



JIGS

Rule Book



Joint Industry
Grading Scheme

Formerly JISRS and SITAC

JOINT INDUSTRY GRADING SCHEME

The purpose of the scheme

The JIGS scheme is a grading scheme for freelance riggers in the film and television industries. It is designed to promote high safety standards and industry-wide competence. The JIGS scheme welcomes applications from workers with scaffolding qualifications as soon as they enter the Film and TV industry. It is formally recognised by Bectu, Pact, ITV and BBC.

Training/classification requirement on production

All applicants enrolled in the scheme shall be classified in one of the categories set out in sections 1, 2 and 3. All applicants must abide by the rules of the scheme as set out in this document. Each applicant shall on acceptance into the scheme be issued with a JIGS Training Classification Record Book, and shall ensure that work undertaken is recorded. The record book must be completed and signed by the Head of Department (HOD) and Producer & Line Producer at the conclusion of each engagement giving a practical assessment of the work undertaken, including:

- length of engagement
- general approach to work
- experienced gained in the categories listed
- ability and aptitude.

Applicants must submit their Training Classification Record Book to JIGS for assessment and re-classification at the conclusion of each 18 months of continuous certified employment. Each member of the scheme shall be issued with an identification card designating their current status within the scheme. Members are obliged to show their JIGS cards for examination at the request of all prospective employers or HODs. Applicants must acquire the required CITB Scaffolders Certificate or other equivalent recognised schemes as may be agreed by JIGS.

Payment

Members pay £15 for the processing of applications, £10 for the record book and £5 for the ticket. Non-members are required to pay £200. The Bectu membership department will process all payments via phone on **020 7346 0900**. Please note we no longer accept cash or postal orders.

A passport-style face photograph/headshot is also required, and you should send this in with your application form to: jigs@bectu.org.uk

Timeframe for applying

Applications can be received at any time, and members will be notified of the deadline for application forms. All documents must be sent in by the deadline. Completed applications are then submitted to the Committee in advance of the grading meeting. If additional information is required from you, the JIGS team will endeavour to contact you. Should you fail to send us the requested information, your application will be transferred and considered at the following grading meeting.

Trainee

Applicants wanting to join the scheme as a trainee will be automatically enrolled from the date of the grading meeting subject to appropriate qualifications. These applications will be dealt with in-house at Bectu, and won't be presented to the grading committee.

CISRS Advanced Scaffolding Card

If you have an Advanced CISRS scaffolding card at the date of applying, you will automatically qualify to apply for the JIGS BASIC card – there is no need to fulfil the trainee level, nor the 18 month time served on construction which trainees are required to undertake.

Bectu website listings

When you join the JIGS scheme, you're entitled to store your personal information and qualifications on our **Bectu JIGS certified rigger** document which can be found on the Bectu website: **www.bectu.org.uk**

This is updated after every grading meeting, and is used by productions to check eligibility for roles. It's encouraged that you sign the agreement attached to the application form and ensure all details are up to date.

De-recognition from the scheme

JIGS shall be entitled to withdraw recognition from any member who fails to comply with the requirements of the scheme or who fails to achieve and maintain safe working practices, in which case the member shall return to JIGS their Training Classification Record Book and their identification card (ticket).

Appeals

If an individual considers that he/she has a grievance arising from the operation of the scheme, the JIGS will consider each application individually and then make its decision. The joint secretaries will notify each applicant of the outcome. Applicants may appeal against any decision of the JIGS to the JIGS board. Such appeals must be lodged in writing within three months of being notified of the JIGS decision to **toby.hayward-seers@bectu.org.uk**, **smacdonald@bectu.org.uk** or **kcheeta@bectu.org.uk**

Equality & Diversity

The scheme is open to all applicants in accordance with the Equality Act (2010).

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TRAINEE RIGGERS

A trainee rigger is required to sign up to Construction Industry Training Board (CITB) for a trainee scaffolder's card.

