

Utility Tree Trimmer

Utility Tree Worker

**Certification of Training
&
Demonstrated Proficiency
Record Book**



Purpose

This Record Book has been developed to track and verify the actual hours you have worked while performing vegetation maintenance around energized power lines and equipment for the purpose of certification and accreditation towards being certified by the **Professional Vegetation Managers Association** as a Utility Tree Trimmer and Utility Tree Worker.

It is also intended to provide a permanent record of the safety courses/ training you have attended and demonstrated proficiencies as indicated herein.

Notice

1. As holder of this record book, you are responsible for it's safe keeping and updating.
2. Upon the successful completion of each course, you are required to ensure that your record book is signed by those responsible for the course.
3. Your employer and a Certified Utility Tree Trimmer or Certified Utility Tree Worker must verify your hours of aerial work while performing vegetation maintenance around energized power lines and ground work around energized power lines before you can be certified by the **Professional Vegetation Managers Association**.
4. When your record book or a photo copy is returned, check it over thoroughly to make sure it is accurate, correct and complete.
5. This book or a photocopy must be attached for formal verification of your hours worked in order to be certified.
6. Effective January 1994, only those hours documented within this log book, or a photo copy, will be accepted as proof of your actual hours worked for the purpose of certification.

E.C.U.C. Tables

Alberta Electrical Utility Code
4th Edition 2013

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Tables

TABLE 1 - Safe Limits of Approach Distances from Overhead Power Lines for Persons and Equipment

(See Rules 2-014 & Appendix A 4-134)

Operating voltage of overhead power line between line conductors unless otherwise specified	Safe limit of approach distance for persons and equipment
0 - 750 V insulated or polyethylene covered conductors ⁽¹⁾	0.3 m
0 - 750 V bare, uninsulated	1.0 m
Above 750 V insulated conductors ^{(1),(2)}	1.0 m
0.75 kV - 40 kV	3.0 m
69 kV, 72 kV	3.5 m
138 kV, 144 kV	4.0 m
230 kV, 260 kV	5.0 m
500 kV	7.0 m
500 kV DC Pole-Ground	7.0 m

(1) Conductors must be insulated or covered throughout their entire length to comply with these groups.
(2) Conductors must be manufactured to rated and tested insulation levels.

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

TABLE 4-5 ~ Limit of Approach Distances in Millimetres for Utility Tree Trimmers

(See Rules 4-134 & 4-224)

Voltage levels			Utility tree trimmers		
Nominal voltage to ground	Nominal voltage phase to phase	Maximum operating voltage phase to phase	Limit of approach for utility tree trimmers and conducting objects to exposed energized parts	Limit of approach for rated insulating tools to exposed energized parts	Limit of approach for rated insulating booms
(kV)	(kV)	(kV)	(mm)	(mm)	(mm)
Column 1	Column 2	Column 3	Column 4 ⁽¹⁾	Column 5 ⁽²⁾	Column 6 ⁽³⁾
0.6 (DC only)			1050	40	500
2.4	4.16	4.58	1050	40	500
8.0	13.8	15.18	1100	120	550
14.4	25.0	27.5	1200	210	650
19.9	34.5	37.95	1300	290	750
	69, 72	79.2	1600	610	1050
	138, 144	158.4	1900	920	1350
	230, 260	285	2400	1410	1850
	500	550	3700	2710	3150
<p>(1) Limit of approach distances in Column 4 have been calculated using IEEE minimum tool distances plus 1000 mm safety factor, rounded to the nearest 50 mm.</p> <p>(2) Limit of approach distances in Column 5 have been calculated using IEEE minimum tool distances, rounded to the nearest 10 mm.</p> <p>(3) This column does not apply to utility or qualified utility employees doing tree work near energized electrical equipment or lines.</p>					

TABLE 4-6 ~ Tree to Energized Electrical Equipment Or Lines Distances in Millimetres for Utility Tree Trimmers, Utility Tree Workers and Other Workers

(See Rules 4-212, 4-214 & 4-226)

Voltage levels			Utility tree trimmers, utility tree workers and other workers
Nominal voltage to ground	Nominal voltage phase to phase	Maximum operating voltage phase to phase	Tree to energized electrical equipment or lines distance for slashing and brushing
(kV)	(kV)	(kV)	(mm)
Column 1	Column 2	Column 3	Column 4 ⁽¹⁾
0.6 (DC only)			800
2.4	4.16	4.58	800
8.0	13.8	15.18	850
14.4	25.0	27.5	950
19.9	34.5	37.95	1050
	69, 72	79.2	1350
	138, 144	158.4	1650
	230, 260	285	2150
	500	550	3450

(1) Tree to energized electrical equipment or line distances in Column 4 have been calculated using IEEE tool distances plus 750 mm safety factor, rounded to the nearest 50 mm.

