



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
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NTCGLAKESINST 11262.1
PWC 700
02 Apr 01

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 11262.1

From: Commander, Naval Training Center, Great Lakes

Subj: MANAGEMENT OF WEIGHT HANDLING EQUIPMENT MAINTENANCE AND
CERTIFICATION

Ref: (a) OPNAVINST 5100.23E
(b) EM 385-1-1, Safety and Health Requirements Manual
(c) NAVFACINST 11450.1A
(d) NAVFAC P-307, Management of WHE
(e) NAVFAC P-300, Management of Transportation Equipment
(f) ASME B30.2-B30.11, B30.16, B30.17, B30.20-B30.22,
Safety Standards for Cableways, Cranes, Derricks,
Hoists, Jacks, and Slings
(g) MIL-STD-271, Non-Destructive Testing Requirements
(h) ASTM E165, Liquid Penetrate Inspection Method
(i) ASTM E709, Magnetic Particle Inspection Method
(j) NAVFACINST 11230.1D

Encl: (1) NAVFAC P-307 Sec 13 Training and Qualifications
(2) Certification of Load Test and Condition Inspection
(3) WHE Operator's Checklist (For Non-Cab Operated
Category 3 Cranes)
(4) Crane Operator's Daily and Monthly Checklist
(5) Danger Tag
(6) Caution Tag
(7) WHE Accident Report
(8) Certificate of Compliance
(9) ROICC Great Lakes SOP of July 1999, Crane Coordination
and Oversight
(10) Critical Lift Check List
(11) Trackage Certification Document
(12) Inspection/Certification Document for Elevated Crane
Trackage
(13) Track Inspection Record

1. Purpose. To publish responsibilities and procedures per references (a) through (j) for operation, maintenance, inspection, load testing, and certification of all Weight Handling Equipment (WHE). The location of the equipment is at the Naval Training Center (NTC) and Navy Public Works Center (PWC) Great Lakes, Navy Recruiting District (NRD) Chicago, and activities served by PWC and Engineering Field Activity, Midwest

(EFAMW) that have designated the PWC Great Lakes Transportation Director as their Certifying Official. It is the responsibility of the Activity that owns, operates, and uses WHE to insure compliance with this instruction and all regulations.

2. Background. Inspection, testing, and maintenance of WHE is a key element in meeting operational commitments of NTC Great Lakes and area commands, and is the subject of special emphasis and attention throughout the Department of the Navy (DON). Due to the hazards involved in even routine lifts of materials and equipment, stringent controls must be used in all phases of operations and maintenance. A totally coordinated system of reporting and correcting deficiencies, and a closely controlled scheduled program of maintenance and testing of WHE are essential to ensure equipment is available and safe to operate.

3. Scope. Regulations, instructions, and procedures outlined herein apply to all WHE assigned to NTC and PWC Great Lakes and other tenant commands. This includes leased or rental units used to fill short-term needs in which PWC Great Lakes has been delegated authority for the management and certification of their WHE. All non-Navy owned and operated WHE (contracted services) shall conform to this instruction.

4. Policy. All military, Civil Service, and Contractor personnel operating or performing maintenance on WHE assigned to NTC and PWC Great Lakes and other tenant commands, shall comply with the provisions of this instruction and reference (d). All non-Navy owned and operated WHE (contracted services) shall conform to this instruction.

5. Action. All WHE will be operated, maintained, inspected, and certified in accordance with references (a) through (j) and the provisions of this instruction.

6. Definitions

a. Alteration. An alteration constitutes any change in the original manufacturer's WHE design configuration. This includes replacement of parts and components with parts, or components not identical with original (i.e., change in materials, dimensions, or design configuration), except as noted in section 4 of reference (d); addition of parts or components not previously a part of the equipment; rearrangement of parts or components; and alterations of existing parts and materials.

b. Category 1 WHE Cranes. WHE designated as portal, hammerhead, locomotive, derricks, floating (YD), tower, and container cranes. Mobile cranes (except those indicated as Category 4) including truck, cruiser, crawler, warehouse/ industrial, and cranes used for drag line, pile driving, clamshell, magnet, bucket work, and aircraft crash cranes.

c. Category 2 and 3 WHE Cranes. Cranes with rated capacities of 20,000 pounds or greater are Category 2. Cranes with rated capacities less than 20,000 pounds are Category 3. Designated as overhead traveling, gantry (rail mounted), jib, pillar, pillar jib, monorails, overhead hoists, including chain falls which are designated for use at the same location on a continuing basis. Also, hoists and truck-mounted cranes with rated capacities of less than 2,000 pounds.

d. Category 4 WHE Cranes. WHE designated as commercial truck mounted cranes, truck mounted articulating boom cranes, pedestal mounted commercial boom assemblies (fixed length, telescoping, and articulating types) attached to stake trucks, trailers, flatbeds, railcars, etc., with a rated capacity of 2,000 pounds and above.

e. Critical Lift. A critical lift is a non-routine crane lift that involves lifts at 80% of the original equipment manufacture's rated capacity of the crane. Any lift which requires the load to be lifted, swung, or placed out of the operators view; lifts made with more than one crane; lifts involving non-routine or technically difficult rigging; hoisting personnel; or any lift with which the crane operator believes should be considered critical will be treated as a critical lift.

f. Inspector. A qualified person designated by the WHE Certifying Official to perform inspections on WHE prior to, during, and after maintenance or load test.

g. Load Bearing Parts. Those parts of WHE that support the load and, upon failure could cause dropping, uncontrolled shifting, or uncontrolled movement of the load.

h. Load Controlling Parts. Those parts of the WHE which position, restrain, or control movement of the load (e.g., brakes, clutches, motor controllers, switches, lever mechanisms), a malfunction of which could cause dropping, uncontrolled shifting, or uncontrolled movement of the load. Crane mounted diesel engines, generators, electrical power distribution

systems, and electrical control circuits, associated with the movement of the load, shall be treated as load controlling parts.

Note: Backup components to primary load-bearing and load-controlling parts, such as secondary brakes, shall also be considered as load-bearing or load-controlling parts.

i. Load Test Director. Person designated in writing by the WHE Certifying Official to exercise control of load tests.

j. Major Deficiency. A deficiency associated with a load-bearing/load-controlling safety device part.

k. Minor Deficiency. A deficiency that is not associated with a load-bearing/load-controlling safety device part.

l. Official Certification. The process defined in reference (d) used by the Commanding Officer (CO), PWC Great Lakes, and the Certifying Official, to formally certify the use of WHE.

m. Qualifications of Personnel. Personnel involved in the maintenance, alteration, repair, inspection, testing, and operation of WHE, shall be technically competent to perform their assigned duties. Specific requirements for any level of crane or weight handling personnel qualifications are addressed in reference (d). All personnel shall have proof of training on file with PWC Code 763.

n. Rigger-In-Charge (RIC). The RIC has overall control of the operation including planning aspects of the lift, the weight of the load to be lifted, etc., in accordance with section 10-1 of reference (d).

o. Safety Devices

(1) Operational Safety Devices. Safety devices which affect the safe load lifting and handling capability of the equipment, such as interlocks, limit switches, load/limit moment and overload indicators with shutdown capability, emergency stop switches, radius indicating devices, and locking devices.

