



PEEB Certified Lifting Inspector (General) Candidate Handbook-V24

This Candidate Handbook provides comprehensive information, understanding of policies & procedures related to certification eligibility, test development and administration, professional conduct, and disciplinary measures, maintaining certification, and security procedures established by PEEB.

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1 INTRODUCTION

1.1 About PEEB

1.1.1 Who We Are?

The Professional Excellence Evaluation Board (PEEB) is the premier global accredited personnel certification body as per ISO 17024:2012 from International Accreditation Services (IAS). PEEB accreditation demonstrates that all certifications meet the global standards. PEEB provides certification schemes in diverse professions and industries, not limited to Quality, Health & Safety, Food, Environment, Energy, Six Sigma, Fire, Calibration, Lifting and Rigging etc. PEEB's rigorous, effective, and reliable e-certification process elevates the expectations of professionals in their fields and allows them to demonstrate their commitment and ability to work at the highest level.

PEEB uses Subject Matter Expert (SME) throughout the development and evaluation processes. Our extensive knowledge in developing task analysis, assessments, and certifications distinguishes us in the competitive environment.

We are highly committed and accepted to be an autonomous certification board by employers and learners in the market. We are dedicated to being the most dynamic and fresh-thinking organisation in the market. We believe that the right professional with the right competencies delivers the right outcomes.

PEEB recognises the importance of impartiality in carrying out its certification activities, so all the staff and/or stakeholders manage conflicts of interest and ensure the objectivity of all certification activities. PEEB will not discriminate based on race, creed, ethnic origin, religion, age, disability, political affiliation, gender, sexual orientation, marital, parental, military, or any other legally protected status.

1.1.2 Our Objective

1. Our objective is to keep things simple for individuals and advance their knowledge, skills, and careers, for the meet-up of individuals, organizational requirements, and customer services.
2. To encourage professionalism, equality, and diversity and urge ethical practice.
3. To sustain the integrity of assessments and certification by providing quality assurance.
4. Provide comprehensive services that demonstrate the benefits for individuals and inspire them as a whole society.

1.1.3 Our Motto is “Passion for Excellence”

Vision

To build a global platform for professionals to pursue excellence through personnel certifications.

Mission

To inspire and develop leaders in their professions through globally recognized personnel certifications and support the society.

Values

Dedication to Superiority: We ensure the highest level of excellence in all outputs with the aim of becoming “Global Leaders” Our slogan is “**Passion for Excellence**”.

Veracity: We ensure that all exchanges with clients and along with the staff are based on honesty and mutual self-esteem with the aim of supporting ‘integrity over the board’.

Sustainability: Our belief is in the long-term sustainability of both the organisation and clients thereby “boosting self-sufficiency all through continuous enrichments in our services”

Accountability: We deliver our promises to ourselves and our customers.

Modernization / Innovation: We believe in learning, modifying, and expanding thereby “reacting positively to change”.

Professionalism and Excellence: Dedication to be the best and to provide the best for our members.

Transparency: Effective and clear communication about all our business.

1.1.4 PEEB Code of Conduct

This code of conduct sets professional standards and ethical values, which are set and must be complied with by applicants, candidates and credential holders and abide by PEEB obligations, standards, and its governing policies always.

Integrity:

The certified professionals shall pursue and maintain integrity, dignity, and distinction of the profession as well as of the PEEB by complying with these standards of work ethics.

Scope:

PEEB evaluated/certified professionals shall hold and be accountable for fundamental standards during the conduct of their duties and professionally advise employers, clients, employees, the public and appropriate authorities, of any danger and intolerable risks.

Professionalism:

PEEB-evaluated and certified professional candidates shall only conduct practice in his/her educational field of expertise and knowledge. As well as following up their professional development by maintaining their proficiency through further knowledge, work experience, professional skills, and keeping up to date with current affairs of the profession.

The PEEB certified professional shall pursue opportunities in services of civic, and business affairs, working for the improvement of the quality check, health and safety, system security, management proficiencies, and other well-being of the community, by sharing their acquired knowledge and professional skills and experiences.