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TABLE 4-7 ~ Tree to Energized Electrical Equipment Or Lines Distances in Millimetres for Utility Tree Trimmers Using Rated Insulated Tools

(See Rules 4-212, 4-214 & 4-228)

Voltage levels			Utility tree trimmers	
Nominal voltage to ground	Nominal voltage phase to phase	Maximum operating voltage phase to phase	Tree to energized electrical equipment or lines distance using rated insulating tools	Tree to energized electrical equipment or lines distance using rated insulating tools from a rated insulating aerial device
(kV)	(kV)	(kV)	(mm)	(mm)
Column 1	Column 2	Column 3	Column 4 ⁽¹⁾	Column 5 ⁽²⁾
0.6 (DC only)			350	not touching
2.4	4.16	4.58	350	not touching
8.0	13.8	15.18	400	not touching
14.4	25.0	27.5	500	not touching
19.9	34.5	37.95	600	not touching
	69, 72	79.2	900	600
	138, 144	158.4	1200	900
	230, 260	285	1700	1400
	500	550	3000	2700

(1) Tree to energized equipment or lines distances in Column 4 have been calculated using IEEE minimum tool distances plus 300 mm safety factor, rounded to the nearest 50 mm.

(2) Tree to energized electrical equipment or lines distances in Column 5 for 69 kV lines and higher have been calculated using IEEE minimum tool distance rounded to the nearest 50 mm.

Demonstrated Proficiencies

Employee Development Program

Instructions for Training

Employee's Responsibilities

1. Understand the orientation and training requirements issued to you, and take possession of your training and development
2. Learn the required proficiencies required by the job descriptions
3. You are responsible for maintaining the Employee Development Manual Log Book and for completing the required training documentation with your foremen
4. This manual is to remain with you on the crew to which you are assigned, and must be delivered to your manager upon completion.
5. Several foremen may have a part of your training responsibility; this manual is designed to let each foreman know where you are in your skills development, and what you still need to learn
6. This manual may be completed in any order you demonstrate proficiencies. It is a cumulative rather than sequential process.
7. Take pride in your development as an employee. You are learning a noble occupation and laying the foundation for a great career.

Foreman's / Trainer's Responsibilities

1. Teach and train the new employee in the required proficiencies outlined in the Employee Development Manual Log Book.
2. Initial and sign off on the checklists in any order as the new employee demonstrates skills and proficiencies in the various categories.
3. This manual is designed to help foremen train new employees by establishing a guide that allows you to cover all of the skills required from a new employee.
4. Several foremen may have a part in each employee's training, and this manual will tell each foreman at a glance how far along an employee is in their training. As well as what they still need to learn.
5. Take great pride in each trainee's development and your training responsibility. Pass along your knowledge and skills as they were passed along to you.

**Utility Tree Worker Restricted, Utility Tree Worker,
Utility Tree Trimmer
Introductory Training Program**

Employee Profile

Employee Name _____

Employee # _____ Hire Date _____

Territory # _____ Location _____

Employer _____

Foreman _____

First Aid/CPR Course Date _____

Complete these items if applicable:

Length of Prior Tree Experience _____
(Years) (Months)

Employed by _____ Company,

from _____ to _____, work classification _____
(Date) (Date)

and by _____ Company,

from _____ to _____, work classification _____
(Date) (Date)

I recognize that my Foreman and/or Supervisor will be evaluating my performance during my employment and that as a condition of employment, I must demonstrate safe work practices, pass proficiency tests and complete training programs, including First Aid/CPR and Aerial Rescue, failure to comply may affect my continued employment.

Employee Signature

Date

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

***Utility Tree Worker Restricted, Utility Tree Worker
& Utility Tree Trimmer
Declaration of Training & Demonstrated Proficiency***

To: All Foremen

Re: Employee _____ Employee # _____

Upon becoming a foreman, you assumed the responsibility of training, as did the foreman who trained you. This format should aid you in organization and will formally document your efforts and trainee's learning.

You will be providing instruction and supervision for a variety of skills during the introductory training period. As the trainee has demonstrated ability and understanding of a requirement within a training segment, you the Foreman are to initial it, and include your certification number. When a segment is complete, sign the declaration and have the employee sign as well

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

General, Personal Safety and On the Job Orientation

	Date	Foreman Initials	Cert. #
• Assess Job site for Potential Hazards	_____	_____	_____
• Practices Proper Work Site Set Up	_____	_____	_____
• Applies Workplace Hazardous Materials Information System Requirements	_____	_____	_____
• Inspection, Care and Use of Personal Protective Equipment	_____	_____	_____
• Performs Warm-up Stretching Exercises	_____	_____	_____
• Uses Safe Lifting Techniques	_____	_____	_____
• Carries Out Instructions from Job Briefing	_____	_____	_____
• Knows Emergency Response Plan, Telephone Numbers, Hospital Location & Land Locations	_____	_____	_____
• Follows Proper Incident Reporting Procedures	_____	_____	_____
• Is Aware of Poisonous Plants & Allergic Reactions Avoidance and First Aid	_____	_____	_____
• Is Aware of Any Relevant Medical Conditions of Crew Members	_____	_____	_____
• Demonstrates Fire Extinguisher Inspection and Use	_____	_____	_____
• Inspects for Fire Suppression Equipment, ie: Pulaski, Shovel, Fire Water Pack	_____	_____	_____
• Identifies Location of First Aid Kit	_____	_____	_____
• Participates in Tailboard & Safety Meetings	_____	_____	_____

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

General, Personal Safety and On the Job Orientation continued...

