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# **cCLEP!**

## **Certified Competences for Live Events Professionals**

REQUIREMENTS ANALYSIS FOR THE PROFESSION OF:  
RIGGER, SCAFFHOLDER, PRODUCTION MANAGER

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# RIGGER

## 1. General context of the sector;

“It is understood by rigging all the technical execution, which has as objective the suspension and elevation of mechanical loads in structures and buildings (pavilions, stadiums, stages, theaters, etc..).”

## 2. Description (what they do, in their professional practice...);

A rigger sets up machinery and secures it in place, or reeves rope through a pulley or a block and tackle. He splices either fiber rope or wire rope, sets up hoists, attaches the end of a crane's hoist to cargo awaiting movement and guides the cargo through narrow spaces or into storage. When done with the job, he takes down the block, line or hoist and stows it for later use.

A good proportion of riggers work in construction but others also work in the energy, telecommunications sector and Live Events.

### 2.1. A rigger is a person that:

- ✓ install rigs.
- ✓ works with hoisting tackle, cranes, scaffolding, etc.
- ✓ a protective structure around a construction site.
- ✓ skilled in the use of pulleys, lifting gear, cranes, etc...
- ✓ works with hoisting tackle and the like;

### 2.2. Roles and responsibilities of a rigger:

- ✓ **Check slings** – Check the slings and ensure that the rigging angle is correct;
- ✓ **Check load** – Make sure the load is properly secured and inform the crane operator of the weight or the load;
- ✓ **Check lifting gears** – Make sure the lifting gears such as slings and shackles are well maintained and in good working condition;

- ✓ **Ensure load lifted is safe and balanced** – Make sure the load is stable secured and balanced before any lifting operation;
- ✓ **Ensure loose loads are secured** – Make sure any loose items are placed in a proper receptacle or container to prevent the load from failing during the lifting operation;
- ✓ **Report defective lifting gear to lifting supervisor** – Immediately report any defective or faulty lifting gear to the lifting supervisor;
- ✓ **Use paddings on the load edges** –Place adequate paddings on the edges of the load to prevent the sling from damage.

### **3. Knowledges they need/ Background (what the educational and professional paths to acquire the profile);**

- ✓ Correctly define equipment, accessories and devices, can achieve great cost and time savings with this being able to enter into competitions with full awareness of its differential and with this to succeed. A erroneous sizing of a crane can result in financial losses that can represent the failure of the whole enterprise.
- ✓ know how to determine the weight, the center of gravity and the characteristics of the loads;
- ✓ Be familiar with the different mooring techniques;
- ✓ Knows the correct hand signals;
- ✓ Knowledge of Personal Protective Equipment, as well as their placement and use.
- ✓ Knowledge of anti-falls equipment
- ✓ Basic care, maintenance and basic verification of the Personal Protective Equipment;
- ✓ Knots for ropes;
- ✓ Rappel with self-locking descender and eight;
- ✓ Vertical and horizontal lifeline progression;
- ✓ Mounting point on the grid;
- ✓ Interpretation of the rigging symbology in the soil;

- ✓ Assembly of basket on the ground;
- ✓ Bridle mounting on the ground;
- ✓ Preparation and lifting of engine up to rigger;
- ✓ Rewind motor (assembly);
- ✓ Rewind motor (disassembly);
- ✓ Truss assembly;
- ✓ Assembly of basket truss;
- ✓ Wiring harness.

#### **4. Skills they need;**

- ✓ Be able to inspect and determine if slings and cables of steel or other lifting parts are damaged or unfit for use;
- ✓ Willingness to safely complete any tasks that are assigned with a positive attitude.
- ✓ Understand weights of equipment and rigging tools
- ✓ Read blueprints / plans and/or create lift plans
- ✓ Skilled at driving lifting equipment
- ✓ Skilled with power tools

#### **Physical Requirements**

- ✓ Must be able to stand and/or be on their feet 10-12 hours / day;
- ✓ Must be able to lift at least 30 kg as needed;
- ✓ Must be able to go up and down on ladder, steps, or other lifts as needed;
- ✓ Must be able to work in outdoor weather and/or unregulated temperatures for 10-12 hours / day;

## **6. Qualification Level at national or European level (if present);**

The level of certification depends on the training of each individual, from the level of educational training, the types of training in which he participated, the practical knowledge, ability and ability to perform functions related to selection, inspection and proper use of equipment.

## **7. Required certifications (if any);**

## **8. Training opportunities, and necessity to receive any professional updating (if any).**

- ✓ Legal regulations applied to professional activity;
- ✓ Professional risk prevention planning techniques;
- ✓ Professional risk prevention planning techniques;

## SCAFFHOLDER

### **1. General context of the sector;**

It is the scaffolder that provides other professionals involved in a work with access to places that, by design, are inaccessible without any type of support structure, allowing the execution of construction, restoration, cleaning and painting work in the elevated parts of the building.

