| **Mechanical Lifting Contractor Audit Checklist** |
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| Business Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Lifting Category (check all that apply): [ ] Crane [ ]  Hoist [ ]  Gin-Pole/Rig-Up Truck [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Lifting Equipment and Rigging Accessory Inspections, Maintenance, and Testing**

| **Audit Item** | **Yes** | **No** |
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| Review lifting incident history of lifting contractor and review open actions from investigations. |  |  |
| Lifting Equipment and Rigging Accessories are inspected annually, at a minimum, in accordance with ASME B30. PSHA 1926 Subpart CC and applicable regulatory requirements. |  |  |
| Inspection records are maintained for all Lifting Equipment and Rigging Accessories |  |  |
| A planned maintenance (PM) program is established and implemented for Lifting Equipment and Rigging Accessories that takes the type of equipment, frequency of usage, history of maintenance, calibration of load indicators, and replacement schedule (wire rope, slings, etc.) into consideration. |  |  |
| The PM program conforms to manufacturer’s recommendations, regulatory requirements and accepted industry standards |  |  |
| Lifting Equipment and Rigging Accessories are load tested to the Safe Working Load by a Qualified Person prior to initial use and after the following occurrences:* A weld repair to a structural member
* A complete overhaul, replacement or alteration to load sustaining parts
* Following an incident which could have compromised the Lifting Equipment or Rigging Accessories
* When periodic load testing is specified by an accepted industry standard or regulation
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| All Rigging Accessories are marked with the Safe Working Load, are fit for purpose, have the appropriate and functional safety devices, and meet recognized industry standards. **Note:**  Rigging Accessories include slings, hooks and fittings, swivels, hoist rings, turnbuckles, sheave blocks, lifting harnesses, shackles, eye-bolts, rigging screws, plate clamps, and spreader beams |  |  |
| Lifting Equipment is taken out of service if any of the operational aids or safety devices are not in proper working order and operations are not resumed until the device is working properly. **Note:** Alternative measures are not permitted to be used. |  |  |
| Rigging Accessories are fit for purpose, marked with the Safe Working Load, have the appropriate and functional safety devices, and meet recognized industry standards |  |  |
| Ensure taglines are free of knots and are of adequate length and strength to control the load from a safe distance. |  |  |

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| **Lifting Operations**

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| Equipment Operators have proof of qualifications (training, certification, etc.) to operate Lifting Equipment with the following exceptions:* Trainees working under direct supervision of an Equipment Operator
* Trained maintenance and repair personnel, when it is necessary in the performance of their duties
* Lifting Equipment inspectors in the performance of their inspection duties
 |  |  |
| A designated qualified Rigger performs rigging for every load. |  |  |
| The path of travel and the staging area is evaluated for potential impacts or hazards (e.g., power lines, process equipment, obstacles, ground stability) and mitigated prior to commencement of the lift. |  |  |
| Lifting Equipment and the Rigging Accessories to be used for the lift(s) is identified, inventoried, and inspected prior to use to verify: * Is capable of making the lift safely (rated for load capacities, fit for purpose, condition, etc.)
* Is assembled and used in accordance to manufacturer requirements
* Has the required safety devices and they are functional

**Note:** A contractor may use its inspection form if the form conforms to the manufacturer’s recommendations and local regulations |  |  |
| Rigging Accessories which have been "field fabricated" are not used unless they have been properly engineered, tested and third-party certified. |  |  |
| A method to classify lifts into either Non-Critical lifts or Critical lifts (Routine and Non-Routine)? |  |  |
| Lifts are accessed to determine the weight, center of gravity, equipment capacity, rigging, weather limitations, and communication protocol. |  |  |
| Wind and weather limitations on equipment stability and rated capacity are assessed against the Crane Rating Manual or as determined by a Qualified person. |  |  |
| Communication protocols (voice, hand signals, radio, etc.) are established and communicated to the designated Signal Person for each lift. **Note:** The Rigger can double up as a Signal Person if provided with the proper training. |  |  |
| Operations are stopped safely if an operational aid or safety device stops working properly during operations. |  |  |
| Safety conditions are addressed where a lift is conducted near overhead power lines |  |  |
| Area control methods (barriers, signs, warning lines, spotters, etc.) are utilized to eliminate unauthorized personnel from entering the lift area. |  |  |
| Personnel authorized by the Lift Supervisor are allowed in the lift area (but not directly under the load) to conduct one of the following operations * Physically guide the load utilizing a hands-off approach (such as by using a tag line)
* Closely monitor and give instructions regarding the load's movement
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| Taglines are used to stabilize the load from a safe distance and when there is a potential for the load to rotate in a hazardous manner. |  |  |
| The following precautions are taken in situations where cranes are utilized as part of standard operations but are not performing a ‘lift’, for example, holding a piece of equipment in place while it is in use:* Establish the ratings and operating limitations of the Lifting Equipment that apply during that operation
* Ensure the Equipment Operator does not leave the controls while the load is suspended
* No persons are permitted to stand or pass under the suspended load
* Verify the load hoist drum brakes are capable of holding the rated load and is engaged to prevent the drum from rotating in the lowering direction without further action by the Equipment Operator
* Set the boom hoist brakes and engage the locking device (ratchet and pawl or other) to prevent inadvertent lowering of the boom

**Note:** Additional guidance can be found in ASME B30.5, Section 5-1.1 (Cranes used for other than Lifting Service) and 5-3.2.1.4 (Holding the Load) |  |  |
| Lifting Equipment is not used to hoist personnel except when authorized by the Operator PIC.**Note:**  When a crane is used as an anchor point for fall protection, the crane is not considered a personnel hoist. |  |  |

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| **Signatures**Mechanical Lifting Contractor: Position: ­­­­­­­­­­­­­­ Marathon Supervisor/PIC: Auditor: Company: ­­­­­­­­­­­­­­ HES Rep(s) (If present): Company: ­­­­­­­­­­­­­­ Date: \_\_\_\_\_\_\_\_\_\_\_\_ |