



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
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NAVSUPPACTNAPLESINST 11260.1C
N4

19 JUN 2020

NAVSUPPACT NAPLES INSTRUCTION 11260.1C

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: MANAGEMENT OF WEIGHT HANDLING EQUIPMENT PROGRAM

Ref: (a) NAVFAC P-307 Weight Handling Program Management
(b) NAVFAC P-300 Management of Civil Engineering Support Equipment
(c) SECNAVINST 11260.2B
(d) OPNAVINST 5100.23G

Encl: (1) Crane Operator's Monthly Check List for Non-Cab CAT 3 Cranes
(2) NAVFAC EUAFCENT P-1 Certificate of Compliance
(3) NAVFAC EUAFCENT Contractor Crane or Rigging Operation Checklist

1. Purpose. To publish responsibilities regarding the management of the Weight Handling Equipment (WHE) program onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy. This instruction is not to be used as a reference for proper principles or practices of rigging or crane operations, but rather to assign the roles and responsibilities as required by reference (a).

2. Cancellation. NAVSUPPACTNAPLESINST 11260.1B

3. Background. Reference (a) prescribes mandatory requirements associated with WHE maintenance, certification, alteration, operator licensing, qualification and testing, operator inspections, operational safety, investigation and reporting of accidents, rigging gear, and required documentation. Reference (b) prescribes testing requirements for equipment that is not considered WHE, such as aerial servicing platforms, trucks, and other types of aerial apparatus. Reference (c) provides for the establishment of safe and effective WHE programs and assigns overall responsibility for the direction and oversight on all matters pertaining to the Navy's WHE programs at shore activities to the Commander, Naval Facilities Engineering Command (NAVFACENGCOM). Reference (c) also sets requirements for WHE program self-assessment at prescribed intervals, and establishes authority and assigns responsibility for the acquisition and management of WHE under the technical cognizance of NAVFACENGCOM. Safe operation of WHE can only be achieved if compliance with references (a) through (c) is strictly observed. Proper maintenance, inspection, testing and certification, training, and operation are essential to this end.

4. Scope. This instruction applies to all activities, departments, and tenant commands onboard NAVSUPPACT Naples and contractors who perform functions in support of NAVSUPPACT Naples.

5. Definitions

a. WHE. Any crane that meets the definition of Category 1 through Category 4, as set forth below and per reference (a):

19 JUN 2020

(1) Category 1 (CAT 1) Cranes. Includes cranes designated as portal, hammerhead, locomotive, aircraft crash, derrick, floating, tower, mobile boat hoists (including self-propelled and towed types), rubber-tired gantry, mobile cranes (except CAT 4) including truck, cruiser, crawler, warehouse/industrial and cranes used for dragline, pile driving, clamshell, magnet and bucket work.

(2) Category 2 (CAT 2) and Category 3 (CAT 3) cranes. CAT 2 and 3 cranes include: overhead traveling (including runway track and hangar supports for underhung cranes), gantry (rail mounted), davits, pillar jib, jib, wall pillar, monorail and associated hoists (including track, switches, and hangar supports), fixed overhead hoists (manual and power), portable A-frames and portable gantries with permanently installed hoists, 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 certified capacities less than 2,000 pounds. Cranes with a rated capacity of 20,000 pounds and over are CAT 2 and cranes with rated capacity less than 20,000 pounds are CAT 3.

(3) Category 4 (CAT 4) Cranes. Includes commercial truck mounted cranes, articulating boom cranes, pedestal mounted commercial boom assemblies attached to stake trucks, trailers, flatbeds, or railcars, or stationary mounted to piers, etc., with certified capacities of 2,000 pounds and greater.

b. Rigging Gear. Includes the following equipment used in crane and rigging operations covered in Section 14 of reference (a):

(1) Slings, chain, wire rope, metal mesh synthetic rope, synthetic webbing, synthetic round slings, shackles, eye bolts, swivel hoist rings, links and rings, turnbuckles, insulated links, etc.

(2) Crane structures, container spreaders, personnel platforms.

(3) Portable load indicators: Dynamometers, load cells, crane scales, etc.

(4) Portable manual and powered hoists (mounted by means of an upper hook).

(5) Other portable lifting devices: Portable gantries, A-frames, floor cranes, spreader bars, or devices that directly support larger equipment.

(6) Below the hook lifting devices as defined in reference (a).

