# APPRENTICESHIP & CERTIFICATION

**Study Guide Mobile Crane Operator** 



Department of Advanced Education, Skills and Labour

### **Apprenticeship and Certification**

**Study Guide** 

### **Mobile Crane Operator**

(Based on 2013 NOA)

Government of Newfoundland and Labrador Department of Advanced Education, Skills and Labour Apprenticeship and Trades Certification Division

> Version 6 April 2019

### **Table of Contents**

Introduction	3
Exam Process	4
Before the Exa	am4
During the Exa	am4
After the Exar	n 4
Exam Format	5
Exam Content	9
Understandin	g the National Occupational Analysis (NOA)9
Exam Breakdo	wn 11
NOA Sub-task	s
Task Profile Cl	necklist
Create a Study P	lan
Resources - Web	sites21
Resources - Bool	klist
Conclusion	23
Appendices:	
Appendix A:	Regional Offices
Appendix B:	Calculator Use
Appendix C:	Answer Sheet Example

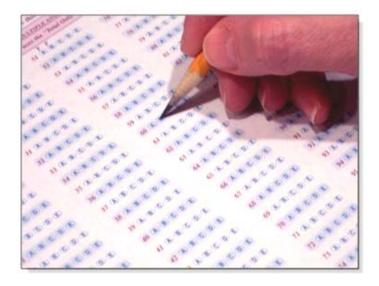
### Introduction

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: <a href="https://www.aesl.gov.nl.ca/app/trades.html">https://www.aesl.gov.nl.ca/app/trades.html</a>

### 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**

3
You must bring:
<ul> <li>personal identification such as a photo or signature ID or valid Newfoundland and Labrador driver's license</li> </ul>
☐ your notification letter

### The following will be provided:

ш	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

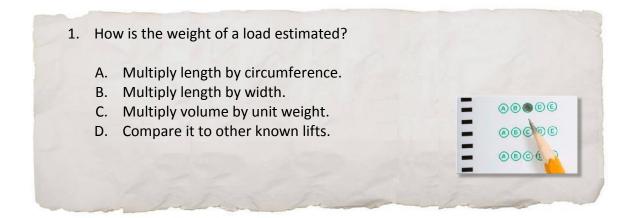
Questions at this level test your ability to apply your knowledge of procedures to a new situation.

### **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:**



- 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:** 

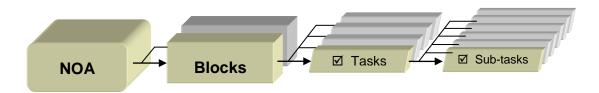
www.red-seal.ca/s.1mpl.2.2x.1mQ.5.2st.3.4ns-eng.html?tid=148

### **Exam Content**

### **Understanding the National Occupational Analysis (NOA)**

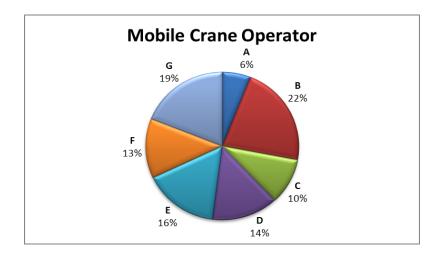
The NOA is a document used for Red Seal trades that describes the knowledge, skills and abilities required by a fully competent tradesperson working in that trade. The content for the IP Red Seal exam is based on the NOA. The NOA is an excellent tool to use as you study for the Red Seal exam. NOAs can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

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**.



	Block Titles						
Block A Common Occupational Skills		Block E	Lift Planning, Site Preparation and Crane Setu				
Block B	Hoisting Calculations	Block F	Crane Assembly, Disassembly and Transport				
Block C	Crane Inspection and Maintenance Rigging	Block G	Crane Operations				

### **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).

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

### **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 ( $\checkmark$ ) 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**

Blo	ocl	k A:	Common Occupational Skills						
	☐ Task 1: Performs Safety-Related Functions								
		<b>(</b>							
		ask	☐ Maintains a safe work environment						
		Sub-Tasks	☐ Uses personal protective equipment (PPE) and safety equipment						
		l Ta	sk 2: Organizes Work						
		ks	☐ Communicates with others						
		Sub- Tasks	☐ Uses documentation						
		-qn							
		S							
Blo	ocl	k B:	Hoisting Calculations						
	ì								
		Ta	sk 3: Determines Load Weights						
		sks	☐ Identifies the weight						
		Sub-Tasks	☐ Calculates weight						
		Sub							
		Ta	sk 4: Calculates Crane Capacity						
			· · · · · · · · · · · · · · · · · · ·						
		S	☐ Determines radius and crane configuration						
		rask	☐ Interprets load chart						
		Sub-Tasks							

