

Competency Profile

ENTERTAINMENT RIGGERS

A Competency Analysis

www.culturalhrc.ca

Recommended Skills for

Entertainment RIGGERS

COMPETENCY PROFILE

Cultural Human Resources Council

17 York Street, Suite 201

Ottawa, Ontario K1N 9J6

Telephone: (613) 562-1535 / 1-866-562-1535

Fax: (613) 562-2982

E-mail: info@culturalhrc.ca

Web site: www.culturalhrc.ca

This project is funded by the Government
of Canada's

Sector Council Program.

Canada



**Cultural Human
Resources Council**

**Conseil des
ressources humaines
du secteur culturel**

DISCLAIMER

ENTERTAINMENT RIGGER - Competency Profile © Cultural Human Resources Council, Version 1.0, 2007.
All rights reserved.

Many representatives of Canada's cultural sector have contributed their time and efforts to create this competency profile. The Cultural Human Resources Council hopes that you will find the information helpful and easy to use, but provides the information 'as is' and makes no representations or warranties of any kind regarding it. CHRC disclaims all liability of any kind whatsoever arising out of your use of, or inability to use, this information.

TABLE OF CONTENTS

INTRODUCTION | 4
SUMMARY - CHART OF COMPETENCIES | 6

COMPETENCY PROFILE

A. PLAN THE RIGGING WORK | 9
B. PREPARE RIGGING EQUIPMENT AND SYSTEMS | 14
C. INSTALL RIGGING COMPONENTS | 16
D. INSTALL PRODUCTION ELEMENTS | 20
E. INSTALL AND OPERATE PERFORMANCE / PERFORMER APPARATUS | 21
F. INSPECT AND MAINTAIN RIGGING EQUIPMENT AND SYSTEMS | 24
G. STRIKE RIGGING EQUIPMENT AND SYSTEMS | 27
H. UTILIZE RIGGING MATERIAL, EQUIPMENT, INSTRUMENTS AND TOOLS | 28
I. COMPLY WITH PERTINENT REGULATIONS, STANDARDS AND BEST PRACTICES | 34

...and to accomplish all of the above, **A RIGGER**
must be able to...:

J. DEMONSTRATE COMMUNICATION AND INTERPERSONAL SKILLS | 37
K. DEMONSTRATE PERSONAL SKILLS | 39

INTRODUCTION

This document presents the outcomes of an occupational analysis (1) for **ENTERTAINMENT RIGGERS**. It identifies the combined competencies that make up the work of Entertainment Riggers.

This exercise has been initiated and coordinated by the Cultural Human Resources Council (CHRC) thanks to the financial support of the Government of Canada's Sector Council Program.

The Cultural Human Resources Council (www.culturalhrc.ca) is a national organization dedicated to strengthening Canada's cultural workforce and improving the HR environment within the cultural sector. It strives to be at the centre of vision and forward thinking in the area of cultural human resources development. CHRC members include self-employed artists, cultural workers and arts organizations from the many disciplines which comprise the sector.

BACKGROUND

Entertainment Riggers work in various fields (performing arts, live performances, cinema and special events), organizational environments (small, medium and large organizations), contexts and working conditions (i.e. in interior and exterior as well as in permanent and temporary settings). The scope of this analysis has therefore been defined to take into account and to reflect these differences and variations.

The primary tasks of entertainment riggers are "to install rigging equipment that will be used to attach or fasten the stage and acrobatic equipment required by the show; the rigger is also responsible for installing and operating safety devices for people working at height, such as performers, technicians, properties people, etc.; (...) in circus work, riggers are also in charge of installing acrobatic apparatus." (2)

The **Competency Profile** is to be used in conjunction with the **Chart of Competencies for ENTERTAINMENT RIGGERS**.

The **Competency Chart** and **Profile** can be used by individuals to evaluate their own skills and to determine areas where they should pursue additional training. On a corporate level, this material can be applied in developing competency-based professional development programs, negotiating and customizing training programs, developing / reviewing career planning programs, recruitment profiles and individual position descriptions

- (1) The expressions 'occupational analysis' and 'competency profile' are used interchangeably in this document
- (2) Montreal School Board. Rigger. Work Status Analysis Report. February 2004. P.1

METHODOLOGY

The Cultural Human Resources Council has chosen the DACUM (Developing A CURriculum) model to conduct this analysis. One of the key features of DACUM is to rely on a group of expert practitioners to review all the competencies required to function effectively in a given occupation.

The combined **Chart of Competencies** and **Profile** present four levels of analysis:

1. A series of **General Areas of Competence**, more commonly called **GACs**. A GAC describes a major function or responsibility of a particular profession, trade or position. There are two types of GACs: **General Areas of Professional Competence** (GACs A to I inclusively) and **General Areas of General Competence** (GACs J and K).
2. Each GAC is further defined into **skills** (competencies). The skills, as well as the GACs, are identified in behavioral terms and thus begin with an action verb depicting the applied behavior.
3. Each skill is further analyzed into **subskills**. A subskill is an intermediate step between the whole skill and the detailed actions associated with practicing the skill.
4. A (non-exhaustive) series of **important actions** and **key general competencies** has been identified; these may be used as performance indicators, providing the criteria by which competence can be assessed.

ACKNOWLEDGMENT

The Cultural Human Resources Council (CHRC) wishes to thank the following individuals who gave their time and commitment to this project:

CHRC'S EXPERT WORKING GROUP

John Avery - The Banff Centre
Louise Boucher - Conseil quebecois des ressources humaines en culture
Monique Corbeil - CITT/ICTS
Peter Feldma - CAPACOA
Graham Frampton - CITT/ICTS, Decidedly Jazz Danceworks
Alex Gazalé - National Arts Centre
Peter Gerrie - Francis Winspear Centre for Music
Bob Johnston - CITT/ICTS
Brian Low - Nasco Staffing Solutions
Sean McGuire - IATSE
Mark Melymick - Sheridan College
Norberts Muncs - National Theatre School
Hugh Neilson - Professional Association of Canadian Theatres
Thomas Schweitzer - Opera Ontario

CHRC'S STEERING COMMITTEE

Mongo Andrews - Vertigo Research Laboratories
Jesse Carroll - University of Calgary
Patrick Chassin - Cirque Du Soleil
Peter DaPrato - Freelance/IATSE Local 873
Kevin Fitzpatrick - Self-employed/Freelance
Tom Heemskerck - Royal & McPherson Theatres Society
Wes Jenkins - EPCOR Centre for the Performing Arts
Dominic Landry - Cirque Du Soleil
Stéphane Mayrand - Cirque Du Soleil
Ron Muise - Muise Technical Services
Dusty Rhodes - Port Theatre

SUPPORT

Susan Annis, Executive Director, CHRC
Manon Turcotte, Project Manager, CHRC
Pierre Morin, Consultant and DACUM Facilitator
Jeanne Villeneuve, Translator
Pierre Beaudoin, Consultant

SUMMARY – CHART OF COMPETENCIES

A RIGGER MUST BE ABLE TO:

PROFESSIONAL COMPETENCIES:**A. PLAN THE RIGGING WORK**

2. Analyse plans, technical drawings and blueprints
3. Assess feasibility of task
4. Determine loads and forces
5. Identify rigging requirements
6. Identify access requirements
7. Generate a rigging plot
8. Identify health and safety requirements
9. Determine required equipment
10. Estimate resources, time and costs
11. Identify organisational structure and chain of command
12. Identify and report problems

B. PREPARE RIGGING EQUIPMENT AND SYSTEMS

1. Load / unload equipment
2. Perform layout
3. Fabricate components
4. Assign tasks
5. Inspect equipment
6. Assemble rigging components

C. INSTALL RIGGING COMPONENTS

1. Inspect safety equipment
2. Install fall protection equipment
3. Access work station
4. Check and install anchors
5. Raise rigging equipment
6. Attach and secure rigging equipment
7. Inspect and verify installation
8. Perform / run tests
9. Make required adjustments
10. Install scaffolds
11. Install temporary grids / catwalks
12. Install / operate motorized systems
13. Install / operate counter-weight systems

