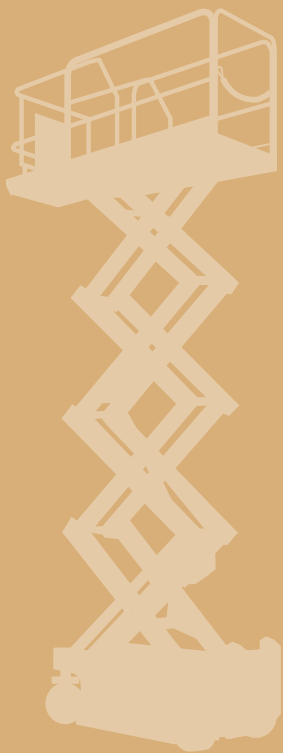


# Statement of Best Practices of General Training and Familiarization for Aerial Work Platform Equipment



Contributed by:



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# Industry Commitment

All in the industry — rental operators, manufacturers, associations for those entities, educators, regulators, users and operators — are dedicated to the best practices related to the training and safe use of aerial work platform (AWP) equipment. Proper use achieves successful project completion and assures operator safety. This is particularly critical when working with AWP equipment, which offers so much versatility and assistance to those who use it. The priority of all in the industry is to make sure that everyone who owns and operates AWP equipment has a clear understanding of his or her role in the requirements for the safe use of that equipment.

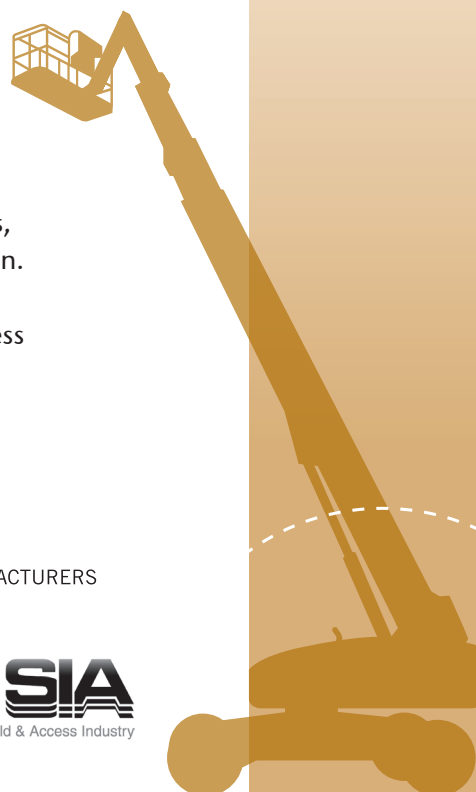
The industry has joined forces to clarify those responsibilities, particularly in the areas of general training and familiarization. We are committed to put forth initiatives that increase awareness of best practices, clarify responsibilities and address the safe use of equipment.



ASSOCIATION OF  
EQUIPMENT MANUFACTURERS



SCAFFOLD  
INDUSTRY  
ASSOCIATION **SIA**  
The Voice of the Scaffold & Access Industry



This Statement of Best Practices of General Training and Familiarization for Aerial Work Platform Equipment (this “Statement”) developed by the American Rental Association, the Association of Equipment Manufacturers, the Scaffold Industry Association, the Associated Equipment Distributors, and the International Powered Access Federation (collectively, the “Associations”) is intended to provide general guidance and best practices in training and safe use of aerial work platform (“AWP”) equipment and summarize certain standards and regulations published by the American National Standards Institute and the Occupational Safety and Health Administration. The Associations do not purport to include in this Statement all standards and regulations applicable to the use of AWP equipment and any reference in this Statement to such standards and regulations should be read in conjunction with the standards and regulations in their entirety. Each individual or company should use its own independent judgment and discretion in successfully implementing the materials in this Statement to best fit the unique needs of its business.

Each of the Associations expressly disclaims any warranties or guarantees, express or implied, and none of the Associations shall be liable for damages of any kind in connection with the material, information, or procedures set forth in this Statement or for reliance on the contents of this Statement. In issuing this Statement, none of the Associations is engaged in rendering legal or other professional services. This Statement is not a substitute for applicable laws, standards and regulations and does not alter or limit the obligation of member companies to fully comply with federal, state and local law and prudent safety measures relating to the use of aerial work platform equipment. This Statement is not intended to create new legal liabilities or expand existing rights or obligations.