Fairness:

PEEB-certified professionals shall always act as non-biased professionals in their field and in a manner regardless of an individual's religion, ethnicity, gender, age, national origin, sexual orientation, or disability.

Support:

PEEB certified professionals will always support fellow professionals and PEEB is the main operating power behind the development of the professional environment. In addition, certified professionals by PEEB - will not conspire, embarrass, or discredit the PEEB or the other colleagues.

1.1.5 Statement of Confidentiality

PEEB certified professionals must be unbiased and fair-minded and conduct his/her professional affairs with responsibility and integrity. Continuously maintain exacting standards of ethics, and balanced care for the concerns of the public, employers, clients, employees, colleagues, and the profession itself.

PEEB certified professionals must avoid conducting or practicing, which might lead to discrediting the professions, or PEEB board or misleading the public in any manner.

1.1.6 Statement of Impartiality

Professional Excellence Evaluation Board - PEEB provides objective and balanced professional certification awarding services. We stick to transparent procedures based on certification schemes, which comprise built-in checks to ensure the objectivity of certification activities.

2 Certified Lifting Inspector (General) CERTIFICATION SCHEME

2.1 Certified Lifting Inspector (General) Program Overview

The purpose of certification in the lifting field is to promote excellence and professionalism. The Certified Lifting Inspector certification program certifies individuals who have met the program prerequisites and who demonstrate that they have acquired a minimum level of knowledge and expertise in this field by passing the examination.

PEEB utilizes the support of experts in examination development, psychometrics, and examination delivery to support the development of the Certified Lifting Inspector certification and examination. This cooperative effort by the PEEB, its consultants, and practising lifting professionals has resulted in defining the body of knowledge significant to the practice of lifting.

The Certified Lifting Inspector credential designation represents a personal benchmark that validates knowledge, skill, and practice. Obtaining the Certified Lifting Inspector certification will set you apart from others within the lifting industry and emphasize that you are professionally committed to health and safety within the workplace.

2.2 Objectives of Certification

The objectives of the certification program for lifting industry professionals are to:

1. Professional standards and improve the practice of liftings.
2. Provide recognition to those professionals who demonstrate an acquired body of knowledge and expertise in the field through successful completion of the application, interview, and examination process: Identify for employers, the public and members of allied professions, individuals with acceptable knowledge of the principles and practice of lifting lifting.
3. Foster continuing competence and maintain the professional standard in OHS through a mandatory continuing professional development (CPD) program.

2.3 Certified Lifting Inspector (General) Certification Scope

Certified Lifting Inspector Certifications scope provides valued knowledge and recognitions that the candidate has experience within a specific industry.

When you see Certified Lifting Inspector (General) after a name, you know that they have been through a rigorous process that confirms their recognised schooling, professional practice, and professional development and that they have successfully passed a competency-based certification assessment/evaluation. They have also signed and agreed to abide by the PEEB Code of Conduct and maintain ongoing continual professional development (CPD).

