DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY CRANE
300 HIGHWAY 361
CRANE INDIANA 47522-5001

IN REPLY REFER TO:
NSACRANEINST 11262.1A
N4
31 OCT 2011

NSACRANE INSTRUCTION 11262.1A

From: Commanding Officer

Subj: MANAGEMENT OF WEIGHT HANDLING EQUIPMENT

Ref: (a) NAVFAC P-307, Management of Weight Handling Equipment, (current version)
(b) EM 385-1-1, US Army Corps of Engineer, Safety and Health Requirements Manual
(c) OPNAVINST 5100.23G Navy Safety and Occupational Health (SOH) Program Manual
(d) NAVFACMW WHE Incident and Accident Investigation and Reporting Procedures
(e) NAVFACINST 11450.1, Management of Weight Handling Equipment
(f) SECNAVINST 11260.2A Navy Weight Handling Program For Shore Activities
(g) NAVFACINST 11230.1D, Inspection, Certification and Audit of Crane & Railroad Trackage
(h) NAVSEA OP5, Volume 1, Ammunition and Explosives Ashore: Safety Regulations for Handling, Storage, Production, Renovation and Shipping
(i) NAVFAC P-300, Management of Transportation Equipment

Encl: (1) Responsibility Matrix
(2) Contractor Crane Oversight Plan
(3) P-1 Certificate of Compliance
(4) P-2 Contractor Crane or Rigging Operation Checklist
(5) Crane Hand Signals
(6) Operator's Daily Checklist
(7) DD Form 1149
(8) Crane and Rigging Gear Near Miss Report

1. Purpose. This instruction implements the management requirements for Weight Handling Equipment (WHE) used at Naval Support Activity Crane (NSA Crane) in accordance with references (a) through (i).

2. Cancellation. NSACRANEINST 11262.1

3. Scope. This instruction applies to NSA Crane and all tenant commands. It applies to contractors to the extent referenced in contract documents.

4. Discussion and Definitions. Different types of WHE have been grouped by the Naval Facilities Engineering Command (NAVFAC) Navy Crane Center (NAVCRANECEN) to assist each Navy Shore Command in the management of its WHE resources. Commands conducting WHE operations are tasked with the proper implementation and application of references (a) through (i) within their Area Of Responsibility (AOR). Groups of applicable WHE are listed by category below for definition, clarity and to identify points of contact based on areas of assigned WHE responsibility:

a. Category (CAT) 1. Cranes and structures in this category of WHE are procured, maintained, repaired, inspected, weight tested, and certified by the NAVFAC Midwest Public Works Department (NAVFAC MW PWD Crane). All work and certifications will be performed in accordance with the requirements of references (a) through (i). WHE in this category will also be certified as operational in accordance with the requirements of reference (b) and (c). Operators of CAT 1 cranes will be qualified and licensed by the NAVFAC MW PWD Crane license examiner and in accordance with references (a) through (c).

(1) Portal Cranes

(2) Hammerhead Cranes

(3) Locomotive Cranes

(4) Derricks

(5) Floating Cranes

(6) Tower Cranes

(7) Container Cranes

(8) Mobile Cranes (except those indicated as CAT 4)

(9) Aircraft Crash Cranes

(10) Mobile Boat Hoists (including self propelled & towed types)

(11) Rubber-tired Gantry Cranes

b. Category 2 and 3. Cranes and structures in this category of WHE may be located at various locations throughout NSA Crane AOR and operated by personnel from different organizations. NAVFAC MW PWD Crane is responsible for the approval of procurement prior to the purchase of any WHE, the annual inspection of, weight testing of, inventory, and certification of all WHE in these categories. To enhance safety, and to ensure supervisors and crane operators and riggers are trained and licensed in accordance with the training guidelines in reference (a), the cooperation and assistance, as may be required, of all tenant commands utilizing WHE in their operations, will be necessary and is essential to the success of the WHE program at NSA Crane. Operators of the following CAT 2 & cab operated CAT 3 cranes will be qualified and licensed. In addition, operators of non-cab operated Cat 3 cranes & portable floor cranes must possess a current "User's Card" issued by NAVFAC MW, PWD Crane. The "User's Card" will be valid for three years and be reissued upon completion of the refresher training course.

(1) Overhead Traveling Cranes

(2) Gantry Cranes (rail-mounted)

(3) Wall Cranes

(4) Jib Cranes

(5) Pillar Cranes

(6) Pillar Jib Cranes

(7) Monorails and Associated Hoists

(8) Fixed Overhead Hoists

(9) Portable A-frames and portable gantries with permanently installed hoist.

