

# PTW Safety Checklist No. 29

## LIFTING OPERATIONS INVOLVING CRANE OR HIAB

<b>Other Checklists that may be relevant:</b>		<a href="#">24</a> , <a href="#">56</a> , <a href="#">57</a>
<b>Permit Number:</b>		<b>Date:</b>
<b>Rev 5.0</b>	<b>Issue Date:</b> 13/08/2019	<b>Authorised By:</b> PSM

### Lift Planning:

Before permit issue the correct class of lift is to be identified. The persons designated to the following positions are to be identified for all classes of lift and made known to all involved with the lift. They shall also hold the appropriate competencies as listed in this checklist:

*\* May be same person.*

PICOL(Person In Charge Of the Lift) \* Name: \_\_\_\_\_

Competent Rigger/Slinger \* Name: \_\_\_\_\_

Competent Dogman/Banksman \* Name: \_\_\_\_\_

Crane Driver Name: \_\_\_\_\_

Nominated Operations or Engineering Representative: \_\_\_\_\_  
(at Permit Issuer discretion)

### Lift Classifications - Complex Lift

Check the following to see if the lift is classified as a Complex Lift

	Y	N	N/A
1 Any lifts over <u>live plant</u> designated by Operations (ROS/PI) as <u>high risk</u>	<input type="checkbox"/>	<input type="checkbox"/>	
2 Lifts exceeding 90% of the crane/hiab safe working load (SWL) at the working radius	<input type="checkbox"/>	<input type="checkbox"/>	
3 Any lifts exceeding 20 tonnes in gross weight, <u>or</u>	<input type="checkbox"/>	<input type="checkbox"/>	
4 Any lifts exceeding 15 tonnes in gross weight that requires rigging up on site and using non dedicated rigging equipment.	<input type="checkbox"/>	<input type="checkbox"/>	
5 Any load lowered or lifted from within a confined space	<input type="checkbox"/>	<input type="checkbox"/>	
6 Is the lifting of personnel or use of man riding winches involved?	<input type="checkbox"/>	<input type="checkbox"/>	
7 Does the lift require two or more cranes to place/remove the object to be lifted	<input type="checkbox"/>	<input type="checkbox"/>	
8 Loads where the centre of gravity or the weight is unknown or cannot be accurately estimated and requires specialist rigging and lifting arrangements	<input type="checkbox"/>	<input type="checkbox"/>	

**If the answer is yes to any of the above, proceed as a Complex Lift.**

Confirm the following is prepared for all **Complex Lifts**

- A written lifting procedure is “prepared” by a competent person, then “checked and signed as approved” by another competent person and is appended to the Permit. This includes drawings of the crane location, lifting arcs and angles, and crane load charts. Specific lifting equipment shall also be listed and certificates supplied.
- Any specialty lift (i.e. a high level of Complex Lift, or a one-off exercise which is typically part of an engineering project) requires an engineer designed lifting plan which also requires an approved signature process.
- A competent operation’s representative shall be in attendance during the complex lift.

Name: \_\_\_\_\_

### Non-Routine Lift

**Check the following to see if the lift is classified as a Non-Routine Lift**

- |   |  | Y                        | N                        | N/A |
|---|--|--------------------------|--------------------------|-----|
| 1 | Are lifts over or within 5m of live plant and designated by Ops (ROS/PI) as <u>potentially high risk</u> . | <input type="checkbox"/> | <input type="checkbox"/> |     |
| 2 | Is there limited headroom or restricted access?  | <input type="checkbox"/> | <input type="checkbox"/> |     |
| 3 | Crane is on rough ground or uneven terrain or load is transported by crane.                                | <input type="checkbox"/> | <input type="checkbox"/> |     |
| 4 | The load is a very long or awkward shape, or liable to be affected by wind.                                | <input type="checkbox"/> | <input type="checkbox"/> |     |

**If the answer is Yes to any of the above, proceed with a Non-Routine Lift.**

**Confirm the following is prepared for a Non Routine Lift**

- A written lifting procedure approved by the PICOL is appended to the Permit. This includes drawings of the crane location, the load, lifting arcs and angles, and the crane safe load charts. Specific lifting equipment shall also be listed and certificates supplied.
- A hazard assessment has been conducted of the proposed route a crane is required to travel with a load suspended from its hook and within the manufactures specifications. The practice of travelling with suspended loads should be avoided if possible & the loads must be adequately secured.

### Routine Lift

**Check the following to see if the lift is classified as a Routine Lift:**

- 1 Any lift in “non process” areas or in a process area with perimeter of load more than 5 metres to adjacent plant and equipment.
- 2 Load has known weight, known centre of gravity (COG) and is less than 90% of crane or hiab capacity.
- 3 Any lift not exceeding 20 tonnes in weight and having dedicated rigging or alternatively 15 tonnes in weight using certified rigging equipment subject to the above conditions.