- | | Date | Foreman
Initials | Cert. # |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------------------|---------|
| <ul style="list-style-type: none"> • Is Familiar with Division H & the Applicable Tables that Apply to Tree Work Near Energized Electrical Equipment or Lines Performed by U.T.T, U.T.W. or Other Workers (Included in the Current Edition of Alberta Electrical & Communication Utility Code) | _____ | _____ | _____ |

_____	_____	_____
Employee	Foreman	Date
_____	_____	
Employer	Date	

Work Site Set Up

- | | Date | Foreman
Initials | Cert. # |
|-------------------------------------------------------------------------------------------------------------------------|-------|---------------------|---------|
| <ul style="list-style-type: none"> • Maintains 2 Signs at Proper Distance | _____ | _____ | _____ |
| <ul style="list-style-type: none"> • Places Cones to Identify & Secure Work Site | _____ | _____ | _____ |
| <ul style="list-style-type: none"> • Ensures Wheel Chocks are in Place | _____ | _____ | _____ |
| <ul style="list-style-type: none"> • Practices Flagging Procedures in accord with Provincial Regulations | _____ | _____ | _____ |
| <ul style="list-style-type: none"> • Anticipates & Watches for Overhead Hazards When Guiding Driver | _____ | _____ | _____ |
| <ul style="list-style-type: none"> • Demonstrates Proper Placement of Rescue Equipment when Required | _____ | _____ | _____ |

_____	_____	_____
Employee	Foreman	Date
_____	_____	
Employer	Date	

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

Brush Disposal (if applicable)

	Date	Foreman Initials	Cert. #
• Understands Characteristics of Rotary Drum & Self-Feed Chippers	_____	_____	_____
• Never Wears Gauntlet Gloves, Full Body Harness or Saddle while Chipping	_____	_____	_____
• Reviews & Understands Manufacturer's Instructions, Warning Decals and Safety Features	_____	_____	_____
• Identifies Hazards and Pinch Points	_____	_____	_____
• Demonstrates Proper Attachment to Truck	_____	_____	_____
• Performs Lubrication and Maintenance	_____	_____	_____
• Guides Driver while Backing Up Equipment	_____	_____	_____
• Stacks and Drags Brush Efficiently	_____	_____	_____
• Starts, Engages and Accelerates Chipper Properly	_____	_____	_____
• Operates Safely from Curb Side	_____	_____	_____
• Uses Push Stick on Small Material when Chipping	_____	_____	_____
• Decelerates, Disengages and Shuts Down Chipper Properly	_____	_____	_____
• Stacks/Loads Wood Efficiently	_____	_____	_____
• Cleans Up Work Site Properly	_____	_____	_____
• Performs Proper Dumping Procedures	_____	_____	_____

Employee

Foreman

Date

Employer

Date

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

Premowing/Slashing

	Date	Foreman Initials	Cert. #
• Performs Proper Premow & Hazard Flagging	_____	_____	_____
• Ensures Adequate Clearance from Brush to Fence Line	_____	_____	_____
• Ensures Guy Wires & Guy Wire Tails Are Found, Identified & Flagged	_____	_____	_____
• Premows for Adequate Clearance On Slopes Towards Fences	_____	_____	_____
• Recognizes that Steeper Slopes May Have to Be Hand Slashed	_____	_____	_____
• Premows for Required Clearance Around Guy Wires	_____	_____	_____
• Premows for Greater Clearance Around Poles when Mower Will Have to Travel on High Side of the Pole	_____	_____	_____
• Premows All Brush under Guy Wires So Mower Does Not Have to Travel under Guy Wires	_____	_____	_____
• Premows for Adequate Clearance Around Phone Boxes, Kiosks & Other Obstacles	_____	_____	_____
• Observes & Maintains Limits of Approach at All Times (Refer to A.E.C.U. Code Tables 2-1, 4-5, 4-6 & 4-7)	_____	_____	_____
• Recognizes & Identifies Pipe Line Crossings, Crossing Agreements if Applicable & Oilfield Facilities	_____	_____	_____