2.4 Eligibility Criteria

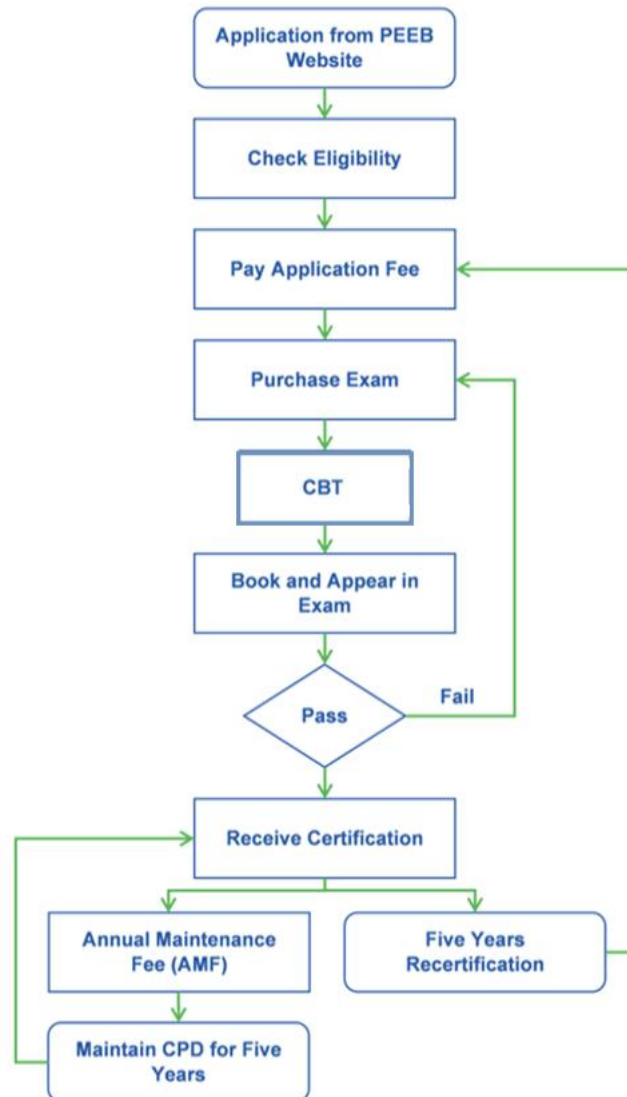
Applicants for Certified Lifting Inspector (General) certification must meet one of the following two options:

Exam	Education	Professional Experience
Certified Lifting Inspector (General)	Master/Bachelor's Degree in any subject or (International equivalent)	Six months of professional safety experience in any industry where safety is at least 50%, preventative, professional level with breadth and depth of lifting
	Associate Diploma or GCSE Level Certificate	One year of professional safety experience in any industry where safety is at least 50%, preventative, professional level with breadth and depth of lifting

3 APPLICATION AND EXAMINATION PROCEDURE

3.1 Certification & Application Process

PEEB offers a very clear and easy procedure for the PEEB certification. Candidate Can go towards the PEEB Certification by following these application and examination steps.



3.2 Certification Steps

Step 1 – Pick A certification

The first stage is to select a certification from PEEB website according to the eligibility.

Step 2 – Check Eligibility

The second step is to check the certification criteria through PEEB official website. Applicants for PEEB certification must meet one of the following three options given in chapter 2.

Step 3 – Pay and Submit Application

Fill up the signup form, pay the application fee and then submit the remaining application at the PEEB online portal. Applications are reviewed by PEEB management and evaluate the material presented by an applicant i.e., Applicants for PEEB certification must meet one of the following two options given in chapter 2. Applicants will receive a notification about their application status within 3 business days of receiving your application.

Step 4 – Purchase Exams

Once application approved, the applicant will purchase the exam set and Candidate must have to sit in examination within one year of validity.

Step 5 – Select Exam

PEEB Exams is a computer-based test CBT.

Step 6 – Book and Appear in Exam Once the exam is purchased, the Candidate can take the exam anytime by visiting the Exam link provided through email.

Step 7 – Pass the Examination

Once the Candidate passes the PEEB certification exam he qualifies for the certification. PEEB will award certification who pass the certification exams.

Step 8 – Pay Annual Renewal Fee There is an annual renewal fee who earn the PEEB credential. Candidate must have to maintain and submit the CPD points yearly.

3.3 Recertification

PEEB certified must maintain CPD by compiling 25 Re-certification points every year. Another way to earn all the required points is to retake and pass the examination for Re-certification.

3.4 Application Fees for Examination and Certification

PEEP offers direct exams, where a candidate can sit for the exam without attending the training course. The applicable prices are as follows:

- Application Fee: £75
- Certification Exam Fee: £225
- Re-sit Examination Fee: £99
- Annual Maintenance Fee (AMF): £99

The application fee for certification is £75 will be valid for one year, applicants can schedule certification exams within one year. PEEB waved off the first year of Annual Maintenance Fee (AMF) from all certification holders.

