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|  | | **HSE OPERATIONAL CONTROL PROCEDURE** | | | **DOC No** | | | | |
| **OCP No.** | | | | |
| **Date :** | | | | |
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| **ACTIVITY:** | | | **MECHANICAL MATERIAL HANDLING (USING CRANES / WINCHES)** | | | | | | |
| **Project :**  **Sub-Contractor:** | | | | **Location :**  **Nature of work :** | | |  |  |  |
| **Sl.**  **No.** | **Controls** | | | | | **Performed**  **by** | | **Checked**  **by** | |
| 1 | Verify test and examination certificates of crane / winch | | | | |  |  |  |  |
| 2 | Verify test and examination certificates of lifting gears | | | | |  |  |  |  |
| 3 | Ensure maximum capacity of crane and test date marked on the crane boom or winch | | | | |  |  |  |  |
| 4 | Conduct pre-operative checks on the functioning of limit switches | | | | |  |  |  |  |
| 5 | Maximum lifting capacity is marked on all lifting gear | | | | |  |  |  |  |
| 6 | Engage operator who is at least 18 years of age and is competent | | | | |  |  |  |  |
| 7 | Riggers are trained and experienced   * use tag lines for balancing loads * to ensure no person is in the danger zone while lifting | | | | |  |  |  |  |
| 8 | Lifting plan prepared and available in the vicinity  -lifting plan shall include method of slinging, lifting gear / crane to be used , use clamps or other method to prevent slipping / movement of slings, wire ropes especially for long objects. | | | | |  |  |  |  |
| 9 | Check the condition of lifting gears for any defects and remove defective gears from the work place | | | | |  |  |  |  |
| 10 | Check the condition of the crane / winch at start of every shift by operating the crane without load, hoisting / lowering the hook, longitudinal travel, swinging of boom, limit switches etc | | | | |  |  |  |  |
| 11 | Barricade the affected area or warn persons of danger of falling material or failure of crane / winch | | | | |  |  |  |  |
| 12 | Establish signals | | | | |  |  |  |  |
| **Prepared By :**  **SE / SS :**  **Date :** | | | | **Approved By : Project Manager : Date :** | | |  |  |  |