(10) Pedestal-Mounted Commercial Boom Assemblies (fixed length and telescoping types) attached to stake trucks, trailers, flatbeds, or railcars, or stationary mounted to piers, etc., with Original Equipment Manufacturer (OEM) rated capacities less than 2,000 pounds. Operators of these cranes will be licensed in accordance with the requirements of paragraph 1.3.1 of reference (a).

Note: Cranes listed above with rated capacities of 20,000 pounds or greater are CAT 2.

Note: Cranes with rated capacity of less than 20,000 are CAT 3.

c. Category 4. Cranes and structures in this category of WHE are procured, maintained, repaired, inspected, weight tested, and certified by NAVFAC MW PWD Crane in accordance with the requirements of references (a) through (c). Operators of the following cranes will be qualified and licensed:

(1) Commercial Truck-Mounted Cranes

(2) Truck/Railcar-Mounted Articulating Boom Cranes, including ammunition handling truck/cranes with category code 0704.

(3) Pedestal-Mounted Commercial Boom Assemblies(fixed length & telescoping types) attached to stake trucks, trailers, flatbeds, railcars, or stationary mounted to piers, etc., with OEM rated capacities of 2,000 pounds and greater.

Note: Commercial truck mounted cranes (described by ASME B30.5) and articulating boom cranes (described by ASME B30.22) of all capacities are CAT 4 cranes and require a licensed operator even if the cranes are down rated for administrative purposes.

Note: Types of the following two groups of WHE, as listed under d. and e., may be located at different locations throughout the NSA Crane AOR and used by personnel from different organizations or commands. Cooperation and assistance of the various user organizations will be necessary to ensure that all weight handling operations at NSA Crane are conducted in compliance with applicable safety standards.

d. Crane Rigging Gear. No procurement of any rigging gear is to be accomplished without prior written authorization from the local PWD for each piece of rigging gear. The inspection, testing, and the documentation of the testing of the following portable WHE rigging gear is the responsibility of the local accountable activity's servicing PWD.

Rigging gear includes:

(1) Rigging gear (slings, shackles, eyebolts, swivel hoist rings, links, rings, turnbuckles, insulated links, etc.).

(2) Crane structures.

(3) Container spreaders

(4) Portable load indicators (dynamometers, load cells, crane scales etc.).

(5) Below the hook lifting devices as identified in ASME B30.20.

e. Miscellaneous Weight Handling Equipment.
No procurement of any miscellaneous weight handling equipment is to be accomplished without prior written authorization from the local PWD for each piece of miscellaneous weight handling equipment. The inspection, testing, and documentation of the testing of the following miscellaneous weight handling equipment is the responsibility of the local accountable activity's servicing PWD. All operators of equipment listed under Miscellaneous Weight Handling Equipment must possess a current CAT 3 "User's Card". Operators of portable floor cranes will receive training.

Miscellaneous weight handling equipment includes:

(1) Portable Chain Falls

(2) Portable manual and powered hoists. These are manual and powered hoists that are mounted by means of an upper hook (the source of power, air, electric, or manual, is irrelevant).

(3) Portable A-Frames, Portable Floor Cranes, and Portable Gantries used for general lifting. When used with permanently installed hoists this equipment is considered to be CAT 2 or 3 cranes.

(4) Cranes and Hoists procured with, integral to, and used solely in support of larger machine systems, such as milling machines, press brakes, etc.

(5) All reference (a) Section 14 rigging gear, equipment, and other miscellaneous WHE.

f. Ordnance Handling Equipment (OHE). OHE is specifically-designated equipment used for assembling, disassembling, handling, transporting, lifting, positioning, rotating, or containing conventional weapons, ammunition, explosives, and

related components. Ordnance handling operations shall be conducted per reference (h) and any additional local guidance.

g. Contracting Officer. For purposes of this instruction, the term "Contracting Officer" includes warranted contracting officers of Host and Tenant Commands and individual bankcard holders.

5. Policy. NSA Crane policy emphasizes safe operation of WHE by accomplishment of required inspections, tests, certifications by competent persons, and assignment of trained and qualified operators and supervisors prior to each weight handling task in accordance with references (a) through (i). It is NSA Crane policy to obtain WHE that meets the safety and reliability criteria established by the Navy Crane Center and Occupational Safety and Health standards (OSHA).