During the required certified employment, the trainee rigger must attain a minimum of **CISRS scaffolding part 1: tube and fitting or system scaffold course** qualification or any other equivalent certified scheme as may be agreed by JIGS.

Course content includes:

- Health and safety awareness
- Fall prevention training (SG4)
- Performance standards (BS EN 12810/11 and TG20:13)
- General scaffolding awareness
- Stability, ties and anchors (including TG4)
- Manual handling techniques (including SG6)
- Foundations and ground conditions
- Methods of access
- Gin wheels, ropes, knots and hitches
- Interpretation of drawings
- Independent tied scaffold (theory and practical)
- Putlog scaffold (theory and practical) tube and fitting courses
- Static tower scaffolds (theory and practical)
- Birdcage scaffolds (theory and practical)
- Alterations to scaffolds (eg hop-up bracket movement) system scaffold courses
- Alterations to scaffolds (eg changing a lift height)
- TG20 Stair access (theory and practical)
- Mobile aluminium tower training for scaffolders (MATS)
- Scaffold inspection (theory)
- 50 question test paper (plus a 25 question mock at the end of the first week)
- Practical test

The following systems scaffold categories are available for this course:

- +8
- Plettac
- Layher
- Cuplok
- Kwikstage
- Haki
- Tradlok

Upon completion of this course, you must demonstrate the ability to apply this to your daily working methodologies.

At the end of each engagement trainees will make available to the HOD scaffolder/rigger who supervised the employment their record book. The recommended ratio under which a trainee rigger may be taken into employment is **four advanced riggers to one trainee rigger**.

Trainee riggers shall at no time work alone on any rigging undertaken, nor shall he/she be given work without prior advice by an advanced or basic rigger on how work should be carried out and shall only work under supervision particularly if this involves going aloft. Trainees must be acquainted with Workplace (Health, Safety and Welfare) Regulations 1992. In addition, applicants will need a basic understanding of the routine operations and equipment used to carry out the erection of standard scaffolding, ie towers.

Trainees will not be eligible to undertake standby duties. Trainees would not normally be entitled to work on resident locations, but should work of an unusual nature become available trainees must be considered, for the experience that could be attained, subject to JIGS terms and conditions. Trainees should be taught the basic methods of tying knots and safety lashings, and familiarising themselves with working materials as quickly as practical by the riggers HOD or supervisors.

Trainee riggers must complete a health and safety test paper before being eligible for upgrading.

Your CISRS Part 1 card must be in date at the time of applying for a BASIC grade. If your card is not in date, we will not consider your application.

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BASIC RIGGERS

Upon satisfactory completion of 18 months certified employment as a trainee rigger, appropriately recorded in their record book, a trainee may make an application to JIGS to be upgraded as a basic rigger. Upon approval by JIGS an appropriate card shall be issued, outlining qualifications and a list of work which may be undertaken. During this period applicants should be able to carry out routine activities on their own initiative as well as participate in the erection of more complex structures such as truss outs and cantilevers. When carrying out these duties the basic rigger will require supervision.

If at the time of applying to join the JIGS scheme you hold an in date CISRS advanced scaffolding qualification, you can fast track and apply to become a JIGS basic rigger. There's no need to complete the trainee level nor work 18 months on film and TV rigging construction.

During their required certified employment period, basic riggers must acquire a CITB Part 2 Scaffolding 10 day course or any other equivalent certified scheme as may be agreed by JIGS. They will then be required to take a two day final test with portfolio after six months to acquire the CITB Basic Scaffolders blue card.

Course content includes:

- Correctly and safely erect truss-out, pavement gantry, loading bay, splay, protective fan, pre-fabricated beams and roof scaffolds.
- Observe regulations governing the safe erection, inspection and dismantling of scaffolds and work methods to be adopted.
- Determine the truss-out, pavement gantry, loading bay, splay, protective fan, use of prefabricated beams and roof scaffolds in system or proprietary systems where applicable.
- Construct scaffolds to statutory regulations TG20 and BS EN12811-1, and follow the safe systems of work set out in the Safety Guidance Note 4 (SG4)
- Practical setting of anchors for tie testing.
- NVQ/SVQ portfolio building and practical assessment.