D. INSTALL PRODUCTION ELEMENTS

1. Assemble, adjust and check structure supporting production elements
2. Attach production elements
3. Fly production elements
4. Set / mark trims
5. Stabilise production elements

E. INSTALL AND OPERATE PERFORMANCE / PERFORMER APPARATUS

1. Install and check performer safety devices
2. Attach performer apparatus
3. Position and level performer aerial apparatus
4. Test apparatus
5. Collaborate with other departments to meet the needs of production
6. Mark settings for operation (spike marks)
7. Perform final inspection and secure / lock out all rigging components
8. Operate performer apparatus during rehearsals and performance

F. INSPECT AND MAINTAIN RIGGING EQUIPMENT AND SYSTEMS

1. Determine and follow inspection schedule
2. Determine inspection / maintenance requirements
3. Ensure compliance of rigging equipment and systems with set load capacities
4. Access components
5. Perform sensory inspection
6. Perform operational inspection
7. Replace / repair parts
8. Readjust components
9. Document inspection and maintenance

G. STRIKE RIGGING EQUIPMENT AND SYSTEMS

1. Plan / organise strike
2. Remove production elements
3. Remove rigging equipment
4. Remove safety equipment
5. Store rigging / safety equipment

H. UTILIZE RIGGING MATERIAL, EQUIPMENT, INSTRUMENTS AND TOOLS

1. Utilise wire rope
2. Utilise rope and cordage
3. Utilise chains
4. Utilise hoisting devices
5. Utilise tensioning devices
6. Utilise pulleys / blocks
7. Utilise anchors / fasteners
8. Utilise connecting hardware
9. Utilise slings
10. Utilise pneumatic tools

UTILIZE RIGGING MATERIAL, EQUIPMENT, INSTRUMENTS AND TOOLS (cont'd)

11. Utilise electric tools
12. Utilise hand tools
13. Utilise load measuring devices
14. Utilise measuring tools
15. Utilise anemometers
16. Utilise lasers
17. Utilise electrical testing equipment
18. Utilise safety equipment
19. Utilise rigging tools
20. Utilise elevated work platform
21. Utilise cargo handling machinery and equipment
22. Utilise hydraulic tools
23. Utilise communication devices

I. COMPLY WITH PERTINENT REGULATIONS, STANDARDS AND BEST PRACTICES

1. Ensure safe work environment
2. Execute emergency procedures
3. Comply with fire code
4. Comply with electrical code
5. Comply with WHIMS
6. Comply with compressed gas regulations and best practices
7. Comply with health and safety regulations and best practices
8. Comply with employment standards and contracts
9. Comply with HR policies
10. Comply with regulations relative to overhead lifting
11. Comply with manufacturers specifications / instructions
12. Comply with fall protection regulations

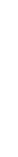
GENERAL COMPETENCIES:**J. DEMONSTRATE COMMUNICATION AND INTERPERSONAL SKILLS**

1. Demonstrate teamwork skills
2. Communicate verbally in a clear and concise manner
3. Utilise industry terminology
4. Adapt language to recipient
5. Practice active listening
6. Display tact and diplomacy
7. Demonstrate sensitivity to other people's needs
8. Exercise patience and tolerance
9. Use computers and e-communication tools
10. Use hand signals
11. Communicate graphically

K. DEMONSTRATE PERSONAL SKILLS

1. Demonstrate thoroughness and attention to details
2. Work methodically
3. Demonstrate analytical skills
4. Adapt to changes
5. Handle urgent situations with calm
6. Work under pressure
7. Meet deadlines
8. Demonstrate planning and organisational skills
9. Update one's skills
10. Make decisions
11. Anticipate situations
12. See the "big picture"
13. Demonstrate a sense of responsibility
14. Recognise limits of abilities and competencies
15. Follow instructions
16. Work efficiently
17. Maintain focus
18. Demonstrate health and safety awareness
19. Demonstrate problem solving skills
20. Demonstrate hand-eye coordination
21. Work at heights
22. Work in confined areas
23. Demonstrate mechanical aptitude

Competency Profile



An

**Entertainment
RIGGER**

must be able to...

A **RIGGER** must be able **A. PLAN THE RIGGING WORK**
to:

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
1. Analyse plans, technical drawings and blue prints	1.1 Confirm latest approved version	<ul style="list-style-type: none"> Track revisions Confer with parties involved 	<ul style="list-style-type: none"> DEMONSTRATE ANALYTICAL SKILLS (K3) DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
	1.2 Verify accuracy	<ul style="list-style-type: none"> Compare with known data Identify discrepancies 	
	1.3 Interpret scale and orientation	<ul style="list-style-type: none"> Utilise scale bar Utilise drawing scale Utilise direction indicator Utilise polar or Cartesian coordinates 	
2. Assess feasibility of task	2.1 Assess physical feasibility	<ul style="list-style-type: none"> Survey/inspect site Identify physical limitations 	
	2.2 Assess technical feasibility	<ul style="list-style-type: none"> Determine structural capacity of venue Interpret facility specs and drawings 	
3. Determine loads and forces	3.1 Evaluate geometry of elements	<ul style="list-style-type: none"> Measure size of elements Determine weight of elements 	<ul style="list-style-type: none"> DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) DEMONSTRATE ANALYTICAL SKILLS (K3)
	3.2 Determine suspension geometry	<ul style="list-style-type: none"> Analyse location of loads Analyse sling length and forces Determine hoisting procedures 	
	3.3 Determine loads	<ul style="list-style-type: none"> Determine all UDLs (uniformly distributed loads) Determine all point loads Determine required number of picks points on hanging elements Analyse tilting of a 2-point object. Determine shock and dynamic loads Estimate loads / forces acting on ground anchors Estimate environmental loads 	

A **RIGGER** must be able **A. PLAN THE RIGGING WORK**
to: (cont'd)

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
4. Identify rigging requirements	4.1 Validate design	<ul style="list-style-type: none"> • Select design factor • Calculate number of hang points / line sets • Validate assembly integrity of object to be lifted • Determine speed of object to be flown • Verify trim of flown object • Validate aesthetic / appearance 	<ul style="list-style-type: none"> • USE COMPUTERS AND E-COMMUNICATION TOOLS (J9) • DEMONSTRATE ANALYTICAL SKILLS (K3)
	4.2 Ascertain efficiency of rigging components	<ul style="list-style-type: none"> • Calculate D/d ratio (diameter / diameter) • Calculate fleet angles • Evaluate rigging components using allowable load tables 	
	4.3 Evaluate general power and control systems.	<ul style="list-style-type: none"> • Verify voltage • Calculate amperage requirements • Verify phases • Verify electrical connectors • Determine degree of control requirements 	
5. Identify access requirements	5.1 Determine access location	<ul style="list-style-type: none"> • Determine facility access • Assess height of theatrical elements • Select access equipment 	<ul style="list-style-type: none"> • DEMONSTRATE SENSITIVITY TO OTHER PEOPLE'S NEEDS (J7) • DEMONSTRATE ANALYTICAL SKILLS (K3)
	5.2 Determine purpose of access	<ul style="list-style-type: none"> • Assess rigging task • Assess number of people required • Determine staff duties 	
6. Generate a rigging plot	6.1 Define geometry	<ul style="list-style-type: none"> • Define point of origin • Define Cartesian grid • Define a scale 	<ul style="list-style-type: none"> • USE COMPUTERS AND E-COMMUNICATION TOOLS (J9) • DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
	6.2 Define content of plot	<ul style="list-style-type: none"> • Indicate hanging points • Indicate coordinates / distance between points • Indicate loads per point • Indicate hoisting device capacity • Indicate power / control cable length • Indicate support structure length • Show venue required references / land marks 	

A **RIGGER** must be able **A. PLAN THE RIGGING WORK**
to: (cont'd)