If the answer is yes to all of the above, proceed as a Routine Lift.

A Lift Plan is not required for Routine Lifts. Detail To be included in JHA.

**Preparation for all classes of lifts prior to permit issue:**

- |   | Y                        | N | N/A                      |
|---|--------------------------|---|--------------------------|
| • PI or AT have confirmed requirements for plant isolation / protection.                            | <input type="checkbox"/> |   | <input type="checkbox"/> |
| • Ground conditions and underground services have been considered in the placement of crane / hiab. | <input type="checkbox"/> |   | <input type="checkbox"/> |
| • All obvious and potentially hazardous overhead obstructions have been identified.                 | <input type="checkbox"/> |   | <input type="checkbox"/> |
| • The crane / hiab is certified and within inspection date.   | <input type="checkbox"/> |   |                          |

**Prior to commencing task**

- |  | Y                        | N                        | N/A |
|--|--------------------------|--------------------------|-----|
| • Crane / hiab operator has positioned and set up crane / hiab as per manufacturer's operating procedures. Confirm lift plans are within safe working loads as specified in the crane lifting charts and pre lift safety systems check completed.<br>Signed: _____ Date: _____ | <input type="checkbox"/> |                          |     |
| • <b>List maximum wind speed as determined by the <a href="#">Adverse Weather Guidelines</a> or crane specifications:</b> _____  |                          |                          |     |
| • If the scope or conditions change, the lift shall be aborted, the PI / Competent Person shall be informed. Lift procedure and JHA is to be revised, and a new toolbox talk held prior to commencement of lift.   |                          | <input type="checkbox"/> |     |
| • Signalling methods and communications agreed using a sole designated radio channel when the load is unsighted by the crane driver.   |                          | <input type="checkbox"/> |     |
| • All rigging equipment ie slings, shackles, lever blocks, chain blocks, turfers etc have been inspected, are fit for use and are within certification date.   |                          | <input type="checkbox"/> |     |
| • Tag lines are to be used wherever possible to ensure control over the load is maintained.  |                          | <input type="checkbox"/> |     |
| • The lift area has been roped off and/or signs and barriers erected to warn personnel in adjacent areas   |                          | <input type="checkbox"/> |     |
| • Loads are not left suspended when the crane is unattended.   |                          | <input type="checkbox"/> |     |
| • Prior to the use of any welded pad-eye lifting lugs on vessels or equipment, manway closure davit arms, hatches or motors. Visual checks and NDT have been carried out to provide full assurance by a Facilities Inspector or Mechanical Engineer and approved for use.      |                          | <input type="checkbox"/> |     |
| Inspector Sign: _____ Date: _____  |                          |                          |     |

Position / Role	Required Competencies and Qualifications (Unit Standards)	Competency held by (insert name)
Person in Charge of lift (PICOL) using HIAB	Must hold <b>at least one</b> of the following NZQA Unit Standards: <ul style="list-style-type: none"> <li>• 26350 – Use common rigging equipment to lift and move loads</li> <li>• 3789 – Sling regular loads and communicate during crane operations</li> </ul>	
PICOL Crane or HIAB	Either / or <ul style="list-style-type: none"> <li>• 3799 – Plan and direct complex lifting operations</li> <li>• 3789 – Sling regular loads and communicate during crane operations</li> </ul>	
Approved Competent Person for Complex Lift	In addition to the above competencies <b>at least one</b> of the following is required for a Complex Lift: <ul style="list-style-type: none"> <li>• 3799 – Plan and direct complex lifting operations</li> <li>• National Certificate – Intermediate Rigging Level-3 which includes Unit Standards 4214, 4215 &amp; 4216 or 3789</li> </ul>	
Dogman / Banksman / Rigger / Slinger	Must hold <b>at least one</b> the following NZQA Unit Standards: <ul style="list-style-type: none"> <li>• 26350 – Use common rigging equipment to lift and move loads</li> <li>• 3789 - Sling regular loads and communicate during crane operations</li> </ul>	
Crane Operator Onshore	<ul style="list-style-type: none"> <li>• Has passed a crane operator course from an approved training facility, appropriate to the type and capacity of crane they will be required to operate</li> </ul> Must alternatively, hold the following: <ul style="list-style-type: none"> <li>• National Certificate in Crane Operations (Mobile) which includes unit standards 3787, 3788 and 3789</li> </ul>	
Truck Mounted Crane / Hiab / Side Loader Operator for Routine Lift	<ul style="list-style-type: none"> <li>• Has passed a crane operator course from an approved training facility, appropriate to the type and capacity of crane they are operating and / or hold <b>at least one of</b> the following two Unit Standards as appropriate to the unit they are operating</li> <li>• 16617 – Use a truck loader crane to lift and place loads</li> <li>• 3795 – Configure and position a mobile crane and lift and place regular and irregular loads.</li> </ul>	
Overhead Gantry Crane Operator (>10 tonne SWL)	<ul style="list-style-type: none"> <li>• Must have passed an overhead crane operator training course appropriate for the equipment being used or have been assessed in the use of the equipment by an independent party and hold both the following Unit Standards</li> <li>• 3800 – Operate a pendant controlled overhead crane and lift and place regular loads</li> </ul>	