# Industry Initiative

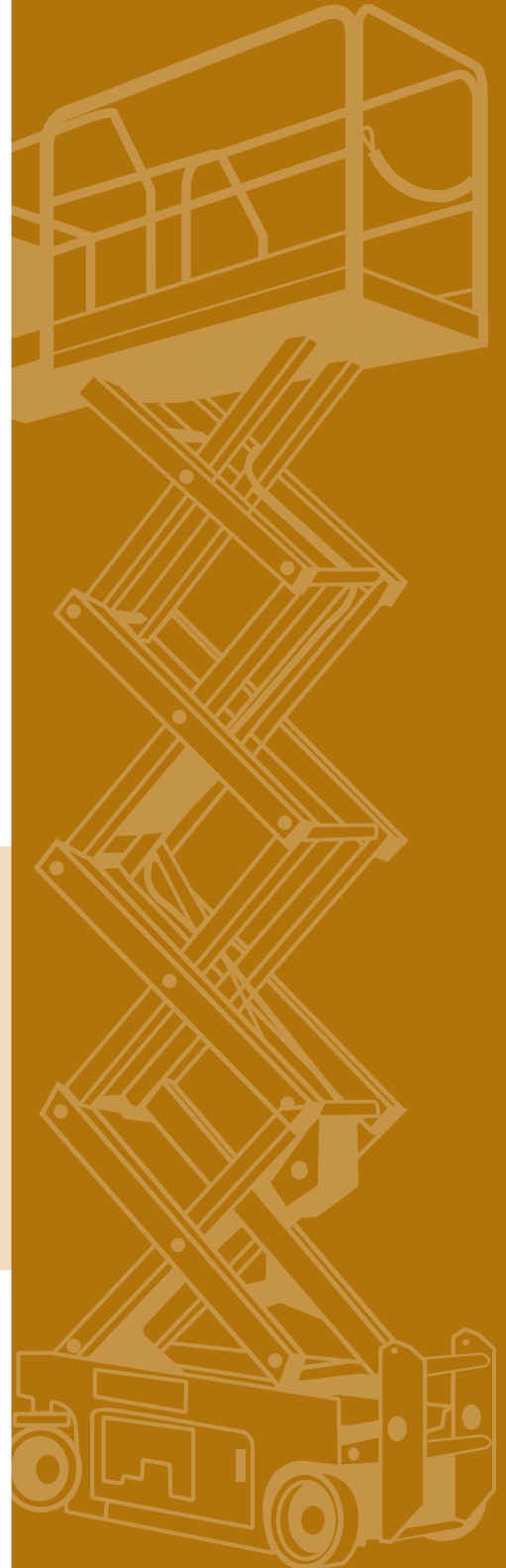
**T**he first tangible result of this industry initiative is this document, *Statement of Best Practices of General Training and Familiarization for Aerial Work Platform Equipment*. The guide has been completed for all in the industry to present a clear and concise understanding of what is required by all parties when it comes to general training and familiarization.

AWP equipment manufacturers, dealers, rental companies and industry stakeholders recommend that users of this equipment read, understand and implement the information in this document throughout their businesses. For answers to questions, contact any of the associations that have contributed to this document.

The goal is to continue to provide this quality of information to the industry. Please join with us in achieving our priority to enhance the implementation of AWP equipment safety measures throughout the industry.

## »» **Goals of this initiative:**

- Increase the safe use of AWP equipment.
- Expand the risk management knowledge about these machines throughout the industry.



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# Section I: Introduction

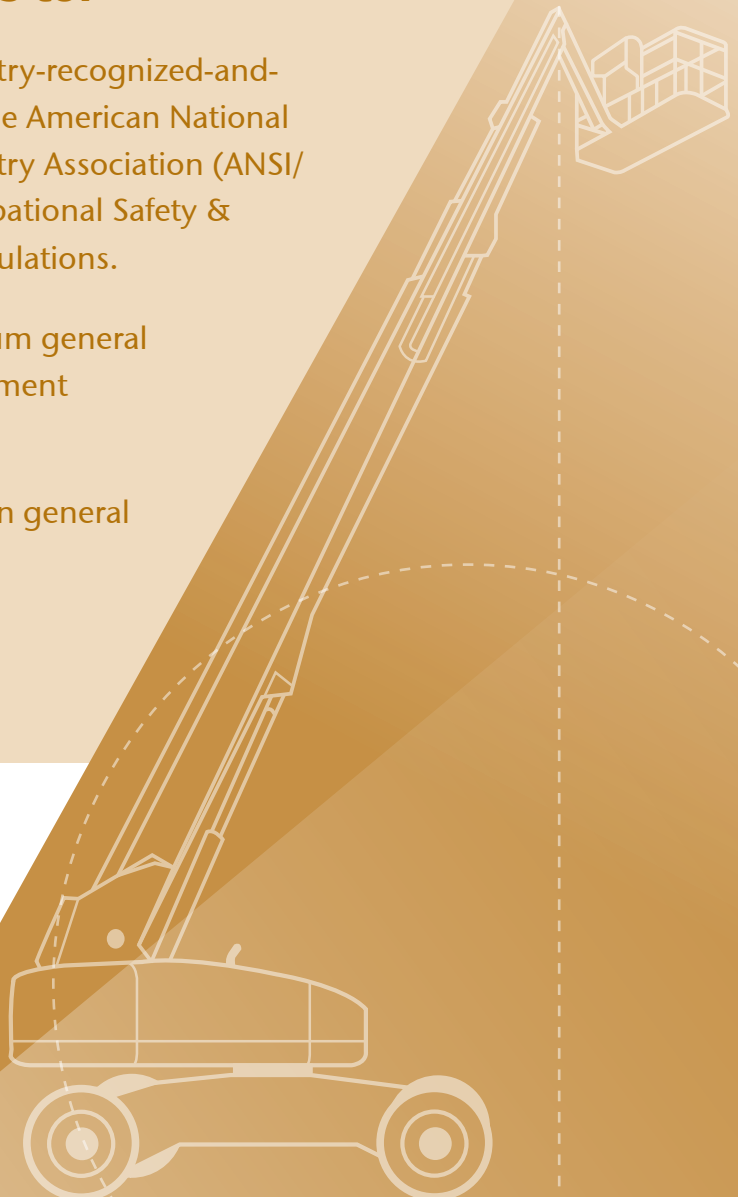
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To increase the safe use of AWP equipment and expand AWP equipment risk management knowledge throughout the industry, those from the industry have joined forces to create an industry-recognized *Statement of Best Practices of General Training and Familiarization for Aerial Work Platform (AWP) Equipment*.

This initiative is the result of recognized inconsistencies in the interpretation of what is general training and familiarization and how each is being delivered in the industry.