Employee

Foreman

Date

Employer

Date

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

Mowing

	Date	Foreman Initials	Cert. #
• Performs Visual Hazard Assessment at Each Site	_____	_____	_____
• Discourages Bystanders & Curious Onlookers, Clears the Work Site	_____	_____	_____
• Maintains Safe Mowing Distances at All Times	_____	_____	_____
• Lifts Cutterhead, Turns Cutterhead Away & Disengages Cutterhead if People, Livestock or Traffic Approach When Mowing	_____	_____	_____
• Mows Away from the Direction of People & Livestock	_____	_____	_____
• Mows with Cutterhead Rotation Away from Road Side	_____	_____	_____
• Ensures Safety Chains on Cutterhead are in Place	_____	_____	_____
• Ensures Blades & Pins are Properly Tightened at All Times	_____	_____	_____
• Mows Towards Structures & “Does Not” Back up Towards Structures & Guy Wires	_____	_____	_____
• Mows at Right Angles to Hillides to Prevent Roll Overs	_____	_____	_____
• Performs Maintenance or Repair Work Utilizing Proper Lock out, Tag out Procedures	_____	_____	_____
• Does Not Walk Machines on Highways when Chained Up Stays to Ditches or Back Roads	_____	_____	_____
• Observes & Maintains Limits of Approach at All Times (Refer to A.E.C.U. Code Tables 2-1, 4-5, 4-6 & 4-7)	_____	_____	_____
• Recognizes & Is Aware of Pipeline Crossings, Crossing Agreements if Applicable and Oilfield Facilities	_____	_____	_____
• Parks Machines off Roadway & Well Away from Any Potential Traffic	_____	_____	_____

Employee	Foreman	Date
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Employer	Date
----------	------

*** This Page is optional for Certification**

PVMA Utility Tree Trimmer/Utility Tree Worker
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Electrical Hazards

	Date	Foreman Initials	Cert. #
• Can Identify:			
Primary Conductors	_____	_____	_____
Secondary Conductors	_____	_____	_____
Transmission Lines	_____	_____	_____
Communication Lines (Cable TV& Telephone)	_____	_____	_____
Grounding Conductors	_____	_____	_____
Guy Wires	_____	_____	_____
Service Drops and Meters	_____	_____	_____
Risers (For Underground Services)	_____	_____	_____
Electrical Equipment (Transformers, Cut-outs, Insulators, etc.)	_____	_____	_____
Street Lighting Conductors	_____	_____	_____
• Can Describe & is Aware of Potential Hazards Associated With:			
Direct Contact	_____	_____	_____
Indirect Contact	_____	_____	_____
Effects of Electricity on the Human Body	_____	_____	_____
Downed Wire Hazards (step potential)	_____	_____	_____
• Maintains .3 M Minimum Safe Limits of Approach Distance from Insulated or Polyethylene Covered Conductors (0-750v)	_____	_____	_____
• Maintains 3.0 M Minimum from Overhead Power Lines (10 ft) Refer to A.E.C.U. Code Tables 2-1, 4-5, 4-6 & 4-7	_____	_____	_____
• Maintains Tools & Equipment in Proper Electrically Insulating Condition	_____	_____	_____
• Performs Work Proficiently & Safely	_____	_____	_____

Employee

Foreman

Date

Employer

Date

PVMA Utility Tree Trimmer/Utility Tree Worker
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Mobile Equipment

	Date	Foreman Initials	Cert. #
• Performs Pre/Post-trip Inspections	_____	_____	_____
• Reviews All Controls and Warning Decals	_____	_____	_____
• Reviews Storage and Security	_____	_____	_____
• Understands & Applies Lockout/Tagout Procedure	_____	_____	_____
• Operates & Drives Equipment Safely (Initial Those That Apply)			
Mowers/Tractors*	_____	_____	_____
Skid Steer Loaders*	_____	_____	_____
Other	_____	_____	_____

Employee

Foreman

Date

Employer

Date

***This item is optional for Certification**

PVMA Utility Tree Trimmer/Utility Tree Worker
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Chain Saws

	Date	Foreman Initials	Cert. #
• Can Sharpen and Adjust Chain	_____	_____	_____
• Carries Saw Properly	_____	_____	_____
• Can Identify/Avoid Kick Back Zone	_____	_____	_____
• Performs Proper Maintenance	_____	_____	_____
• Checks Chain Brake for Proper Function	_____	_____	_____
• Identifies Ground Hazards, i.e., Debris	_____	_____	_____
• Practices Proper Starting Procedure	_____	_____	_____
• Practices Proper Stance for Cutting	_____	_____	_____
• Maintains 3 M (10 ft.) Clearance From Other Personnel	_____	_____	_____
• Maintains Proper Two Handed Grip	_____	_____	_____
• Limbs Brush Efficiently	_____	_____	_____
• Bucks Logs Efficiently	_____	_____	_____
• Felling Trees:			
Follows Established Felling Safety Plan	_____	_____	_____
Knows When to Secure With Guide Rope	_____	_____	_____
Has Established Escape Routes	_____	_____	_____
Uses Proper Notch, Back & Groundline Cuts	_____	_____	_____
• Refuels Saws Properly	_____	_____	_____
• Stores Saws Properly	_____	_____	_____

Employee

Foreman

Date

Employer

Date

PVMA Utility Tree Trimmer/Utility Tree Worker
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Power Hand Tools (Drills, Hedger, Trimmer, etc.)