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
6. Generate a rigging plot (cont.)	<p>6.3 Elaborate title block</p> <p>6.4 Create information block</p> <p>6.5 Secure approval(s)</p>	<ul style="list-style-type: none"> • Indicate scale • Write name of drawings • Write date of revision • Write project manager name • Explain symbols used • List hoisting device inventory • Comply with set procedure 	
7. Identify health and safety requirements	<p>7.1 Evaluate fall protection needs</p> <p>7.2 Evaluate personal protection equipment (PPE) requirements</p> <p>7.3 Locate means of egress</p> <p>7.4 Assess environmental conditions</p>	<ul style="list-style-type: none"> • Evaluate number of personnel working on one system • Locate areas in need of fall protection systems • Analyse anchors for fall protection • Select fall protection devices / systems • Establish and document rescue procedures / plans • Select rescue devices • Evaluate number of personnel in need of PPE • Select fall protection PPE devices • Select other PPE as required • Insure emergency exits are available • Insure communication devices are available • Ensure work location environmental concerns • Locate electrical / plumbing hazards • Locate potential hazards • Produce and document risk assessment 	<p>ANTICIPATE SITUATIONS (K11)</p> <p>DEMONSTRATE A SENSE OF RESPONSIBILITY (K13)</p>

A **RIGGER** must be able **A. PLAN THE RIGGING WORK**
to: (cont'd)

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
8. Determine required equipment	<p>8.1 List rated suspension elements</p> <p>8.2 List hoisting devices</p> <p>8.3 List electrical and control equipment</p> <p>8.4 List health and safety equipment</p> <p>8.5 List miscellaneous equipment</p>	<ul style="list-style-type: none"> • Count amount of slings, connectors and adjustables • Count amount of support structures • Count amount of powered hoisting devices • Count amount of manual hoisting devices • Count amount of feeders • Count amount of distribution panels • Count amount of power / control cables • Count amount of remote control units • Count amount of fall protection systems required • Count amount of personal protective equipment • List required first aid • List ground anchor requirements • List hand tool requirements • List powered equipment required • List communication equipment 	<ul style="list-style-type: none"> › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › WORK METHODICALLY (K2)
9. Estimate resources, time and costs	<p>9.1 Estimate equipment costs</p> <p>9.2 Estimate resource costs</p>	<ul style="list-style-type: none"> • Determine event location and schedule • Determine suppliers • Solicit bids and estimates • Determine consulting and services costs • Determine time frame / schedule • Determine number of staff / trades • Determine staffing costs • Determine transportation / per diem etc. 	<ul style="list-style-type: none"> › USE COMPUTERS AND E-COMMUNICATION TOOLS (J9) › DEMONSTRATE PLANNING AND ORGANIZATIONAL SKILLS (K8)

A **RIGGER** must be able **A. PLAN THE RIGGING WORK**
to: (cont'd)

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
10. Identify organisational structure and chain of command	10.1 Determine client organisational chart	<ul style="list-style-type: none"> Identify technical director / production project manager Identify designers Identify financial structure 	<ul style="list-style-type: none"> PRACTICE ACTIVE LISTENING (J5) DISPLAY TACT AND DIPLOMACY (J6)
	10.2 Determine production department structure	<ul style="list-style-type: none"> Identify involved departments / trades project managers Identify involved production department heads 	
	10.3 Determine venue organisational chart	<ul style="list-style-type: none"> Identify venue manager Identify venue building operator Identify local staff organisational chart 	
11. Identify and report problems	11.1 Identify who to report the problem to	<ul style="list-style-type: none"> Determine the seriousness of the problem Evaluate the problem(s) and cost(s) 	<ul style="list-style-type: none"> DEMONSTRATE ANALYTICAL SKILLS (K3) COMMUNICATE VERBALLY IN A CLEAR AND CONCISE MANNER (J2)
	11.2 Identify who to resolve the problem with	<ul style="list-style-type: none"> Validate the authority to resolve the problem Describe problem and consequences 	

A **RIGGER** must be able **B. PREPARE RIGGING EQUIPMENT AND SYSTEMS**
to:

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
1. Load/unload equipment	1.1 Select loading/ unloading equipment	<ul style="list-style-type: none"> • Determine access route • Determine required loading equipment / manpower • Identify available equipment / manpower 	› DEMONSTRATE TEAMWORK SKILLS (J1) › SEE THE "BIG PICTURE" (K12)
	1.2 Secure equipment	<ul style="list-style-type: none"> • Assist with load distribution • Remove / apply ratchet straps load, bars, chocks, etc. 	
	1.3 Apply handling techniques	<ul style="list-style-type: none"> • Identify hazards • Apply PPE • Recognise physical properties of production elements • Demonstrate safe lifting and handling practices 	
	1.4 Distribute equipment to staging areas	<ul style="list-style-type: none"> • Count and verify equipment lists • Sort equipment 	
2. Perform layout	2.1 Translate drawing	<ul style="list-style-type: none"> • Utilise measuring techniques • Determine point of origin (starting point) 	› UTILISE INDUSTRY TERMINOLOGY (J3) › WORK METHODICALLY (K2)
	2.3 Mark floor applicable surface	<ul style="list-style-type: none"> • Utilise marking techniques (chalk, tape, spikes) • Utilise industry symbols 	
3. Fabricate components	3.1 Determine required materials	<ul style="list-style-type: none"> • Cut materials to length • Connect materials 	› DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › DEMONSTRATE MECHANICAL APTITUDE (K23)
	3.2 Make terminations (soft eyes, thimble eyes, stops)	<ul style="list-style-type: none"> • Follow manufacturer's specifications • Apply compression sleeves • Apply cable clips • Splice rope 	

A **RIGGER** must be able **B. PREPARE RIGGING EQUIPMENT AND SYSTEMS**
to: (cont'd)

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
4. Assign tasks	<p>4.1 Identify and prioritise tasks</p> <p>4.2 Evaluate crew</p>	<ul style="list-style-type: none"> • Liaise with client and artist • Liaise/coordinate with other trades / locals • Determine skills • Determine physical abilities 	<ul style="list-style-type: none"> › COMMUNICATE VERBALLY IN A CLEAR AND CONCISE MANNER (J2) › RECOGNIZE LIMITS OF ABILITIES AND COMPETENCIES (K14)
5. Inspect equipment	Refer to section F		<ul style="list-style-type: none"> › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › DEMONSTRATE ANALYTICAL SKILLS (K3)
6. Assemble rigging components	<p>6.1 Interpret layout</p> <p>6.2 Make connections</p>	<ul style="list-style-type: none"> • Follow symbols • Collect / locate components • Utilise connecting hardware • Utilise knots 	<ul style="list-style-type: none"> › ANTICIPATE SITUATIONS (K11) › FOLLOW INSTRUCTIONS (K15) › COLLABORATE (K5) › MAKE DECISIONS (L11)

A **RIGGER** must be able **C. INSTALL RIGGING COMPONENTS (K21)**¹
to:

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
1. Inspect safety equipment	1.1 Perform initial and periodic inspection of all components 1.2 Perform daily / regular inspection of all components	<ul style="list-style-type: none"> • Follow manufacturer’s inspection procedure and employer’s policy • Document / log inspection results • Tag defective components / remove from service or disable <ul style="list-style-type: none"> • Follow manufacturer’s inspection procedure and employer’s policy • Tag defective components / remove from service or disable 	<ul style="list-style-type: none"> › DEMONSTRATE ANALYTICAL SKILLS (K3) › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
2. Install fall protection equipment	2.1 Install permanent life-lines / fall arrest anchors 2.3 Install temporary fall arrest / fall protection components	<ul style="list-style-type: none"> • Follow engineer’s and manufacturer’s specifications / design • Install / torque hardware and terminations to specifications <ul style="list-style-type: none"> • Meet / exceed manufacturer’s instruction / specification and employer’s policy • Install/utilise temporary fall arrest anchors • Install / tension temporary lifelines • Install fall restraint / railings • Install self-retracting lifelines 	<ul style="list-style-type: none"> › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18)
3. Access work station	3.1 Utilise temporary access equipment 3.2 Climb / access fixed structures	<ul style="list-style-type: none"> • Utilise portable elevating work platforms • Utilise wire rope ladders, stepladders, extension ladders, scaffold • Utilise chair / rope access <ul style="list-style-type: none"> • Climb / access grids / catwalks / fixed ladders • Climb / access structural members 	<ul style="list-style-type: none"> › RECOGNIZE LIMITS OF ABILITIES AND COMPETENCIES (K14) › WORK IN CONFINED AREAS (K22) › PERSUADE (K3) › EXERCISE CREATIVITY AND INNOVATION (L2)