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

d. Load Controlling Parts. Those parts that position, restrain, or control the movements of the load (e.g., rotate and travel brakes, clutches) in which malfunction 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 except as noted.

e. Safety Devices

19 JUN 2020

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

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

f. Major Maintenance/Mechanical Deficiencies. A major deficiency affects a load bearing or load controlling part, or an operational safety device that hinders the safe operation or reduces the load bearing or load controlling capability of the equipment or component.

g. Alteration. An alteration is any change in the Original Equipment Manufacture's (OEM) WHE design configuration.

h. Operating Envelope. For the purpose of this instruction, it is assumed there is an operating envelope around any crane, and inside the envelope are the following elements:

- (1) The crane.
- (2) The operator.
- (3) The riggers and crane walker.
- (4) Other personnel involved in the operation (supervisor, tag line handler, engineer, etc.).
- (5) The rigging gear between the hook and load.
- (6) The load.
- (7) The crane's supporting structure (ground, rail, etc.).
- (8) The lift procedure.

i. Accident. An accident occurs when any of the elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing, which results in the following:

- (1) Personnel injury or death.
- (2) Material/equipment damage.
- (3) Dropped load.
- (4) Derailment.

19 JUN 2020

(5) Two-blocking the condition in which the lower load block (hook assembly) comes in contact with the upper load block or boom point sheave assembly.

(6) Overload. This includes load tests when the test load tolerance is exceeded.

(7) Collision. Unplanned contact between load, crane, and/or other objects.

j. Near Miss. Unplanned event during WHE operations that did not result in a definable accident as noted above but easily had the potential to do so had not a break in the chain of events prevented the accident.

k. Unplanned Occurrence. An unplanned occurrence is an event that does not meet the definition of crane or rigging accident but results in injury or damage to crane, crane component due to an event not directly related to WHE operation.

l. Crane Certifying Official. Certifies WHE equipment per reference (a) through (d); meets qualification requirements per reference (a) Section 7 and is designated in writing by the Commanding Officer (CO).

m. Load Test Director. Oversees inspection and load testing of WHE; meets qualifications per reference (a) Section 7 and is designated in writing by Certifying Official.

n. WHE inspectors. Conduct inspections on WHE equipment per reference (a) as directed by Load Test Director; meets qualifications per reference (a) section 7 and is designated in writing by Certifying Official.

6. Responsibilities

a. Crane Certifying Official shall:

(1) Ensure compliance with this instruction and references (a) through (c).

(2) Maintain and update this instruction to include any new requirements or any other applicable changes.

(3) Ensure that WHE self-assessments shall be performed with the minimum periodicity not less than once every 90 days. If discrepancies are found, the Certifying Official shall notify the work center supervisor in writing of the discrepancy and require it to be corrected. The Certifying Official may initiate necessary stand-downs based on the discrepancy.

(4) Coordinate responses to all audit findings and ensure that findings are closed and/or implemented.

(5) Review and approve procurement of WHE and ensure all appropriate parties participate in the review process.

(6) Know the Load Test Director's WHE certification process, including the proper content of certification packages and the proper procedures to certify WHE.

19 JUN 2020

(7) Not sign certification documentation for WHE that has any major deficiency. If a major deficiency is suspected, the Certifying Official shall seek proper guidance from the NAVFAC EURAFCENT WHE Program Manager to resolve the issue prior to signing the documentation.

(8) Retain current letter of designation for primary and alternate Certifying Official(s), signed by the CO.

(9) Maintain current letter of designation for the Load Test Directors and Condition Inspectors signed by the Certifying Official.

(10) Maintain current letters of designation by other activities to manage their WHE program, if applicable.

b. Load Test Directors shall:

(1) Per reference (a), direct and conduct required load testing of all CAT 1 through CAT 4 cranes. This includes review of all maintenance and repairs performed on load bearing and load controlling components, and annual inspections and testing. Ensure all repaired or replaced parts do not constitute a crane alteration.

(2) Provide the Certifying Official accurate and complete certification packages for signature, and familiarize the Certifying Official with the content of the certification package. Packages shall be annotated with any minor deficiencies that are to be deferred. Under no circumstances shall a certification package be created or presented to the Certifying Official that has any deficiency rendering it non-certifiable with all references.

c. WHE Inspectors shall:

(1) In collaboration with the Load Test Director, conduct all WHE inspections per reference (a).

