

crane shall be tested accordingly. For long term leases (over 4 months) and for BOS contractor owned cranes, the maintenance and inspection requirements of section 2 shall also apply. These requirements shall be included in applicable contracts.

Crane operators shall be licensed in accordance with the requirements of sections 6 through 8 (or equivalent for BOS contractor personnel). Crane operations shall be in accordance with sections 9 through 12.

**1.7.2 Contractor Operated Cranes.** In addition to cranes rented or leased for operation by an activity, other non-Navy owned cranes are frequently utilized on activity property. These cranes can be from a variety of sources and are generally incidental to construction contracts, ship repair contracts, demolition contracts, maintenance and other service contracts, deliveries of supplies and equipment, etc. Numerous organizations, including tenant activities, ships, supply departments, ROICC's, etc., have contracting authority and very often the need for cranes is not anticipated when contract documents are written. The following requirements apply to any contracted work utilizing category 1 or 4 cranes at a naval activity. Activity (i.e., host activity) commanding officers shall promulgate the following minimum requirements to tenants and contracting officers for inclusion in contracts, statements of work, purchase orders, etc:

a. Require the contractor to comply with specific activity regulations pertaining to crane safety and operation (including allowable crane access routes and ground loading limitations), and to notify the contracting officer, in advance, of any cranes entering the activity. Require the contractor to comply with applicable ASME standards (e.g., ASME B30.5 for mobile cranes, ASME B30.22 for articulating boom cranes, ASME B30.3 for construction tower cranes, and ASME B30.8 for floating cranes). For barge mounted mobile cranes, require a load indicating device, a wind indicating device, and a marine type list and trim indicator readable in one-half degree increments.

b. Require a certificate of compliance from the contractor (appendix P, figure P-1) that the crane and rigging gear meet applicable OSHA regulations (with the contractor citing which OSHA regulations are applicable, e.g., cranes used in cargo transfer shall comply with 29 CFR 1917; cranes used in construction, demolition, or maintenance shall comply with 29 CFR 1926; cranes used in shipbuilding, ship repair, or shipbreaking shall comply with 29 CFR 1915). For cranes at naval activities in foreign countries, the contractor shall certify that the crane and rigging gear conform to the appropriate host country safety standards. The contractor shall also certify that all of its crane operators working on the naval activity have been trained not to bypass safety devices (e.g., anti-two block devices) during lifting operations. Require that the certifications be posted on the crane.

c. For mobile cranes with OEM rated capacities of 50,000 pounds or 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.

d. Require the contractor to certify (appendix P, figure P-1) that the crane operator is qualified and trained for the operation of the crane to be used.

e. Require a critical lift plan for each of the following lifts: lifts over 75 percent of the capacity of the crane or hoist (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 or hoist; lifts of personnel; and lifts involving non-routine rigging or operation, sensitive equipment, or unusual safety risks. The plan shall include the following as applicable:

(1) The size and weight of the load to be lifted, including crane and rigging components that add to the weight. The OEM's maximum load capacities for the entire range of the lift shall also be provided.

(2) The lift geometry, including the crane position, boom length and angle, height of lift, and radius for the entire range of the lift. Applies to both single and tandem crane lifts.

(3) A rigging plan, showing the lift points, rigging gear, and rigging procedures.

(4) The environmental conditions under which lift operations are to be stopped.

(5) For lifts of personnel, the plan shall demonstrate compliance with the requirements of 29 CFR 1926.550(g).

(6) For barge mounted mobile cranes, barge stability calculations identifying barge list and trim based on anticipated loading; and load charts based on calculated list and trim. The amount of list and trim shall be within the crane manufacturer's requirements.

f. Require the contractor to notify the contracting officer as soon as practical, but not later than four hours, after any WHE accident. (See definition in section 12.) 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 a Weight Handling Equipment Accident Report using the form provided in section 12 consisting of a summary of circumstances, an explanation of causes(s), photographs (if available), and corrective actions taken. These notifications and reporting requirements are in addition to those promulgated by OPNAVINST 5100.23 and related claimant instructions.

The host activity shall ensure that contracts contain the above requirements, concur with the contracting officer's oversight plan (paragraph 1.7.2.1), ensure that the oversight plan is being carried out, and provide oversight of contractor accident investigations and corrective actions.

#### 1.7.2.1 Contracting Officer Responsibilities

a. The contracting officer shall include the minimum requirements of paragraph 1.7.2 for contractor cranes in contracts, ensure compliance with contract requirements, provide oversight of contractor crane operations, and provide oversight of contractor accident investigations and corrective actions. The degree of oversight shall be based upon the risk to Government personnel and property. Appendix P, figure P-2, provides a checklist that shall be used during oversight of contractor crane operations. The host activity shall concur with the oversight plan. Copies of appendix P, figure P-2, shall be kept on file for one year.

b. The contracting officer shall notify the host activity of any WHE accident upon notification by the contractor. Additionally, the contracting officer shall notify the Navy Crane Center of an accident involving a fatality, in-patient hospitalization, overturned crane, collapsed boom, or any other major damage to the crane or adjacent property as soon as possible, preferably within 24 hours of notification by the contractor.

c. The contracting officer shall provide the Navy Crane Center and host activity a copy of every accident report, regardless of severity, upon receipt from the contractor. These requirements are in addition to any notification and reporting requirements promulgated in OPNAVINST 5100.23 and claimant 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.

1.7.3 Cranes Owned by Other Military Services and Other Government Agencies. Where Navy personnel may be exposed to crane operations of tenant commands of other military services and agencies, the host activity commanding officer shall establish and promulgate a policy to ensure the safe operation of the equipment. The policy shall include, as appropriate, requirements addressed in paragraph 1.7.2 for contractor operated cranes. For Navy personnel who operate cranes owned by other services and agencies, the training, licensing, and operational requirements of this publication apply.

1.8 Record Formats. Sample formats shown throughout this publication show the minimum information required to be maintained for record purposes. Activity generated forms may be substituted, provided they include the information required. Activities may delete items from the sample forms provided they are not applicable to the subject equipment. Local reproduction of the forms is authorized.

1.9 Audits and Self-Assessments. As directed by SECNAVINST 11260.2, audits of weight handling programs at Navy shore activities are periodically conducted by the Navy Crane Center in accordance with NAVFAC Instruction 11200.33. Activities shall perform a self-assessment and provide the results of the assessment to the Navy

Crane Center approximately 30 days prior to the audit. Major claimants shall coordinate responses and corrective actions resulting from audits with their field activities.

1.10 Implementing Procedures. Activities shall develop standard written procedures for managing their weight handling program that implement the applicable requirements of this publication.

1.11 Request for Clarification, Deviation, or Revision. Requests for clarification, deviation, or revision to this manual shall be documented using a "Request for Clarification, Deviation, or Revision," figure 1-1. Appropriate references, enclosures, background, and reason for request shall be provided.