Note: If your application is not approved or you're not eligible we will contact you. The application's £75 processing fee is not refundable.

3.5 Examination Approval Process

Once the application is approved by PEEB the candidate will receive a confirmation email of approval from PEEB.

A candidate must sit for the examination within one year of receiving approval. If the candidate fails to take an exam within this one-year period, they must undergo the entire application approval process again, including the application fee, unless there are exceptional circumstances.

3.6 Appointment Scheduling

PEEB is responsible for the Online examination.

3.6.1 Online

PEEB will schedule examination appointment over the Internet. Candidate ID and authorization email are required to schedule and change the appointment.

3.7 Identification Requirements

The examination candidate is required to present original (no photocopies) & valid ID i.e., passport/national identity card etc.

If you are not a citizen of the country in which you are sitting for exam, the only acceptable identification document is your valid, unexpired passport.

Failure to present the proper identification will result in the forfeiture of your examination.

4 MANDATORY RULES & REGULATION

4.1 Rules for Scheduling/Appointment for Examination

As this is a computer-based test (CBT), candidates are provided with a one-year window from the date of application approval to take the examination at their convenience. Therefore, rescheduling of the examination is not permitted.

Candidates should ensure they select an examination date within their authorization period. If a candidate needs an extension beyond this one-year period, they may apply for an additional one-year extension, subject to an extension fee.

4.2 Missed Examinations

Once you log in and start the examination, you cannot stop, pause, or restart the exam. The examination timer will continue even if there is a loss of internet connection, so please ensure your internet connection, hardware, and camera are all functioning well before you begin. All required identification documents must be available at the start, as the examination will not proceed without successful identity verification.

To retake the examination after being denied access, you will need to re-register and pay the full certification exam fee.

4.3 Inclement Weather or Emergency

In cases of inclement weather or unforeseen emergencies on the day of the examination, PEEB will assess if circumstances warrant a rescheduling of the certification exam. The computer-based examination is generally not cancelled due to weather conditions.

4.4 Test Misconduct

Candidates engaging in any dishonest practices during the exam will be considered to have committed test misconduct. Any misconduct may result in the dismissal of both their application and examination session, as well as disqualification from future PEEB exams.

Misconduct includes, but is not limited to, the following:

- Disclosing certification questions and/or subject matter.
- Assisting or conspiring with others to cheat.
- Illegally obtaining test materials through unauthorized means.
- Falsifying your identity or impersonating another candidate.
- Using unauthorized materials or devices during the test, such as books, calculators, or electronic devices including smartwatches, smartphones, tablets, and other communication or memory aid devices.

4.5 Taking your Examination

After the identification check is completed, the candidate will be granted access to the examination. They will have 4 hours to complete the exam, with a 15-minute break provided after 2 hours. All the details will be communicated to the candidate via email from PEEB prior to the exam date.

4.6 Security

PEEB, maintains test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. PEEB reserves the sole right to cancel or withhold any test scores if, in its opinion, there is adequate reason to question their validity.

5 STUDY MATERIAL & GUIDELINES

5.1 Preparation for Certification Examination

The following references have been identified by the PEEB as suggested reading by candidates preparing to write the certification examination.

Texts must be ordered directly from the publisher. Texts are subject to revisions or may be withdrawn at the discretion of the publisher without prior notice.

5.1.1 Self-Study Reference Material

Recommended reference list:

1. Safe use of lifting equipment. Lifting Operations and Lifting Equipment Regulations 1998. Approved Code of Practice and guidance L113, Second edition 2014 (with amendments 2018) ISBN 978 0 7176 6588 0
2. Working at height: A brief guide Leaflet INDG401(rev2) HSE Books 2014 www.hse.gov.uk/pubns/indg401.html
3. Technical guidance on the safe use of lifting equipment offshore HSG221 (Second edition) HSE Books 2007 ISBN 978 0 7176 6229 6
4. BS 7121 Series Code of practice for safe use of cranes (there are several within the series tackling various types and standards of crane) British Standards Institution
5. How the Lifting Operations and Lifting Equipment Regulations apply to health and social care Health Services Information Sheet HSI4(rev1) HSE Books 2012 www.hse.gov.uk/pubns/hsis4.html
6. Rider-operated lift trucks: Operator training and safe use. Approved Code of Practice and guidance L117 (Third edition) HSE Books 2013 ISBN 978 0 7176 6441 2 www.hse.gov.uk/pubns/books/l117.html
7. BS EN 14439:2006+A2:2009 Cranes. Safety. Tower cranes British Standards Institution
8. BS EN 13852-1:2013 Cranes. Offshore cranes. General-purpose offshore cranes British Standards Institution
9. Safety signs and signals. The Health and Safety (Safety Signs and Signals) Regulations 1996. Guidance on Regulations L64 (Second edition) HSE Books 2009 ISBN 978 0 7176 6359 0 www.hse.gov.uk/pubns/books/l64.html
10. Lifting equipment at work: A brief guide Leaflet INDG290(rev1) HSE Books 2013 www.hse.gov.uk/pubns/indg290.html
11. Managing for health and safety HSG65 (Third edition) HSE Books 2013 ISBN 978 0 7176 6456 6 www.hse.gov.uk/pubns/books/hsg65.html
12. Simple guide to the Lifting Operations and Lifting Equipment Regulations 1998 Leaflet INDG290 HSE Books 1999 www.hse.gov.uk/pubns/indg290.pdf
13. Simple guide to the Provision and Use of Work Equipment Regulations 1998 Leaflet INDG291 HSE Books 1999 (single copy free or priced packs of 15 ISBN 978 0 7176 2429 www.hse.gov.uk/pubns/indg291.pdf

14. Thorough examination and testing of lifts: Simple guidance for lift owners Leaflet INDG339(rev1) HSE Books 2008 (single copy free or priced packs of 10 ISBN 978 0 7176 6255 www.hse.gov.uk/pubns/indg339.pdf)
15. PEEB Code of Ethics

5.2 Tips and Scheduling Study Time

Develop a methodical approach to studying each domain. This can be accomplished by organizing your study time. Candidates report they spend between 60 and 200 hours on average preparing for the exam.

5.3 Review Sample Examination Questions

Some sample questions will be provided once the application is accepted which will give you an indication of the style of questions that will be asked, the type of thinking required and the degree of difference between incorrect and correct answers.

Once you have failed the exam and are willing to resit the questions will be different.

5.4 Control Examination Anxiety

Part of controlling anxiety involves being prepared for what to expect. Here are some tips:

Prior to the examination:

- Know your material. Spend adequate time studying for the certification exam.
- Ensure you get enough sleep, good nutrition, exercise, personal downtime, etc. Think positively.

On the day of the examination

- Allow yourself plenty of extra time to log in to the portal,
- Make sure to check the internet connection before the exam time
- Make sure the camera is working and is ready for the exam
- Dress comfortably the candidate must be alone in the room where the exam will be conducted. We will conduct a 360-degree check.
- We use screen recreation recording technology to 'record' the candidate's Chrome window throughout the exam and monitor candidates through interval captures of their entire desktop and their webcam.
- We also use Live invigilator proctoring or we combine powerful AI analysis with a 'human-in-the-loop' approach to ensure that suspicious activity can be quickly identified, with a trained human proctor being involved in the final decision-making process.
- During the examination
- Relax. Practice relaxation techniques such as deep breathing.
- Do not focus on any anxiety you may be experiencing.

- Do not expect to know all the answers. It is unlikely that a candidate will answer all questions correctly. Use your reasoning ability to analyse the question and identify the best possible answer.

6 EXAMINATION STRATEGY AND SCHEDULING

6.1 Certification Examination Overview

PEEB offers Computer-Based Tests (CBT) only. PEEB offers a minimum of one exam on the 15th of every month or as per requirement only in English language.