## » Intent of this initiative is to:

- Educate the industry on the industry-recognized-and-supported standards, including the American National Standards Institute/Scaffold Industry Association (ANSI/SIA) A92 Standards and the Occupational Safety & Health Administration (OSHA) regulations.
- Present best practices and minimum general training guidelines for AWP equipment operators.
- Emphasize the differences between general training and familiarization.
- Clarify minimum qualifications of the trainer.



## Section II: Definitions

The following terms and definitions from the ANSI/SIA A92 Standards provide a common understanding when each is referenced throughout this document. Refer to these when reading each section.

### Stakeholders

**Dealer/Rental Company:**

A person or entity who buys from a manufacturer or distributor and who generally sells, rents, and services aerial platforms.

**Manufacturer:**

A person or entity who makes, builds, or produces an aerial platform.

**Operator:**

A qualified person who controls the movement of an aerial platform.

**Owner:**

A person or entity who has possession of an aerial platform by virtue of proof of purchase.

**Qualified Person:**

One who, by possession of a recognized degree, certificate, or professional standing, or by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.

**User:**

A person(s) or entity who has care, control and custody of the aerial platform. This person or entity may also be the employer of the operator, a dealer, owner, or operator.

### General

**Aerial Work Platform (AWP):**

A mobile or manually propelled device that has an adjustable position platform, supported from ground level by a structure.

**Familiarization:**

Providing information regarding the control functions and safety devices for the aerial platform(s) to a qualified person or operator who controls the movement of the aerial platform(s) being delivered.

**General Training:**

Instruction to enable the trainee to become a qualified person regarding the task to be performed, including knowledge regarding potential hazards.

## Section III: Situation Analysis

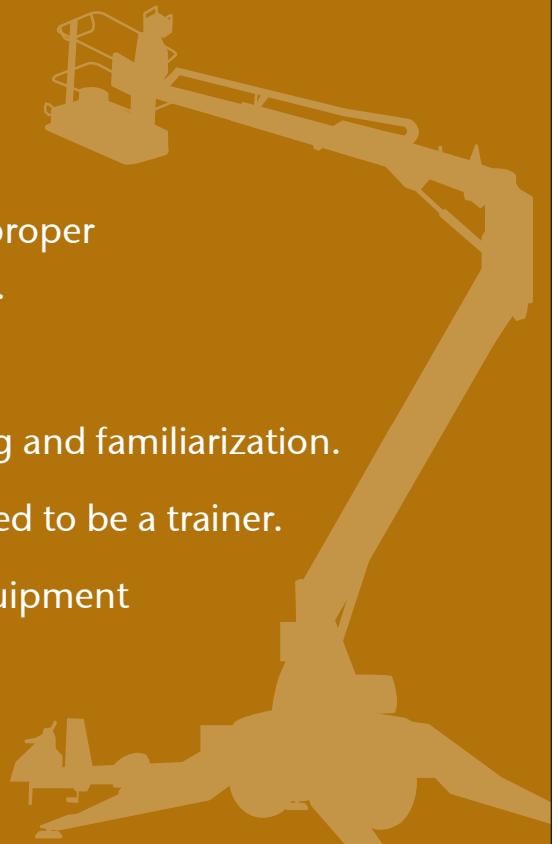
Many programs are available for training operators of AWP equipment. Despite this fact, there continues to be a lack of properly trained operators of aerial work platform equipment. In addition, there is a need to ensure that employers are aware of the training requirements and where to access training materials that meet or exceed minimum standards. After providing appropriate training, the employer must monitor the operator's performance and that individual's work to ensure the use, application and operation of AWP equipment is in conformance with the provisions defined for operators in the ANSI standards. Though the equipment is safe when properly used, training materials that address these needs could raise the level of operator safety even more.

Current ANSI/SIA A92 Standards outline the subject matter for operators and trainers of AWP equipment, but they do not establish quantitative requirements to be met for the qualification of operators or for the trainers.

The responsibility for training is currently upon the employer/user to train operators of AWP equipment. Section 8.5.1 of ANSI/SIA A92 Standards lists what should be included in operator general training, and Section 8.5.3 of those same standards addresses what should be included in familiarization. However, neither answers the question regarding what requirements are to be met to educate operators to a minimum standard. This document recommends the best practices for those minimum requirements.

### »» Issues facing the industry:

- Understanding the importance of proper general training and familiarization.
- Improper training.
- Confusion between general training and familiarization.
- Misunderstanding of who is qualified to be a trainer.
- Need for clarification of all AWP equipment stakeholders' responsibilities.
- Impact on insurance.



## Section IV: Current AWP Equipment Associations, Governing Bodies and Standards

### Associations

The associations involved in this effort include:

- **American Rental Association (ARA)** is the international trade association for the equipment rental industry, including rental businesses and suppliers to the industry. ARA provides educational, insurance/risk management, business management and marketing resources; networking opportunities; industry research; and legislative and regulatory advocacy for its members.
- **Associated Equipment Distributors (AED)** is an international trade association representing companies involved in the distribution, rental and support of equipment used in construction, mining, forestry, power generation, agriculture and industrial applications. AED enhances the ongoing success and profitability of its member companies and related constituencies through public policy advocacy; industry education, training and career development; networking opportunities; as well as research, and performance benchmarks.
- **Association of Equipment Manufacturers (AEM)** is the North American-based international trade group representing the off-road equipment manufacturing industry, and its members manufacture equipment, products and services used worldwide in the agriculture, construction, forestry, mining and utility sectors.
- **International Powered Access Federation (IPAF)** is the specialist international trade association representing rental companies, manufacturers and the end users of every type of aerial work platform. IPAF provides training programs, lobbying, market research, business advice and other resources to members and nonmembers as part of its worldwide mission to “promote the safe and effective use of powered access.”
- **Scaffold Industry Association (SIA)** is a nonprofit trade association committed to raising the standards of professionalism within the scaffold and access industry. The SIA represents all facets of the scaffold and access industry. Through its various programs, the SIA promotes safety, training and a highly professional, responsible image of the scaffold and access professional. The SIA is also the secretariat for the American National Standard, ASC A92 Standards.