(2) General Safety Devices. Safety devices, such as bells, horns, warning lights, and bumpers which provide protection for operation, maintenance personnel, and equipment on or in the operating path of cranes.

p. Third Party Certification. Certification of floating cranes used in shipbuilding, ship repair, or ship breaking operations, and all types of cranes used in longshoring operations, shall be certified by an Occupational Safety and Health Administration (OSHA) approved certification agency. This certification is in addition to the certification requirements for Navy owned cranes by the Navy Crane Center in section 3 of reference (d).

q. Training and Qualifications. Enclosure (1) identifies mandatory courses required for applicable personnel, as well as requirements for operator and rigger supervisors, engineers, and certifying officials. These requirements apply to Navy military and civilian personnel and to service contractor personnel involved in the management of Navy owned WHE. Designated trainers from PWC Code 763 Inspection Department, or equivalent contractor training, shall perform training and licensing.

r. WHE Certifying Official. The PWC Transportation Director as designated by the CO PWC Great Lakes.

s. WHE Definition. This term includes mobile or transportable truck cranes, captive cranes of the gantry, derrick, overhead electric, jib, wall, pillar, and monorail. This term is also used in the designation of all rigging and portable hoists used for vertical lifting processes.

t. WHE Operators. Persons licensed to operate skillfully and safely all WHE in accordance with reference (d).

7. Certification Procedures

a. Initial Certification. All WHE to be purchased shall be approved by PWC Code 763 before the purchase can be initiated. Initial certification of a new or modified piece of WHE shall be accomplished upon acceptance of each piece of equipment. PWC Code 763 will review all documentation and engineering studies before and after installation or modification for compliance with all regulations and reference (d) requirements.

b. Validity of Certification. It is the responsibility of all users of WHE to ensure unsafe conditions are reported to PWC Great Lakes. Upon certification and verification of an unsafe condition, the Certifying Official will withdraw certification. Certification is automatically void if:

(1) One year has elapsed since last load test/condition inspection.

(2) The certified rated capacity has been exceeded or thought to have been exceeded.

(3) After an adjustment, repair, disassembly, replacement, or alteration of a load-bearing or load-controlling part or component.

(4) Detection of a major deficiency as outlined in enclosure (d).

c. Extensions of Inspection and Maintenance Schedules. Requests to extend or adjust a prescribed maintenance inspection or lubricating and servicing schedule, where adherence is in conflict with a work schedule, shall be submitted to the Certifying Official for approval. Each authorization shall be in writing and shall be filed in the equipment history file in accordance with reference (d).

d. Exception for Extension of Certification of Emergent Conditions. When an emergent or other contingent condition exists precluding the timely certification of a crane, the CO of the activity using the crane, with concurrence of the Certifying Official, may approve, in writing, a temporary extension (not to exceed 45 calendar days) of the current annual certification. Authority to extend a certification shall not be delegated. Before extending the certification, the crane shall pass a complete condition inspection including functional testing through all motions at normal operating speed. Each authorization to extend a certification shall be filed in the crane's equipment history file.

e. Withdrawal and Reinstatement of Certification. If the certification is withdrawn for any reason, the user will notify the Certifying Official for resolution of the problem. After the problem has been resolved, and all mandatory test requirements have been met, the Certifying Official will issue an interim recertification.

8. Certification of Load Tests are official WHE records. The original copy of the certifications will be filed in the history jacket kept by PWC Code 763, and a copy will be mounted in an area adjacent to the crane. The supervisor in charge of the

crane operation, or personnel using the rigging gear, will keep rigging certification copies. For equipment checked out of a central tool room, the tool room supervisor will maintain copies of all certifications covered by reference (d). Additional copies can be obtained upon request to PWC Code 763. Each certification will identify the WHE by crane number, area, and capacity in pounds. Enclosure (2) is a sample Certification of Load Test.

a. Certification of Wire Rope shall include breaking strength certification. For new cranes and replacement wire rope on existing cranes (rope manufacturer's certification of published minimum breaking strength, or the actual breaking strength of a sample taken from the reel and tested) must be documented in accordance with section 5-2 of reference (d).

b. Hook Disassembly, Inspection, and Non-Destructive Test (NDT). The requirements of section E-2 of reference (d) state what will be included on a Non-Destructive Test Certification Form for Load, Mounting Hooks, and Nuts for WHE.

9. Procedures for Maintenance, Inspection, and Load Testing of WHE

a. Preventative Maintenance Responsibilities

(1) The Commanding Officer PWC Great Lakes prescribes the program for Preventive Maintenance on all WHE at NTC Great Lakes and tenant commands, and delegates policies, procedures, and responsibilities.

(2) The Transportation Director and the WHE Manager/Test Director are responsible for ensuring that maintenance, inspection, and testing of all WHE at NTC Great Lakes and tenant commands are accomplished in accordance with the provisions of references (a) through (f) of this instruction. An alternate WHE Manager/Test Director ensures continuity of the program requirements during the absence of the WHE Manager/Test Director. PWC Code 760 serves as the point of contact on matters pertaining to maintenance, inspection, and load testing of WHE.

(3) The WHE Certifying Official will decide the most efficient execution methods for preventative maintenance of all NTC Great Lakes and tenant commands. This can be done either by in-house personnel or contractor. All preventative maintenance

or service shall be performed in accordance with technical documents found in reference (d). This is mandatory documentation for all WHE assigned to NTC and PWC Great Lakes and tenant commands. PWC Code 763 keeps this documentation for audit purposes.

b. Corrective Maintenance Responsibilities

(1) The CO PWC Great Lakes is responsible for the satisfactory performance of corrective maintenance on all WHE assigned to NTC and PWC Great Lakes and tenant commands.

(2) Support contracts will be administered by PWC Code 763 and/or PWC personnel who are responsible for the performance of corrective maintenance on all WHE assigned to NTC Great Lakes, PWC Great Lakes, and tenant commands. All corrective maintenance shall be documented by a shop repair order. PWC Code 763 inspectors will delegate authorization to a contractor or PWC personnel to complete all documents required by reference (d). Upon inspection or load testing, they shall make appropriate entries in the applicable WHE inspection records and certification documents. The documents shall be filed in the official history jacket kept by PWC Code 760 with copies forwarded to the crane owner for file and distribution.

c. Inspection Procedures

(1) PWC Code 700 shall provide the following services for all categories of WHE outlined in this instruction:

(a) Acceptance Inspection: Code 763 will inspect cranes owned, rented, or leased by the Navy, and can inspect at their discretion any contractor cranes coming aboard the NTC complex in conjunction with any work done at this facility.

(b) Scheduled Maintenance.

(c) Unscheduled (Breakdown) Maintenance: Inspections will include component replacement to ensure proper installation and operation reliability due to unusual circumstances, such as deliberate, accidental, or suspected loading beyond rated capacity.

(2) PWC or contract personnel shall be responsible for completing all inspections described on the preventative maintenance forms during any preventative maintenance action. If

additional discrepancies are discovered during the course of performing the preventative maintenance, they will also be corrected prior to returning the WHE to service.

d. Load Testing

(1) PWC Code 760 personnel shall perform load tests on all WHE covered by this instruction. Code 760 personnel shall also verify record documentation and document the results of every test on enclosure (2).

(a) Acceptance Inspection Load Test. All new, rebuilt, leased, and rented WHE shall be load tested in accordance with the provisions of reference (d) and any special supplemental procedures prescribed by higher authority or deemed necessary by load test directors.