- Computer-Based Test - CBT

6.1.1 Computer-Based Test – CBT

Computer-based exams are provided electronically via the PEEB Exams applications. The use of electronic devices, such as tablets and cell phones, is not allowed. The exam session is supervised remotely by a PEEB Invigilator via the PEEB Exams application, and an external/integrated camera in the online test. Access will be granted on test day after submitting your exam fee.

6.2 Examination Strategy

The examination consists of 50 questions by CBT or PBT and 2 hours to complete. Each question consists of 2 marks and 100 marks for the whole examination. It is required to get 50% marks (50 out of 100) to pass a certification examination.

The questions are presented in any of the following formats:

- Case-based (a set of questions associated with a brief scenario)
- Independent questions (stand-alone examination questions that contain the information necessary for responding).
- Matching Columns
- Fill in the Blanks
- True and False
- MCQ's

Candidates should thoroughly review the Blueprint for the selected certification exam.

The Examination Committee is responsible for determining the PEEB certification content and the examination specifications, maintaining examination questions and setting the passing score.

6.3 Developing an Examination Strategy

Candidates who want to sit in the Certified Lifting Inspector Examination must have a thorough knowledge of all the 8 domains. It takes time to adequately prepare for an examination. There are no shortcuts. While study tips and examination writing tips can help you prepare, there is no replacement for taking the time to build a solid base of knowledge.

Sr. No.	Domain Category
Domain 01	Legislation
Domain 02	Heat Treatment, Stress and Strain

Domain 03	Verification of Lifting Equipment
Domain 04	Lifting Accessories (Slings, Shackles, Eyebolts, and Hoist)
Domain 05	Rigging Screws & Turnbuckles
Domain 06	Plate Clamps
Domain 07	Lifting Beams, Magnets, Chain Blocks, and Vacuum Lifters
Domain 08	Crane Forks & C-Hooks

6.4 Certified Lifting Inspector (General) Domains

This exam covers the following competency domains.

6.4.1 Domain 01. Legislation

Knowledge of:

1. Understanding the Laws for safe lifting operations i.e., The Provision and Use of Work Equipment Regulations 1998, The Lifting Operations & Lifting Equipment Regulations 1998, Management of Health & Safety at Work Regulations 1999 and HSE Guidance Notes
2. Knowledge of standards relevant to the lifting equipment (British and European Standards)
3. Statutory duties under relevant legislation pertaining to lifting equipment

Skills:

1. To interpret laws and standards for safe lifting environment
2. Planned maintenance of portable lifting equipment in accordance with legislation (LOLER 1998, PUWER, HSE Guide Note)

6.4.2 Domain 02. Heat Treatment, Stress and Strain

Knowledge of:

1. Knowledge of heat treatment processes in metals
2. Understand strength and hardness of material with different heat treatment processes
3. Basic understanding of stress and strain curve and factors of safety
4. Types of stress and strain

Skills:

1. To analyze datasheet of strength, hardness and compare with the actual load tests
2. To analyze datasheet of stress, strain and compare with the actual load tests

6.4.3 Domain 03. Verification of Lifting Equipment

Knowledge of:

1. Necessary documents verification before lifting with equipment
2. Visual inspection, Non-Destructive Testing (MT, UT, PT, VT) of equipment for lifting
3. Suitability for use in their configurations of use (winches, tripods, jib crane, and their supports)
4. Know if given documentation is correct (e.g., application, maintenance, engineering)
5. Knowledge of which inspection records are required

6. Know how to verify whether proper repairs have been performed with acceptable documentation (e.g., repairs, modifications/alterations)

Skills:

1. Verification of accountability of documents provided relevant to the equipment
2. The requirement for the keeping of records
3. To understand load test and dimensional verification
4. Physical examination of equipment and lifting accessories

6.4.4 Domain 04. Lifting Accessories (Slings, Shackles, Eyebolts, and Hoist)

Knowledge of:

1. What are slings, shackles, and eyebolts?
2. Components of slings, shackles, eyebolts, and hoist
3. Types of slings, shackles, eyebolts, and hoist (e.g., chain sling, steel wire rope slings, webbing slings, textile slings)
4. Know how to document/communicate the deficiencies and recommendations on the final report