(2) Provide the Load Test Director accurate and complete Maintenance Inspection and Specification Records (MISRs) and Crane Condition Inspection Records (CCIRs) to include in the certification packages presented to the Certifying Official.

d. Public Works Department (PWD) Transportation Crane Staff shall:

(1) Coordinate with the NAVFAC EURAFCENT WHE Program Manager to provide maintenance support during load testing operations in conformance with load test schedule. Perform no-load test certifications as needed.

(2) Provide WHE Inspectors for NAVSUPPACT Naples and tenant command owned WHE and rigging gear.

(3) Conduct WHE/rigging gear inspections in accordance with reference (a).

19 JUN 2020

(4) Ensure all affected parties are notified of crane certification expiration dates. Coordinate annual maintenance and certification schedules based on supported activity input, while ensuring requirements contained in reference (a) are met.

(5) Serve as lead for all alteration/modification processes for cranes per reference (a). In conjunction with the Certifying Official, determine when coordination with Public Works Divisions, tenant commands, and/or the Navy Crane Center (NCC) is applicable based on the criteria set forth in reference (a).

(6) Participate as a member of the WHE Program Self-Assessment Team.

(7) Upon notification of an accident or incident involving WHE in the scope of this instruction, conduct an immediate investigation into the circumstances; if NAVSUPPACT Naples property, prepare and complete the documentation outlined in reference (a); if tenant-command property, offer assistance as a subject matter expert in the investigation and report preparation process.

(8) Properly dispose of all rigging gear that is beyond repair or is deemed no longer viable for useful service. Remove destroyed pieces of gear from inventory records.

(9) Establish and maintain procedures to facilitate crane operation and/or training. Training shall include written safety courses, written basic knowledge courses, practical examinations, or refresher training as appropriate. Coordination of the physical qualification examination is the responsibility of the crane operator supervisor.

(10) Facilitate initial training for CAT 3 Non-cab Crane Safety and a Rigger Course (if applicable) per reference (a). Curriculum shall include proper operation of CAT 3 cranes to include basic rigging principles and operational practices regarding crane usage.

(11) Provide the supported activity with all applicable certification expiration dates, and ensure cranes are scheduled for preventive maintenance so that all work is completed prior to current certification expiration.

(12) Schedule routine and emergency repairs with input from supported activity and the Load Test Director.

(13) Provide the Test Director yearly maintenance and inspection plans that comply with reference (a) and original equipment manufacture's recommendations, if available.

(14) Forward pertinent reports, documentation, and other correspondence to the Load Test Director in order to support the annual certification process. Ensure that all documentation is prepared per reference (a). Inspectors shall ensure all replaced or repaired parts are clearly annotated on applicable documents and brought to the attention of the Load Test Director. Implement action to ensure all maintenance criteria are met and documentation is complete and accurate when forwarded to the Load Test Director.

(15) Respond to service calls regarding CAT 1 through CAT 4 crane deficiencies and ensure applicable corrective actions and necessary lockout/tag-out procedures are executed, as required.

(16) Per reference (a), perform condition inspections for CAT 1 through CAT 4 cranes.

(17) Review Operator Monthly Checklists (OMCLs) and initiate Shop Repair Orders (SROs) based on pertinent comments or discrepancies.

(18) Review work orders when complete, checking for accuracy of information and completion of maintenance criteria. Pertinent documentation shall be included with the completed work orders and certification (if applicable), and filed in the equipment history file per reference (a).

(19) Schedule operators, riggers, inspectors, and Load Test Director for load testing of CAT 1 through CAT 4 cranes.

(20) Notify the Certifying Official of all unplanned overloads, repairs, replacements and adjustments to load bearing and load controlling items immediately.

(21) Administer and maintain a Lockout/Tag-out program for CAT 1 through CAT 4 cranes per reference (d) and locally developed standard operating procedures.

(22) Maintain a database of each piece of NAVSUPPACT Naples and tenant commands WHE rigging gear.

(23) Ensure that all NAVSUPPACT Naples and tenant command rigging gear has appropriate certification documents. If documentation is not available, ensure that a load test and visual inspection are performed. Label each piece of WHE rigging gear to clearly show a unique serial number, rated capacity, and visual inspection due date.

(24) Perform periodic visual inspections or testing on applicable rigging gear at the proper intervals, per reference (a). Be familiar with inspection, rejection, and use criteria for each piece of rigging gear per reference (a).