¹ Most critical general competency associated with this General Area of Competencies: Work at Heights (K21)

A **RIGGER** must be able **C. INSTALL RIGGING COMPONENTS (K21)**
to: (cont'd)

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
4. Check and install anchors	4.1 Check existing anchors 4.2 Install temporary anchors 4.3 Install permanent anchors	<ul style="list-style-type: none"> • Perform visual inspection • Verify capacity / integrity • Perform visual inspection of structural members • Install beam clamps, eye bolts, wire rope, slings and synthetic slings • Perform visual inspection of material / structure • Install mechanical / chemical anchors 	<ul style="list-style-type: none"> › DEMONSTRATE MECHANICAL APTITUDE (K23) › WORK METHODICALLY (K2)
5. Raise rigging equipment	5.1 Plan rigging operation and sequence 5.2 Execute rigging operations	<ul style="list-style-type: none"> • Establish communication protocol / method • Assign tasks and responsibilities • Establish sequence of operations • Position work line and pulleys • Position and utilise powered hoists or manual pullers • Confirm assembly / orientation of equipment to be raised • Connect work line to rigging equipment for hoisting • Confirm readiness and hoist to position 	<ul style="list-style-type: none"> › ANTICIPATE SITUATIONS (K11) › DEMONSTRATE TEAMWORK SKILLS (J1)
6. Attach and secure rigging equipment	6.1 Make temporary attachments 6.2 Make permanent attachments	<ul style="list-style-type: none"> • Attach equipment with slings using basket / choke hitch and padding • Connect equipment to beam clamp / eye bolt • Transfer weight of rigging equipment to anchor point • Torque hardware to specifications • Mouse / secure hardware and attachments • Transfer weight of rigging equipment to anchor point 	<ul style="list-style-type: none"> › DEMONSTRATE HAND-EYE COORDINATION (K20) › WORK METHODICALLY (K2)

A **RIGGER** must be able **C. INSTALL RIGGING COMPONENTS (K21)**
to: (cont'd)

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
7. Inspect and verify installation	7.1 Check position of equipment	<ul style="list-style-type: none"> • Apply dummy load • Confirm position against layout 	<ul style="list-style-type: none"> › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › COMMUNICATE VERBALLY IN A CLEAR AND CONCISE MANNER (J2)
	7.2 Check hardware and attachments	<ul style="list-style-type: none"> • Visually inspect hardware and attachments • Correct improperly seated hardware 	
8. Perform/run tests	8.1 Check operation of moving components	<ul style="list-style-type: none"> • Check direction / phasing of motorized components • Check limit switches • Check e-stops and safety lock-outs • Check manual hoisting devices 	<ul style="list-style-type: none"> › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › DEMONSTRATE PROBLEM SOLVING SKILLS (K19)
	8.2 Check clearance and alignment of rigging components	<ul style="list-style-type: none"> • Confirm safe clearance from structures • Confirm clearance from all other elements 	
9. Make required adjustments	9.1 Adjust position of rigging equipment	<ul style="list-style-type: none"> • Take weight off attachments, as needed • Adjust position of attachment / slings • Change bridle lengths 	<ul style="list-style-type: none"> › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › DEMONSTRATE PROBLEM SOLVING SKILLS (K19)
	9.2 Adjust operation of compliments	<ul style="list-style-type: none"> • Adjust limit switches / direction • Adjust speed controls • Refer to C6-C8 	
10. Install scaffolds	10.1 Assemble scaffolds	<ul style="list-style-type: none"> • Determine location • Follow manufacturer's instructions / specifications for assembly and use 	<ul style="list-style-type: none"> › WORK METHODICALLY (K2) › FOLLOW INSTRUCTIONS (K15)
	10.2 Inspect scaffold components and assembly	<ul style="list-style-type: none"> • Visually inspect components during assembly • Perform regular and periodic inspections 	

A **RIGGER** must be able **C. INSTALL RIGGING COMPONENTS (K21)**
to: (cont'd)

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
11. Install temporary grids/catwalks	11.1 Plan installation (Refer to A) 11.2 (Refer to C4 – C9)		› FOLLOW INSTRUCTIONS (K15) › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
12. Install/operate motorised systems	12.1 Plan installation 12.2 Install Rigging Components 12.3 Install Production Elements 12.4 Install and Operate Performance / Performer Apparatus	<ul style="list-style-type: none"> • (refer to A) • (Refer to C1- C9) • (Refer to D) • (Refer to E) 	<ul style="list-style-type: none"> › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › WORK METHODICALLY (K2)
13. Install /operate counter-weight system	13.1 Plan installation 13.2 Install Rigging Components 13.3 Install Production Elements 13.4 Install and Operate Performance / Performer Apparatus	<ul style="list-style-type: none"> • (refer to A) • (Refer to C1- C9) • (Refer to D) • (Refer to E) 	<ul style="list-style-type: none"> › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › WORK METHODICALLY (K2)

A **RIGGER** must be able **D. INSTALL PRODUCTION ELEMENTS**
to:

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
1. Assemble and adjust and check structure supporting production elements	1.1 Identify the needs of production elements	<ul style="list-style-type: none"> Determine load Determine load characteristics Inspect connection points 	<ul style="list-style-type: none"> ADAPT TO CHANGES (K4) MEET DEADLINES (K7)
	1.2 Evaluate and adjust existing rigging	<ul style="list-style-type: none"> Confirm location Make adjustments, corrections, additions 	
2. Attach production elements	2.1 Determine connecting devices	<ul style="list-style-type: none"> Fabricate connecting materials Collect / locate connecting devices components 	<ul style="list-style-type: none"> DEMONSTRATE PROBLEM SOLVING SKILLS (K19) DEMONSTRATE ANALYTICAL SKILLS (K3)
	2.2 Make connections	<ul style="list-style-type: none"> Determine centre of gravity (balance the load) Utilise connecting devices components 	
3. Fly production elements	3.1 Apply method of flying	<ul style="list-style-type: none"> Confirm power (motor bump check) Confirm counter weight Confirm mechanical advantage 	<ul style="list-style-type: none"> MAINTAIN FOCUS (K17) ANTICIPATE SITUATIONS (K11)
	3.2 Control the area	<ul style="list-style-type: none"> Establish communication Establish control zones Assign tasks 	
4. Set / mark trims	4.1 Determine trim	<ul style="list-style-type: none"> Liaise / confer with client and artist Establish reference point Measure trim Level production elements 	<ul style="list-style-type: none"> MAKE DECISIONS (K10) DEMONSTRATE A SENSE OF RESPONSIBILITY (K13)
	4.2 Mark the trim	<ul style="list-style-type: none"> Comply with industry standards 	
5. Stabilise production elements	5.1 Identify the needs of element	<ul style="list-style-type: none"> Confer with client / artist Consider external factors 	<ul style="list-style-type: none"> DEMONSTRATE PLANNING AND ORGANISATIONAL SKILLS (K8) DEMONSTRATE MECHANICAL APTITUDE (K23)
	5.2 Install stabilizers	<ul style="list-style-type: none"> Select stabilizers Confirm position 	

A **RIGGER** must be able to:

E | INSTALL AND OPERATE
. | PERFORMANCE / PERFORMER APPARATUS

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
1. Install and check performer safety devices	<p>1.1 Ensure that all equipment needed is there</p> <p>1.2 Ensure positioning of safety device in proper relation to apparatus</p> <p>1.3 Check functioning of safety device</p>	<ul style="list-style-type: none"> • Check list of proper equipment • Ensure equipment is rated for the job • Designate a dedicated area for safety equipment • Inspect and log all equipment • Ensure installation of safety equipment according to drawings • Ensure that safety device does not interfere with anything • Pull test with dead weight • Clearly identify safety operating area 	<ul style="list-style-type: none"> › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › WORK METHODICALLY (K2)
2. Attach performer apparatus	<p>2.1 Determine positioning</p> <p>2.2 Install appropriate equipment for attachment</p>	<ul style="list-style-type: none"> • Check drawing • Insure apparatus does not interfere with anything • Determine method of attachment • Inspect parts • Assemble parts • Attach parts 	<ul style="list-style-type: none"> › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › WORK METHODICALLY (K2)
3. Position and level performer aerial apparatus	<p>3.1 Ensure positioning of apparatus according to drawing</p> <p>3.2 Verify height and angle</p> <p>3.3 Stabilise performer apparatus</p>	<ul style="list-style-type: none"> • Determine height of apparatus • Determine level / angle of apparatus • Measure height and angle • Adjust devices • Confirm requirements for stabilisation • Counteract adverse movement 	<ul style="list-style-type: none"> › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › WORK METHODICALLY (K2)

A **RIGGER** must be able to:

E | INSTALL AND OPERATE
. | PERFORMANCE / PERFORMER APPARATUS (cont'd)

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
4. Test apparatus	4.1 Ensure apparatus reacts as planned	<ul style="list-style-type: none"> • Confirm planned measurements • Apply dummy load to apparatus 	<ul style="list-style-type: none"> › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › MAKE DECISIONS (K10)
	4.2 Ensure safe operation	<ul style="list-style-type: none"> • Perform visual inspection of all components • Check for wear 	
5. Collaborate with other departments to meet the needs of production	5.1 Assess specific needs	<ul style="list-style-type: none"> • Ensure no conflict with apparatus • Ensure apparatus meets visual expectation 	<ul style="list-style-type: none"> › COMMUNICATE VERBALLY IN A CLEAR AND CONCISE MANNER (J2) › UTILISE INDUSTRY TERMINOLOGY
	5.2 Address specific needs	<ul style="list-style-type: none"> • Discuss options • Make adjustments 	
6. Mark settings for operation (spike marks)	6.1 Identify apparatus limits	<ul style="list-style-type: none"> • Run apparatus to its safe operating limits • Mark limits • Check limits 	<ul style="list-style-type: none"> › USE COMPUTERS AND E-COMMUNICATION TOOLS (J9) › COMMUNICATE VERBALLY IN A CLEAR AND CONCISE MANNER (J2)
	6.2 Identify performer's marks	<ul style="list-style-type: none"> • Determine key position for the artist • Mark position • Perform dry run 	
	6.3 Set operating marks on line	<ul style="list-style-type: none"> • Mark on the line • Establish line of sight • Utilise numeric read out • Enter data into computer 	
7. Perform final inspection and secure/ lock out all rigging components	7.1 Secure / bypass tensioning devices (Tirfor winch, turnbuckles, etc.)	<ul style="list-style-type: none"> • Ensure motors are bypassed and switched off • Check all components are tight and secure 	<ul style="list-style-type: none"> › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › WORK METHODICALLY (K2)

A **RIGGER** must be able to:

E | INSTALL AND OPERATE
. | PERFORMANCE / PERFORMER APPARATUS (cont'd)

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
7. Perform final inspection and secure/ lock out all rigging components (cont'd)	7.2 Perform physical check on all components	<ul style="list-style-type: none"> • Perform visual inspection of apparatus and safety components • Check all components are tight and secure • Check all limits and marks • Make adjustments during rehearsals and performance 	
8. Operate performer apparatus during rehearsals and performance	8.1 Establish clear communication with artist and director	<ul style="list-style-type: none"> • Establish expectations of / with artist and director • Discuss limitations and safety features of apparatus 	<ul style="list-style-type: none"> • COMMUNICATE VERBALLY IN A CLEAR AND CONCISE MANNER (J2)
	8.2 Perform rehearsal and performance	<ul style="list-style-type: none"> • Operate apparatus • Debrief and make adjustment 	<ul style="list-style-type: none"> • EXERCISE PATIENCE AND TOLERANCE (J8)
	8.3 Follow cues	<ul style="list-style-type: none"> • Follow stage manager cues • Monitor artists' reactions • Make adjustment as needed 	

A **RIGGER** must be able to: **F** | **INSPECT AND MAINTAIN**
. | **RIGGING EQUIPMENT AND SYSTEMS**

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
1. Determine and follow inspection schedule	1.1 Collect documentation 1.2 Organise feasible schedule	<ul style="list-style-type: none"> • Obtain manufacturer’s specifications • Obtain previous maintenance records • Assess all department needs and schedules • Verify available times 	<ul style="list-style-type: none"> ▸ DEMONSTRATE PLANNING AND ORGANIZATIONAL SKILLS (K8) ▸ ADAPT TO CHANGES (K4)
2. Determine inspection/ maintenance requirements	2.1 Calculate labour requirements 2.2 Assess equipment requirement	<ul style="list-style-type: none"> • Assess time available • Assess work load • Assign task • Determine tools needed • Determine access needs 	<ul style="list-style-type: none"> ▸ DEMONSTRATE ANALYTICAL SKILLS (K3) ▸ DEMONSTRATE PLANNING AND ORGANISATIONAL SKILLS (K8)
3. Ensure compliance of rigging equipment and systems with set load capacities	3.1 Verify load limits 3.2 Confirm and install as per plan 3.3 Confirm venue load limits	<ul style="list-style-type: none"> • Verify weights • Verify dynamic load factors • Interpret paperwork / drawings and known data • Consult relevant parties • Interpret drawings • Consult relevant parties 	<ul style="list-style-type: none"> ▸ DEMONSTRATE ANALYTICAL SKILLS (K3) ▸ DEMONSTRATE PROBLEM SOLVING SKILLS (K19)
4. Access components (see C3)			<ul style="list-style-type: none"> ▸ DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) ▸ WORK AT HEIGHTS (K21)
5. Perform sensory inspection	5.1 Perform visual inspection 5.2 Perform scent inspection	<ul style="list-style-type: none"> • Inspect connecting components • Inspect moving components • Inspect safety components • Inspect cables 	<ul style="list-style-type: none"> ▸ DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) ▸ DEMONSTRATE ANALYTICAL SKILLS (K3)

A **RIGGER** must be able to: **F** | **INSPECT AND MAINTAIN**
. | **RIGGING EQUIPMENT AND SYSTEMS (cont'd)**

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
5. Perform sensory inspection (cont'd)	5.3 Perform physical / tactile inspection	<ul style="list-style-type: none"> Inspect connecting components Inspect moving components Inspect motors and components Inspect controllers 	
6. Perform operational inspection	6.1 Operate motors and winches	<ul style="list-style-type: none"> Perform bump test Run motors to both limits Listen to motor operation 	<ul style="list-style-type: none"> FOLLOW INSTRUCTIONS (K15) WORK METHODICALLY (K2)
	6.2 Operate fly lines	<ul style="list-style-type: none"> Visually inspect line set in operation Physically inspect line set in operation Listen to line set in operation Visually and physically inspect locking devices 	
	6.3 Operate performer flying system	<ul style="list-style-type: none"> Visually inspect system in operation Physically inspect system in operation Listen to system in operation Simulate performance 	
7. Replace / repair parts	7.1 Stabilise rig	<ul style="list-style-type: none"> Release pressure from part Lock out secure system 	<ul style="list-style-type: none"> DEMONSTRATE MECHANICAL APTITUDE (K23) WORK METHODICALLY (K2)
	7.2 Remove part	<ul style="list-style-type: none"> Undo all fastening devices Lower part to working height Secure all fastening devices 	
	7.3 Assess damage	<ul style="list-style-type: none"> Visually inspect part Assess repair and replace feasibility 	
	7.4 Replace part	<ul style="list-style-type: none"> Disable components unfit for use Place part into position Attach all fastening devices Remove safety lockouts Load and test part 	