☐ Task 5: Performs Rigging Calculations

☐ Performs sling angle calculations

☐ Performs working load limit (WLL) calculations

Blo	Block C: Crane Inspection and Maintenance							
	Tack 6: Porforms Pro Operational Checks and Possular Inspections							
	☐ Task 6: Performs Pre-Operational Checks and Regular Inspections							
			☐ Inspects engine systems					
			☐ Inspects air systems					
			☐ Inspects electrical systems					
		sy	☐ Inspects hydraulic systems					
		Sub-Tasks	☐ Inspects chassis/car body and running gear components					
		Sub-	☐ Inspects outriggers and counterweights					
			☐ Inspects boom components and attachments					
			☐ Inspects hoisting systems					
			— inspects noisting systems					
		Та	sk 7: Performs Operational and Continual Checks					
			☐ Checks operating controls					
		sks	☐ Inspects monitoring and warning systems					
		Sub-Tasks	☐ Monitors running lines, hoist lines and standing ropes					
		Su	☐ Maintains gauges and warning systems					
			Table Buface Mills Commission					
		Та	sk 8: Performs Minor Crane Maintenance					
			Changes all and filters					
		ks	☐ Changes oil and filters					
		Sub-Tasks	☐ Greases crane					
		Sub	Lubricates wire ropes					
			☐ Makes minor adjustments and replacements					
p.l.								
BIC	C	KD:	Rigging					
		Ta	sk 9: Inspects, Maintains and Stores Slings and Hardware					
	Task 9: Inspects, Maintains and Stores Sinigs and Hardware							
			☐ Lubricates slings and hardware					
		sks	☐ Identifies deficiencies in slings and hardware					
		Sub-Tasks	☐ Disposes of damaged slings and hardware					
		Suk	☐ Stores slings and hardware					

Blo	ocl	k D:	Rigging (Cont'd)	
		Та	c 10: Follows Rigging Procedures	
		Sub-Tasks	<ul> <li>□ Selects required rigging</li> <li>□ Rigs loads</li> <li>□ Monitors rigging</li> </ul>	
DI-	[		ift Diamaine Cite Danas and Conse Cotons	
RIC	CI	( E:	ift Planning, Site Preparation and Crane Setup	
		Та	c 11: Performs Pre-Lift Planning	
		Sub-Tasks	<ul><li>□ Participates in routine, engineered and specialty lift planning</li><li>□ Evaluates risks and hazards</li></ul>	
		Та	c 12: Sets up Crane	
		Sub-Tasks	<ul><li>□ Performs final site inspection</li><li>□ Positions crane</li><li>□ Completes setup</li></ul>	
Blo	ocl	< F:	Crane Assembly, Disassembly and Transport	
		Та	c 13: Loads and Unloads Components for Transport	
		S	□ Loads crane and components	
		Sub-Tasks	□ Unloads crane and components	
		Та	c 14: Drives Cranes on Public Roadways	
		asks	☐ Performs pre-trip planning	
		Sub-Tasks	<ul><li>□ Prepares crane for transport</li><li>□ Drives cranes</li></ul>	