Skills:

1. To verify manufacturer documentation, defects and type of slings, shackles, or eyebolts under lifting
2. Checking the right type of slings, shackles, eyebolts, or hoist for lifting
3. To interpret the datasheet for safe loading operations relevant to grade
4. Physical examination before lifting for safety

6.4.5 Domain 05. Rigging Screws & Turnbuckles

Knowledge of:

1. What are rigging screws and turnbuckles?
2. Components of rigging screws and turnbuckles
3. Types of rigging screws and turnbuckles
4. Know how to document/communicate the deficiencies and recommendations on the final report

Skills:

1. To verify manufacturer documentation, defects and type of rigging screws and turnbuckles under lifting
2. To interpret SWL for lifting
3. Checking the right type of rigging screws and turnbuckles for lifting

6.4.6 Domain 06. Plate Clamps

Knowledge of:

1. What are plate clamps?
2. Components of plate clamps
3. Types of plate clamps

4. Know how to document/communicate the deficiencies and recommendations on the final report

Skills:

1. To verify manufacturer documentation, defects, and type of plate clamps under lifting
2. To interpret SWL for lifting
3. Checking the right type of plate clamps for lifting

6.4.7 Domain 07. Lifting Beams, Magnets, Chain Blocks, and Vacuum Lifters

Knowledge of:

1. What are lifting beams, magnets, and vacuum lifters?
2. Components of lifting beams, magnets, chain blocks, and vacuum lifters
3. Types of lifting beams, magnets, chain blocks, and vacuum lifters
4. Know how to document/communicate the deficiencies and recommendations on the final report

Skills:

1. To verify manufacturer documentation, defects, and type of lifting beams, magnets, chain blocks, and vacuum lifters under lifting
2. To interpret SWL for lifting
3. Checking the right type of lifting beams, magnets, chain blocks, and vacuum lifters for lifting

6.4.8 Domain 08. Crane Forks & C-Hooks

Knowledge of:

1. What are Crane Forks & C-Hooks?
2. Components of Crane Forks & C-Hooks
3. Types of Crane Forks & C-Hooks
4. Know how to document/communicate the deficiencies and recommendations on the final report

Skills:

1. To verify manufacturer documentation, defects, and type of Crane Forks & C-Hooks under lifting
2. To interpret SWL for lifting
3. Checking the right type of Crane Forks & C-Hooks for lifting

6.5 Glossary

6.5.1 Case-Based Questions

A set of questions associated with a brief scenario.

6.5.2 Competencies

The behaviour statements which reflect the combined knowledge, abilities, skills, attitudes, and judgment expected of an entry-level registered safety professional.

6.5.3 Independent Items

Stand-alone objective examination items which contain the information necessary for responding.

6.5.4 Operational Questions

Questions appearing on the examination that has been pre-tested and that is suitable for the examination. The answer to these questions counts in the candidate's score.

6.6 Following Certification Survey

Certification Examination Survey will be sent to you after the writing window closes. You are encouraged to complete the survey and submit your feedback.

Approximately Three to Five working days following the PEEB administration, you will be emailed your results. You will be provided with your overall score.

To assure confidentiality, no candidate test scores will be reported over the telephone, by electronic mail or by facsimile.

6.7 Security

The PEEB maintains test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The PEEB reserves the sole right to cancel or withhold any test scores if, in its opinion, there is adequate reason to question their validity.

7 CERTIFICATION & MAINTENANCE

7.1 Obtaining your Results

Once you complete your online examination, the result will be emailed to you.

If you do not pass, you will receive instructions on how to re-sit the examination and if you pass, you will receive your Certificate and information on the necessary steps to maintain the re-certification requirements.

If you owe any outstanding fees to the PEEB related to the application or examination process, your examination results may be withheld until your account is up to date.

7.2 Passing Score Determination

7.2.1 Appeals

Because the performance of each question on the certification exam included in the final score has been pretested, there is no appeal process to challenge individual exam questions, answers, or a failing score. The PEEB will not release or discuss individual questions with candidates. To do so would require elimination of that question from the item bank of pretested questions and deplete the number of pretested questions required to develop future versions of the certification.