## Governing Bodies

The governing body that provides guidelines and regulations includes:

- **Occupational Safety & Health Administration (OSHA)** is an agency of the U.S. Department of Labor and the main federal agency charged with the enforcement of safety and health legislation. Under the Occupational Safety and Health Act of 1970, OSHA's role is to assure safe and healthful conditions for working men and women by authorizing enforcement of the standards developed under the Act, by assisting and encouraging the states in their efforts to assure safe and healthful working conditions, by providing for research, information, education and training in the field of occupational safety and health.

## Standards

The entities and standards that impact owners and operators of AWP equipment include:

- **American National Standards Institute (ANSI)** is the voice of the U.S. standards and conformity assessment system. The Institute oversees the creation, dissemination and the use of thousands of norms and guidelines that directly impact businesses in nearly every business sector.
  - **The ASC A92 Main Committee** is the consensus body approved through ANSI. The ASC A92 Main Committee reports to ANSI through its secretariat, SIA. The main committee is made up of various organizations. The individuals on the committee represent their respective organizations. The subcommittees are made up of individuals who represent themselves. The goal is to make each committee a balance of interested classes. The classifications are: consumers/users, distributors/dealers, experts, regulatory agencies, manufacturers, testing laboratories and not-for-profit or for-profit entities.
- **ASC A92 Standards** are developed by the A92 Main Committee and are applicable to U.S. operations. They are used by manufacturers, dealers, owners, users and operators of AWP equipment. The purpose of the standards is the proper and safe use of machines and the prevention of accidents and injuries. These standards also establish criteria for the manufacturers as well as aid the manufacturers, dealers, owners, users and operators of AWP equipment to understand their various responsibilities. This document references the following A92 Standards:
  - A92.3 – Manually propelled elevating aerial platforms (push-around)
  - A92.5 – Boom-supported elevating work platforms (boom lifts)
  - A92.6 – Self-propelled elevating work platforms (scissor lifts)
  - Towable work platforms, included in A92.2 (trailer-mounted boom lifts)

The A92 Standards are published in two forms:

- **Full ANSI A92 Standards**
- **ANSI/SIA Manuals of Responsibilities** are abbreviated versions of the full ANSI A92 Standards. They contain everything that is in the full standards except Sections 1 and 2 of the standard and the manufacturers' responsibilities.

# Section V: ANSI and OSHA Roles and Compliance Requirements

## Roles of ANSI and OSHA

ANSI promotes safety in the industry by developing recommendations in the form of standards and guidelines. While ANSI standards are considered best practices, they are not laws or regulations. Complying with ANSI standards is **voluntary**.

OSHA is an agency of the U.S. government that issues and enforces regulations for employers to ensure workplace safety and health. Though the regulations are often referred to as standards, they are in fact laws and therefore compliance is **mandatory**.

## Reasons for Complying

ANSI standards and OSHA regulations are often confused because they generally address the same issues. In fact, many OSHA regulations were written based on ANSI standards. Also, OSHA often adopts ANSI standards via “incorporation by reference.” When standards are adopted or incorporated, they become part of the OSHA regulation and are no longer voluntary.

Although ANSI standards are technically voluntary, it is in **every company’s best interest** to comply with them. Even when they are not incorporated into OSHA regulations, employers are expected to acknowledge them since they represent a consensus on what experts consider safe. Also, not following standards may be considered a violation of OSHA’s “general duty” clause, which requires employers to keep the workplace “free from recognized hazards.” Finally, since ANSI standards are considered best practices, they are viewed as the legal “standard of care.”

**Noncompliance can equate to negligence and legal liability in the event of an injury.**

**OSHA refers to ANSI standards for industry best practices.**

OSHA has written many rules in the Code of Federal Regulations, but in some cases has adopted consensus standards to be used as minimum guidelines by their reference in the Code of Federal Regulations. In 1974, they adopted many of the ANSI and NFPA (National Fire Protection Association) standards in order to promote safety rules. In this particular time frame, there was only one aerial lift standard, A92.2-1969 for vehicle-mounted elevating and rotating work platforms.

ANSI has since created other standards for other types of aerial lifts and OSHA observes these consensus standards. OSHA also has recognized using these updated consensus standards through interpretive letters regarding compliance. **Therefore, ANSI standards must be the governing documents used going forward to establish minimum requirements for training.**

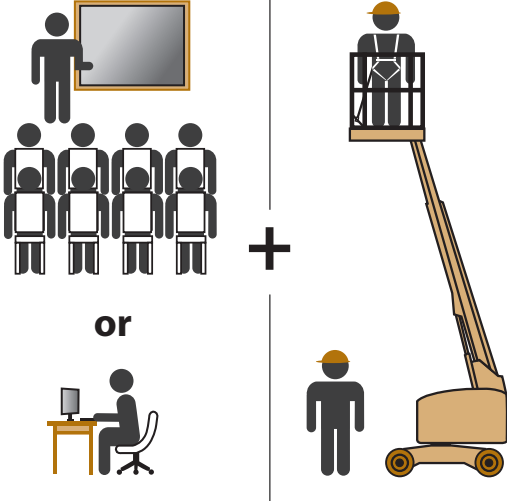
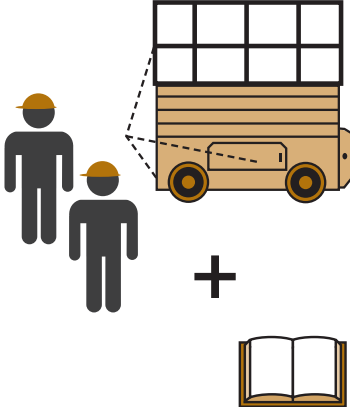
All contributing organizations fully support the ANSI/SIA A92 Standards as the recognized standards for AWP equipment. The associations and their members are actively involved on the A92 Main and Subcommittees. Incorporating changes regarding minimum levels of training into these ANSI/SIA publications is a long-term goal of these organizations.