6. Action

a. NSA Crane Tenant Activity Directors will:

(1) Ensure that certifying officials have been appointed and designated in writing by their Commanding Officer or Officer In Charge to manage WHE and coordinate as appropriate with respect to Government owned WHE operated by the activity.

(2) Designate a WHE Program Manager for their command or activity to track and ensure the requirements of reference (a) through (i) are followed and to act as a liaison between their command and the designated PWD WHE Program Manager.

(3) Ensure that all operators and supervisors of operators and other personnel utilizing WHE in their AOR are properly trained, qualified and competent in accordance with requirements of reference (a) and this instruction.

(4) Ensure that all WHE under their cognizance is maintained, inspected, tested, marked, and certified in accordance with this instruction and references (a) through (i) guidelines.

(5) Ensure that operational risk management (ORM) procedures and all safety precautions have been taken prior to operation or use of any WHE no matter how small in nature.

(6) Request support from NAVFAC MW PWD Crane as necessary to ensure compliance with WHE safety, reliability, and inventory requirements.

(7) Notify NAVFAC MW PWD Crane for approval and assistance in the purchase, installation, relocation, alteration, disposal, etc., of WHE.

(8) Ensure organizational safety personnel are trained and competent in regards to conducting internal safety and requirements reviews for their organization pertaining to WHE. When deficiencies are noted, they will record the deficiency as a NAVOSH violation and notify the NAVFAC MW PWD Crane WHE Test Director and Certifying Official to ensure the violation is corrected.

(9) Ensure refresher training is provided to any operator:

(a) Involved in an accident or near-miss incident involving WHE. The WHE license will also be revoked until retrained.

(b) Observed operating the WHE in an unsafe manner. The WHE License will be revoked until retrained.

(c) Whose license needs updated to include additional WHE other than specified on license.

(10) Ensure that a Contractor Crane Oversight Plan (CCOP) is in use, with concurrence from the host activity, to ensure compliance with the requirements of reference (a) for contractor crane operations.

b. Tenant WHE Activity Program Managers in conjunction with the NSA PWD WHE Program Manager and local NAVFAC Safety Office, will:

(1) Ensure safety within the WHE program and compliance with all applicable SOP's and instructions.

(2) Investigate all WHE related incidents in accordance with reference (a) and (f), NAVFACMW WHE Incident and Accident Investigation and Reporting Procedures. The activity that is responsible for the weight handling operation at the time of the accident shall initiate and submit the accident report to the

Navy Crane Center as per Section 12 of ref(a) via the PWD WHE Certifying Official.

(3) Provide safety management of the WHE Safety Program including safety inspections, evaluations, risk assessments, and audits.

(4) Review the WHE Safety Program at least annually.

c. NAVFAC MW PWD Crane will:

(1) NAVFAC MW PWD Crane shall implement and monitor the program management functions for the Weight Handling Equipment Program in the NSA Crane AOR.

(2) Establish and implement tools to monitor and track all aspects of the WHE Program.

(3) Establish a list of activity WHE Program Managers from each activity serviced by the PWD for the purpose of accountability for all WHE operations conducted at NSA Crane. Those designated will be responsible for their command, department, or branch compliance with reference (a) regulations and this instruction. The Weight Handling Equipment Activity Program Managers shall be designated in writing by their Commanding Officer or if they are a NAVFAC entity, by their Public Works Officer.

(4) Ensure competent persons are trained and qualified to be designated as WHE Certifying Officials.

(5) Ensure that Certifying Officials (including alternates) are trained, qualified, and have been appointed in writing by the NSA Crane Commanding Officer.

(6) Provide support as necessary for the training, testing, documenting, and/or licensing of WHE Load Test Directors, Inspectors, Mechanics, Electricians, Operators, WHE Operation Supervisors, Riggers and signal persons to ensure safe WHE operations are conducted in accordance with existing regulatory requirements.

(7) Ensure that Cat 1-4 WHE annual condition inspections, Cat 1 & 4 annual load tests, and Cat 2 & 3 quadrennial load tests, are accomplished using two separate properly trained and certified personnel in the Test Director and Inspector positions. Exceptions may be granted by the

Certifying Official to have one Load Test Director/Inspector certify a crane but he/she must be assisted by a licensed and/or trained crane operator.

(8) Perform, or arrange for as necessary, the inspection, testing, inventory, maintenance, and repair of WHE as required for certification, safety, and/or optimization of service life.

(9) Ensure that inspections, test, and maintenance of WHE occur at the frequency established by references (a) through (h) based on WHE type and operational use.