(25) Remove from service any piece of rigging gear that does not pass visual inspection.

(26) Monitor rigging gear inventories maintained by work center supervisors to ensure accuracy.

e. NAVSUPPACT Naples Safety Office shall:

(1) When requested by the Certifying Official, convene and chair a WHE Accident Review Board to investigate accidents or incidents per reference (a). The Safety Office shall assemble all representatives deemed appropriate for the incident/accident investigation, but at a minimum the board should include:

(a) Safety Representative.

(b) Certifying Official.

(c) Test Director.

19 JUN 2020

(d) WHE Inspector.

(e) Customer WHE Representative.

f. Work Center Supervisors utilizing CAT 1 through CAT 4 Cranes shall:

(1) Accept full responsibility for all cranes and rigging operations performed using WHE and rigging gear assigned to their work centers. Supervisors shall ensure that safe crane and rigging practices are being used and shall report any deficiency noted by the crane operators or riggers to the Certifying Official, or his/her representative. Cranes that have major maintenance or mechanical deficiency shall be removed from service immediately.

(2) Ensure all CAT 3 non-cab crane operators complete the Operator's Monthly Checklist (OMCL) (enclosure (1)) once a month and post at respective cranes. In addition, an undocumented pre-use visual inspection must be conducted prior to each use. Enclosure (1) must be completed monthly and the current and previous OMCLs must be retained by the work center supervisor for a minimum of 12 months. Work center personnel must forward enclosure (1) to their work center supervisor for review and signature each month and then place back in the binder provided at each crane. All deficiencies noted must be reported to the WHE Certifying Official or PWD Naples Crane Team. Immediate notification to the Certifying Official is required if a major deficiency is discovered.

(3) Ensure all CAT 1, 2, 4, and cab operated CAT 3 crane operators have valid licenses for the individual cranes being operated.

(4) Ensure all non-cab operated CAT 3 crane operators have completed the required training course administered by PWD or appropriate training authority per reference (a). All CAT 3 non-cab operators are required to retake the training course every three years. Work center supervisors are responsible for ensuring all operators are trained and have knowledge of the crane they are to operate.

(5) Ensure all personnel operating CAT 3 non-cab cranes and performing rigging tasks are qualified per reference (a) and are performing pre-use inspections of rigging gear per reference (a).

(6) In the event of an accident, secure the scene in accordance with reference (a) paragraph 12.6, notify the PWD Certifying Official and NAVSUPPACT Naples Safety immediately, and complete reference (a) figure 12-1 Accident Report.

(7) In the event of a near miss or unplanned occurrence, complete figure 12-2 of reference (a) and notify the PWD Certifying Official.

(8) Ensure all pieces of WHE general-purpose rigging gear are properly tagged with a readable unique serial number, rated capacity and visual inspection due date. Ensure that no piece of gear is used that is out of certification or does not have the proper tag affixed. If any gear is found in the above condition, the gear must be removed from service immediately.

(9) Ensure rigging gear is properly stowed after use.

19 JUN 2020

(10) Ensure that any crane tagged or locked out is not used. If used, notify the Certifying Official or Test Director immediately.

(11) Ensure no alterations or disassembly of any aspect or part of a crane or hook assembly are performed. If any alteration or disassembly is suspected or confirmed, the crane shall be placed out of service and the Certifying Official must be notified immediately.

(12) Perform all crane and rigging operations in a safe and proper manner.

g. Operators of any crane shall:

(1) By self-examination, determine whether he/she is physically, mentally, and emotionally fit to operate the crane. If the operator is on medication, he/she shall consult a physician regarding adverse effects. The operator shall ask him/herself daily: Do I feel well? Can I handle the physical tasks of operating? Do I have a clear head and am I thinking and remembering properly? Am I alert? Is my attitude good today? Am I calm, cool, and collected? If an operator cannot honestly answer yes to these questions, operating a crane could be an accident hazard and he/she shall not operate the crane.

(2) Exercise skillful judgment during crane and rigging operations. Ensure safe crane operating and rigging practices are employed by all personnel during an operational lift. Never engage in unsafe crane operation.

(3) Advise supervisors immediately if any crane or rigging gear deficiency is detected.