# Section VI: General Training and Familiarization for the Operator

## Overview

According to the ANSI/SIA A92 Standards, when a user directs or authorizes an individual to operate an aerial work platform, the user must ensure that the individual is trained before being assigned to operate it. The operator must receive general training on the type of AWP equipment being assigned. Instructions should include the inspection, application, recognition and avoidance of hazards associated with that equipment. Additionally, the operator must receive AWP equipment model-specific familiarization on the particular model that he/she will be operating.

Both general training and familiarization are currently outlined in the ANSI/SIA Manuals of Responsibilities and the full ANSI/SIA A92 Standards.

General Training	Familiarization
<b>Prepares an operator to operate</b>	
Multiple pieces of equipment of a particular type	A specific model
Push-around Boom lifts Scissor lifts Trailer-mounted boom lifts	Manufacturer X Model XXX Manufacturer Y Model YYY Manufacturer Z Model ZZZ
Classroom/formal + hands-on/practical	Prior to use
	

## General Training

General instructions for operators regarding the inspection, application and operation of AWP equipment, including recognition and avoidance of hazards associated with their use, are covered in Section 8.5.1 of ANSI/SIA Standards A92.3, A92.5 and A92.6. (See page 17 for details of the standards.) These and other industry practices require the inclusion of, but are not necessarily limited to, the following issues and requirements:

- The actual operation of the aerial platform “under the direction of a qualified person.”
- The need for the trainee to operate the aerial platform(s) for a sufficient period of time to demonstrate proficiency in the actual operation of all functions of the aerial platform.
- That much of the general training should take place in the classroom.
- Regulations and standards.
- The need to perform workplace inspections.
- Recognition and avoidance of common hazards.
- Operator warnings and instructions.
- The purpose and use of manuals.
- A pre-start inspection.
- Factors affecting stability.
- Personal protective equipment.
- General equipment components.
- Safe use of equipment.
- The proper selection of the AWP equipment for the job at hand.
- The application and understanding of typical options that are likely associated with larger machines: e.g. outriggers/stabilizers, extendable axles, envelope management systems, load-moment devices, dual capacity.

When properly completed, general training is the first step toward qualifying an operator to operate any like-type of AWP equipment as long as he/she is also familiarized with the controls and safety devices of the other like-type equipment.

### Important!

**When general training takes place on a particular model of equipment, operating other equipment models, which were not included in this initial instruction, places the operator and others at risk without additional familiarization.**

For example, an operator who does not understand/is not familiar with all the controls, safety devices and operating characteristics on a subsequently used piece of equipment may not know how to get the unit down in the event of engine failure or other such emergency.

**This is expressly why, in addition to initial general training of individuals, the need for familiarization with each piece of equipment is so critical.**

## Model-specific Familiarization

Familiarization for operators is listed in three component parts in Section 8.5.3 of the ANSI/SIA A92.3, A92.5 and A92.6 Standards:

**“Familiarization.** *When an operator is directed to operate an aerial platform he/she is not familiar with, the operator shall receive instructions regarding the following items:*

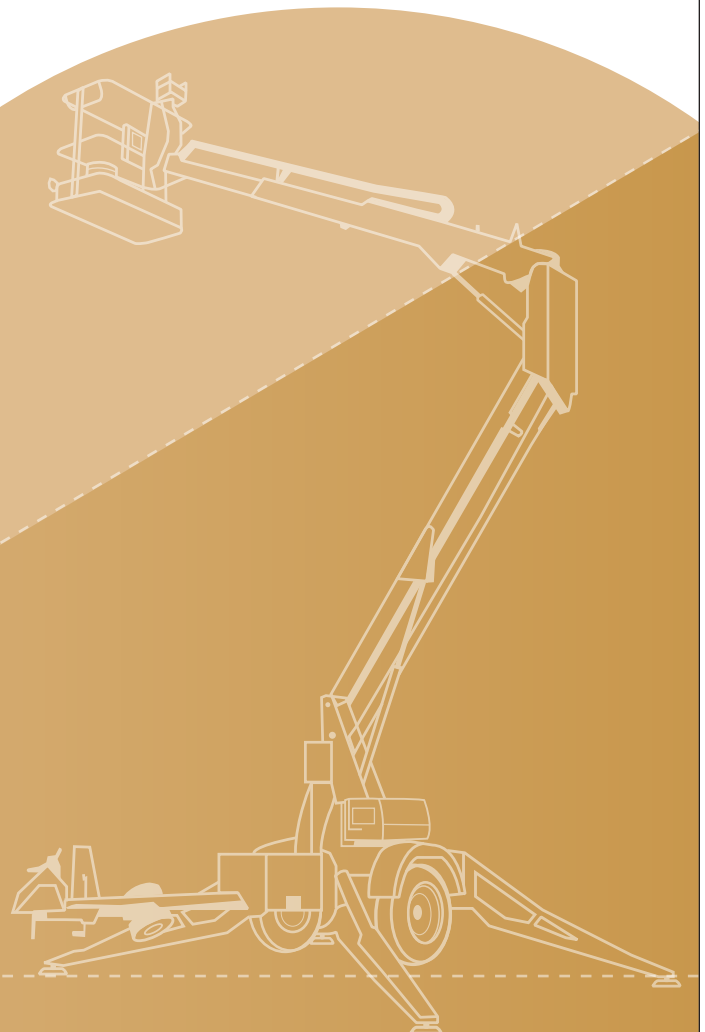
*1. The location of the weather resistant compartment (for manual storage).*