## MULTIPLE LIFT CHART

- The following chart is to be completed and signed by the PICOL and crane driver for each lift when multiple lifts are carried out on the one permit.

	Value		PICOL	Driver
Lifting Radius (maximum)				
Boom Length				
Load Chart Using				
Crane Capacity (at maximum radius & boom length)				
Load Weight				
Estimated weight if actual weight not known				
Ground conditions checked and are suitable				
Load is not more than 90% of crane capacity (at working radius)	Yes	No		

	Value		PICOL	Driver
Lifting Radius (maximum)				
Boom Length				
Load Chart Using				
Crane Capacity (at maximum radius & boom length)				
Load Weight				
Estimated weight if actual weight not known				
Ground conditions checked and are suitable				
Load is not more than 90% of crane capacity (at working radius)	Yes	No		

	Value		PICOL	Driver
Lifting Radius (maximum)				
Boom Length				
Load Chart Using				
Crane Capacity (at maximum radius & boom length)				
Load Weight				
Estimated weight if actual weight not known				
Ground conditions checked and are suitable				
Load is not more than 90% of crane capacity (at working radius)	Yes	No		

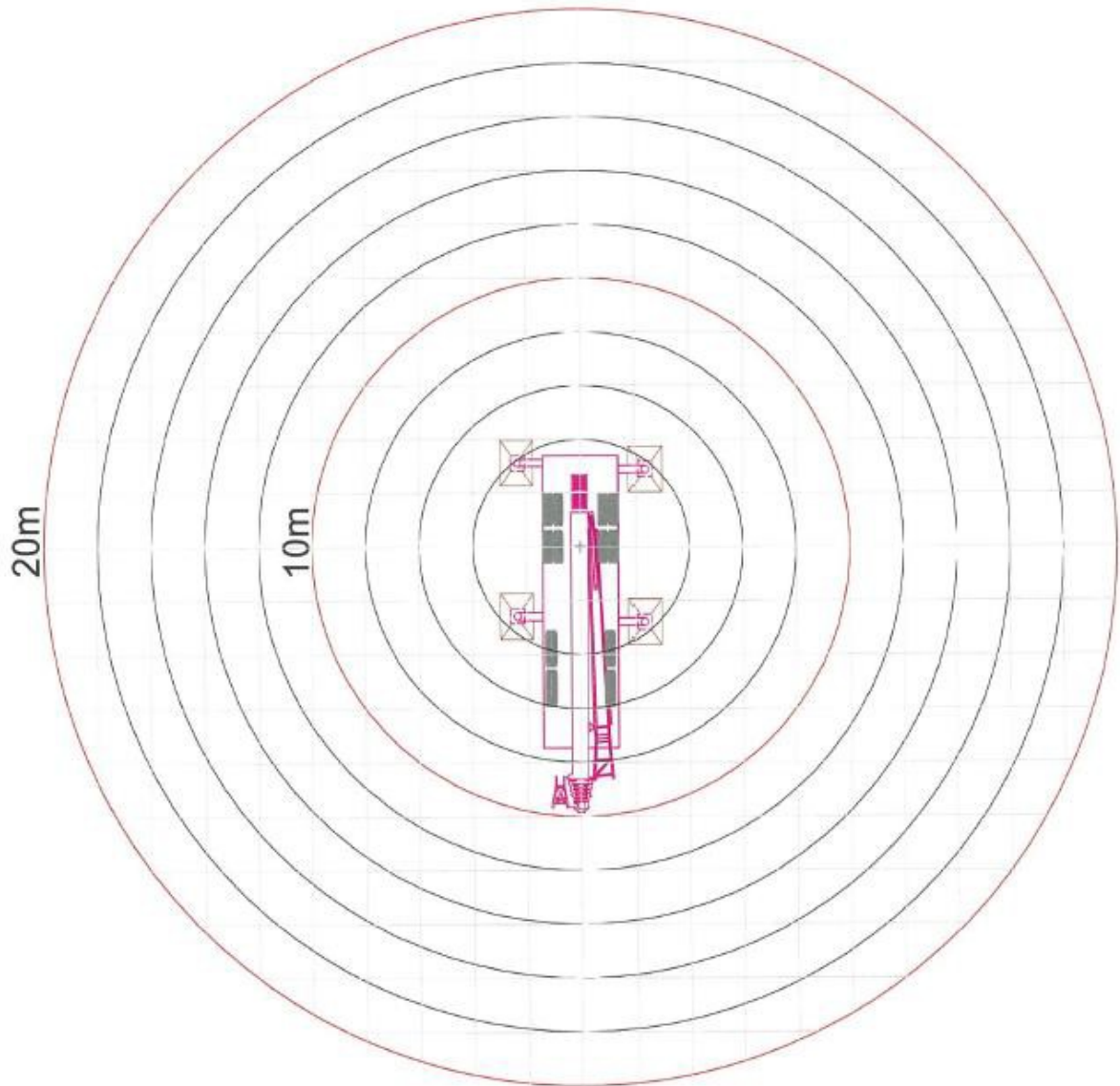
	Value		PICOL	Driver
Lifting Radius (maximum)				
Boom Length				
Load Chart Using				
Crane Capacity (at maximum radius & boom length)				
Load Weight				
Estimated weight if actual weight not known				
Ground conditions checked and are suitable				
Load is not more than 90% of crane capacity (at working radius)	Yes	No		