(4) Secure the crane from operation immediately upon detection of major deficiency (deficiency to a load bearing, load controlling, or operational safety device) or upon observing an operating condition which could result in uncontrolled movement, failure to move as expected from control input, or otherwise render the crane unsafe. Advise the supervisor immediately after the crane is secured. Immediately notify the Certifying Official.

(5) Perform all required ODCL/OMCL inspections and/or a visual inspection prior to each use as required per reference (a) and this instruction.

h. NAVSUPPACT Naples Security shall:

(1) Prevent entry of all WHE to include CAT 1 through CAT 4 commercial truck mounted cranes, articulating boom cranes, pedestal mounted commercial boom assemblies attached to stake trucks, trailers, and flatbeds from accessing the installation. Security shall contact PWD Crane Team (DSN: 626-6863) for access approval. If security personnel are in question of WHE identification they shall contact PWD Crane Team for clarification.

i. Contracting Officers shall:

(1) Include the minimum requirements of reference (a), paragraph 11.1 in contracts, ensure compliance with contract requirements, provide oversight of contractor crane and rigging operations, and provide oversight of contractor accident investigations and corrective actions. The degree of oversight shall be based upon the risk to personnel and property; however, oversight shall be

performed at a minimum periodicity of at least every 30 days. When critical lifts are involved, oversight periodicity shall be not less frequent than every 14 days. Reference (a), appendix P, figure P-2, provides a checklist that shall be used during oversight of contractor crane and rigging operations. Copies of appendix P, figure P-2, shall be kept on file for one year. For construction contracts, the forms in U.S. Army Corps of Engineers EM-385-1-1 are acceptable in lieu of paragraph appendix P, figure P-2. Personnel performing oversight shall complete the Navy Crane Center (NCC) sponsored Contractor Crane Awareness course or the NAVFAC 40-hr Contract Hazard Awareness course.

(2) Notify the host activity of any WHE accident or near miss upon notification by the contractor. Additionally, the contracting officer shall notify the NCC, by e-mail (m_nfsh_ncc_accident@navy.mil) of an accident involving a fatality, in-patient hospitalization, overturned crane, collapsed boom, or any other major damage to a crane or adjacent property as soon as possible, preferably within 8 hours of notification by the contractor. For all other accidents, notify the NCC as soon as practical but no later than three working days after the accident.

(3) Provide the NCC and host activity a copy of every accident and near miss report, regardless of severity, upon receipt from the contractor. These requirements are in addition to any notification or reporting requirements promulgated in reference (e) and command instructions. When the contracting office is not in the local area, the contracting officer shall designate a local representative to ensure compliance with the above noted requirements. The contracting officer or designated weight handling representative shall endorse all crane and rigging accident and near miss reports to signify that the contractor's investigation and corrective actions are sufficient.

(4) Ensure all contractor-owned and operated cranes meet provisions regarding crane maintenance and certification, operator training and licensing, rigging gear use, crane operation pre-inspection, and all safety requirements and terms relating to Italian Law.

(5) Ensure that contractor personnel who operate Navy owned WHE meet all licensing requirements contained in reference (a).

(6) Ensure the following requirements are met before any contractor-owned cranes enter a NAVSUPPACT Naples Contractor managed site:

(a) Notify the Certifying Official 14 days in advance of any crane entering the activity. See exception below in reference (a). Emergency services requiring a crane without advance notice must be reported as soon as possible but still requires approval from Air Operations.

(b) Notify Air Operations 60 days in advance to coordinate clearance of contractor owned and operated cranes with the local airport authorities. This applies to cranes entering the installation due to proximity to the airport.

(c) Air Operations shall be contacted through the N3 Airfield Terminal Manager, DSN 626-5066, and/or N3 Anti-Terrorism Force Protection Officer (ATFPO), DSN 626-2207, to evaluate crane height in regards to airport and airspace clear zones.

19 JUN 2020

(7) In addition to reference (a), ensure the following requirements are met before any contractor-owned cranes (or other multi-purpose machines used to lift suspended loads) and rigging equipment enter and are operated at NAVSUPPACT Naples:

(a) Require a Certificate of Compliance from the contractor (per reference (a)), in English. Require the Contracting Officer's representative to complete a Contractor Crane or Rigging Operation Checklist (reference (a)), in English. Copies of this documentation shall be kept on file for one year. Utilize the Certificate of Compliance to certify that the crane (or other machines used to lift suspended loads) and the rigging equipment conform to the appropriate NAVSUPPACT Naples Safety standards and reference (a), requiring contractors to certify that the crane or multi-purpose machine operators working on the naval activity have been trained to operate the crane (or other machine) to be used and that they have been trained not to bypass safety devices (i.e., anti-two block devices) during lifting operations. Require copies to be posted on the crane prior to entrance to NAVSUPPACT Naples and copies provided to the Certifying Official two days in advance of any crane entering the installation. Cranes shall not be allowed to operate without this documentation and shall be escorted off the base.