It is the responsibility of the operator to ensure that the correct manuals are in fact on board the unit as required by Section 8.2 of the ANSI/SIA A92 Standards and that he/she be familiar with the manuals and reference them as required in Section 8.2.1.

*2. The purpose and function of all controls.*

*3. Safety devices and operating characteristics specific to the aerial platform.”*

The user of the equipment shall ensure that the operator is familiar with the piece of equipment he/she is directed to operate. Familiarization must be facilitated by a qualified person. Only a trained and qualified person may self-familiarize by reading and understanding the manufacturer’s operating instructions and user’s safety rules — or have it explained if there are questions.



# General Training vs. Familiarization

The following chart illustrates best practices that are associated with general training and familiarization.

	ANSI General Training	ANSI Familiarization
<b>Location:</b>	Classroom/formal + hands-on/practical	Prior to use (on the machine)
<b>Length:</b>	3-6 hours or more, depending on class size and number of equipment classifications to be covered	15-60 minutes or more
<b>Facilitated by:</b>	Qualified AWP equipment instructor	Qualified person (i.e., driver, sales-person, supervisor or trainer)
<b>Material covered:</b>	ANSI lists 11 required items related to the operation of the equipment, including decals and pre-start inspections. <ul style="list-style-type: none"> <li>■ Basically, the operator needs to be trained about the safe operation of the specific models present at training.</li> <li>■ Under the direction of a qualified instructor, the operator needs to demonstrate proficiency in the actual operation of the equipment.</li> </ul>	Covers the: <ul style="list-style-type: none"> <li>■ Location of manuals as specified by the manufacturer</li> <li>■ Control functions: How to start the machine, move the machine, activate the deck extensions, steer and use outriggers, etc.</li> <li>■ Safety devices, including location of the anchorage points and tilt alarms</li> </ul>
<b>Regulatory/reference documents:</b>	<ul style="list-style-type: none"> <li>■ OSHA 1910, 1926.453</li> <li>■ ANSI/SIA A92.2, A92.3, A92.5, A92.6 Standards and Manuals of Responsibilities</li> <li>■ Manufacturer's operating manual</li> </ul>	<ul style="list-style-type: none"> <li>■ ANSI/SIA A92.2, A92.3, A92.5, A92.6 Standards and Manuals of Responsibilities</li> <li>■ Manufacturer's operating manual</li> </ul>
<b>Equipment:</b>	Generally, trained on one or more types of equipment classifications: <ul style="list-style-type: none"> <li>■ Boom lifts</li> <li>■ Scissor lifts</li> <li>■ Push-around</li> <li>■ Trailer-mounted boom lifts</li> </ul>	Model-specific
<b>Frequency:</b>	<ul style="list-style-type: none"> <li>■ Prior to use</li> <li>■ Retrained: <ul style="list-style-type: none"> <li>● At least every five years</li> <li>● After a job change</li> <li>● Observation and evaluation of the operator</li> </ul> </li> </ul>	Prior to use (model-specific)
<b>Record dissemination:</b>	The following forms of documentation should be available from the employer/training company and should include proof of training for an operator: <ul style="list-style-type: none"> <li>■ Operator certificate (optional)</li> <li>■ Operator wallet card (optional)</li> <li>■ Hard hat sticker (optional)</li> </ul>	Names of those familiarized, the name of the person who performed the familiarization and the dates of familiarization
<b>Record retention:</b>	The employer and trainer should retain the following documentation for four years: <ul style="list-style-type: none"> <li>■ Name of trainee</li> <li>■ Name of entity providing training or retraining</li> <li>■ Name of trainer</li> <li>■ Date of general training</li> <li>■ Type of equipment classification training occurred on</li> </ul>	The employer and the trainer need to retain the following for four years: <ul style="list-style-type: none"> <li>■ Name of the person receiving familiarization</li> <li>■ Date of familiarization</li> <li>■ Equipment covered in familiarization</li> <li>■ Identity of the person(s) performing the familiarization</li> </ul>

# Section VII: Trainer

## Qualifications

The ANSI/SIA A92 Standards have defined a qualified person as follows. This pertains to operators and trainers alike:

*“**Qualified Person.** One who, by possession of a recognized degree, certificate, or professional standing, or by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.”*

## Attributes

The following is a suggested list of attributes a trainer will need in order to successfully educate operators:



### Skills/knowledge

- ✓ Must know the rules, regulations and standards.
- ✓ Needs to have knowledge of the equipment, the operator safety manual, warning decals and placards.
- ✓ Possesses awareness of potential hazards and the means to protect against identified hazards.
- ✓ Be able to identify and avoid potential workplace hazards.
- ✓ Understands manufacturer’s guidelines for proper/improper use and application of the equipment.
- ✓ Knows the consequences of improper use and application of the equipment.
- ✓ Has a good safety record that is based on consistent implementation of the rules.