	Date	Foreman Initials	Cert. #
• Reads and Understands Operator’s Instructions Found in Safety Manuals for all Power Tools	_____	_____	_____
• Stores Tools Properly	_____	_____	_____
• Mixes Gas & Oil Properly	_____	_____	_____
• Identifies Ground Hazards, i.e. Debris	_____	_____	_____
• Identifies Hazard Points	_____	_____	_____
• Maintains Proper Hand Grip	_____	_____	_____
• Checks Safety Devices on Tools	_____	_____	_____
• Uses Proper Starting Procedures	_____	_____	_____
• Maintains Proper Stance for Ground Use of Power Tool	_____	_____	_____
• Maintains 3 M (10 ft) Clearance Rule	_____	_____	_____
• Wears Gloves When Sharpening and Adjusting Blades or Chain	_____	_____	_____
• Performs Routine Maintenance on Power Tools	_____	_____	_____

Employee

Foreman

Date

Employer

Date

Qualified Utility Tree Worker, Utility Tree Trimmer

Declaration of Training & Demonstrated Proficiency

To: All Foremen

Re: Employee _____ Employee # _____

This employee has successfully completed the Utility Tree Worker Restricted requirements and is expected to improve upon the skills acquired. U.T.W. & U.T.T. training will concentrate on tree trimming techniques used to accomplish assignments normally encountered in our industry.

The guidance required of the Foreman should decrease as the trainee's proficiency increases. When this training level is complete, the new U.T.W. or U.T.T. must be capable of handling all routine assignments with the minimum of guidance.

As in the Trainee level, the Foreman will initial the items satisfactorily completed, sign and date the appropriate declaration, then notify the employer. After observation, if the employer is satisfied, the certification will be approved, or training redirected as warranted by unsatisfactory performance.

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Hand Tools

	Date	Foreman Initials	Cert. #
• Performs Field Inspection of Poles and Connectors	_____	_____	_____
• Sharpens and Maintains Pruners	_____	_____	_____
• Demonstrates Proper Care, Use and Storage of Hand Saw	_____	_____	_____
• Demonstrates Proper Care, Use and Storage of Pole Pruner/Saw	_____	_____	_____
• Demonstrates Proper Care, Use and Storage of: (If Applicable) Come-alongs/Turfers	_____	_____	_____
Axes	_____	_____	_____
Sledge/Wedge*	_____	_____	_____
Cant Hook*	_____	_____	_____
Block & Tackle*	_____	_____	_____
Big Shot	_____	_____	_____

Employee

Foreman

Date

Employer

Date

***This item is optional for Certification**

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Hazard Tree Identification

	Date	Foreman Initials	Cert.#
• Identifies Tree Species on site	_____	_____	_____
• Identifies Signs & Symptoms of Common Tree Failure	_____	_____	_____
• Identifies Hazard Trees on Site	_____	_____	_____
• Identifies Crown defects			
Dead limbs	_____	_____	_____
Dead Top	_____	_____	_____
V Crotch with included bark	_____	_____	_____
Multiple leaders	_____	_____	_____
Broken Top	_____	_____	_____
Wounds/cracks with advanced decay_	_____	_____	_____
Excessive weight ratio (Extremely heavy top)	_____	_____	_____
• Identifies Stem defects			
Fruiting Bodies	_____	_____	_____
Lean to line	_____	_____	_____
Resin Flow	_____	_____	_____
Cavity greater than 25% of diameter	_____	_____	_____
Wounds and cracks with advanced decay	_____	_____	_____
• Identifies Root defects			
Heaving & Cracked soil	_____	_____	_____
Greater than 25% of roots damaged or severed roots	_____	_____	_____
Root Rot (Mycelium)	_____	_____	_____
Thin Chlorotic foliage	_____	_____	_____
High Water Table	_____	_____	_____
Fruiting bodies	_____	_____	_____
Wounds & cracks with advanced decay	_____	_____	_____

Employee

Foreman

Date

Employer

Date

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Ropes, Knots and Rigging

	Date	Foreman Initials	Cert.#
• Performs Rope Inspection and Identification	_____	_____	_____
• Stores Ropes Properly	_____	_____	_____
• Demonstrates Ability to Tie and Apply:			
Taut Line Hitch	_____	_____	_____
Blake Hitch	_____	_____	_____
Figure 8 Knot	_____	_____	_____
Sheet Bend	_____	_____	_____
Prussic Loop to Lanyard	_____	_____	_____
Throwing Fist and/or Throw Bag	_____	_____	_____
Bowline	_____	_____	_____
Clove Hitch	_____	_____	_____
Running Bowline	_____	_____	_____
Coil for Storage	_____	_____	_____
• Keeps Climbers Rope Clear	_____	_____	_____
• Understands Proper Crotch Selection	_____	_____	_____
• Stands in Proper Position When Handling Rigged Limbs	_____	_____	_____
• Can Set and Run Ropes Efficiently	_____	_____	_____