A **RIGGER** must be able to: **F** | **INSPECT AND MAINTAIN**
. | **RIGGING EQUIPMENT AND SYSTEMS (cont'd)**

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
8. Readjust equipment	8.1 Operate motorised systems	<ul style="list-style-type: none"> Reset limit switches Re-trim system 	<ul style="list-style-type: none"> DEMONSTRATE MECHANICAL APTITUDE (K23) DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
	8.2 Operate fly systems	<ul style="list-style-type: none"> Adjust balance Re-trim system Re-tension guy wires and stabilisers 	
9. Document inspection and maintenance	9.1 Log dates and times	<ul style="list-style-type: none"> Follow set procedure 	<ul style="list-style-type: none"> UTILISE INDUSTRY TERMINOLOGY (J3) USE COMPUTERS AND E-COMMUNICATION TOOLS (J9)
	9.2 Log person performing task	<ul style="list-style-type: none"> Follow set procedure 	
	9.3 Log action taken	<ul style="list-style-type: none"> Follow set procedure 	

A **RIGGER** must be able to: **G. STRIKE RIGGING EQUIPMENT AND SYSTEMS**

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
1. Plan / organise strike	1.1 Determine sequence of operations	<ul style="list-style-type: none"> • Confer with all concerned parties • Determine schedule / timeline 	<ul style="list-style-type: none"> › DEMONSTRATE PLANNING AND ORGANIZATIONAL SKILLS (K8) › COMMUNICATE VERBALLY IN A CLEAR AND CONCISE MANNER (J2)
	1.2 Determine staffing needs	<ul style="list-style-type: none"> • Determine staffing level work schedule • Assign tasks to staff 	
2. Remove production elements	2.1 Clear landing area	(Refer to D3)	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › WORK UNDER PRESSURE (K6)
	2.2 Lower / detach production elements	<ul style="list-style-type: none"> • Assemble tools and equipment • Involve appropriate department / personnel • Visually spot landing area • Confirm removal / clearance of production elements 	
3. Remove rigging equipment	3.1 Run chain-motors out / reset equipment	(Refer to C5-C6)	<ul style="list-style-type: none"> › DEMONSTRATE HAND-EYE COORDINATION (K20) › ANTICIPATE SITUATIONS (K11)
	3.2 Disassemble rigging equipment		
4. Remove safety equipment	(Refer to C2)		<ul style="list-style-type: none"> › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18)
5. Store rigging / safety equipment	5.1 Inventory equipment	<ul style="list-style-type: none"> • Sort / mark equipment • Count equipment • Visually inspect equipment 	<ul style="list-style-type: none"> › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1) › DEMONSTRATE PLANNING AND ORGANISATIONAL SKILLS (K8)
	5.2 Pack equipment	<ul style="list-style-type: none"> • Prepare for storage • Prepare for shipping 	

A **RIGGER** must be able to: **H. UTILISE RIGGING MATERIAL, EQUIPMENT, INSTRUMENTS AND TOOLS**

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
1. Utilise wire rope	<p>1.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations</p> <p>1.2 Ensure proper functioning of tool / equipment</p>	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	<ul style="list-style-type: none"> ▸ DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) ▸ DEMONSTRATE HAND-EYE COORDINATION (K20)
2. Utilise rope and cordage	<p>2.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations</p> <p>2.2 Ensure proper functioning of tool / equipment</p>	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	<ul style="list-style-type: none"> ▸ DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) ▸ DEMONSTRATE HAND-EYE COORDINATION (K20)
3. Utilise chains	<p>3.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations</p> <p>3.2 Ensure proper functioning of tool / equipment</p>	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	<ul style="list-style-type: none"> ▸ DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) ▸ DEMONSTRATE HAND-EYE COORDINATION (K20)
4. Utilise hoisting devices	<p>4.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations</p> <p>4.2 Ensure proper functioning of tool / equipment</p>	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	<ul style="list-style-type: none"> ▸ DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) ▸ DEMONSTRATE HAND-EYE COORDINATION (K20)

A **RIGGER** must be able to: **H. UTILISE RIGGING MATERIAL, EQUIPMENT, INSTRUMENTS AND TOOLS (cont'd)**

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
5. Utilise tensioning devices	5.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
	5.2 Ensure proper functioning of tool / equipment	<ul style="list-style-type: none"> • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	
6. Utilise pulleys / blocks	6.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
	6.2 Ensure proper functioning of tool / equipment	<ul style="list-style-type: none"> • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	
7. Utilise anchors / fasteners	7.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
	7.2 Ensure proper functioning of tool / equipment	<ul style="list-style-type: none"> • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	
8. Utilise connecting hardware	8.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
	8.2 Ensure proper functioning of tool / equipment	<ul style="list-style-type: none"> • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	

A **RIGGER** must be able to: **H. UTILISE RIGGING MATERIAL, EQUIPMENT, INSTRUMENTS AND TOOLS (cont'd)**

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
9. Utilise slings	9.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
	9.2 Ensure proper functioning of tool / equipment	<ul style="list-style-type: none"> • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	
10. Utilise pneumatic tools	10.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
	10.2 Ensure proper functioning of tool / equipment	<ul style="list-style-type: none"> • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	
11. Utilise electric tools	11.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
	11.2 Ensure proper functioning of tool / equipment	<ul style="list-style-type: none"> • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	
12. Utilise hand tools	12.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)

A **RIGGER** must be able to: **H. UTILISE RIGGING MATERIAL, EQUIPMENT, INSTRUMENTS AND TOOLS (cont'd)**

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
12. Utilise hand tools (cont'd)	12.2 Ensure proper functioning of tool / equipment	<ul style="list-style-type: none"> • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	
13. Utilise load measuring devices	13.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
	13.2 Ensure proper functioning of tool / equipment	<ul style="list-style-type: none"> • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	
14. Utilise measuring tools	14.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
	14.2 Ensure proper functioning of tool / equipment	<ul style="list-style-type: none"> • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	
15. Utilise anemometers	15.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
	15.2 Ensure proper functioning of tool / equipment	<ul style="list-style-type: none"> • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	

A **RIGGER** must be able to: **H. UTILISE RIGGING MATERIAL, EQUIPMENT, INSTRUMENTS AND TOOLS (cont'd)**

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
16. Utilise lasers	16.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
	16.2 Ensure proper functioning of tool / equipment	<ul style="list-style-type: none"> • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	
17. Utilise electrical testing equipment	17.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
	17.2 Ensure proper functioning of tool / equipment	<ul style="list-style-type: none"> • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	
18. Utilise safety equipment	18.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
	18.2 Ensure proper functioning of tool / equipment	<ul style="list-style-type: none"> • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	
19. Utilise rigging tools	19.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
	19.2 Ensure proper functioning of tool / equipment	<ul style="list-style-type: none"> • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	

A **RIGGER** must be able to: **H. UTILISE RIGGING MATERIAL, EQUIPMENT, INSTRUMENTS AND TOOLS (cont'd)**

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
20. Utilise elevated work platforms	<p>20.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations</p> <p>20.2 Ensure proper functioning of tool / equipment</p>	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
21. Utilise cargo handling machinery and equipment	<p>21.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations</p> <p>21.2 Ensure proper functioning of tool / equipment</p>	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
22. Utilise hydraulic tools	<p>22.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations</p> <p>22.2 Ensure proper functioning of tool / equipment</p>	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)
23. Utilise communication devices	<p>23.1 Comply with laws, regulations, employer's policies and procedures and manufacturer's recommendations</p> <p>23.2 Ensure proper functioning of tool / equipment</p>	<ul style="list-style-type: none"> • Acquire training • Obtain certification, if required • Perform regular visual inspection • Maintain tools and equipment • Ensure proper storage of tools and equipment 	<ul style="list-style-type: none"> › DEMONSTRATE HEALTH AND SAFETY AWARENESS (K18) › DEMONSTRATE HAND-EYE COORDINATION (K20)

