce in Utrecht and can be downloaded from our website.

#### More information or customization:

You can also opt for a tailor-made training. You decide in this case, to a large extent what topics and practice cases will be discussed. Together with you we determine the program and the cost. Also in this case, a minimum of 6 and a maximum of 10 participants.



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