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**CRANE & LIFT INFORMATION (Continued)**

**9 CRANE SET UP PROCEDURE**

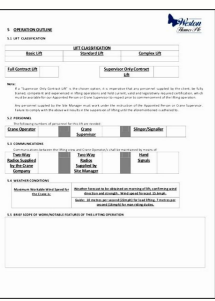
**THE CRANE TEAM**

<b>Crane Supervisor:</b> <b>CITB CTA Card Expiry Date:</b>	<b>Appointed Person:</b>
<b>Slinger/Signaller(s):</b> <b>CITB CTA Card Expiry Date:</b>	<b>Crane Driver:</b>

- 9.1** The crane, together with the associated operating crew will arrive on site at the specified and agreed date and time.
- 9.2** Crane Supervisor will meet the Site Manager and carry out "Toolbox Talk" with all personnel involved in the lifting operation. Once this has been completed, all involved in the lifting operation must sign the register for this Method Statement. Any site inductions that are required will also be carried out.
- 9.3** Any traffic management, ancillary pans, mats or temporary roadways etc that are required to be positioned by hi-ab or other means, prior to the crane or cranes manoeuvring into position, will be done under the instruction of the Crane Supervisor.
- 9.4** The crane will then manoeuvre into position as shown on attached drawing. All manoeuvring to be carried out under the guidance of a member of the lifting crew.
- 9.5** The crane will then commence set-up procedure and rig to the configuration stated in section 8.1. All personnel assisting with rigging will be under the guidance of the crane operator, at all times. The set-up procedure will be carried out as per crane manufactures manual.
- 9.6** Upon completion of the rigging procedure, the crane operator will carry out procedural safety and computer checks, implementing any specific operational requirements, i.e. slewing restrictions, short rig configurations or fly jib configurations.
- 9.7** The Crane Supervisor will then carry out a radio communications check between the crane operator and the lifting crew.
- 9.8** Hook block of crane will then be lowered and required lifting tackle placed on the hook. Lift Supervisor will ensure that the correct lifting tackle has been selected.
- 9.9** The crane operator will then be instructed to hoist lifting tackle clear of any obstructions and position the crane ready for the first required lift. Any delivery/removal vehicles will now be positioned adjacent to the crane as per attached drawings, ready for work to commence.

**10 LIFTING PROCEDURE**

- 10.1** Slinger/Signallers will issue instructions via hand signals or two-way radios to the crane operator to position the crane over first required lift. Slinger/Signallers will plumb the boom head, directly over the load or set short to allow for jib deflection where necessary.



CRANE OPERATOR DAILY INSPECTION CHECKLIST									
Crane number	Crane type	Crane capacity	Date of inspection:						
Location:		Hour Meter:	Start:	Stop:	Total hours operated:				
Operator's name:			Officer's name:						
<b>INSTRUCTIONS:</b> Check all items indicated. Inspect and indicate as satisfactory = S, Unsatisfactory = U, or not applicable = N/A									
<b>Walk around inspection</b>	U	S	N/A	<b>Operator Cab inspection</b>	U	S	N/A		
Safety guards and plates				Ones					
Crane frame, rods, base				Warning & Indicator lights					
General hardware				Control devices					
Wire rope				Visibility					
Raising				Load rating charts					
Hoist				Emergency stop					
Hook				Emergency stop					
Shelves				Load indicators					
Roof/hoist				Boom Angle/Radius indicator					
Quality, jacks, boom stop				<b>Machinery House inspection</b>	U	S	N/A		
Walls, ladders, handrails				Hoisting					
Wire tools, blocks, stops				Engine/Compressor					
Tires, wheels, mats				Lights - Fuel, Lube, Oil, Brake					
Lights - Fuel, oil, lube, water				Substation					
Radius indicator				Battery					
Outgoing/locking device				Lights					
<b>Operator inspection</b>	U	S	N/A	Clutch					
Area safety				Clutch/Brake linkage					
Unusual noises				Electric motor					
Control Action				Warning sign					
Pressure/temperature gauge				Pre-warnings					
Crane stability				Comments:					
No load test									
Hoisting speed									
Lift surface									
Operator's signature:				Supervisor's signature:					

This checklist is based on EN1303-1-1, dated 3 September 1998. Use of this checklist is optional.

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Now everyone involved can remain up to date regarding project details and obtain information on how the project is progressing. Project plans differ, but they're all about identifying what you need to do to complete the project. Route creation. At this stage, determine a rough timeline of the tasks needed to complete your project. List available. Each project must have specific deliverables, which you must identify during the initial part of your planning phase, so that each team member is aware of what is expected of them. Milestone Project Identification: Discover specific points in the project you consider as key milestones. These milestones can consist of certain tasks you complete, a budget target you reach, or a team you ride. Creation of the budget: Creating a pre-determined budget is one of the most important parts of a project plan. You must adhere to this budget as your project advances. In this way, you can allocate specific resources and budgets for certain tasks without exceeding the expense projections. Identification of the team member: As with any project, you will need to set up a team of people to implement the project. Work with others to target specific people who will be more useful in carrying out the project. Risk assessment: You must identify all potential risks or threats for your project, including those that may cause budgetary problems, project delays and more. List all of these potential risks and details how you plan to mitigate problems if they occur. Project Communication: Once you've outlined the main components of your project, you need to communicate these plans and goals to the larger team - including top stakeholders and any external parties. 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