

CERTIFICATION FOR HEAVY  
EQUIPMENT OPERATION  
FORM SW-6740

1. GENERAL

- 1.01 This practice is issued to replace Section V62.306 which has been canceled. This practice provides for a revision to the Equipment Operator's Certificate Form SW-6740, and defines responsibility for its issue and maintenance.
- 1.02 The Occupational Safety and Health Act (OSHA) requires employees who operate heavy construction equipment to be trained and certified on each piece of equipment they operate. The certification must be available on request to OSHA inspectors.
- 1.03 In order to ensure compliance with OSHA requirements, a record of heavy equipment training completed should be maintained in the employee's personnel file. See P.A.P. V47.201. In addition to the file record, an Equipment Operator's Certificate, Form SW-6740, should be issued to equipment operators when they are trained and qualify on their first piece of equipment. As they qualify on additional equipment, the information must be posted on their operator 5 certificate, Form SW-6740.

2. SUPERVISOR'S RESPONSIBILITIES

- 2.01 Bell System Safety Standards require as stated in OSHA, Section 1910.268(c), "Employers shall provide training in the various precautions and safe practices described in this section and shall insure that employees do not engage in the activities to which this section applies until such employees have received proper training in the various precautions and safe practices required by this section. Where training is required, it shall consist of on-the-job training or classroom-type training or a combination of both." In order to comply with OSHA and Bell System Standards, specific supervisory training responsibilities are outlined in the following paragraphs.
- 2.02 The immediate supervisor is responsible for:
- a. Assignment of properly trained people to the appropriate equipment.
  - b. Regular work observations of non-management employees to evaluate proper operation methods, on-the-job safety precautions and preventive maintenance routines.
  - c. On-the-job training, classroom-type training or a combination of both. Any deviations noted should be brought to the attention of the employee immediately.
  - d. Maintenance of the Equipment Operator Certificate, SW-6740, for all trained employees.
  - e. Thorough knowledge of all training records of assigned employees to eliminate the possibility of improper work assignments.

NOTE: If an employee is temporarily assigned to work in another district, the supervisor to whom the employee will report to must review

and verify the Equipment Operator's Certificate, SW-6740 to avoid improper job assignments.

NOTICE

Not for use or disclosure outside the  
Bell System except under written agreement.

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2.03 The second level supervisor is responsible for:

- a. Insuring compliance with the preceding outlined procedures.
- b. Assisting subordinate supervisors in craft observations.
- c. Maintaining training records of all craft employees reporting to assigned first level supervisors in the unit. Periodically (at least semiannually) the second level supervisor should compare the individual records on file with each Equipment Operator's Certificate.

2.04 The third level supervisor is responsible for the administration of all procedures within this section.

3. FORM SW-6740 (Exhibit 1)

3.01 Form SW-6740, Equipment Operator's Certificate, is a wallet size 2-sided card, designed to be carried by the equipment operator.

3.02 The supervisor that issues the card initially should fill in the face of the card completely. Typewriting is preferred but not mandatory; neat printing will suffice. Extra JOB TITLE spaces are provided to accommodate future title changes. ISSUED BY should be the issuing supervisor's name (not initials) and TITLE.

3.03 As training on various equipment is completed, the certifying supervisor will initial and date the appropriate equipment on the reverse side of the card.

4. PROCEDURES FOR CERTIFICATION

4.01 The line supervisor, having an employee(s) to be certified, will complete the following steps:

- a. Contact the Technical Training Center and request training material; one workbook per trainee and one Administrator's Guide per certifying supervisor.
- b. Read the Administrator's Guide. Determine which training module(s) the trainee will complete.
- c. Establish date and time training will take place.
- d. Conduct training.
- e. Complete three paper transactions:

1. Certify employee's Equipment Operator's Certificate, Form SW-6740.
2. Complete and forward Personnel File Copy form to Division office.
3. Complete and forward Record of On-The-Job Training Hours to the Technical Training Center.

NOTE: Personnel File Copy and Record of On-The-Job Training Hours Forms are contained in training workbooks.

- f. Keep the Administrator's Guide for future use.

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4.02 It is imperative that the certifying supervisor be qualified to administer the training. To accomplish this, the line supervisor with heavy construction equipment responsibilities should study the BSP's and the training material involved to become a proficient heavy equipment operator.

#### 5. ORDERING INFORMATION

5.01 Form SW-6740 is a two sided form measuring 3" x 2". The form is not stocked and therefore should be ordered via hard copy requisition from Western Electric. The ordering multiple is twenty-five.

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#### EXHIBIT 1

#### FORM SW-6740

Southwestern Bell                      SW-6740  
(Rev. 2-80)

BSP 720-050-900SW

#### EQUIPMENT OPERATOR'S CERTIFICATE

NAME \_\_\_\_\_

SERVICE DATE \_\_\_\_\_ JOB TITLE \_\_\_\_\_

BIRTH DATE \_\_\_\_\_ JOB TITLE \_\_\_\_\_

ISSUED DATE \_\_\_\_\_ JOB TITLE \_\_\_\_\_

ISSUED BY \_\_\_\_\_ JOB TITLE \_\_\_\_\_

OPERATOR'S SIGNATURE \_\_\_\_\_

The operator whose signature appears above, has been trained and is qualified to operate the equipment indicated on the back of this certificate.

FRONT

Actual Size Is: 3½" x 2¼"

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EXHIBIT 1 (cont.)

Reverse of Form SW-6740

TYPE OF EQUIPMENT	TRAINED BY	DATE
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HEAVY EQUIP OPERATION  
GENERAL

TRUCK STEEL-LIFT

TRUCK STEEL-SCOPE

TRUCK HALLINE BUCKET

TRUCK MCCABE-POWERS BUCKET

TRUCK SERVI-LIFT BUCKET

TRUCK VERSA-LIFT

TRUCK HOLAN BUCKET

TRUCK MCCABE POWERS  
POLEMASTER

TRUCK PITTMAN  
POLECAT/DIGGER

TRUCK FOLD-OVER  
DERRICK

TRUCK TELE-ELECT

TRUCK-TELSTA-BUCKET AND  
CABLE PLACING

TRAILER SPLICER POWER

TRAILER-HOGG-DAVIS

TRUCK UG PULLER

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