(b) Annual Load Test. All Category 1, 2, 3, and 4 WHE shall be load tested annually and in conjunction with scheduled annual preventative maintenance inspections. Load tests shall be performed in accordance with reference (d) and any special supplemental procedures that may be prescribed by higher authority or deemed necessary by load test directors.

(c) Interim Load Test. Complete or selective load tests shall be performed on any WHE having components of load-bearing or load-controlling functions of the equipment repaired, replaced, or adjusted. The extent of the load test shall be determined by load test directors, but shall not be less than that prescribed by reference (d). The WHE shall be certified following completion of the test. Such interim recertification will not be extended beyond the term of annual certification of WHE.

(d) Special Load Test. Any WHE involved in an accident or incident that may have placed any unusual strain on load-bearing or load-controlling parts or systems will be immediately removed from service. Because of possible hidden damage resulting from shock loads transmitted to the WHE, all systems will be thoroughly inspected and load tested. All such accidents or incidents shall be investigated by the PWC and NTC Great Lakes Safety Officers, and an evaluation of possible stress damage shall be made by the PWC Great Lakes Engineering Department.

(e) Maintenance Load Testing. PWC Code 760 personnel shall witness operators perform operational load tests using approved, certified weights and rigging to test parts or systems after maintenance or repair actions. These test lifts shall never exceed the rated capacity of the WHE. Tests will be conducted by qualified personnel.

(2) Operators

(a) Operators will be licensed in accordance with reference (d).

(b) Personnel required to operate different types of cranes must be qualified for each type. The operator's license will list each type.

(c) All operators must be registered with PWC Code 763.

(d) Licensing is not required for operators of non-cab operated category 3 cranes. However, all operators of such cranes shall be trained and demonstrate adequate knowledge of the areas identified in appendix N of reference (d), including demonstration of operation of each specific type of equipment they are authorized to operate.

e. Records. PWC personnel shall be responsible for custody and compilation of official record history jackets on all WHE for scheduling and performing maintenance actions on items of WHE listed in the appropriate appendices of reference (d). PWC Code 763 will maintain duplicate records. It is the responsibility of all rigging gear users and owners to notify PWC Code 760 when rigging gear is added or deleted from their inventories.

f. Reporting Deficiencies

(1) General. WHE deficiencies are classified into two groups. A Major Deficiency is a condition that makes the equipment unsafe to operate. This condition occurs whenever load-bearing and load-controlling components, as well as operational safety devices of the WHE, such as limit switches or warning indicators, do not operate or operate improperly. A Minor Deficiency is a condition that does not affect the safe and reliable operation of the equipment. This condition is not associated with load-bearing, load-controlling components, or safety devices of the equipment.

(2) Operators. Deficiencies discovered during routine inspections and operational checks on WHE prior to use shall be annotated on either the WHE Operator's Checklist (Non-Cab), enclosure (3), or the Crane Operator's Daily Checklist, enclosure (4). Items on the WHE Operator's Checklist (Non-Cab) or the Crane Operator's Daily Checklist marked by an asterisk constitute a Major Deficiency. Upon discovery of a Major Deficiency, the operator will immediately notify his/her immediate supervisor and discontinue use of the equipment until the deficiency has been documented and evaluated by PWC Code 763 inspectors. The completed forms shall be turned in to the operator's supervisor at the end of the shift.

(3) Supervisors of WHE Operators

(a) Will respond to all operator notifications of major deficiencies by removing the equipment from service and immediately contacting the PWC or NTC Great Lakes Safety Officers and PWC Code 763 so action can be taken to correct the deficient condition.

(b) Will review enclosures (3) or (4) turned in at the end of the shift for proper documentation and correctness, sign the form, take action to correct any minor deficiencies, and forward copies to PWC Code 763.

g. Tagging Procedures. In accordance with the following procedures, authorized personnel shall tag all WHE when required:

(1) Tagging Authority

(a) Authority to affix a Danger Tag, enclosure (5), to WHE is limited to persons involved in the operation, supervision, maintenance, repair, or inspection of WHE on which a dangerous condition is discovered, and to which equipment damage or personal injury may occur if the equipment is allowed to be operated. PWC Code 763 must be notified immediately when a Danger Tag is affixed to WHE. Only PWC WHE inspection personnel can affix a serialized Danger Tag to a piece of equipment.

(b) Authority to affix a Caution Tag, enclosure (6), to WHE for restricted operating status will be limited to PWC WHE inspection personnel. An inspection and evaluation must first be performed on WHE prior to placing WHE into a limited operating status. The inspection must be accomplished by PWC WHE inspection personnel.

(2) Danger Tag. The Danger Tag shall be attached to equipment when operation is dangerous to equipment or personnel. Under no circumstances shall equipment or components be operated that have a danger tag attached. The reason for installing a Danger Tag to the equipment or component must be resolved and the tag removed by a PWC Code 763 WHE inspector prior to operating the equipment.

(a) WHE involved in an accident or incident, such as inadvertent overloading, shall immediately be taken out of service and a WHE Accident Report, enclosure (7), prepared by PWC Code 763 personnel. The WHE Inspector shall serialize a Danger Tag and affix it to the WHE's main power source (engine or main disconnect switch) until after the accident has been investigated and evaluated by the PWC or NTC Safety Officer and PWC Code 763 personnel. After the investigation is completed, the WHE may require a load test and recertification before being returned to service. The WHE will not be removed from the site of the accident or incident unless movement is necessary to preclude further damage to the WHE, aid in rescue efforts to move injured personnel, or to complete critical operations. The Danger Tag can be removed and replaced with a Caution Tag by WHE Inspector personnel with appropriate cautionary notations to permit movement of the WHE. Complete inspections, repairs, operational tests, and recertification (if required) must be completed prior to returning the WHE to service.

(b) A non-serialized Caution Tag shall be affixed to the WHE or a component during maintenance, repair, or inspection to prevent inadvertent energizing of the component, circuit, or movement of WHE while these operations are being performed. Only the person affixing the Caution Tag may remove it after the deficient condition is corrected.

(c) A Caution Tag shall be affixed to the WHE by the operator or operator's immediate supervisor when a major deficiency is discovered during operation or during the operator's inspection. The NTC or PWC Great Lakes Safety Officer and PWC Code 763 shall be notified to evaluate the deficient condition.

(d) A serialized Danger Tag can only be affixed by PWC WHE inspection personnel. This will be accomplished after it is determined that a major deficiency exists with the WHE.

(3) Caution Tag. This tag shall be attached to the WHE or a component when a "restricted operating status" of WHE or component exists. Limited status of WHE or a component shall be noted on the reverse side of the Caution Tag. Special precautions must be observed, as noted on the tag. Examples of Caution Tag use are:

(a) When floodlights on WHE become inoperative, a Caution Tag shall be attached to the main-power switch stating "Make no lifts at night where boom flood lighting will be required." Under restricted operating status, the WHE will still be allowed to operate in daylight hours or adequately lighted areas at night.

(b) If Annual Certification expires prior to recertification, a Caution Tag shall be affixed to the WHE and special instructions on the back of the tag will read "Out of certification, make no production lifts." This tag will still allow the WHE to be moved to a site where the annual load-test and certification can be performed. Maintenance checks, no-load operational checks, and weight test preparation can also be made under this restricted operating status.