A **RIGGER** must be able to: **I | COMPLY WITH REGULATIONS, STANDARDS AND BEST PRACTICES**

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
1. Ensure safe work environment	1.1 Inform people at risk of safety procedure		<ul style="list-style-type: none"> › DEMONSTRATE A SENSE OF RESPONSIBILITY (K13) › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
	1.2 Monitor compliance with safety procedure	<ul style="list-style-type: none"> • Watch the operational area • Respond to emergency situations 	
2. Execute emergency procedures	(There may be variations from one facility or company to the other)		<ul style="list-style-type: none"> › DEMONSTRATE A SENSE OF RESPONSIBILITY (K13) › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
3. Comply with fire code	3.1 Identify regulated requirements	<ul style="list-style-type: none"> • Consult with knowledgeable parties 	
	3.2 Monitor compliance	<ul style="list-style-type: none"> • Watch the operational area • Respond to emergency situations 	<ul style="list-style-type: none"> › DEMONSTRATE A SENSE OF RESPONSIBILITY (K13) › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
	3.3 Stay current	<ul style="list-style-type: none"> • Obtain current version of applicable code 	
4. Comply with electrical code	4.1 Identify regulated requirements	<ul style="list-style-type: none"> • Consult with knowledgeable parties 	<ul style="list-style-type: none"> › DEMONSTRATE A SENSE OF RESPONSIBILITY (K13) › DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
	4.2 Monitor compliance	<ul style="list-style-type: none"> • Watch the operational area • Respond to emergency situations 	
	4.3 Stay current	<ul style="list-style-type: none"> • Obtain current version of applicable code 	

A **RIGGER** must be able to: **I | COMPLY WITH REGULATIONS, STANDARDS AND BEST PRACTICES (cont'd)**

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
5. Comply with WHIMS	5.1 Identify regulated requirements	<ul style="list-style-type: none"> Consult with knowledgeable parties 	<ul style="list-style-type: none"> DEMONSTRATE A SENSE OF RESPONSIBILITY (K13) DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
	5.2 Monitor compliance	<ul style="list-style-type: none"> Watch the operational area Respond to emergency situations 	
	5.3 Stay current	<ul style="list-style-type: none"> Obtain current version of applicable regulations 	
6. Comply with compressed gas regulations and best practices	6.1 Identify regulated requirements	<ul style="list-style-type: none"> Consult with knowledgeable parties 	<ul style="list-style-type: none"> DEMONSTRATE A SENSE OF RESPONSIBILITY (K13) DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
	6.2 Monitor compliance	<ul style="list-style-type: none"> Watch the operational area Respond to emergency situations 	
	6.3 Stay current	<ul style="list-style-type: none"> Obtain current version of applicable regulations and information on current best practices 	
7. Comply with health and safety regulations and best practices	7.1 Identify regulated requirements	<ul style="list-style-type: none"> Consult with knowledgeable parties 	<ul style="list-style-type: none"> DEMONSTRATE A SENSE OF RESPONSIBILITY (K13) DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
	7.2 Monitor compliance	<ul style="list-style-type: none"> Watch the operational area Respond to emergency situations 	
	7.3 Stay current	<ul style="list-style-type: none"> Obtain current version of applicable laws, regulations and information on current best practices 	
8. Comply with employment standards and contracts	8.1 Identify regulated requirements	<ul style="list-style-type: none"> Consult with knowledgeable parties 	<ul style="list-style-type: none"> DEMONSTRATE A SENSE OF RESPONSIBILITY (K13) DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)

8.2 Stay current

- Obtain current version of applicable code employment standards and contracts



A **RIGGER** must be able to: **I | COMPLY WITH REGULATIONS, STANDARDS AND BEST PRACTICES (cont'd)**

SKILLS	SUBSKILLS	IMPORTANT ACTIONS	GENERAL COMPETENCIES Most critical interpersonal and / or personal skills associated with the competency as a whole:
9. Comply with HR policies	9.1 Identify regulated requirements	<ul style="list-style-type: none"> Consult with knowledgeable parties 	<ul style="list-style-type: none"> DEMONSTRATE A SENSE OF RESPONSIBILITY (K13) DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
	9.2 Stay current	<ul style="list-style-type: none"> Obtain current version of applicable HR policies 	
10. Comply with regulations relative to overhead lifting	10.1 Identify regulated requirements	<ul style="list-style-type: none"> Consult with knowledgeable parties 	<ul style="list-style-type: none"> DEMONSTRATE A SENSE OF RESPONSIBILITY (K13) DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
	10.2 Monitor compliance	<ul style="list-style-type: none"> Watch the operational area Respond to emergency situations 	
	10.3 Stay current	<ul style="list-style-type: none"> Obtain current version of applicable regulations 	
11. Comply with manufacturers specifications / instructions	11.1 Identify regulated requirements	<ul style="list-style-type: none"> Refer to manufacturers' manuals and documentation 	<ul style="list-style-type: none"> DEMONSTRATE A SENSE OF RESPONSIBILITY (K13) DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
	11.2 Stay current	<ul style="list-style-type: none"> Obtain current version of manufacturers manuals and documentation 	
12. Comply with fall protection regulations	12.1 Identify regulated requirements	<ul style="list-style-type: none"> Consult with knowledgeable parties 	<ul style="list-style-type: none"> DEMONSTRATE A SENSE OF RESPONSIBILITY (K13) DEMONSTRATE THOROUGHNESS AND ATTENTION TO DETAILS (K1)
	12.2 Monitor compliance	<ul style="list-style-type: none"> Watch the operational area Respond to emergency situations 	
	12.3 Stay current	<ul style="list-style-type: none"> Obtain current version of applicable regulations 	

...And to accomplish the previously described professional competencies, a RIGGER must be able to...:

**J | DEMONSTRATE COMMUNICATION
AND INTERPERSONAL SKILLS**

SKILLS	SUBSKILLS	SUB-SUBSKILLS
1. Demonstrate teamwork skills	1.1 Promote collaboration / cooperation and share one's experience and expertise	<ul style="list-style-type: none"> • Share information • Share ideas
	1.2 Earn colleagues' trust and support	<ul style="list-style-type: none"> • Fulfill commitments to colleagues • Accept others' ideas • Praise contributions of fellow colleagues • Be straightforward with colleagues at all time
	1.3 Suggest ideas and adopt behaviors to optimize teamwork	<ul style="list-style-type: none"> • Demonstrate concern for interpersonal relations among team workers • Refrain from « dominating » meetings
2. Speak in a clear and concise manner	2.1 Use appropriate vocabulary and terminology	<ul style="list-style-type: none"> • Adapt language to recipient
	2.2 Explain complex issues / material in plain language	(Generally not required, subskills being relatively self-explanatory)
	2.3 Give clear directions / instructions	(Generally not required, subskills being relatively self-explanatory)
3. Use industry terminology	(Generally not required, skill being relatively self-explanatory)	
4. Adapt language to recipient	4.1 Use vocabulary and terminology with a concern to facilitate understanding	(Generally not required, subskills being relatively self-explanatory)
5. Practice listening techniques	5.1 Verify one's understanding	<ul style="list-style-type: none"> • Summarize someone else's ideas, opinions, requests or needs • Rephrase
	5.2 Use questioning technique	<ul style="list-style-type: none"> • Make appropriate use of open-ended and close-ended questions
6. Display tact and diplomacy	6.1 Use appropriate tone and words	(Generally not required, subskills being relatively self-explanatory)
	6.2 Choose appropriate time and place	(Generally not required, subskills being relatively self-explanatory)

...And to accomplish the previously described professional competencies, a RIGGER must be able to...:

J | **DEMONSTRATE COMMUNICATION
AND INTERPERSONAL SKILLS**
(cont'd)