## LIFTING PLAN

<b>TITLE:</b>			
<b>DATE:</b>		<b>PERMIT NUMBER:</b>	
<b>Crane type and capacity:</b>			
Indicate the location(s) the load is expected to be moving from and to: Multiple locations should have multiple sketches.			
<b>From:</b>		<b>To:</b>	
<b>From:</b>		<b>To:</b>	
<b>DESCRIPTION OF LIFTING OPERATION (include list of attachments where additional information is contained):</b>			
<b>Lift Category</b>			
Routine <input type="checkbox"/>		Non-Routine <input type="checkbox"/>	
		Complex <input type="checkbox"/>	
<b>Sketch(s) of lifting operation enclosed:</b>		Yes / No	
<b>Weight of load(s):</b>		Actual / Assessed	
<b>Indicate number of lifts required to complete the task (complex only):</b>			
<b>Lifting Equipment and Accessories supplied by:</b>		Todd / Contractor	
<b>Lifting Equipment and Accessories to be used. Specify type and WLL (Working Load Limit) for Non-routine / Complex</b>			
<b>Type</b>	<b>Capacity</b>	<b>Comment</b>	
All lifting operations require the following to be considered, but this list is not exhaustive. Tick box & show controls in JHA.			
<input type="checkbox"/> Weight, size, shape & Centre of Gravity of load <input type="checkbox"/> Method of slinging/ attaching/detaching the load <input type="checkbox"/> Availability of approved lifting points on load <input type="checkbox"/> Pre-use equipment checks by operator <input type="checkbox"/> Proximity hazards, obstructions, path of load <input type="checkbox"/> Access and emergency escape routes <input type="checkbox"/> Number and duration of lifts <input type="checkbox"/> Visibility of the load <input type="checkbox"/> Lifting over live equipment <input type="checkbox"/> Conflicting tasks in area		<input type="checkbox"/> Working under suspended loads <input type="checkbox"/> Overturning /load integrity/need for tag lines <input type="checkbox"/> Environmental conditions including weather <input type="checkbox"/> Experience, competence & training of personnel <input type="checkbox"/> Number of personnel required for task <input type="checkbox"/> Communication requirements <input type="checkbox"/> Lighting in the pick-up and lay down area <input type="checkbox"/> Initial and final load positions & how it gets there <input type="checkbox"/> Suitability and condition of lifting equipment <input type="checkbox"/> Pre-use inspection of certified equipment only	
<b>Method(s) of communication to be used</b>			
Radio <input type="checkbox"/>		Verbal <input type="checkbox"/>	
		Hand Signals <input type="checkbox"/>	
<b>PLANNED BY:</b>			
<b>NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>	
<b>REVIEWED BY:</b>			
<b>NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>	
<b>APPROVED BY PICOL:</b>			
<b>NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>	
<b>APPROVED BY Competent Persons holding: US3799, 9561, or National Certificate – Intermediate Rigging Level-3</b>			
<b>NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>	

In the following chart establish safe working radius of lift to be undertaken:

- Establish Maximum Radius for the load you are lifting
- Establish safe working distance radius for the load you are lifting



“A Load Rating Chart inserted into the lift plan is required. Choose the appropriate chart for model of crane being used.”