Additionally, appeals may be considered for alleged inappropriate certification exam administration procedures or environmental testing conditions severe enough to cause a major disruption of the certification exam process.

All appeals must be submitted in writing. Eligibility appeals must be received within fifteen (15) days of the notification of your assessment results. Appeals for alleged inappropriate administration procedures or severe adverse environmental testing conditions must be received within fifteen (15) days of the release of certification exam results.

7.2.2 Upon Successful Completion of Certification

Once approved, you are encouraged to use the credential on correspondence, business cards and all forms of address. Certification is for individuals only. The certification credential may not be used to imply that an organisation is certified.

7.2.3 Upon Unsuccessful Certification Exam

If certification exam is unsuccessful, candidate can sit 3 times in a year in PEEB certification examination.

7.2.4 Achieving Certification

On successful certification, an online certificate (Portable Document Format PDF) will be shared through email which can be verified electronically through MY PEEB. The hard copy of the certificate will be sent out to the candidate within 3 days of passing the exam.

PEEB Directories: PEEB publishes directories of individuals who currently hold the certification. An abbreviated format, containing names, cities, and states, appears on the PEEB website and allows viewers to confirm if a person currently holds a certification.

7.3 Maintaining Your Certification

To retain your certification, you must:

- Inform PEEB when your mail or email address changes
- Pay your annual fee
- Complete Recertification requirements

7.3.1 Changing Your Name

If you change your name through marriage or other court proceedings, you may request a name change by contacting info@peebonline.com additionally, you must provide a copy of the court record or marriage certificate to register the change.

7.3.2 Paying Your Annual Renewal Fee

The authority to use the certification title is valid for one year. It must be renewed annually. You will receive a prorated fee for the remainder of the year in which you pass the examination. Each following year, PEEB will send you a notice when your annual renewal fee is due. PEEB gives you several options for paying the fee online via a credit card or by phone. After receiving your payment, PEEB will post your instant wallet card and email you a receipt.

7.3.3 Reinstatement

If you fail to pay your annual renewal fee on time or fail to achieve the required recertification points every 5 years, PEEB will send you a notice that your credential has been invalidated and you no longer hold the certification.

7.4 Recertification

Certification holder required to maintain certification by fulfilling the requirements of the Certification Maintenance Program (CMP). The Certification is valid for three years. To maintain his/her certification, the applicant must demonstrate every year that he/she is still performing tasks that are related to the certification.

Certified Professionals should engage in appropriate continual professional development activities to maintain the necessary knowledge to perform their tasks with competence. Depending on the certification applicable, these activities include education, work experience, auditor training, audit experience, implementation and/or consulting experience.

This may be achieved through means such as additional work experience, training, private study, coaching, attendance at meetings, seminars and conferences or other relevant activities.

When to submit CPD Logs: The certified professionals will need to provide with the number of hours of CPD related tasks they have performed with the contact details of individuals / organization who can validate these tasks. The CPD can be maintained and logged in MY PEEB application once any activity is completed.

The CPD must be submitted every year, starting from their initial certificate issuance date, as well as paying their Annual Maintenance Fee (AMF).

The evaluation process will take place to ensure that a candidate verifies the Recertification points claimed. PEEB randomly selects 5% of Recertification Worksheets for audit. If selected, PEEB notifies the candidate with instructions on how to submit verification and when materials are due.

For a successful evaluation, the candidate must achieve 24 CPD points for the following categories.:

Sr. No.	Category	Maximum Points Allowed per Cycle
1	Memberships of Professional Safety Organizations	4
2	Organizational Service	4
3	Professional Safety Practice	4
4	Publications, Conference Presentations	4
5	Service to PEEB	4
6	Professional Development Conferences	4
7	Safety-related Courses or Seminars, Other Educational Programs, Certificates	4
8	College or University Courses	4
9	Advance Degree	4
10	Additional Certification or License	4