(b) For mobile and commercial truck mounted cranes with OEM rated capacities of 2,000 pounds and greater, require that the crane operator be designated as qualified by a source that qualifies crane operators (i.e., a union, a government agency, or an organization that tests and qualifies crane operators). Proof of current qualification shall be provided.

(c) For multi-purpose machines, material handling equipment, and construction equipment used to lift loads suspended by rigging equipment, require proof or authorization from the machine OEM that the machine is capable of making lifts of loads suspended by rigging equipment. Require the contractor to demonstrate that the equipment is properly configured to make such lifts and is equipped with a load chart.

(d) Require contractors to provide a critical lift plan for each of the following lifts: lifts over 75 percent of the capacity of the crane, hoist, or other machine (lifts over 50 percent of the capacity of a barge mounted mobile crane's hoists) at any radius of lift; lifts involving more than one crane, hoist, or other machine; lifts of personnel (lifts of personnel suspended by rigging equipment from multi-purpose machines, material handling equipment, or construction equipment shall not be permitted); lifts made in the vicinity of overhead power lines; erection of cranes; and lifts involving non-routine rigging or operation, sensitive equipment, or unusual safety risks. Critical lift plans require specific information and can be found in reference (a).

(e) Require that all hooks used on cranes, hoists, other machines, and rigging gear shall have self-closing latches or the throat opening shall be "moused" (secured with wire, rope, heavy tape, etc.) or otherwise secured to prevent the attached item from coming free of the hook under a slack condition. The following exceptions apply and shall be approved by the contractor's technical organization: items where the hook throat is fully obstructed and not available for manual securing and lifts where securing the hook throat increases the danger to personnel such as forge shop, dip tank, or underwater work.

19 JUN 2020

(f) Require contractors to notify the Contracting Officer as soon as practical, but no later than four hours after any WHE accident or near miss. Reference (a) provides specific guidance and details on accident reporting. Require the contractor to secure the accident site and protect evidence until released by the Contracting Officer. Require the contractor to conduct an accident investigation to establish the root cause(s) of any WHE accident. Crane operations shall not proceed until cause is determined and corrective actions have been implemented to the satisfaction of the Contracting Officer.

(g) Require the contractor to provide the Contracting Officer within 30 days of any accident or near miss, a Crane and Rigging Gear Accident Report or Near Miss Report using the forms provided in reference (a), consisting of a summary of circumstances, an explanation of cause(s), photographs (if available), and corrective actions taken. These notifications and reporting requirements are in addition to those promulgated by command instructions.

7. Action. All departments and tenant activities operating WHE shall comply with this instruction.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV-M 5210.1.

9. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.



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Releasability and distribution:

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Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

https://www.cniv.navy.mil/regions/cnreurfcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