(c) When WHE becomes inoperative, but does not affect the safe condition of the equipment, a Caution Tag shall be affixed to that component or related controller or switch which would place the WHE in a restricted operating status. A WHE may have a multiple winch capacity, such as a 50-ton capacity main hoist and a 10-ton capacity auxiliary hoist. A Caution Tag shall be affixed on the auxiliary hoist controller and special instructions on the tag will read "Auxiliary hoist not functioning. Do not use for production lifts." This still allows the main hoist to be operated and the WHE to remain in production status until appropriate repairs can be made to the auxiliary hoist component.

(4) Removal of Tags. Authority to remove a Danger Tag or Caution Tag that has been affixed to WHE is limited to persons involved in operation, supervision, maintenance, repair, or inspection of WHE in order to return the WHE or component to full productive service.

(5) Tagging Logbooks. The WHE Inspector supervisor shall maintain an up-to-date logbook of all serialized Danger Tags affixed to WHE. As a minimum, logbooks will contain the WHE United States Navy number and location, WHE or component affected

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reason for tag issue, date the tag was affixed and name of the person who attached the tag to the WHE. PWC Code 760 will keep PWC Code 700 advised of all Danger Tags issued to WHE. Tag serial numbers shall consist of PWC Code 763, name of the person affixing the tag, and a sequential serial number, i.e., 87-0001.

10. Qualifications of Weight Handling Personnel. All personnel involved in WHE maintenance and inspection, including all operators regardless of affiliation, must be licensed in accordance with the testing and licensing provisions of reference (d). All rigging personnel shall meet the requirements in reference (d). Successful completion of applicable courses is required for all personnel. These courses are a prerequisite for qualification. In addition to the required training, personnel shall demonstrate skills required to perform assigned work. A knowledgeable designated trainer from PWC Code 700 shall determine when an employee is qualified to perform based on a demonstration of applicable skills.

11. Material Control-Preventative Maintenance

a. Each maintenance action must be uniquely identified and documented.

b. WHE must be scheduled for preventative maintenance in accordance with the prescribed manufacturer's requirements.

c. The accomplishment or non-accomplishment of preventative maintenance must be recorded and reported for each WHE.

d. Spare part requirements must be identified for certain "Mission Essential" equipment.

e. Any change to the "Fit, Form, or Function" of WHE, or component, must be documented and reported to PWC Code 763.

12. Modifications/Alterations. No modifications or alterations to any WHE may be completed without documenting the recommended modification/alteration to the WHE. The documentation shall be forwarded to PWC Codes 763 and 40, or a cognizant Tenant Command Engineering Code for evaluation prior to PWC Code 763 forwarding the request to the Navy Crane Center for approval per reference (d).

13. Third Party Certification (Longshoring Operations) Contract Requirements

a. Navy Owned Cranes. Third party certification shall be performed by the Navy Crane Center. For Navy owned cranes operated or maintained by contract, the Certifying Official shall ensure Contracting Officers include the requirement for Navy Crane Center third party certification of applicable cranes in contracts.

b. All Other Cranes. Third party certifications for rented, leased, and contractor owned and operated cranes used in the above noted operations shall be completed by an OSHA accredited certification agency in accordance with OSHA regulations. Certifying Official(s) shall ensure Contracting Officers include the requirements for OSHA third party certification of applicable cranes in contracts. PWC Code 763 must be notified before a crane is rented to ensure proper licensing, certification, and documentation is provided in accordance with reference (d).

14. Non-Navy Owned Cranes at Naval Activities. In addition to cranes rented or leased by an activity, other non-Navy owned cranes are frequently found in service on activity property. These cranes can be from a variety of sources and are generally incidental to construction contracts, ship repair contracts, demolition contracts, maintenance, other service contracts, deliveries of supplies, and equipment, etc. Contracting Officers are responsible for the safe execution of their contracts. They shall engage the services of the activity WHE organization (PWC Code 763) to identify situations requiring the service of cranes and to identify possible unsafe crane operations. The following requirements shall be included in all contracts:

a. Requirements for crane entry to the activity include advance notification to PWC Code 763 that a crane will be entering the base for specific work and certification that all documentation has been approved by the Contracting Officer and forwarded to PWC Code 763 in advance. PWC Code 763 will contact NTC security to allow the contractor crane to enter the base. Any contractor crane that has not followed these procedures will not be allowed to enter base property.

b. A Certificate of Compliance, enclosure (8), from the contractor, that the crane meets all applicable OSHA regulations (with the contractor citing applicable OSHA regulations). The certificate must be posted in the cab of the crane.

c. If the crane is to be used in longshoring operations, ensure an OSHA accredited agency has certified the crane and the certification is posted on the crane.

d. A contractor certification, in writing, that the crane operator is qualified and has been trained specifically for the operation of the crane to be used.

e. An accident prevention plan tailored to the specific type and location of the work to be done. Ensure a qualified Government safety/crane representative reviews and approves the contractor's plan before allowing the contractor access to the activity.

f. A critical lift plan for all lifts involved that meet or exceed the original equipment manufactures rated capacity at any given radius. These requirements shall be promulgated to tenants and contracting officers for inclusion in all contracts, statements of work, purchase orders, etc. Based upon the type and location of crane operations, and risk to Government personnel and property, develop a plan to oversee and monitor contractor crane operations using safety representatives, activity crane organization personnel, PWC Code 763, or contractor quality assurance personnel (see enclosures (8) and (9)). PWC Code 763 personnel in conjunction with safety personnel will spot check all crane operations on activity property for compliance with these regulations in accordance with reference (d).

15. Definition of a Critical Lift. Enclosure (10) is an example of the critical lift checklist. A non-routine crane lift that involves one or more of the following:

a. When the load weight is 80% of the rated capacity of the crane.

b. Lifts requiring that the load be lifted, swung, or placed out of sight of the crane operator.

c. Lifts made with more than one crane.

d. Lifts involving non-routine or technically difficult rigging arrangements.

e. Any lift involved with hoisting personnel through the use of a crane.

16. Quality Deficiency Reports (QDR). All cranes with design deficiencies affecting safe operation, regardless of warranty coverage, shall be immediately removed from service and the deficiency reported to the Navy Crane Center. PWC Code 760 will be responsible for preparation of all QDR's. All messages and reports shall be prepared in accordance with reference (d).

17. Crane Rigging Gear and Miscellaneous Equipment. The Weight Handling Program detailed in reference (d) includes the following equipment as WHE: rigging gear (slings, shackles, links, rings, etc.), portable load indicating devices, portable chainfalls and hoists, below-the-hook lifting devices, portable "A" frames, portable gantries, portable floor cranes, and hoists/cranes integral to larger machines. Check reference (d) if you are uncertain about a specific WHE.

18. Elevated Crane Trackage Certification. Elevated crane trackage shall be inspected by PWC Code 763 personnel and certified by the requirements in reference (j).

a. Trackage inspectors shall meet the qualification requirements of reference (j).

b. The Certifying Official shall designate, in writing, the trackage inspector(s) and include the basis for each designation.

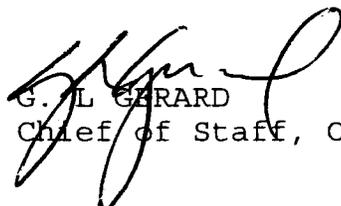
c. Elevated trackage shall be certified on an annual basis by completion of the Trackage Certification Document for elevated crane trackage, enclosure (11).

d. PWC Engineers shall perform the elevated trackage supporting structure inspection upon notification by PWC Code 763.

e. Inspection of elevated trackage support structures shall be performed at the affected crane's annual certification and documented on the Inspection/Certification Document for Elevated Crane Trackage form, enclosure (12). However, if the crane's annual certification is extended, a control inspection of the rail system and supporting structures shall be performed by a PWC Code 763 inspector and documented on the annual Track Inspection Record document for elevated crane trackage, enclosure (13). Control inspections are required to be conducted and documented annually or more frequently when uncontrolled or unusual conditions are noted. Control inspections will be performed any time the affected crane is load tested for re-certification.