It is the job of this professional to mount scaffolding, setting and fixing their pieces of wood or metal; installing the frame, securing the vertical modules and securing the horizontal crossbars, to form the platform support; mount the platforms, fixing their pieces of wood or metal on the crossbar; mounting accessories, installing handrails, ladders and other devices, to allow access and transit and to provide safety to workers; modifying scaffolding, altering and enlarging frames, platforms and other elements, to adapt them to the progression of tasks; dismantling the scaffolding, once the works have been completed, disarming the platforms, vertical modules, handrails and other accessories, to enable the reuse of these structures.

The Scaffolding Assembler is responsible for assuring that the assembly is carried out according to the project specifications, as well as verifying the quality of the equipment, checking the clamping of the clamps or fittings required for each model, arranging the mooring of the building structure and report any problems observed in the assembly material to the direct supervisor.

There is a career perspective in this occupation. With dedication and respect to the norms of quality, safety, environment and health, this professional can evolve from helper to in charge.

This professional performs his work both indoors and outdoors, exposed the various weather conditions during his work (strong sun, low temperature, rains, winds, humidity). While exercising his activities is subject to noise, physical effort, varied positions of work, movement of materials, tools and equipment and

work in height. For these reasons, it acts in its function with EPI (personal protective equipment). It is a job that requires physical strength

This professional can work in the following area:

- ✓ Construction;
- ✓ Live Events;
- ✓ Theatre;
- ✓ Circus;
- ✓ Festivals;
- ✓ Conferences;
- ✓ Fashion shows;
- ✓ Sports events.

## **2. Description (what they do, in their professional practice...);**

### **2.1. What a scaffolder does**

- ✓ Performs assembly activities to allow the execution of construction work in the high parts of the works;
- ✓ modifies scaffolding, changing and enlarging frames, platforms and other elements, to adapt them to the progression of tasks;
- ✓ dismantles scaffolding after completed work, disarming platforms, modules, handrails and other accessories.

**2.2. Types of scaffolding that the assembler can install** - Tubular, facade, equipped and multidirectional.

**2.3. What it takes to be a good assembler** - This professional must have mastery of assembly and know all the types and models of existing scaffolding.

**2.4. Responsibilities of this professional** - Ensure that the assembly is carried out according to the project specifications, verify the quality of the equipment, check the clamping of the clamps or fittings required for



each model, provide for the mooring of the structure of the building and report to the direct supervisor any problem observed in the material in the assembly.

**2.5. Experience** - Previous experience is desirable, but it is difficult to find qualified workforce in this industry.

### **3. Knowledges they need/ Background (what the educational and professional paths to acquire the profile);**

- ✓ Understand the construction of access and work platforms;
- ✓ Identify the risks associated with the assembly, use and maintenance of scaffolding;
- ✓ To recognize the prevention and protection measures for the execution of works at height;
- ✓ Understand the construction of access and work platforms;
- ✓ Classification and use of work platforms:
- ✓ Fixed scaffolding;
- ✓ Mobile scaffolding;
- ✓ Mobile lifting platforms;
- ✓ Suspended platforms.
- ✓ Scaffolding, dismantling and inspection techniques:
- ✓ Terminology of access equipment;
- ✓ Principles of construction of access platforms;
- ✓ Inspection of access and work platforms;
- ✓ Dismantling access and work platforms;
- ✓ Use and inspection of stairs;
- ✓ Personal protective equipment;
- ✓ Legislation, Regulations and Directives;
- ✓ Identification and selection of Individual Protection Equipment;

- ✓ Factors and risks of accidents at work at height;
- ✓ Permissible load conditions.

#### **4. Skills they need;**

- ✓ Apply security techniques and principles in the assembly and disassembly of access and work platforms;
- ✓ Identify the risks associated with the assembly, use and maintenance of scaffolding;
- ✓ Apply the appropriate procedures for inspecting scaffolding and work platforms;
- ✓ Use Vertical and horizontal lifestyles;
- ✓ Use, maintenance and inspection of an anti-fall EPI;
- ✓ Interpretation of the plan of assembly, disassembly and reconversion of the scaffold;
- ✓ Measures to prevent the risk of falling people or objects;
- ✓ Measures to ensure the safety of scaffolding in the event of changing weather conditions;
- ✓ Due to the characteristics of the work it is imperative that this professional is not afraid of height.

#### **5. Qualification Level at national or European level (if present);**

#### **6. Required certifications (if any);**

#### **7. Training opportunities, and necessity to receive any professional updating (if any).**

## PRODUCTION MANAGER

### **1. General context of the sector;**

In Portugal, we have the Event Organization Technician that we can match with Production Manager.