Employee

Foreman

Date

Employer

Date

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

Climbing

	Date	Foreman Initials	Cert.#
• Positions Rescue Gear	_____	_____	_____
• Inspects Climbing Gear and Tree	_____	_____	_____
• Understands Fall Protection Requirements (Tie-In-Policy)	_____	_____	_____
• Selects and Places Rope in Crotch, High and Away from Electrical Conductors	_____	_____	_____
• Ties & Applies Knots Properly	_____	_____	_____
• Ascends Tree Safely and Efficiently	_____	_____	_____
• Uses Proper Re-crothing Method	_____	_____	_____
• Uses and Secures Tools Properly	_____	_____	_____
• Checks Friction Hitch Periodically	_____	_____	_____
• Descends Tree Safely	_____	_____	_____
• Works Safely and Proficiently	_____	_____	_____
• Practices Climber Rescue	_____	_____	_____
• Can Perform a Safe, Proficient Climber Rescue	_____	_____	_____
• Climbs Proficiently Without Spurs	_____	_____	_____
• Climbs Proficiently With Spurs	_____	_____	_____
• Sharpens Spurs Properly	_____	_____	_____
• Produces Quality Work Safely	_____	_____	_____
• Maintains Electrical Limits of Approach Distances (Refer to A.E.C.U. Code Tables 2-1,4-5,4-6 & 4-7)	_____	_____	_____

Employee

Foreman

Date

Employer

Date

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

Aerial Lifts, if applicable

	Date	Foreman	Cert.#
• Practices Aerial Life Rescue Procedures	_____	_____	_____
• Reviews & Understands Manufacturer’s Instructions, Warning Decals & Safety Features	_____	_____	_____
• Identifies Major Components	_____	_____	_____
• Knows All Grease Points and Hydraulic Levels	_____	_____	_____
• Can Perform all Required Maintenance	_____	_____	_____
• Operates Outriggers & Ensures Proper Pad Placement	_____	_____	_____
• Performs Daily/Weekly Aerial Lift Inspections	_____	_____	_____
• Operates Lift from Lower Controls/Deadman	_____	_____	_____
• Operates Lift from Bucket Controls	_____	_____	_____
• Ensures Safe Path for Booms when Unfolding & Folding Booms	_____	_____	_____
• Demonstrates Proper Use and Care of Hydraulic Tools	_____	_____	_____
• Maintains Tools & Equipment in Proper Electrically Insulating Equipment	_____	_____	_____
• Secures Unit for Travel, Including Sweep Down And Checks for Low Limbs	_____	_____	_____
• Checks for Overhead Obstruction and Conductors When Pinning Truck for Overnight Storage	_____	_____	_____

Employee

Foreman

Date

Employer

Date

****This Page is Optional for UTW Certification but Mandatory for UTT Certification**

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

Aerial Lift Operation

	Date	Foreman	Cert#
Initials			
• Demonstrates Aerial Life Rescue	_____	_____	_____
• Identifies Components and Performs Daily and Weekly Inspections	_____	_____	_____
• Selects Most Efficient Set Up Site	_____	_____	_____
• Operates Controls Smoothly and Efficiently	_____	_____	_____
• Produces Quality Work Safely	_____	_____	_____
• Maintains Electrical Limits or Approach Distances (Refer to A.E.C.U. Code Tables 2-1, 4-5, 4-6 & 4-7)	_____	_____	_____
• Maintains Control of Limbs Where Required to Avoid Property Damage or Electrical Contact	_____	_____	_____

Employee

Foreman

Date

Employer

Date

****This Page is Optional for UTW Certification but Mandatory for UTT Certification**

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

Rigging Limbs

	Date	Foreman Initials	Cert #
Understands Rope Working/Breaking Strengths**	_____	_____	_____
Selects Proper Crotch**	_____	_____	_____
Selects Proper Rope for Task**	_____	_____	_____
• Understands & Demonstrates Proper Use of:			
Guide Rope/Tip Rope (Pull Rope) **	_____	_____	_____
Raising & Lowering Rope**	_____	_____	_____
Butt Rope for Controlling Butt End**	_____	_____	_____
Butt Hitch **	_____	_____	_____
False Crotch**	_____	_____	_____
Arborist Grade Block(s), if equipped* (optional)	_____	_____	_____
Come-Alongs/Turfers, if equipped*(optional)	_____	_____	_____
Hinge Cut	_____	_____	_____
Jump Cut	_____	_____	_____
Under Cut	_____	_____	_____
Top Cut/Back Cut	_____	_____	_____
Finish Cut	_____	_____	_____
Combination of Above	_____	_____	_____
_____	_____	_____	_____
Employee	Foreman	Date	
_____	_____		
Employer	Date		

***Items optional for both UTW and UTT Certification**

****Items are Optional for UTW Certification but Mandatory for UTT Certification**

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

Tree Removal

The removal of large limbs and trees can be challenging to the most experienced U.T.T. or U.T.W. depending upon the tree and circumstances. Therefore, proficiency should be based upon the size and complexity of removals, regularly assigned to your crew.