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f. The completed Inspection/Certification Document for elevated crane trackage and the annual Track Inspection Record document for elevated crane trackage, if applicable, shall be filed together in the affected crane's equipment history file.


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List II (1, 2, 6, 7 only)
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10 Industrial Highway
Lester PA 19113)

(NAVFAC P-307)

**SECTION 13
TRAINING AND QUALIFICATION**

13.1 Introduction. This section provides training and qualification requirements for personnel involved in the management of Navy WHE. These requirements apply to Navy military and civilian personnel and to service contractor personnel (BOS and other contractors) involved in the management of Navy and BOS contractor WHE. Factory trained technicians performing work on specific components (e.g. diesel engine repair) are exempt. Ordnance handlers shall refer to NAVSEA OP-5 for training requirements, in lieu of the crane rigging and rigging gear inspection courses noted herein.

13.2 Training. Table 13-1 identifies mandatory courses required for applicable personnel. Effective 1 October 2001, personnel shall not perform weight handling maintenance, inspection, testing, operation, or rigging unless they have completed the required courses and are qualified by their supervisors. For contracts awarded after 1 April 2001, contractor personnel will have 180 days from the contract start date to obtain the required training. The courses are designed to reinforce and enhance existing knowledge for journeyman level personnel in the Navy WHE program. Except as noted, the required training shall be provided by NCC authorized training centers. The courses are designed to provide a minimum coverage of each subject and do not include hands-on applications.

Additional training (e.g., hands-on) to enhance specific skills is encouraged. Such training is available from naval shipyards, other naval activities, and commercial training sources. Additional courses may be required to qualify personnel to perform unique critical job skills at an activity. Activities are responsible to ensure such supplemental training requirements are met.

13.2.1 Training for Operator License Candidates. Crane operator license candidates shall take the applicable crane safety course. The General Crane Safety course satisfies the safety training requirement for all types of cranes. Candidates who will only operate category 2 and cab-operated category 3 cranes and candidates who will only operate category 4 cranes may take the safety course applicable to those cranes in lieu of the General Crane Safety course. Refresher courses for license renewal may be provided by activity instructors who have been approved by NCC.

13.2.2 Safety Course for Non-Cab Operated Category 3 Cranes. Operators of non-cab operated category 3 cranes shall take the Category 3 (Non-Cab) Crane Safety course. This course may be provided by activity instructors who have been approved by NCC.

13.2.3 Naval Shipyard Lifting and Handling Training. Naval shipyard personnel shall follow the requirements of the NAVSEA Crane Quality Manual in lieu of this publication. Non-shipyard personnel who have completed naval shipyard lifting and handling

training courses applicable to their job function(s) are not required to take the courses listed in table 13-1.

13.2.4 Previously Licensed Category 1, 2, and 4 Crane Operators and Licensed Operators of Category 3 Cab Operated Cranes. Operators who have successfully completed crane safety course(s) as part of their license requirement are not required to take the crane safety course(s) listed in table 13-1.

13.2.5 Previously Trained Non-Cab Operated Category 3 Crane Operators. Category 3 (non-cab operated) crane operators who have successfully completed at least 8 hours of previous training meeting the requirements of prior editions of this publication are not required to take the Category 3 (Non-Cab) Crane Safety course.

13.3 Supervisors. It is recommended that supervisors participate in table 13-1 courses in their areas of cognizance.

13.4 Record Keeping. Training records for each student will be forwarded to the employing activity by the training center. Record keeping for each student shall be the responsibility of the employing activity. Computer generated files are acceptable, provided they identify individual students, training dates, and examination results. In addition to training records, supervisor verification of qualification shall be maintained.

13.5 Qualification. The minimum passing score for each course in table 13-1 shall be 70 percent. These courses are a prerequisite for qualification for personnel performing job functions listed in the table. In addition to the required training, personnel shall demonstrate adequate knowledge and/or skill required to perform assigned work as noted in appendix N. A knowledgeable supervisor shall determine when an employee is qualified to perform a particular job function based on demonstration of applicable knowledge and/or skills. Written verification by the supervisor of the employee's qualification shall be provided.

Operators of non-cab operated category 3 cranes shall be given a performance test for each type of crane they may operate. Qualification requirements for crane operator licenses are addressed in sections 6 through 8.

Table 13-1 Required Courses for Crane Personnel

Course⇒ JOB FUNCTION ↓	Crane Mechanic	Mobile Crane Mechanic	Mechanical Crane Inspector	Crane Electrician	Crane Electrical Inspector	Load Test Director
Crane Mechanic	X					
Mobile Crane Mechanic	X	X Note 1				
Crane Electrician				X		
Mechanical Inspector	X	Note 2	X Note 3			
Electrical Inspector				X	X Note 4	
General Inspector Note 5	X	Note 2	X Note 3	X	Note 6	
Load Test Director						X Note 7

Table 13-1 Required Courses for Crane Personnel (Continued)

Course ⇒ JOB FUNCTION ↓	General Crane Safety For Operators	Cat 2 & Cab-Operated Cat 3 Crane Safety	General Crane Safety Refresher (Cat 1 & 4)	Cat 2 & Cab-Operated Cat 3 Crane Safety Refresher	Cat 3 (Non-Cab) Crane Safety	Cat 4 Crane Safety	Crane Rigging & Cat 3 Crane Safety	Rigging Gear Inspection
Crane Operator Cat 1 Note 8	X		X					
Crane Operator Cat 2 and Cab-Operated Cat 3 Note 8		X Note 9		X Note 10				
Crane Operator (Non-Cab) Cat 3					X Note 11			
Crane Operator Cat 4 Note 8			X			X Note 9		
Crane Rigger							X	
Rigging Gear Inspector								X Note 12

Note 1: "Crane Mechanic" is a prerequisite.

Note 2: "Mobile Crane Mechanic" is required for mobile crane inspectors.

Note 3: Applies to personnel who perform maintenance inspections or condition inspections. "Crane Mechanic" (and "Mobile Crane Mechanic," if applicable) is a prerequisite.

Note 4: Applies to personnel who perform maintenance inspections or condition inspections. "Crane Electrician" is a prerequisite.

Note 5: Applies to crane inspectors who inspect both mechanical and electrical components. Applies to personnel who perform maintenance inspections or condition inspections.

Note 6: Completion of both "Crane Electrician" and "Mechanical Crane Inspector" courses satisfies the requirements of the "Crane Electrical Inspector" course for general inspectors.

Note 7: Prerequisite shall be the operator safety course ("General," "Cat 2 & Cab-Operated Cat 3", "Cat 3 (Non-Cab)", or "Cat 4") applicable to the types of cranes to be tested.

Note 8: Includes maintenance, inspection, and engineering personnel who operate cranes incidental to maintenance or troubleshooting of the equipment.

Note 9: "General Crane Safety For Operators" satisfies the requirements of this course.

Note 10: "General Crane Safety Refresher (Cat 1 & 4)" satisfies the requirements of this course.

Note 11: "Crane Rigging & Cat 3 Crane Safety" satisfies the requirements of this course. (The "Crane Rigging" course was expanded to include category 3 crane safety.)