Blo	ock	κ <b>F</b> :	Crane Assembly, Disassembly and Transport (Cont'd)
		Та	sk 15: Assembles and Disassembles Lattice Boom Cranes
			☐ Installs tracks on car body ( <i>lattice boom</i> )
			☐ Installs house (lattice boom)
			☐ Installs outrigger boxes ( <i>lattice boom</i> )
			☐ Installs boom base (lattice boom)
			☐ Assembles boom and jib ( <i>lattice boom</i> )
		S	☐ Installs counterweights ( <i>lattice boom</i> )
		Sub-Tasks	☐ Installs hoist lines, hook blocks and overhaul ball (lattice boom)
		rb-T	☐ Removes hoist lines, hook blocks and overhaul ball (lattice boom)
		Su	☐ Disassembles boom and jib ( <i>lattice boom</i> )
			☐ Removes counterweights ( <i>lattice boom</i> )
			☐ Removes boom base ( <i>lattice boom</i> )
			☐ Removes house ( <i>lattice boom</i> )
			☐ Removes tracks from car body ( <i>lattice boom</i> )
			☐ Removes outrigger boxes ( <i>lattice boom</i> )
		Та	sk 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)
		S	☐ Installs counterweights (telescopic boom)
		-Tasks	☐ Installs swing-away jibs and inserts (telescopic boom)
			☐ Removes swing-away jibs and inserts (telescopic boom)
		Sub	☐ Removes counterweights (telescopic boom)
			☐ Removes hoist lines, hook blocks and overhaul ball (telescopic boom)
			☐ Removes main boom (telescopic boom)
			☐ Removes outrigger boxes (telescopic boom)
		Ta	sk 17: Assembles and Disassembles Specialty Equipment and Attachments
		sks	☐ Assembles specialty equipment and attachments
		Sub-Tasks	☐ Disassembles specialty equipment and attachments
		Suk	

Task 19: Operates Friction Drive Lattice Boom Cranes   Operates friction drive crawler-mounted lattice boom cranes   Operates Hydraulic Drive Lattice Boom Cranes   Operates Programment Drive Lattice Boom Cranes   Operates	Blo	lock G: Crane Operations								
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☐ Uses personnel hoisting equipment ☐ Task 23: Secures Crane			Tasl		Operates cranes on barges					
☐ Uses personnel hoisting equipment ☐ Task 23: Secures Crane			-qn		Performs multi-crane lifts					
□ Task 23: Secures Crane			S		Uses personnel hoisting equipment					
Secures crane for short term  Secures crane for long term			Та	sk 2	3: Secures Crane					
Secures crane for short term  Secures crane for long term										
Secures crane for long term			sks		Secures crane for short term					
q <sub>n</sub>			-Tas		Secures crane for long term					
Signature of the state of the s			Sub							

### **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.

Weekly Study Plan for Week	of:

	Area of Study 1	Area of Study 2	Area of Study 3	Area of Study 4	Area of Study 5	Area of Study 6
Mon.						
Tues.						
Wed.						
weu.						
Thu.						
Fri.						
Sat.						
Sun.						

Study	Time Table for Week of:	

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM - 9:00 AM							
9:00 AM - 10:00 AM							
10:00 AM - 11:00 AM							
11:00 AM - 12:00 Noon							
12:00 Noon 1:00 PM							
1:00 PM - 2:00 PM							
2:00 PM - 3:00 PM							
3:00 PM - 4:00 PM							
4:00 PM - 5:00 PM							
5:00 PM - 6:00 PM							
6:00 PM - 7:00 PM							
7:00 PM - 8:00 PM							

### **Resources - Websites**

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.

Exam Preparation Guide website: www.aesl.gov.nl.ca/app/publications/exam\_prep\_guide.pdf

### 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

### **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

#### 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

#### **Glossary of Terms**

The Red Seal website also lists a Glossary of Terms which will be helpful in preparing for your IP exam: <a href="https://www.red-seal.ca/trades/mobilecrane">www.red-seal.ca/trades/mobilecrane</a> op/2013n.4.1 .1ppb gl.4ss.1ry-eng.html

### **Resources – Book List**

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.

Book	Block A	Block B	Block C	Block D	Block E	Block F	Block G
IPT's Crane & Rigging Handbook	✓	✓	✓	✓	✓	✓	✓
Mobile Crane Manual, 1 <sup>st</sup> edition	✓	✓		✓	✓	✓	✓
Mobile Craning Today, 1 <sup>st</sup> edition	✓	✓		✓	✓	✓	
Occupational Health and Safety Act	✓		✓	✓			
Workplace Hazardous Materials Information System	✓						
Transportation of Dangerous Goods Act	✓						
CAN-CSA Safety Code for Mobile Cranes	✓	✓	✓	✓	✓	✓	✓
Rigging Manual		✓		✓			
Hoisting and Rigging Safety Manual		✓		✓	✓	✓	

