

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

52-582-01 Emelőgép-ügyintéző

**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;
- register and keep all documents of the lifting machine and the load-suspension device until disposal of the lifting machine or the load-suspension device, especially the following documents: results, documentation of regular inspections, = required receipts, certificates, lifting machine logs, technician's declaration related to maintenance works and replacement of the main part, rope, hook and chains;
- 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 user manual of the lifting machine which complies with the Machinery Directive be available for the operator until disposal of the lifting machine, and ensure that the description of the normal use of the lifting machine be available for the lifting machine operator;
- ensure normal use of the lifting machine and the load-suspension device and its required storage when it is out of use;
- schedule and check regular inspections of the lifting machines, the load mounting, and check the results of regular inspections and in their knowledge, organise necessary repairs, ensure suspension of the operation of the lifting machine, if necessary. Organise suspension of the operation of the lifting machine for the regular inspections and repairs;
- 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 technician

**(\*) 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

<p><b>Name and status of the institute issuing the certificate</b></p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>Ministry for National Economy</p>																
<p><b>Level of the certificate (national or international)</b></p> <p><b>Level of vocational qualification according to the National Qualification Register:</b> 52 upper secondary vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained primarily in non-formal education</p> <p><b>ISCED2011 code:</b> 4</p> <p><b>NQF level:</b> 4</p> <p><b>EQF level:</b> 4</p>	<p><b>Grading scale / Pass requirements</b></p> <p>Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail</p>																
<p><b>Certificate number: PT K</b></p> <p>Serial number: 123456</p> <p><b>Certificate issue date: 2021.07.21</b></p>	<p><b>Results achieved at the examination and their proportion expressed in percentage in the complex mark</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Central written examination</td> <td style="width: 45%;">Health and safety requirements</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 20%; text-align: center;">30.00</td> </tr> <tr> <td>Oral examination</td> <td>Conditions of safe operation of lifting equipment</td> <td style="text-align: center;">5</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td>Practical examination</td> <td>Inspection of work process circumstances</td> <td style="text-align: center;">5</td> <td style="text-align: center;">40.00</td> </tr> <tr> <td colspan="2">Result achieved at the complex vocational examination, expressed in grades.</td> <td style="text-align: center;">5</td> <td></td> </tr> </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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<p><b>Access to next level of education/training</b></p> <p>To higher education</p>	<p><b>International agreements</b></p>																
<p><b>Other information concerning the vocational training process</b></p>																	
<p><b>Legal basis</b></p> <p>Act CLXXXVII of 2011 on Vocational Training Professional and examination requirements established by decree no. 25 of 2014 (26 August) of the Minister for National Economy, Decree 29/2016 (VIII.26.) NGM of the Ministry for National Economy on the professional and examination criteria of vocational courses.</p>																	

## 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		120 hours

**Entry requirements:**

- Secondary school leaving examination
- Requirements for medical fitness shall be met

**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: 2021.07.21

**SEAL**