Note 12: "Crane Rigging & Cat 3 Crane Safety" satisfies the requirements of this course.

CERTIFICATION OF LOAD TEST AND CONDITION INSPECTION

Activity			Building/Location				
Crane No.	Type	OEM's Rated Capacity			Certified Capacity (If different from OEM's rated capacity, explain in "Remarks")		
		Main	_____ lbs.	_____ feet	Main	_____ lbs. _____ feet	
		Aux	_____ lbs.	_____ feet	Aux	_____ lbs. _____ feet	
		Whip	_____ lbs.	_____ feet	Whip	_____ lbs. _____ feet	
<input type="checkbox"/> Annual Certification <input type="checkbox"/> Biennial Load Test Crane			Appendix "E" Applicable Crane Test Procedure Paragraphs				
<input type="checkbox"/> Interim Recertification (Reason: _____)							
Category 1 Cranes *							
Boom Length	Test Load	Minimum Radius		Maximum Radius			
	%	Pounds	Feet	Pounds	Feet		
Hoist							
Main							
Aux							
Whip							
Other							
Hook Tram Measurements		Base Meas.	Before Test	After Test			
Main Hook							
Aux Hook							
Whip Hook							
Other							
Category 2 Cranes							
Hoist	Test Load %	Pounds	Hook Tram Measurements				
			Base Meas.	Before Test	After Test		
Main							
Aux							
Other							
Category 3 Cranes							
Hoist	Test Load %	Pounds	Hook Tram Measurements			Test Director (Signature)	Date
			Base Meas.	Before Test	After Test	Inspector (Signature)	Date
Main					Inspector (Signature)	Date	
Aux					Inspector (Signature)	Date	
Other					Certifying Official (Signature)	Date	
Annual Certifications Since Hook NOT					Expiration Date		
Remarks							
<small>* For mobile cranes, list all test loads and configurations (e.g., over side/over rear, boom extended/retracted, lifts on tires, travelling, etc.). If necessary, use figure 3-2.</small>							

WEIGHT HANDLING EQUIPMENT OPERATOR'S CHECKLIST
For Non-Cab Operated Category 3 Cranes

Crane Number	Capacity	Certification Date	Operators Name	Date
--------------	----------	--------------------	----------------	------

Walk Around Inspection	S	U	Machinery House Inspection	S	U	Operating Inspection	S	U
	Safety Guards & plates				Housekeeping			
Carrier frame/rotate base	*		Engines/compressor			Unusual noises		
General Hardware			Leaks			Control action	*	
Wire rope	*		Lubrication			Brakes	*	
Reeving	*		Battery			Crane stability	*	
Block	*		Clutches/brakes	*		No-load test	*	
Hook	*		Electric motors	*		Fleeting sheave		
Sheaves	*		Warning tags	*				
Boom/jib	*							
Gantry/pendant/boom stops	*							
Tires/wheels/tracks	*							
Leaks								

Legend: S=Satisfactory U=Unsatisfactory
 *=Suspend all operations immediately when observing an unsatisfactory condition.
 Notify supervisor

Operator's Signature _____ Supervisor's Signature _____

Remarks _____

CRANE OPERATOR'S DAILY CHECK LIST

CRANE NO.	TYPE/CAPACITY	LOCATION	CERTIFICATION EXPIRATION DATE	SHIFT			HRS OPERATED	DATE
				1	2	3		
OPERATOR'S NAME		LEGEND		S = SATISFACTORY			U = UNSATISFACTORY	
1 WALK AROUND CHECK		3 OPERATOR CAB CHECK		4 OPERATING TEST			NA = NOT APPLICABLE	
2 MACHINERY HOUSE CHECK		3 OPERATOR CAB CHECK		4 OPERATING TEST			NA = NOT APPLICABLE	
a	Safety Guards and Plates	a	Housekeeping	a	Gauges	a	Area Safety	*
b	Carrier Frame and Rotate Base	b	Diesel Engine and Generator *	b	Indicator and Warning Lights	b	Crane Stability	*
c	General Hardware	c	Leaks	c	Visibility	c	Unusual Noises	*
d	Wire Rope	d	Lubrication	d	Load Rating Charts	d	Operation	*
e	Reswing	e	Battery	e	Level Trim Indicator (Pivoting Cranes)	e	Control Action	*
f	Block	f	Lights	f	Boom Angle/Radius Indicator	f	Brakes	*
g	Hook	g	Glass	g	Fire Extinguisher	g	Boom Angle/Radius Indicator	*
h	Sheaves	h	Clutches and Brakes	h	Level Indicator (Mobile Cranes)	h	Limit Switches	*
i	Boom and Jib	i	Electric Motors	i		i	Emergency Stops	*
j	Gantry, Pendants and Boom Stops	j	Auxiliary Engine and Compressor	j		j	Other Operational Safety Devices	*
k	Walkways, Ladders and Handrails	k	Danger/Caution Tags	k		k	General Safety Devices	
l	Windlocks and Boom Stops	l	Fire Extinguishers	l		l	Flattening Sheaves	
m	Tires/Wheels and Tracks	m	Hoist drum pawl/ratchet locks *					
n	Leaks							
o	Outrigger/Stabilizers and Locking Devices *							
p	Load Chain							
REMARKS		OPERATOR'S SIGNATURE		DATE		SUPERVISOR'S SIGNATURE		DATE
<p>INSTRUCTIONS - Check all applicable items indicated, each shift. Suspend all operations immediately when observing an unsatisfactory condition of any item indicated with an asterisk (*) unless the condition has been reviewed and continued operation has been authorized by the activity engineering organization. In addition, suspend operation when any unsafe condition is observed and immediately notify supervisor. For any unsatisfactory item, identify the specific component and describe the deficiency in the "Remarks" block.</p>								

(FRONT)

**CRANE OPERATOR'S MONTHLY CHECKLIST
CATEGORY III GPS**

CRANE NO.:	CRANE TYPE: BRIDGE <input type="checkbox"/> WALL <input type="checkbox"/> MONORAIL <input type="checkbox"/> JB <input type="checkbox"/>	CRANE LOCATION:	HOURS OPERATED:	DATE:						
OPERATOR'S NAME & BADGE NO.		SHOP CODE/BUILDING								
ALL CHECKS WILL BE PERFORMED USING THE OMCCL CHECKLIST DESIGNATED FOR CRANE SERVICE GPS. LEGEND: "S" SATISFACTORY - "U" UNSATISFACTORY - "NA" NOT APPLICABLE										
1	WALK AROUND INSPECTION	COND.	14	WALK AROUND INSPECTION CONT.	COND.	16	OPERATIONAL CHECKS	COND.	OPERATIONAL CHECKS CONT.	COND.
	Annual Condition *			Footrun Power Cables *			Area Safety *			
	Chains and Links *		15	Clearances			Indicator Lights			
	Wire Ropes and Runways *						Pull Ropes			
	Hook, Block, Sheaves *						Pendant Buttons *			
	Structural Members *						Safety Devices *			
	Trolley, Paycock, Jib Stops *						Control/Action *			
	Lubrication						Universal Hoists			
	Wheels and Tracks						Limit Switches *			
	Load: OMB *						Breaker Hold *			
	Hoist *						Breaker Trolley *			
	Capacity Modification *						Breaker Bridge *			
	Brake Stops						No Load Test *			
	Valves *									
WARNING TAGS: Read and Obey ALL Warning Tags. Remove each tag under tags on back of OMCCL.										
IMMEDIATELY SECURE THE CRANE AND NOTIFY CRANE INSPECTION AND YOUR SUPERVISOR IN THE EVENT OF AN ACCIDENT OR OVERLOAD.										
INSTRUCTIONS: INSPECT ALL APPLICABLE ITEMS EACH SHIFT. SUSPEND ALL OPERATIONS WHEN AN UNSATISFACTORY CONDITION IS OBSERVED ON ANY ITEM DESIGNATED WITH AN ASTERISK (*) OR ANY ITEM THAT WOULD EFFECT CONTINUED SAFE OPERATION OF CRANE AND NOTIFY YOUR SUPERVISOR AND CRANE INSPECTION AT EXTENSION IMMEDIATELY. ALL UNSATISFACTORY ITEMS THAT DO NOT EFFECT CONTINUED SAFE OPERATION OF THE CRANE WILL BE RECORDED UNDER REMARKS, AND REPORTED TO CRANE MAINTENANCE AT 6529										