### If you wish to obtain any of the resources listed above, here is the reference information:

IPT's Crane & Rigging Handbook, IPT Publishing & Training Ltd., 2005, Garby, RG., ISBN 978-0920855010
Mobile Crane Manual, 1 <sup>st</sup> edition, Construction Safety Association of Ontario, 1982, Dickie, D.E., ISBN
978-0919465091
Mobile Craning Today, 1 <sup>st</sup> edition, Operating Engineers Training Institute of Ontario, 1988, Campbell,
D.H., ASIN B0007BHT4C
Occupational Health and Safety Act, RSNL1990 Chapter 0-3,
www.assembly.nl.ca/legislation/sr/statutes/o03.htm
Workplace Hazardous Materials Information System, Occupational Health and Safety Act, 1988,
http://www.hc-sc.gc.ca/ewh-semt/occup-travail/whmis-simdut/index-eng.php
Transportation of Dangerous Goods Act, Agreement Respecting Administration of the Transportation of
Dangerous Goods Act, Canada – Newfoundland and Labrador, 1992, <a href="www.tc.gc.ca/eng/tdg/clear-">www.tc.gc.ca/eng/tdg/clear-</a>
agreements-nf-353.htm
CAN-CSA Safety Code for Mobile Cranes, CSA for Occupational Health & Safety,
ohs.csa.ca/standards/construction/cranes/dsp_Cranes.asp
Rigging Manual, Construction Safety Association of Ontario, ISBN 0-919465-09-9
Hoisting and Rigging Safety Manual, Construction Safety Association of Ontario, ISBN 978-0919465706

#### 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

#### **Corner Brook**

1-3 Union Street Aylward Building, 2<sup>nd</sup> Floor Corner Brook, NL A2H 5M7

Telephone: (709) 637-2366 Facsimile: (709) 637-2519

#### **Grand Falls-Windsor**

42 Hardy Avenue Grand Falls-Windsor, NL A2A 2J9

Telephone: (709) 292-4215 Facsimile: (709) 292-4502

#### Clarenville

45 Tilley's Road Clarenville, NL A5A 1Z4

Telephone: (709) 466-3982 Facsimile: (709) 466-3987

#### St. John's

Confederation Building P.O. Box 8700 St. John's, NL A1B 4J6

Telephone: (709) 729-5688 Facsimile: (709) 729-5878

### Happy Valley – Goose Bay

163 Hamilton River Road Bursey Building Happy Valley – Goose Bay, NL AOP 1E0

Telephone: (709) 896-6348 Facsimile: (709) 896-3733

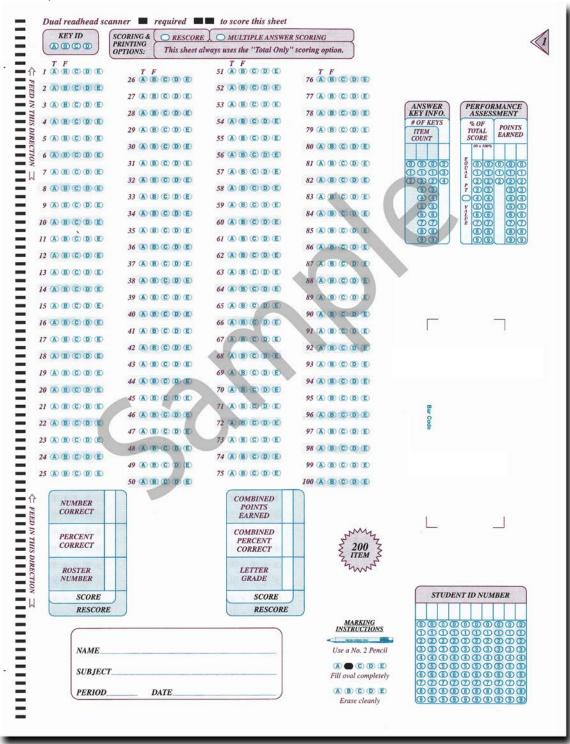
### Appendix B: Calculator Use

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 □ strongly agree	useful tool for □ agree	exam preparat	ion. □ strongly disagree			
(2)	The topics contained  ☐ strongly agree	d in the guide a □ agree	re arranged in a □ disagree	a logical order. □ strongly disagree			
(3)	The design and form  ☐ strongly agree	nat of the guide □ agree	caught my atte  ☐ disagree	ention. □ strongly disagree			
(4)	The instructions thro	oughout the gu □ agree	ide are clear an □ disagree	d to the point.  ☐ strongly disagree			
(5)	The resources listed  ☐ strongly agree	in this guide ar □ agree	e suitable and de la communication de la comm	valuable. □ 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