(10) Perform random monitoring of WHE and weight handling operations as an additional means of verification that required inspections of inventoried equipment are being conducted.

(11) Ensure all WHE-related purchase requests, design drawings, and/or specifications are reviewed and approved by the appropriate NAVFAC MW PWD Crane personnel. Tenant Commands are required to coordinate with NAVFAC MW PWD Crane for approval and assistance in the purchase, installation, relocation, alteration, disposal, etc., of WHE in their possession as per paragraph 6.d.(7).

(12) Review and approve the installation, removal, change of location, and/or planned alteration of WHE.

(13) Serve as the point of contact for the NAVCRANCEN in all matters affecting Government owned WHE; including seeking approval for alteration to OEM design.

(14) Support all NSA Crane and tenant requests for inspection, test, and/or certification of Government owned WHE.

(15) Coordinate with NAVFACMW Safety and PWD and Tenant Activity WHE program personnel to document all WHE related mishap investigations (including near misses) and reporting, including notification and reporting to the NAVFAC Midwest Core BSVE, and to the NAVCRANCEN in accordance with reference (a). Encl (8) will be utilized to report near misses.

(16) Ensure that all lockout and tagout procedures are adhered to and that all WHE Test Directors, Inspectors, Mechanics, and Electricians are trained regarding the potential hazards of hidden energy.

(17) Ensure that Standard Operating Procedures (SOPs) for WHE are established and available for review as required by reference (a).

(18) Ensure that the OEM manuals for all cranes are available and maintained.

(19) All WHE covered by NAVFAC P-307 that is serviced by NAVFAC, shall be reported on a quarterly basis to NAVFAC Midwest, BSVE CORE. This will be accomplished by the use of an excel spreadsheet that will include a full inventory and status of all WHE, to include serial numbers of all rigging gear and WHE, status (active, inactive, pending, missing or lost), certification expiration date, status of certification, date of certification, etc. If lost or missing the report will include an explanation from the command WHE POC along with comments from local PWD WHE personnel on how and why the item was either lost, stolen, missing and any corrective actions taken. Upon receipt of WHE for recertification all rigging gear and applicable WHE will be signed out to the command WHE POC via a NAVSUP Form 1149 (Encl 7) which will include a brief description of all item(s) serial numbers, and number of items issued, e.g., 12, 5 ton Crosby shackles inventory number(s) 0001-0012 etc.

(20) The PWD WHE Program Manager, on behalf of the host activity, will coordinate the development and approval of a Contractor Crane Oversight Plan (CCOP) for each activity on the installation.

(a) Host and Tenant Command WHE Operations Managers and Supervisors and their respective Contracting Officers have oversight responsibility at each activity for crane and other WHE operations conducted by non-Governmental contracted commercial service suppliers and material vendors as per paragraph 6.g.(2) and P-307 1.7.2. These responsibilities will be met by utilizing a Contractor Crane Oversight Plan (CCOP) that has been developed with the concurrence of the Host Activity.

(21) Conduct inspections of the NSA Crane Public Works Department Contractor Crane Oversight Program and conduct onsite inspections as necessary.

d. <u>NAVFAC MW PWD Crane Certifying Officials will (based on AOR):</u>

(1) Designate in writing an adequate number of technically competent Load Test Directors & Condition Inspectors to schedule and conduct inspections and tests of WHE requiring certification.

(2) Ensure that designated inspection and test personnel are trained and qualified in accordance with references (a) through (i) and are fully familiar with test and inspection guidelines and criteria for certifiable WHE.

(3) Ensure that a Certification of Load Test and Condition Inspection form (when required) is completed and signed by a Test Director and Inspector(s) prior to his or her signature.

(4) Ensure WHE assigned for ammunition and explosives operations is maintained and certified per reference (c).

(5) Ensure that individual WHE history files are updated after each inspection, test, repair, and/or maintenance activity.

(6) Ensure that each WHE-related document and record is maintained on file for the period of time set forth for the type or category of equipment by references (a) through (i).

(7) Ensure that WHE history files are centrally located and available for inspection and review by compliance authorities.

(8) Establish an inventory program that can be used to document certification and OEM specifications of new WHE prior to use.

(9) Design an inventory and certification status program that is capable of identifying the due date for inspection and test of WHE based on references (a) through (i) guidelines. The program should also identify what interim certification (if any) is required, based on recorded events of WHE repair, alteration, or relocation. Coordinate this inventory with the Public Works Business Line (PWBL) core Specialty Inspection Coordinator to ensure consistent process across the NAVFAC MW AOR.