(BACK)

WARNING TAGS

TAG COLOR AND NO.	REASON:	TAG COLOR AND NO.	REASON:
OPERATOR SIGNATURE:		OPERATOR SUPERVISOR SIGNATURE:	
REMARKS, DEFICIENCIES NOTED:		DATE	
		P.O.C./TELEPHONE NO.	
REPAIR DOCUMENT NUMBER, REMARKS, DISCUSSION:		The Person Designated to Sign for an Action Verifies, Based on Personal Observation and Certified by His Signature That Action Has Actually Been Performed in Accordance with the Specified Requirements.	
		DATE	



CAUTION

EQUIPMENT - _____

PLACED BY - _____ DATE: _____

REQUESTED BY - _____

INSTRUCTIONS - _____

RETURN TO SUPERVISOR WHEN REMOVED



WEIGHT HANDLING EQUIPMENT ACCIDENT REPORT				Report Date:
From:		To: Navy Crane Center, NORTHNAVFACENGCOM 10 Industrial Hwy; MS #82 Lester, PA 19113-2090 FAX (610) 535-0748		
UIC:				
Activity:				Report No:
Crane No:	Cat:	Accident Date:	Time: hrs	
SPS:	GPS:	Crane Type:	Crane Manufacturer:	
Location:			Weather:	
Crane Capacity:		Hook Capacity:		Weight of Load on Hook:
Fatality/Permanent Total Disability? YES		NO		
Loss of Work Time Beyond the Day or Shift on Which it Occurred? YES			NO	
Accident Type:				
<input type="checkbox"/> Personal Injury <input type="checkbox"/> Overload <input type="checkbox"/> Derrail <input type="checkbox"/> Damaged Rigging Gear <input type="checkbox"/> Load Collision <input type="checkbox"/> Two Blocked <input type="checkbox"/> Dropped Load <input type="checkbox"/> Damaged Crane <input type="checkbox"/> Crane Collision <input type="checkbox"/> Damaged Load <input type="checkbox"/> Other Specify _____				
Cause of Accident:				
<input type="checkbox"/> Improper Operation <input type="checkbox"/> Equipment Failure <input type="checkbox"/> Inadequate Visibility <input type="checkbox"/> Improper Rigging <input type="checkbox"/> Switch Alignment <input type="checkbox"/> Inadequate Communication <input type="checkbox"/> Track Condition <input type="checkbox"/> Procedural Failure <input type="checkbox"/> Other Specify _____				
Chargeable to:				
<input type="checkbox"/> Track Walker <input type="checkbox"/> Rigger <input type="checkbox"/> Operator <input type="checkbox"/> Maintenance <input type="checkbox"/> Management/Supervision <input type="checkbox"/> Other Specify _____				
Crane Function:				
<input type="checkbox"/> Travel <input type="checkbox"/> Hoist <input type="checkbox"/> Rotate <input type="checkbox"/> Luffing <input type="checkbox"/> Lower <input type="checkbox"/> Telescoping				
Is this accident indicative of a recurring problem? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes, list Accident Report Nos. _____				
ATTACH COMPLETE AND CONCISE SITUATION DESCRIPTION AND CORRECTIVE/PREVENTIVE ACTIONS TAKEN AS ENCLOSURE (1). Include probable cause and contributing factors. Assess damages and define responsibility. For equipment malfunction or failure include specific description of the component and the resulting effect or problem caused by the malfunction or failure. List Corrective/Preventive Actions assigned and responsible codes.				
Preparer's Signature		Code	Date	
CONCURRENCES (Include Signature, Code, and Date)				

CERTIFICATE OF COMPLIANCE

This certificate shall be signed by an official of the company that provides cranes for any application under contract for the Great Lakes Naval Training Center. Post a completed certificate with each crane brought onto Navy Property.

Prime contractor/Phone:	Contract Number:
-------------------------	------------------

Crane supplier/phone: (If different from prime contractor)	Crane Number:
--	---------------

Crane manufacturer/type/capacity

Crane operator's Name(S)

Building Number:	Arrival Date:	Departure date:
------------------	---------------	-----------------

I certify that:

- 1: The above noted crane conforms to applicable osha regulations. The Following regulations apply:
ANSI B30.5
OSHA 1926-550**
- 2: That the operators noted above have been trained and are qualified for the operation of the above.**
- 3: That the operators noted above have been trained not to bypass safety devices during lifting.**

Company Official Signature:	Date:
-----------------------------	-------

Company Official Name/Title:

POST ON CRANE
(IN CAB OR VEHICLE)

July 1999

ROICC GREAT LAKES STANDARD OPERATING PROCEDURE

CRANE COORDINATION & OVERSIGHT

Contractor Responsibilities

1. Provide notification of planned crane operations to the ROICC office a minimum of 72 hours prior to bringing any crane on base. The Contractor shall also provide the name of the crane service firm, the type/make/model of the crane to be used, the period of use, and the intended purpose.
2. Provide cranes of the appropriate size and type for its intended purpose. All cranes shall be in good repair and meet all applicable OSHA regulations. The Contractor shall ensure the crane certification is posted on the crane as required by 29CFR.
3. The Contractor will complete the attached certificate of compliance that the crane meets all applicable OSHA regulations and cite those regulations. The Certificate of Compliance will be posted on the crane. A copy of the certificate of compliance will be provided to the ROICC Project Manager and/or Construction Representative.
4. Provide properly trained and qualified crane operators for the type and size of crane to be used. The Contractor will ensure only qualified personnel operate cranes and that documentation of operator qualifications for each crane operator is available whenever a crane is on site.
5. The Contractor will prepare and provide activity hazard analysis (AHA) tailored to the type of crane operations to be performed. Government personnel will be provided this AHA in sufficient time to allow for review and approval.
6. Provide a critical lift plan when required by EM385. Government personnel will be provided the critical lift plan in sufficient time to allow for review and approval.
7. Provide prompt notification to Government personnel of any accident involving crane operations of any kind. Upon having a crane accident or receiving evidence of a suspected crane accident, the Contractor will stop all crane operations and ensure the crane and loads are safely secured. The Contractor will also ensure the scene is secured and undisturbed to facilitate investigation. Notification of Government personnel is required immediately upon securing the scene and emergency treatment of personnel as appropriate.