This professional can work in the following area:

- ✓ Live Events;
- ✓ Theatre;
- ✓ Circus;
- ✓ Festivals;
- ✓ Conferences;
- ✓ Fashion shows;
- ✓ Sports events.

### **2. Description (what they do, in their professional practice...);**

It is the qualified professional able to coordinate and implement the diversified set of operations that characterize the event, such as:

- ✓ Programming;
- ✓ Team management;
- ✓ Public relations and evaluation;
- ✓ Use the appropriate techniques and procedures.
- ✓ Planning and organising production schedules;
- ✓ Assessing project and resource requirements;
- ✓ Estimating, negotiating and agreeing budgets and timescales with clients and managers;
- ✓ Ensuring that health and safety regulations are met;
- ✓ Determining quality control standards;
- ✓ Overseeing production processes;
- ✓ Re-negotiating timescales or schedules as necessary;

- ✓ Selecting, ordering and purchasing materials;
- ✓ Organising the repair and routine maintenance of production equipment;
- ✓ Liaising with buyers and marketing and sales staff;
- ✓ Supervising the work of junior staff;
- ✓ Organising relevant training sessions.

## **2.1. Responsibilities of the job include:**

- ✓ Oversee resources to proactively ensure high quality service delivery while striving for continuous improvement;
- ✓ Responsible for following department protocols for event planning;
- ✓ Establish a project plan for each portion of implementation and holding internal and external partners accountable;
- ✓ Work with the internal team, warehouse and external vendors in ensuring that all logistical needs for the event are understood and met;
- ✓ Liaise with audio-visual partners with sourcing all needs and ensuring that they are appropriately incorporated into the overall event;
- ✓ Assist with payments and processing;
- ✓ Track budget costs throughout the course of project and communicate scope changes that effect budget to the account team in a clear manner to Account Director;
- ✓ Understands profit margins and effectively meets or exceeds them;
- ✓ Correspond with site management/ownership;
- ✓ Onsite main point of contact for all aspects of production;
- ✓ Use strong internal partnership skills while working cross-functionally with the Sales, Business;
- ✓ Development, Finance, Creative and other internal teams in order to ensure that the project is implemented with internal stakeholders as required, and that client vision and satisfaction is met;
- ✓ Exhibit exceptional written and verbal communication skills with superb attention to detail;

- ✓ work very closely with Account Manager in managing of the project budget, keeping track of expenses and updating the team on costs so that they are able to be communicated to the client as needed;
- ✓ Ongoing reconciliation of all project expenses, including ensuring vendor invoices are accurate and paid, and client invoices reflect all approved event expenses;
- ✓ Provide solutions for presentation needs occasionally under high-pressure circumstances;
- ✓ Provide immediate response to requests for assistance to events in progress;
- ✓ Responsible for ongoing coaching and development of staff and timely performance management feedback.

### **3. Knowledges they need;**

- ✓ Schedule and design events;
- ✓ Develop event programs;
- ✓ Plan and coordinate operations that understand the events applying techniques and management methodologies;
- ✓ Elaborate budgets, manage treasuries, interpret balance sheets and event management indicators;
- ✓ Coordinate the operations of 'licensing', 'ticketing', 'public', 'safety', 'hygiene', 'contracts', etc ...;
- ✓ Apply procurement techniques (selection and qualification of suppliers);
- ✓ Identify the technical and human resource needs assigned to the events;
- ✓ Coordinate and monitor work teams (people management);
- ✓ Implement public relations plans and strategies;
- ✓ Organize promotional activities;
- ✓ Apply protocol rules;
- ✓ Evaluate the process and results;

#### **4. Skills they need;**

- ✓ Confidence;
- ✓ Technical skills;
- ✓ Project management skills;
- ✓ Organisation and efficiency;
- ✓ Leadership and interpersonal skills;
- ✓ Problem solving skills;
- ✓ IT and numerical skills;
- ✓ Communication skills;
- ✓ Encourage teamwork;
- ✓ Encourage the ability to present and substantiate their views, while respecting the ideas of others;
- ✓ To participate consciously and sustainably in the global community;
- ✓ Managers must also be able to handle responsibility and the pressure of meeting deadlines;
- ✓ Good oral and written communication skills;
- ✓ Availability for flexible hours;
- ✓ Team spirit, dynamism and motivation.

#### **5. Background (what the educational and professional paths to acquire the profile);**

#### **6. Qualification Level at national or European level (if present);**

Level 4EQF

#### **7. Required certifications (if any);**

Events Organization Professional Course

#### **8. Training opportunities, and necessity to receive any professional updating (if any).**