### Communication

- ✓ Possesses good communication and presentation skills when speaking with groups or individuals.
- ✓ Knows and understands the teaching methods and learning styles of adult learners.
- ✓ Be able to obtain acknowledgement from the operator that he/she can implement the training.
- ✓ Has the ability to deliver training in a manner and language appropriate to ensure understanding by the audience.



### Qualities

- ✓ Possesses a concern for the welfare of others so trainers can serve as a safety advocate.
- ✓ Be intuitive and perceptive with people, i.e., can “read” the audience.
- ✓ Works in a confident and honest manner with people.

# Section VIII: Roles and Responsibilities Regarding General Training and Familiarization

The following chart on page 17 contains explanations that clarify responsibilities for both training and familiarization. Various entities have specific responsibilities in regards to general training and familiarization. The same entity may serve in different roles such as a dealer and user. For instance, whenever an entity is serving in the role of the dealer, the following responsibilities are enacted:

## General Training

It is the dealer's responsibility to assist its customers in identifying training resources in order to satisfy its operator training obligations.

ANSI/SIA A92 Standards Section 5.7 (Responsibilities of Dealers) state:

***“Training.** The dealer shall offer appropriate training to facilitate owners, users, and operators to comply with requirements set forth in this standard regarding the inspection, maintenance, use, application, and operation of the aerial platform.”*

Although this implies that the dealer will provide the training, it often is the case that the dealer will offer other training resources (training companies or the manufacturer) to its customers as a means of satisfying this requirement. Nothing states that the dealer must accomplish this training itself.

**The responsibility for conducting proper operator training has always been on the user and the individual employer. The dealer must offer training or direct the customer to a selection of reasonably available resources to ensure proper training of the customer's personnel.**

Potential training resources are any entity offering instruction by a qualified instructor following an appropriate training program. This may be the manufacturer, rental company, independent training company or internal resources of the employer who rented the equipment.

## Familiarization

It is the dealer/rental company's responsibility to provide familiarization to the designated person(s) receiving the equipment.

ANSI/SIA A92.5 and A92.6 Standards Section 5.8 (Responsibilities of Dealers) state:

***“Familiarization upon Delivery.** Upon delivery by sale, lease, rental or any form of use, the dealer shall have the responsibility with the person designated by the receiving entity for accepting the aerial platform to:*

- 1. Identify the weather resistant compartment (for manual(s) storage).*
- 2. Confirm that the manual(s), as specified by the manufacturer, are on the aerial platform.*
- 3. Review control functions.*
- 4. Review safety devices specific to the model aerial platform being delivered.”*



## General Training

ANSI term:	Manufacturer	Dealer	User	Operator
<b>Can be:</b>	Manufacturers	Rental company	<ul style="list-style-type: none"> <li>■ Employer/supervisor of the operator</li> <li>■ Rental company</li> <li>■ Owner and operator</li> </ul>	Qualified person who controls the movement of the AWP equipment
<b>Responsible for:</b>	Developing and offering training and training materials	Offering training	Ensuring operator training and retraining and that operators adhere to training	Receiving training and ensuring compliance
<b>Covered in standard:</b>	ANSI/SIA A92, Section 4	ANSI/SIA A92, Section 5.7	ANSI/SIA A92, Section 7.6	ANSI/SIA A92, Section 8.5.1
<b>Details of standard:</b>	<p><i>“Manufacturers (remanufacturers) shall develop and offer training materials that will aid dealers, owners, and users in meeting their responsibilities as outlined in this standard.”</i></p>	<p><i>“The dealer shall offer appropriate training to facilitate owners, users, and operators to comply with requirements set forth in this standard regarding the inspection, maintenance, use, application, and operation of the aerial platform.”</i></p>	<p><i>“Whenever a user directs or authorizes an individual to operate an aerial platform, the user shall ensure the person has been:</i></p> <ol style="list-style-type: none"> <li><i>1. Trained before being assigned to operate the aerial platform.</i></li> <li><i>2. Familiarized with the aerial platform to be operated.</i></li> <li><i>3. Made aware of responsibilities of operators as outlined in Section 8 of this Standard.</i></li> <li><i>4. Retrained, if necessary, based on the user’s observation and evaluation of the operator.”</i></li> </ol>	<p><i>“Only personnel who have received general instructions regarding the inspection, application and operation of aerial platforms, including recognition and avoidance of hazards associated with their operation, shall operate an aerial platform. Such items covered shall include, but not necessarily be limited, to the following issues and requirements:</i></p> <ol style="list-style-type: none"> <li><i>1. The purpose and use of manuals.</i></li> <li><i>2. That operating manuals are an integral part of the aerial platform and must be stored properly in the weather resistant compartment.</i></li> <li><i>3. A pre-start inspection.</i></li> <li><i>4. Responsibilities associated with problems or malfunctions affecting the operation of the aerial platform.</i></li> <li><i>5. Factors affecting stability.</i></li> <li><i>6. The purpose of placards and decals.</i></li> <li><i>7. Workplace inspection.</i></li> <li><i>8. Safety rules and regulations.</i></li> <li><i>9. Authorization to operate.</i></li> <li><i>10. Operator warnings and instructions.</i></li> <li><i>11. Actual operation of the aerial platform. Under the direction of a qualified person, the trainee shall operate the aerial platform for a sufficient period of time to demonstrate proficiency in the actual operation of the aerial platform.”</i></li> </ol>