19 JUN 2020

Clear ALL Form Data

Clear Signatures and Date

CRANE OPERATOR'S MONTHLY CHECKLIST FOR NON-CAB, CAT. 3 CRANES

CRANE NO.	CAPACITY (lbs)	LOCATION	CERTIFICATION EXPIRATION DATE			ESTIMATED HOURS OPERATED			
OPERATORS NAME:		LEGEND							
		S=SATISFACTORY U=UNSATISFACTORY N/A=NOT APPLICABLE							
1. WALK AROUND INSPECTION			2. OPERATIONAL INSPECTION						
		S	U	N/A		S U N/A			
a.	Pendant Control *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a.	Area safety *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Walks/Ladders/handrails if applicable *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b.	Startup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Rails/Bumpers/Stops *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c.	Warning/Indicator Lights *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Safety Guards/Rail Sweeps *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d.	Control action/Brake operation *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Bridge girders/End trucks/Trolley frame *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e.	No load test *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f.	Travel and Hoist drive *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f.	Limit switches *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g.	Reeving *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g.	Emergency stop *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h.	Wire rope/Load chains *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h.	Operational Safety Devices *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i.	Sheaves *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i.	General Safety Devices *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j.	Hook Block/Hook *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	j.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k.	Electrical equipment *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	k.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l.	Lubrication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	l.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m.	General Hardware *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	m.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n.	Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o.	Warning Tags *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	o.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p.	36" Clearance around disconnect (No Obstructions) *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	q.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INSTRUCTIONS: Inspect all applicable items indicated, each month. Suspend all operations immediately when observing an unsatisfactory condition of any item indicated above with and asterisk thus (*). In addition, suspend operation when any unsafe condition is observed, lock the crane out of service, and immediately notify supervisor and PWD WHE. Other conditions not affecting safety shall be noted under "Remarks" and reported to supervisor. Additional checks can be added on the blank fields as needed. This form is required to be filled in its entirety out by the operator, signed by both the operator and the supervisor. The form must be submitted to PWD WHE by the 10th of each month for retainment in the crane history file.						OPERATOR'S SIGNATURE			
						Date:			
						SUPERVISOR'S SIGNATURE			
						Date:			
----- Remarks: -----									

19 JUN 2020

NAVFAC EURAFCENT P-1 Certificate of Compliance

APPENDIX P – CONTRACTOR CRANE (OR ALTERNATE MACHINE USED TO LIFT SUSPENDED LOADS) AND RIGGING GEAR REQUIREMENTS

CERTIFICATE OF COMPLIANCE	
<p>This certificate shall be signed by an official of the company that provides cranes (or multi-purpose machines, MHE, or construction equipment used to lift loads suspended by rigging gear) or rigging gear for any application under this contract. Post a completed certificate on each crane or alternate machine (or in the contractor's on-site office for rigging operations) brought onto Navy property.</p>	
CONTRACTING OFFICER'S POINT OF CONTACT (Government Representative)	PHONE
PRIME CONTRACTOR/PHONE	CONTRACT NUMBER
CRANE OR ALTERNATE MACHINE SUPPLIER/PHONE (if different from prime contractor)	CRANE OR ALTERNATE MACHINE NUMBER (i.e., ID number)
CRANE OR ALTERNATE MACHINE MANUFACTURER/TYPE/CAPACITY	
CRANE OR ALTERNATE MACHINE OPERATOR'S NAME(S)	
<p>I certify that</p> <ol style="list-style-type: none"> 1. The above noted crane or alternate machine and all rigging gear conform to applicable OSHA regulations (host nation regulations for naval activities in foreign countries) and applicable ASME B30 or other standards. The following OSHA regulations and ASME or other standards apply: _____ 2. The operators noted above have been trained and are qualified for the operation of the above noted crane(s) or alternate machine(s). 3. All safety devices and operator aids are enabled and functioning properly and the operators noted above have been trained not to bypass safety devices and operator aids during lifting operations. 4. The operators, riggers and company officials are aware of the actions required in the event of an accident as specified in the contract. 5. Signal persons used in construction work are qualified in accordance with 29 CFR 1926.1428. 6. Riggers are qualified in accordance with NAVFAC P-307, paragraph 11.1.k. 7. All personnel working on the job site have been trained to not stand under a load or in the fall zone of a suspended load unless specifically allowed by USACE EM 385-1-1. 	
COMPANY OFFICIAL SIGNATURE	DATE
COMPANY OFFICIAL NAME/TITLE	
<p>POST ON CRANE (OR ALTERNATE MACHINE) (IN CAB OR VEHICLE) (or in the contractor's on-site office for rigging operations)</p>	