(10) Randomly inspect checklists and deficiency reports of WHE under his or her area of responsibility to ensure that work practices are enhancing the optimum service life of equipment.

(11) Direct the random inspection of WHE in the field by Test Directors or Condition Inspectors to determine if the equipment is safe to operate based on records, hands on inspection, and check of operator license if required.

(12) Direct the random inspection of WHE operations by Test Directors or Condition Inspectors to observe if weight-handling processes are conducted in a safe and efficient manner by qualified Crane Teams based on Operational Risk Management (ORM) procedures and within OEM marked or labeled specifications.

(13) Ensure that the specific training, test, and inspection requirements for certification of explosive WHE are adhered to as set forth in reference (c).

(14) Review requests for purchase of WHE to insure that OEM specifications meet or exceed NAVCRANCEN safety and operational handling requirements prior to purchase approval.

(15) As requested, provide safety management support to serviced organization managers who use crane rigging gear and miscellaneous WHE during weight handling operations.

(16) Provide for the qualifying, testing, and licensing of serviced organization operators, first line supervisors and riggers as required by reference (a) for certain categories of WHE.

(17) Verify that lock-out/tag-out procedures are available for each type of WHE based on OEM documentation and references (a) through (i).

e. NAVFAC MW PWD Crane Load Test Directors/Condition Inspectors will:

(1) Maintain control, responsibility, and scheduling of assigned WHE for maintenance and repair, conducting load test and condition inspection, and record results in accordance with references (a) through (i) requirements. All NAVFAC MW PWD Crane weight handling, rigging, electrical, and mechanical inspectors maintain a complete inventory listing in an electronic format of all weight handling equipment they are responsible for certifying, to include chain hoists, rigging and slings; that an annual visual inspection and verification of each item in the database is conducted; and that the applicable

NAVFAC MW PWD Crane Certifying Official approves the results of that inventory in writing. Coordinate this inventory with the NAVFAC MW PWD Crane core Specialty Inspection Coordinator to ensure consistent process across the NAVFAC MW PWD Crane AOR.

(2) Supervise completion of a Certification of Load Test and Condition Inspection form on each WHE under test and inspection and assign qualified personnel as necessary to complete the certification task.

(3) Ensure all forms are completed and signed prior to giving to the Certifying Official for review and signature.

(4) Ensure that the tested and inspected WHE is marked or tagged accordingly, based on load test and condition inspection results.

(5) Submit the necessary paperwork for correction of identified maintenance or compliance deficiencies.

(6) Ensure that support personnel assigned to the certification process are trained and qualified in accordance with reference (a) requirements.

(7) Take action on deficiencies submitted on the Crane Operator's Daily Checklist (ODCL), Encl (6), as necessary.

(8) Verify that OEM manuals are available for each piece of WHE during history file update.

(9) Insure that lock-out/tag-out procedures are being used for each type of WHE based on OEM documentation and references (a) through (i).

f. <u>WHE Operations Supervisors will:</u>

(1) Ensure that WHE operators are trained, qualified, and licensed on the equipment and operational requirements common to the weight handling operation.

(2) Ensure that OEM manuals for WHE under their cognizance are available and used in training Operators and available at each crane location.

(3) Ensure that operators requiring licenses maintain proof on their person for review by higher authority.

(4) Follow the requirements in reference (a) in the event of a mishap. The supervisor shall review the situation and take any further emergency action, including stopping production work or other operations that could aggravate the situation. The supervisor shall notify management personnel as well as the activity safety office.

(5) Review the signed Operator Daily Checklist (ODCL) (Enclosure (3)) to determine status of the WHE to verify completeness of operator's inspection and/or take action on equipment deficiencies by submitting ODCL and comments to the Load Test Director or Condition Inspector for action.

(6) Ensure that any change in status or unsatisfactory condition of a specific WHE is documented on the ODCL and forwarded to the Certifying Official in accordance with reference (a) for action.

(7) Develop special instructions and training as may be necessary for safety devices as approved by the cognizant Certifying Official and Mission Safety.

(8) Ensure that maintenance or repair of WHE is not accomplished without instituting the energy lockout/tagout procedure.

(9) Satisfy training requirements associated with the operation of CAT 1 through CAT 4 WHE, as applicable. Ensure that operators and riggers of CAT 1 through 4 WHE attend applicable required WHE safety courses.