AROICC/Project Manager Responsibilities

1. Ensure the applicable requirements of PWC/EFAMWINST 11262.1G, paragraph 14 are included in all contract awards where crane operations are anticipated. This check should be made when conducting pre-award reviews of statements of work and/or division 1 requirements.
2. Provide the Contractor with instruction and notification of the above stated responsibilities. Also inform the Contractor that the Navy Public Works Center Transportation department has the authority to spot check contractor crane operations for conformance to the requirements. This information shall be provided during the pre-construction conference and prior to any crane being brought on base or starting operations. It is recommended code 700 be invited to the pre-construction conference.
3. Ensure PWC Code 700 receives notification a minimum of 48 prior to a crane being brought on base or any planned crane operations. This is a shared responsibility that can be done by the assigned Construction Representative, however will be done by the AROICC/PM in the absence of an assigned Construction Representative.
4. Stop immediately any crane operations involving unqualified personnel or uncertified equipment, and any crane operations deemed to be immediately dangerous to life and health.

Construction Representative Responsibilities

1. Ensure Contractor provided cranes contain the required certificate of compliance, operator's manual, logbook, and testing certificate.
2. Ensure PWC Code 700 receives notification a minimum of 48 prior to a crane being brought on base or starting any planned crane operations. This is a responsibility shared with the assigned Project Manager.
3. Check to see that all cranes have a completed copy of the attached certificate of compliance. Forward a copy of this certificate to PWC Code 700.
4. Ensure crane operators have documentation of operator qualifications available during crane operations.
5. Stop immediately any crane operations involving unqualified personnel or uncertified equipment, any crane operations deemed to be immediately dangerous to life and health.
6. Provide prompt notification to the ROICC and/or Supv. Engineer of any accident involving a crane or crane operations.

CRITICAL LIFT CHECK LIST

PLANNERS NAME: _____

TODAYS DATE: _____ DATE OF LIFT: _____

1. SUPERVISOR RESPONSIBLE FOR LIFT: _____

2. DESIGNATED OPERATOR: _____

3. LEAD RIGGER: _____

4. DESCRIPTION OF ITEM TO BE LIFTED: _____

4A. WEIGHT OF ITEM: _____

4B. WAS ITEM WEIGHT ESTIMATED _____ IF YES, BY WHOM _____

4C. CONFIRMED BY WHOM _____ WAS WEIGHT VERIFIED _____

5. CRANE TO BE USED: _____

5A. UNIT # _____ GROSS CAPACITY: _____ LAST INSPECTION DATE: _____

5B. IF A CRANE INSPECTOR WILL BE PRESENT FOR LIFT PUT NAME HERE _____

6. RIGGING TO BE USED: _____

6A. RIGGING INSPECTOR: _____

6B. HAS ALL RIGGING BEEN INSPECTED BEFORE USE: _____ DATE OF INSPECTION: _____

7. SCHEDULE OF OPERATIONS: DATE _____ TIME _____

7A. PLACE: _____

7B. AREA CLEAR OF PERSONNEL: _____

7C. DISCREPANCIES NOTED BY OPERATOR OR RIGGER: _____

8. IS THE ITEM FREELY SUSPENDED(FREE TO MOVE) _____

IF NOT DESCRIBE RETARDING, OR HOLDING FORCE: _____

9. IS THERE SUFFICIENT CLEARANCE FOR THE LOAD AT EVERY POINT ALONG THE LOAD PATH: _____

VERIFIED BY WHOM: _____ DATE: _____

10. HAS AN INDIVIDUAL BEEN DESIGNATED TO OBSERVE ANY AREA THAT PEOPLE CAN MOVE INTO AND
OBSTRUCT THE LOAD PATH: _____ WHOM: _____

11. WILL RADIO COMMUNICATION BE USED DURING THE LIFT: _____

11A. LIST PEOPLE WHO WILL REQUIRE A RADIO:

12. DIAGRAM THE CRANE RADIUS (MAXIMUM & MINIMUM) AND INDICATE THE CRANES CAPACITY AT EACH
(USE THE BACK OF THIS PAGE FOR DIAGRAM)

COMMENTS:

Trackage Certification Document					
Railroad	Ground Level Crane	Elevated Crane			
Trackage Area/Elevated Crane I.D.					
Inspection Date:			Date of last operational inspection:		
			Date of last non-destructive test:		
Item	Component	Sat.	Restricted	Unsat	N/A
1	Rails				
2	Rail Joints				
3	Spikes/Bolts/Tie Plates				
4	Gage				
5	Cross Section				
6	Switches				
7	Frogs				
8	Crossings				
9	Ties				
10	Ballast				
11	Support Structures				
12	Rail Stops				
13	Clearances				
14	Signs and Appurtenance(s)				
Remarks:					
Certification					
A. This section of trackage meets the applicable standards and is recommended for _____ certification					
Inspector's signature:			Date:		
B. The section of trackage covered by the attached inspection report is certified as follows:					
Full Certification		Restricted Certification		Non-certification	
Certifying Officials Signature:			Date:		
Derived from NAVFACINST 11230.1D					

Inspection/Certification Document									
For Elevated Crane Trackage									
Building/Crane no.		Type:		Manufacturer		Capacity			
Visual Inspection		Operational		Last NDT		Legend: Check under condition			
Date:		Date:		Date:		S= Satisfactory R= Restricted U= Unsatisfactory N/A Non-applicable			
Item No.	Items to be inspected	Crane track inspection checklist				S	R	U	N/A
1	Rails	Inspect for 1/4" deflection, misalignment variation or movement, top or side wear or visible rail defects							
2	Rail Joints	Inspect for damaged, cracked or broken joint bars, rail joint gap exceeding 1/4", tread (1/4") and side (3/16") mismatch of end rails.							
3	Rail Bolts	Inspect for missing, broken, deteriorated or worn bolts which permit movement of 1/4". Minimum of 2 bolts/rail at joint							
4	Fasteners	Inspect for loose, broken, cracked or missing rail clips or J-bolts. Tighten bolts as necessary or every 2 years.							
5	Gage	Inspect for shifting or rail spacing, if binding or wear are noted. Measure across span, at right angles from center of the railhead.							
6	Rail Alignment	Inspect for 1/4" misalignment, abnormal wear on wheel or flange, binding and rollin after stopping.							
7	Cross Section	Inspect for profile grade (should be near level) and indication of structural settlement.							
8	Rail Stops	Inspect for loose, broken, cracked or missing clamps, bolts and end stops.							
9	Clearances	Inspect for evidence of obstruction to all vertical and horizontal clearances.							
10	Signs/appurtenances	All capacity and warning signs are correct and clearly marked and in view of operator.							
11	Support Structure	Supporting structure for crane system shall have been inspected using the procedures and checkpoints described in MO-322 (every 2 years). Support structure shall be inspected when cranes are load tested to exceed the rated capacity of the system. Deflection shall be recorded.							
Remarks (Item No.): Note any deficiencies and level (Marginal, Critical or Catastrophic) or "No defects noted."									
This crane trackage and supporting structure has been inspected in accordance with NAVFACINST 11230.1D Paragraph 2.4.1.1 and is Satisfactory Unsatisfactory (see remarks)									
Structural Inspector (signature)						Date:			
This section of trackage covered by the inspection report above meets the applicable standards NAVFACINST 11230.1D and is certified as follows:									
Full Certification				Restricted Certification		Non-certification			
Track Inspector (signature)				Date:		Test Director (Signature)		Date:	
Certifying Official (signature)				Date:		Trackage Information:			