Figure P-1

NAVFAC EURAFCENT CONTRACTOR CRANE OR RIGGING OPERATION CHECKLIST


Save File: Use following format: P2-Date i.e. P2-1 June 2017

Clear ALL Form Data

Clear Signatures and Date

Item	Inspection Description	Yes	No	N/A	
1	Is the Certificate of Compliance, P-1, in the operator's cab (or in the contractor's on-site office for rigging operations) with the current operator's name listed? Inspection Type <input type="text" value="Initial"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>
2	Is the crane/machine transited to and from the job site correctly? Are the OEM instructions for travel being followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Clear"/>
3	Does the operator know the weight of the load to be lifted? Approx/Actual Weight (LBS) <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>
4	Is the load to be lifted within the crane/machine manufacturer's rated capacity in its present configuration?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>
5	Are outriggers/stabilizers required and, if so, are they properly extended and down?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Clear"/>
6	If outrigger/stabilizers are used, and the wheels are not off the ground is this the correct setup in accordance with the OEM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Clear"/>
7	Is the crane/machine level and on firm ground, or if the ground is not firm are adequate supporting materials provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Clear"/>
8	If supporting materials are provided, is the entire surface of the outrigger/stabilizer pad supported and is the supporting material of sufficient strength to safely support the loaded outrigger/stabilizer pad?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Clear"/>
9	If outriggers/stabilizers are not used, is the crane/machine rated for on-rubber lifts by the OEM's load chart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Clear"/>
10	Is the swing radius of the crane counterweight clear of people and obstructions and are accessible areas within the swing area barricaded to prevent injury or damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>
11	Has the hook been centered over the load in such a manner to minimize swing?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>
12	Is the load well secured and balanced in the sling or lifting device after it is lifted a few inches for verification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Clear"/>
13	Is the lift and rotation path clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>
14	If rotation of the load being lifted is hazardous, is a tagline or other restraint being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Clear"/>
15	Are personnel prevented from standing or passing under a suspended load?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>
16	Is the operator paying full attention to the signal person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Clear"/>
17	Are proper signals being used? Is the operator responding properly to the signals? Are radios used for blind lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>
18	Are empty hooks lashed or otherwise secured during travel to prevent swinging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Clear"/>
19	Does the operator remain at the controls while the load is suspended?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>
20	Does the operator ensure that side loading is prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>
21	Are personnel prevented from riding on a load?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>
22	Are start and stop motions in a smooth fluid motion (no sudden acceleration or deceleration)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Clear"/>
23	Is the lift a critical lift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Clear"/>
24	If so, is a lift plan provided and understood and check-off sheets initialed and signed off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Clear"/>

NAVFAC EURAFCENT CONTRACTOR CRANE OR RIGGING OPERATION CHECKLIST Page 2 of 2 **19 JUN 2020**

25	If overhead power lines are in the vicinity, is a critical lift plan provided addressing the requirements of 29 CFR 1926.1407-1411?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear
26	If pick and carry operations are allowed and performed, are OEM directions followed (e.g. rotation lock engaged, boom centered over front or rear, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear
27	When the crane/machine is left unattended, is it in a safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clear
28	Is rigging gear undamaged and acceptable for the application?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clear
29	Does rigging gear meet applicable ASME or host nation standards (e.g., ASME B30.9 for slings, B30.10 for hooks, B30.26 for rigging hardware such as shackles, safety hoist rings, and eyebolts, B30.20 for below the hook lifting devices)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear
30	Was the rigging gear inspected prior to use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear
31	Is sling protection used to protect slings (especially synthetic slings) and equipment from damage due to abrasion and sharp corners and edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear
32	Is the rigging gear used in accordance with its working load limit? Is the working load limit marked on the rigging gear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear
33	Are positive latching devices (or "mousing") used on crane and rigging hooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear
34	If a mobile crane is used on a barge, are all rules of 29 CFR 1926.1437(construction) being followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear
35	If a mobile crane is used on a barge are the outriggers/stabilizers blocked or are the crawlers traveling in a defined space as allowed by 29 CFR 1926.1437 (construction)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear
36	For floating cranes, are rules of 29 CFR 1915 (ship repair) or 29 CFR 1926.1437 (construction) being followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear
37	If a multi-purpose machine, forklift, or construction equipment is being used, is there proof from the OEM (or qualified PE) that the machine is approved for suspended load lifting and is there a load chart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear
38	If a personnel lift is being performed with a crane or base mounted hoist, are all requirements of NAVFAC P-307, paragraph 11.1.g(5) for a crane or 11.1.m for a base mounted hoist being followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear
39	Is the crane's annual inspection current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear
40	Are personnel (Crane Operators, Riggers, Signal Persons) qualified and designated IAW EM 385?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear
Workorder Number <input type="text"/> Crane Size <input type="text"/> Crane Type <input type="text"/>					
Contractor <input type="text"/> SubContractor <input type="text"/>					
Location <input type="text"/> Date <input type="text"/> 					
Contract Number <input type="text"/> Customer <input type="text"/>					
Notes					
Signature of Government Representative:			Site		