The following system scaffold categories are available for this course:

- +8 (BAW028)
- Plettac Metrix (BAW02P)
- Layher (BAW02L)
- Cuplok (BAW02C)
- Kwikstage (BAW02K)
- Haki (BAW02H)
- Tradlok TBA
- Alustar TBA

Upon completion of this course, you must demonstrate the ability to apply this to your daily working methodologies.

Basic riggers will not be eligible to undertake standby duties. Should work of an unusual nature become available on resident location a basic rigger may be considered for the experience that could be attained.

The recommended ratio under which a basic rigger may be taken into employment in the industry must be that of **two advanced riggers to one basic rigger**.

Once all the requirements of the scheme have been satisfied the rigger must complete a lifting operations and lifting equipment course (LOLER) before being eligible for upgrading to advanced rigger status.

LOLER Course content includes:

- **Introduction to LOLER** – who is this course for?, what is LOLER?, legislation, lifting equipment, lifting accessories, the load, equipment excluded from LOLER, and what are the risks?
- **Risk assessment** – what is a risk assessment?, step 1: identify the hazards, step 2: decide who might be harmed and how, step 3: evaluate the risks and decide on precautions, the hierarchy of controls, step 4: record your findings and implement them, step 5: review and update, and who should carry out risk assessments?
- **Selecting suitable equipment** – equipment selection, strength and stability, safe working loads, derating, and marking lifting equipment.
- **Equipment maintenance** – thorough examinations, hired equipment, examination schemes, how to carry out thorough examinations, pre-use checks, detecting defects, maintenance of equipment, and safe storage.
- **Planning operations and reducing risks** – planning and organising, location and positioning of equipment, proximity hazards, working with suspended loads, attaching/detaching and securing loads, overturning, visibility and weather, lifting people, emergency procedures, preventing slips, trips, and falls, and information, instruction, and training.

It is recommended that riggers should also attain the maximum knowledge and qualifications of:

- Working at height
- PASMA mobile access towers
- Manual handling
- Provisions and use of work equipment regulations

Your CISRS Part 2 and LOLER card must be in date at the time of applying for an advanced grade. If your card is not in date, we will not consider your application.

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ADVANCED RIGGERS

Upon satisfactory completion of 18 months employment as a basic rigger, an application may be made to JIGS for certification as an advanced rigger. The applicant should have a thorough understanding of the principles and use of tube and fittings, and of manual or mechanical lifting equipment.

In addition to the duties of a basic rigger, an advanced rigger can undertake standby duties. Furthermore, advanced riggers can apply for specialist grades as follows:

- a. Special effects (SFX)
- b. Electrical riggers
- c. Head of department/supervisor or master rigger
- d. Flying wires specialist
- e. Diving

Classification of work at the above:

a. Special effects

A proven experience showing engineering competence of stresses and strains of wires, and explosive devices over a working period of not less than two years (24 months) recorded work under supervision with head of special effects.

b. Electrical riggers

A proven experience of fixing lamps to machinery and being able to hang, perch, cable-up and set lamps. The minimum requirement shall be an advanced rigger of not less than one year's (12 months) recorded work undertaken in the industry supervised by rigging gaffers and electricians.

c. Head of department/supervisor or master rigger

A proven experience of at least two years (24 months) in the industry as an advanced rigger showing understanding of their responsibility concerning Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999. Should provide a minimum of two copies of risk assessments and method statements they have carried out.

d. Flying

A proven experience showing engineering competence of stresses and strains of wires, locks and fittings over a working period of not less than four years (48 months) recorded work under supervision on flying rigs.

e. Diving

Must undertake a commercial diving course and provide evidence that they hold this licence.

USEFUL CONTACTS

CITB - construction skills

0870 4166 222

ScreenSkills

info@screenskills.com

020 7713 9800

Bectu

020 7346 0900

info@bectu.org.uk



bectu.org.uk/join

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