

**1. TITLE OF THE CERTIFICATE (HU)**

52-582-01 Emelőgép-ügymintéző

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

Lifting machine administrator
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

A typical holder of the certificate is able to:

- cooperate with line managers, experts, employees, outside experts, maintenance staff to minimise risks associated with the tasks performed with lifting machinery;
- cooperate in implementing the health and safety tasks of the operating employer;
- provide for the commissioning of the lifting machinery, and the putting into use, the proper use, preservation of safe condition, periodic inspection and regular and professional maintenance, the load suspension equipment;
- keep records and store all documents of the load suspension equipment until the lifting machinery or the load suspension equipment is scrapped, especially the results and documentation of periodic inspections, the certificates verifying performance of maintenance works and the replacement of the main components, the rope, the hook and the chain, the logbook of the lifting machinery and the statements by the repairmen;
- arrange for the suspension of lifting machine operations for periodic inspections and repairs;
- update the operating documentation and records of the lifting machinery and the load suspension equipment and keep those until the lifting machinery is scrapped;
- ensure that the operating manual and the description of the proper use of the lifting machinery per the machine directive is available to the operator until scrapping;
- provide for the proper use and storage of the lifting machinery and the load suspending equipment as per the requirements;
- schedule and review the results of the periodic inspection of lifting machinery and load suspending equipment and, based on their outcome, organise the necessary repairs and, if necessary, take action to suspend the operation of the lifting machinery;
- ensure that the operator is a person qualified as required by law and that the supervisor of hoisting operations and the binder acquire the skills necessary to perform their duties;
- record in writing or arrange for the recording of the operating experience and operational safety relevant to the lifting machinery in the lifting machinery log and organise for the storage of such notes;
- perform/have others perform the periodic inspections required by law and prepare a test report or evaluate the test reports prepared by others;
- submit implementation proposals to the operator designed to eliminate the defects found in the reports on the periodic inspections;
- prepare proposals and draft contracts for the purpose to solve the tasks related to the lifting machinery referred to his/her competence;
- convey the health preservation value system of the workplace to employers and employees.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

3190 Other technical occupation

(*) Explanatory notes:

This document is designed to provide additional information about the specified certificate and does not serve as a legal certificate of vocational qualification. The format of the description is based on the following documents:

Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications; Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information on transparency is available at: <http://europass.cedefop.europa.eu/>

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5. OFFICIAL BASIS OF THE CERTIFICATE																				
Name and status of the institute issuing the certificate		Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry for National Economy																		
Level of the certificate (national or international) Level of vocational qualification according to the National Qualification Register: 52 upper secondary vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained primarily in non-formal education ISCED2011 code: 4 NQF level: EQF level:		Grading scale / Pass requirements Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail																		
Certificate number: PT K Serial number: 123456 Certificate issue date: 2023.10.02		Results achieved at the examination and their proportion expressed in percentage in the complex mark <table border="1"> <tbody> <tr> <td>Central written examination</td> <td>Health and safety requirements</td> <td>5</td> <td>30.00</td> </tr> <tr> <td>Oral examination</td> <td>Conditions of safe operation of lifting equipment</td> <td>5</td> <td>30.00</td> </tr> <tr> <td>Practical examination</td> <td>Inspection of work process circumstances</td> <td>5</td> <td>40.00</td> </tr> <tr> <td colspan="2">Result achieved at the complex vocational examination, expressed in grades.</td> <td>5</td> <td></td> </tr> </tbody> </table>			Central written examination	Health and safety requirements	5	30.00	Oral examination	Conditions of safe operation of lifting equipment	5	30.00	Practical examination	Inspection of work process circumstances	5	40.00	Result achieved at the complex vocational examination, expressed in grades.		5	
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Access to next level of education/training To higher education		International agreements																		
Other information concerning the vocational training process																				
Legal basis Act CLXXXVII of 2011 on Vocational Training Professional and examination requirements specified in Decree No. 12/2013 (28 March) of the Ministry for National Economy.																				

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of vocational education and training received	Percentage of total programme %	Duration (hours/weeks/months/years)
School-/training centre-based	Theory: 40 % Practice: 60 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		480 hours

Entry requirements:

- Baccalaureate
- Basic level state examination in English language

Vocational requirement modules:

10163-12 Occupational fire, health and safety and environmental protection knowledge

11093-12 Fitting tasks performed at heights

11094-12 Mechanical know-how for lifting machine administrators

11095-12 Special operating characteristics of the lifting machine

11096-12 Lifting machine administrator tasks

This certificate supplement was prepared on the basis of the instruction for filling in the Certificate Supplement published on the homepages of the National Reference Point and the National Europass Centre.

National Reference Point – NSZFH – <http://nrk.nive.hu>

Head of Examination Organiser:

Issue date: 2023.10.02

SEAL