SKILLS	SUBSKILLS	SUB-SUBSKILLS
7. Demonstrate sensitivity to other people's needs	7.1 Prompt individual(s) to express his / her (their) needs	<ul style="list-style-type: none"> • Ask open-ended questions • Ask cose-ended questions
	7.2 Interpret body language	<ul style="list-style-type: none"> • Observe, interpret and capture facial expressions • Decode and capture body expressions and idiosyncratic movements • Decode, use and capture interactions with objects
8. Exercise patience and tolerance	8.1 Remain motivated when facing difficult situations or even failures	(Generally not required, subskills being relatively self-explanatory)
	8.2 Redo the same work / operation several times, if required	(Generally not required, subskills being relatively self-explanatory)
	8.3 Finish what has been undertaken	(Generally not required, subskills being relatively self-explanatory)
9. Use computer and e-communication tools	9.1 Use email	(Generally not required, subskills being relatively self-explanatory)
	9.2 Use fax	(Generally not required, subskills being relatively self-explanatory)
10. Use hand signals	10.1 Comply with industry / company specific hand signals	(Generally not required, subskills being relatively self-explanatory)
11. Communicate graphically	11.1 Represent an idea in space, on a piece of paper, on a computer screen, or on a white board	<ul style="list-style-type: none"> • Draw what one sees • Imagine what one will see • Draw what one is imagining • Diagram what one is imagining one will see

...And to accomplish the previously described professional competencies, A MUSIC PUBLISHER must be able to...:

DEMONSTRATE INTERPERSONAL SKILLS

SKILLS	SUBSKILLS	SUB-SUBSKILLS
1. Demonstrate thoroughness and attention to details	1.1 Perform tasks to the necessary standards of accuracy and quality	(Generally not required, subskill being relatively self-explanatory)
2. Work methodically	2.1 Identify and address details that ensure a smooth operation	(Generally not required, subskill being relatively self-explanatory)
3. Apply analytical skills	3.1 Collect facts and data	(Generally not required, subskill being relatively self-explanatory)
	3.2 Break down facts and data into simple elements	(Generally not required, subskill being relatively self-explanatory)
	3.3 Draw logical conclusions	(Generally not required, subskill being relatively self-explanatory)
4. Adapt to changes	4.1 Adapt one's personal and professional habits	(Generally not required, subskill being relatively self-explanatory)
	4.2 Adapt one's interpersonal behavior patterns	(Generally not required, subskill being relatively self-explanatory)
	4.3 Modify / adjust one's requirements and expectations, if needed	(Generally not required, subskill being relatively self-explanatory)
5. Handle urgent situations with calm	5.1 Control one's emotions when facing resistance or hostility	(Generally not required, subskill being relatively self-explanatory)
	5.2 Exert a positive influence in crisis situations	(Generally not required, subskill being relatively self-explanatory)
6. Work under pressure	6.1 Prioritize tasks and assignments	(Generally not required, subskill being relatively self-explanatory)
	6.2 Work effectively on several tasks or assignments at the same time	(Generally not required, subskill being relatively self-explanatory)
	6.3 Meet demanding deadlines	(Generally not required, subskill being relatively self-explanatory)

...And to accomplish the previously described professional competencies, A MUSIC PUBLISHER must be able to...:

K. DEMONSTRATE INTERPERSONAL SKILLS
(cont'd)

SKILLS	SUBSKILLS	SUB-SUBSKILLS
7. Meet deadlines	7.1 (Generally not required, skill being relatively self-explanatory)	
8. Demonstrate planning and organisational skills	8.1 Identify required resources	<ul style="list-style-type: none"> Establish profile(s) of required human resources Identify required technological resources Identify other required physical / material resources
	8.2 Prepare action plan	<ul style="list-style-type: none"> Determine steps and time frame / time line
	8.3 Obtain human, physical, material and technological resources	<ul style="list-style-type: none"> Establish recruitment / purchasing and / or leasing procedures Proceed according to standards / requirements and timeframe
9. Update one's skills	9.1 Keep abreast of trends and development	<ul style="list-style-type: none"> Establish and maintain professional networks Belong to a professional association
	9.2 Use changes occurring in the workplace as opportunities for professional development and growth	(Generally not required, subskill being relatively self-explanatory)
	9.3 Define / update professional development plan	<ul style="list-style-type: none"> Attend workshops, conferences, etc. Update skills through additional education
10. Make decisions	10.1 Make timely decisions	<ul style="list-style-type: none"> Readily address issues and problems under one's authority Quickly react to urgent matters / situations Take calculated risks Accept impact / consequences of one's decision Whenever possible, take time to analyze the problem / situation
	10.2 Make appropriate decisions	<ul style="list-style-type: none"> Rely on one's judgment or experience Consult individuals trusted for their wisdom and practical experience Accept impact / consequences of one's decisions Assess risks
11. Anticipate situations	11.1 Identify potentially problematic situations or issues	(Generally not required, subskill being relatively self-explanatory)

...And to accomplish the previously described professional competencies, A MUSIC PUBLISHER must be able to...:

K. DEMONSTRATE INTERPERSONAL SKILLS
(cont'd)

SKILLS	SUBSKILLS	SUB-SUBSKILLS
11. Anticipate situations (cont'd)	11.2 Promptly act to neutralize risks of occurrence	(Generally not required, subskill being relatively self-explanatory)
	11.3 Constantly look for ways to improve methods and procedures	(Generally not required, subskill being relatively self-explanatory)
12. See the "big picture"	12.1 Analyze a problem /situation from a global perspective	(Generally not required, subskill being relatively self-explanatory)
	12.2 Assess possible solutions and their potential impact from as many angles as possible	(Generally not required, subskill being relatively self-explanatory)
13. Demonstrate a sense of responsibility	13.1 Accomplish one's duties and tasks according to expected standards	(Generally not required, subskill being relatively self-explanatory)
	13.2 Prevent / notice errors and take corrective actions	(Generally not required, subskill being relatively self-explanatory)
	13.3 Honor one's commitments	(Generally not required, subskill being relatively self-explanatory)
	13.4 Give priority to one's professional obligations, when required	(Generally not required, subskill being relatively self-explanatory)
	13.5 Take responsibility for one's errors / mistakes	(Generally not required, subskill being relatively self-explanatory)
14. Recognize limits of abilities and competencies	(Generally not required, skill being relatively self-explanatory)	
15. Follow instructions	(Generally not required, skill being relatively self-explanatory)	
16. Work efficiently	16.1 Identify criteria for prioritization	(Generally not required, subskill being relatively self-explanatory)

	16.2 Establish / apply criteria for prioritization	(Generally not required, subskill being relatively self-explanatory)
17. Maintain focus	17.1 Create a to-do list	(Generally not required, subskill being relatively self-explanatory)

...And to accomplish the previously described professional competencies, A MUSIC PUBLISHER must be able to...:

K. DEMONSTRATE INTERPERSONAL SKILLS
(cont'd)

SKILLS	SUBSKILLS	SUB-SUBSKILLS
17. Maintain focus (cont'd)	17.2 Schedule time	(Generally not required, subskill being relatively self-explanatory)
	17.3 Find / create an appropriate work environment and / or atmosphere	(Generally not required, subskill being relatively self-explanatory)
	18. Demonstrate health and safety awareness	
	18.1 Comply, monitor and promote compliance with health and safety regulations and in-house policies	(Generally not required, subskill being relatively self-explanatory)
	18.2 Anticipate / prevent situations which may have healthy and safety implications	(Generally not required, subskill being relatively self-explanatory)
19. Demonstrate problem solving skills	19.1 Identify and diagnose the problem	<ul style="list-style-type: none"> • Integrate information from different sources • Distinguish causes and symptoms
	19.2 Identify possible solutions	<ul style="list-style-type: none"> • Consult and research
	19.3 Select solution	<ul style="list-style-type: none"> • Determine criteria • Evaluate / compare possible solutions • Assess risk
	19.4 Develop and implement solution	
20. Demonstrate hand-eye coordination	(Generally not required, skill being relatively self-explanatory)	
21. Work at heights	(Generally not required, skill being relatively self-explanatory)	
22. Work in confined areas	(Generally not required, skill being relatively self-explanatory)	
23. Demonstrate mechanical aptitude	23.1 Describe / explain how things work	(Generally not required, subskill being relatively self-explanatory)

23.2 Identify symptoms / causes of a mechanical defect

(Generally not required, subskill being relatively self-explanatory)

23.3 Perform minor repairs

(Generally not required, subskill being relatively self-explanatory)