## Familiarization

ANSI term:	Dealer	User	Operator
<b>Can be:</b>	<ul style="list-style-type: none"> <li>■ Rental company</li> <li>■ Manufacturer</li> </ul>	<ul style="list-style-type: none"> <li>■ Employer/supervisor of the operator</li> <li>■ Rental company</li> <li>■ Owner</li> <li>■ Operator</li> </ul>	Qualified person who controls the movement of the AWP equipment
<b>Responsible for:</b>	Familiarizing prior to use	Ensuring familiarization before use	Receiving familiarization
<b>Covered in standard:</b>	ANSI/SIA A92.5 and A92.6, Section 5.8	ANSI/SIA A92.5 and A92.6, Section 7.7	ANSI/SIA A92.5 and A92.6, Section 8.5.3
<b>Details of standard:</b>	<p><i>“Upon delivery by sale, lease, rental or any form of use, the dealer shall have the responsibility with the person designated by the receiving entity for accepting the aerial platform to:</i></p> <ol style="list-style-type: none"> <li><i>1. Identify the weather resistant compartment (for manual(s) storage)</i></li> <li><i>2. Confirm that the manual(s), as specified by the manufacturer, are on the aerial platform</i></li> <li><i>3. Review control functions</i></li> <li><i>4. Review safety devices specific to the model aerial platform being delivered.”</i></li> </ol>	<p><i>“The user shall permit only properly trained personnel to operate an aerial platform. The user shall ensure that before use the operator is familiar with the model of the aerial platform to be operated, and specifically:</i></p> <ol style="list-style-type: none"> <li><i>1. Knows where the weather resistant compartment for manual storage is located.</i></li> <li><i>2. Knows the operator and maintenance manuals supplied by the manufacturer are stored in the weather resistant compartment and is familiar with the operating and safety manuals.</i></li> <li><i>3. Understands all control functions, placards and warnings.</i></li> <li><i>4. Is aware of and understands all safety devices specific to the model aerial platform being used.”</i></li> </ol>	<p><i>“When an operator is directed to operate an aerial platform he/she is not familiar with, the operator shall receive instructions regarding the following items:</i></p> <ol style="list-style-type: none"> <li><i>1. The location of the weather resistant compartment (for manual storage).</i></li> <li><i>2. The purpose and function of all controls.</i></li> <li><i>3. Safety devices and operating characteristics specific to the aerial platform.”</i></li> </ol>

# Section IX: Record Retention and Proof of the Operator's Qualifications

## General Training

The user and the entity providing training (i.e., manufacturer, rental company, independent training company, or internal resources of the employer) should retain documentation to verify that general training has been completed.

The documentation needs to include the following information and should be retained for a period of four years as required by the ANSI/SIA A92 Standards:

- Name of the operator
- Date of general training
- Equipment covered in general training
- Identity of the person(s) performing the training or evaluation

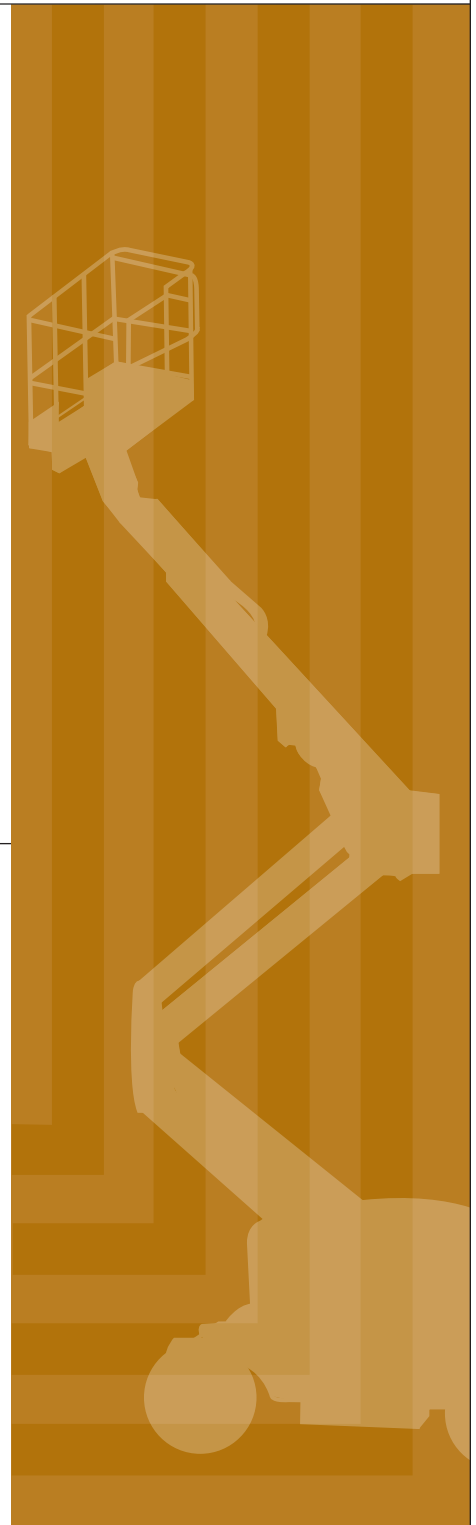
An *optional* operator validation in the form of a card or certificate by a qualified general training entity may be provided. The documentation should validate that the operator has received AWP equipment general training and contain the information prescribed by the ANSI/SIA A92 Standards.

## Familiarization

The user and the entity providing the familiarization (i.e., manufacturer, rental company, independent training company, or internal resources of the employer) should retain documentation to verify familiarization has been offered and completed.

The documentation would include the following information and should be retained for a period of four years as required by the ANSI/SIA A92 Standards:

- Name of the person receiving familiarization
- Date of familiarization
- Equipment covered in familiarization
- Identity of the person(s) performing the familiarization



**For additional information or to comment on this initiative, contact:**



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