	Date Initials	Foreman	Cert.#
• Assesses the Tree Condition, Conductors and Surroundings for Hazards	_____	_____	_____
• Develops & Communicates a Job Plan	_____	_____	_____
• Establishes a Safe Felling Zone	_____	_____	_____
• Determines if it Will Require Topping	_____	_____	_____
• Performs the Safe Removal of:			
Sound, Straight Trees	_____	_____	_____
Leaning Trees	_____	_____	_____
Lodged Trees	_____	_____	_____
Cracked/Split Trees	_____	_____	_____
Multiple Stemmed Trees	_____	_____	_____
Trees Larger in Diameter Than Bar Length	_____	_____	_____
Demonstrates Special Techniques for Storm Damaged Trees and Limbs	_____	_____	_____
• Demonstrates & Installs Rigging & Removes Limbs	_____	_____	_____
• Demonstrates Notches and Back Cuts (Standard, Open Face & Humboldt)	_____	_____	_____
• Demonstrates Ground Felling of Entire Tree	_____	_____	_____

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

Tree Removal continued...

- Demonstrates Ground Felling of Topped Tree _____
- Demonstrates Limbing and Bucking _____
- Demonstrates Handling Large Wood Safely
{Reduce Size, Rolling, Mechanical Advantage} _____
- Demonstrates Cutting Stump to Grade _____

Employee

Foreman

Date

Employer

Date

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

Pruning

	Date	Foreman	Cert. #
• Knows, Understands & Applies Limits of Approach As per Tables 2-1, 4-5, 4-6 & 4-7 of the A.E.C.U.C.	_____	_____	_____
• Evaluates Tree and Hazards	_____	_____	_____
• Selects Proper Work Position	_____	_____	_____
• Brings Appropriate Tools Aloft	_____	_____	_____
• Makes Initial Cuts to Clear Communication Lines	_____	_____	_____
• Controls Cut Limbs to Avoid Contact with Overhead Lines	_____	_____	_____
• Communicates Warning Before Cutting & Ensures	_____	_____	_____
• Clear Drop Zone	_____	_____	_____
Re-checks Surroundings For: Distance/Location of Conductors Pedestrians/Children Location of Ground Personnel High Hangers	_____	_____	_____
• Clears Obstructions Before Cutting Entangled Limbs	_____	_____	_____
• Removes Stubs Immediately	_____	_____	_____
• Makes Efficient Cuts	_____	_____	_____
• Is Careful Around Private & Public Property	_____	_____	_____
• Rechecks Tree for Proper Completion and Hangers Before Coming Down	_____	_____	_____
• Maintains Safe Production	_____	_____	_____

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

Pruning continued...

	Date	Foreman Initials	Cert. #
• Performs Various Methods of Pruning:			
Side Trimming	_____	_____	_____
Directional Trimming	_____	_____	_____
Drop Crotching/Crown Reduction	_____	_____	_____
Overhang Removals	_____	_____	_____
Deadwooding (Crown Cleaning)	_____	_____	_____
Thinning (Crown Thinning)	_____	_____	_____
• Understands & Demonstrates Proper Use of:			
Hand Saw & Pole Pruner	_____	_____	_____
Gasoline Chain Saw	_____	_____	_____
Hydraulic Chain Saw*	_____	_____	_____
Hydraulic Pole Chain Saw**	_____	_____	_____
Hydraulic Pole Circular Saw**	_____	_____	_____
Hydraulic Pole Pruner*	_____	_____	_____
Hand Loppers/Shears*	_____	_____	_____
Gas Shears*	_____	_____	_____
Other	_____	_____	_____
Employee	Foreman	Date	
Employer	Date		

***This item is optional for Certification**

****This item is Optional for UTW Certification but Mandatory for UTT Certification**

Utility Tree Worker

&

Utility Tree Trimmer

Declaration of Training & Demonstrated Proficiency

Re: Employee _____ Employee # _____

This employee has satisfied U.T.W. or U.T.T. work skill requirements.

In addition to the work skill requirements, these individuals must:

- Learn company and client (if applicable) reporting procedures necessary for foremanship.
- Be able to communicate with the crew, client and public.
- Know, follow and promote company work procedures & safety rules.
- Know, follow and promote all applicable Government regulations, standards and codes.