(10) Ensure all slings, ropes, straps, etc. that are not properly tagged and identified, or are out of certification date, are removed from service.

g. Operators/Riggers of WHE and Multipurpose Machines shall:

(1) Be trained, qualified, and licensed as required by reference (a), (d), and this instruction, to operate and handle the applicable WHE prior to commencement of a weight-handling task. When required utilize hand signals as outlined in Encl (5).

(2) Conduct pre-operational checks (ODCL) of assigned equipment on each shift prior to making a lift including applicable ORM requirements.

(3) Report any unsatisfactory equipment item to the supervisor upon completion of check.

(4) Follow reference (a) in the event of a mishap or near miss.

(5) Use weight handling equipment only for its intended work purpose. All other use is prohibited.

(6) Prepare a critical lift plan when required by reference (a).

(7) Ensure all slings, ropes, straps, etc. that are not properly tagged and identified, or are out of certification date, are removed from service.

h. Contractor Operated Cranes (and Multi-Purpose Machines, Material Handling Equipment (Forklifts), and Construction Equipment When Used as Cranes to Lift Suspended Loads) and Rigging Equipment in Weight Handling Operations:

(1) Tenant Command WHE Program and Operations Managers and Supervisors and their respective Contracting Officers, as well as anyone else who is responsible for sponsoring crane access to the installation, have oversight responsibility at each activity for crane and other WHE operations conducted by non-Governmental contracted commercial service suppliers and material vendors as per paragraph 6.g.(2) and P-307 1.7.2. Responsibilities include providing oversight of contractor accident investigations and corrective actions. The contracting officer or their representative shall provide the Navy Crane Center and host activity a copy of every accident report, regardless of severity, upon receipt from the contractor.

(2) Prior to permitting the use of any contractor operated cranes onboard NSA, the entity responsible for sponsoring crane access to the installation shall utilize the CCOP to ensure that:

(a) All operations are in compliance with the regulatory requirements of references (a) through (f).

(b) All cranes have a completed Certificate of Compliance (COC), Encl (3), posted on the crane in a conspicuous area to be viewable at all times whether the equipment is in operation or not. The activity Contracting Officer's Representative, or individual who is responsible for

sponsoring crane access to the facility shall sign the P-2 Contractor Crane Or Rigging Operation Checklist and copies of the P-2 shall be kept on file for one year.

(c) Designated operators, as listed on the WHE certificate of compliance, are trained and qualified to operate the equipment.

(d) Operators have been instructed not to bypass safety devices during lifting operations.

(e) Operators, riggers, and company officials are aware of actions required in the event of a weight handling accident.

(f) No contractor crane or alternate machine is to be operated on Navy property without a Certificate Of Compliance (COC) posted on it. The COC is a requirement for any contracted work utilizing cranes (and multi-purpose machines, material handling equipment, construction equipment used to lift loads suspended by rigging gear) and for all rigging equipment used in weight handling operations at a naval activity.

i. NAVFAC MW PWD Crane Facilities Engineering and Acquisition Division (FEAD) will:

(1) Submit to the local PWD WHE Certifying Official the product information or specification sheets of all WHE and rigging gear for review and approval prior to the finalization of any project design and prior to being procured or installed by contract.

(2) FEAD personnel ensure the contracting officer includes the minimum requirements of P-307 paragraph 1.7.2 and 1.7.2.1 for contractor cranes in contracts, and ensure compliance with contract requirements.

(3) Provide safety and health oversight and inspection for all PWD contractor weight handling operations at NSA Crane construction sites.

(a) Provide oversight on all PWD construction contractor WHE operations, to include; the use of multi-purpose machines i.e. forklifts and construction equipment, as outlined in references (a) and (d), when used in a crane like configuration to lift suspended loads; the use of rigging equipment in WHE operations; mishap investigations and

corrective actions taken by a contractor executing FEAD administered contracts as per reference (a) and this instruction.

(b) Ensure that a PWD Contractor Crane Oversight Plan (CCOP) enclosure (2) is reviewed and in place so that it ensures compliance with the contractor requirements of reference (a).

(c) Carry out the requirements of the CCOP by monitoring and inspecting all PWD contractor WHE operations, Multi Purpose Machines, and required certificates of compliance as per reference (a). The P-1 Certificate of Compliance shall be posted in a conspicuous area to be viewable at all times whether the equipment is in operation or not. The FEAD Contracting Officer's Representative shall sign the P-2 Contractor Crane Or Rigging Operation Checklist and copies of the P-2 shall be kept on file for one year.

7. This instruction will be reviewed annually by the NSA PWD WHE Program Manager to ensure currency with all applicable guidance and regulations.

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