When the employee has satisfactorily demonstrated proficiency in the above requirements, sign this declaration.

Employee

Employer

Date

Courses/Hours

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

TO BE COMPLETED BY THE EMPLOYEE

Name: _____

Address: _____

Date of Employment: _____

Name of Employer: _____

PVMA Certificate No: # _____
or Equivalence

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

TO BE COMPLETED BY THE EMPLOYEE

Name: _____

Address: _____

Date of Employment: _____

Name of Employer: _____

PVMA Certificate No: # _____
or Equivalence

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

TO BE COMPLETED BY THE EMPLOYEE

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PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

TO BE COMPLETED BY THE EMPLOYEE

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or Equivalence

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

TO BE COMPLETED BY THE EMPLOYEE

Name: _____

Address: _____

Date of Employment: _____

Name of Employer: _____

PVMA Certificate No: # _____
or Equivalence

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

Name of Course Attended:

Course Location: _____

Course Date: _____

Hours Attended: _____

Successfully Completed: Yes _____ No _____

Instructors Names and Signature:

.....

Name of Course Attended:

Course Location: _____

Course Date: _____

Hours Attended: _____

Successfully Completed: Yes _____ No _____

Instructors Names and Signature:

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

Name of Course Attended:

Course Location: _____

Course Date: _____

Hours Attended: _____

Successfully Completed: Yes _____ No _____

Instructors Names and Signature:

.....

Name of Course Attended:

Course Location: _____

Course Date: _____

Hours Attended: _____

Successfully Completed: Yes _____ No _____

Instructors Names and Signature:

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

Name of Course Attended:

Course Location: _____

Course Date: _____

Hours Attended: _____

Successfully Completed: Yes _____ No _____

Instructors Names and Signature:

.....

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Course Location: _____

Course Date: _____

Hours Attended: _____

Successfully Completed: Yes _____ No _____

Instructors Names and Signature:

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

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Course Location: _____

Course Date: _____

Hours Attended: _____

Successfully Completed: Yes _____ No _____

Instructors Names and Signature:

.....

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Course Location: _____

Course Date: _____

Hours Attended: _____

Successfully Completed: Yes _____ No _____

Instructors Names and Signature:

PVMA Utility Tree Trimmer/Utility Tree Worker
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Course Location: _____

Course Date: _____

Hours Attended: _____

Successfully Completed: Yes _____ No _____

Instructors Names and Signature:

.....

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Course Location: _____

Course Date: _____

Hours Attended: _____

Successfully Completed: Yes _____ No _____

Instructors Names and Signature:

PVMA Utility Tree Trimmer/Utility Tree Worker
Certificate of Training & Demonstrated Proficiency Record Book

Name of Course Attended:

Course Location: _____

Course Date: _____

Hours Attended: _____

Successfully Completed: Yes _____ No _____

Instructors Names and Signature:

.....

Name of Course Attended:

Course Location: _____

Course Date: _____

Hours Attended: _____

Successfully Completed: Yes _____ No _____

Instructors Names and Signature:

Hours Worked Around Powerlines Verification Form

Date	Location & #	Aerial Hrs*	Ground Hrs	Name of UTT/UTW*	PVMA Cert#	Signature of UTT/UTW*	Involved Utility
TOTAL HOURS							

Name of Employee _____ Full signature of certified supervisor is **MANDATORY** for each entry.

*Aerial hours **MUST** be signed by a valid certified **UTT or equivalent**.

Hours Worked Around Powerlines Verification Form

Date	Location & #	Aerial Hrs*	Ground Hrs	Name of UTT/UTW*	PVMA Cert#	Signature of UTT/UTW*	Involved Utility
TOTAL HOURS							
Name of Employee _____ Full signature of certified supervisor is MANDATORY for each entry.							

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PVMA Utility Tree Trimmer/Utility Tree Worker
 Certificate of Training & Demonstrated Proficiency Record Book

Hours Worked Around Powerlines Verification Form

Date	Location & #	Aerial Hrs*	Ground Hrs	Name of UTT/UTW*	PVMA Cert#	Signature of UTT/UTW*	Involved Utility
TOTAL HOURS							

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PVMA Utility Tree Trimmer/Utility Tree Worker
 Certificate of Training & Demonstrated Proficiency Record Book

Hours Worked Around Powerlines Verification Form

Date	Location & #	Aerial Hrs*	Ground Hrs	Name of UTT/UTW*	PVMA Cert#	Signature of UTT/UTW*	Involved Utility
TOTAL HOURS							

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Hours Worked Around Powerlines Verification Form

Date	Location & #	Aerial Hrs*	Ground Hrs	Name of UTT/UTW*	PVMA Cert#	Signature of UTT/UTW*	Involved Utility
TOTAL HOURS							

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