

**Site Name/Location:** .....

**Client/Customer:** .....

**J & E Hall Contract Number:** .....

**Equipment to be Lifted:** .....

The Lifting Operations and Lifting Equipment Regulations (LOLER) and BS 7121 – British Standard for the Safe Use of Cranes, require every lifting operation to be planned, supervised and carried out in a safe manner by an Appointed Person who has the appropriate knowledge, experience and understanding of lifting operations and who will be responsible for all aspects of the planning and execution of the lift.

To ensure compliance with the above, the lifting of J & E Hall equipment by crane (or hiab) must only be performed by a reputable crane company using a Contract Lift. Under the terms of a Contract Lift, the crane company supplies the Appointed Person and is responsible the planning, supervision, insurance of all equipment (including the crane) and to ensure a safe system of work is implemented.

This check list should be used to plan and witness the Contract Lift and to ensure J & E Hall International's responsibilities under the terms of a Contract Lift are met. These responsibilities are:

- To specify to the Crane Company that they are to supply the Appointed Person.
- To allow access to the lift site for a full survey to be performed for the Risk Assessment and Method Statement.
- To supply accurate information about the load to be lifted.
- To advise the crane company of any potential hazards which are not evident from a site inspection, including ground conditions.

All items must be completed and the document retained in the Contract File.

<b>1</b>	<b>General Information to be Supplied to the Crane Company at Time of Enquiry</b>	<b>Check</b>
<b>a)</b>	Specify a Contract lift is required.	
<b>b)</b>	Specify the crane company is to supply the Appointed Person.	
<b>c)</b>	Date lift required.	
<b>d)</b>	Site address including the post code.	
<b>e)</b>	Purpose of lift (loading or unloading, onto or off a transport vehicle).	
<b>f)</b>	Access restrictions (including width, height and loading).	
<b>g)</b>	Approximate distance of crane travel (distance and height the load needs to be moved).	
<b>h)</b>	Contact details for arranging site visit.	
<b>Print Name:</b>		
<b>Signature:</b>		
<b>Date:</b>		

<b>2</b>	<b>Information About the Load to be Lifted to be Supplied to the Crane Company at Time of Enquiry</b>	<b>Check</b>
<b>a)</b>	Quantity, dimensions and position of certified lifting points.	
<b>b)</b>	Position of centre-of-gravity.	
<b>c)</b>	Details of difficulties likely to be encountered during slinging.	
<b>d)</b>	Details of previous lifting history.	
<b>e)</b>	Unit weight.	
<b>f)</b>	Unit overall dimensions.	
<b>g)</b>	Unit value (for insurance purposes).	
<b>h)</b>	Presence of oil, holding charge etc. (supply COSHH sheets where applicable).	
<b>i)</b>	Any other hazards (e.g. presence of sharp edges etc.).	
<b>Print Name:</b>		
<b>Signature:</b>		
<b>Date:</b>		

<b>3</b>	<b>Lifting Point Information to be Supplied to the Crane Company at Time of Enquiry</b>	<b>Check</b>
<b>a)</b>	Approximate dimensions of lay-down area.	
<b>b)</b>	Presence of any proximity hazards	
<b>c)</b>	Presence of overhead power lines.	
<b>d)</b>	Presence of other overhead obstacles.	
<b>e)</b>	Presence of underground services and voids (including drains and cellars etc.).	
<b>f)</b>	Presence of unsafe, soft or disturbed ground (including recently backfilled trenches).	
<b>g)</b>	Presence of moving vehicles.	
<b>h)</b>	Presence of environmental hazards.	
<b>i)</b>	Any other hazards (e.g. low flying aircraft).	
<b>Print Name:</b>		
<b>Signature:</b>		
<b>Date:</b>		

<b>4</b>	<b>Information to be Completed on the Day of the Lift, PRIOR to the Lift Commencing</b>	<b>Yes</b>	<b>No</b>
a)	Has the Appointed Person carried out a site visit?		
b)	Has information been received/made available regarding the condition of the lifting equipment (e.g. details of the crane to be used including inspection documents/certificates)?		
c)	Has a Risk Assessment and Method Statement been completed by the Appointed Person?		
d)	Has a clear path of communication been established between yourself (J & E Hall International representative), the site representative and the contract lift team?		
e)	Has the contract lift team been introduced, their credentials checked (identity and qualifications) and their roles identified (e.g. Appointed Person, Slinger/Signaller, Crane Operator, Lift Supervisor)?		
f)	Have insurance measures been provided?		
g)	Has a site access authorisation/permit to work been issued?		
h)	Has a site induction been carried out?		
i)	Has the lifting area been cordoned off and all personnel and vehicle movements been restricted?		
j)	Has all relevant COSHH information been provided to the crane company?		
k)	Is appropriate PPE being worn by all parties involved (e.g. hard hat, gloves, overalls, safety footwear and high visibility jackets)?		
l)	Is the lifting equipment adequate to lift the anticipated load?		
m)	Have pre-use checks been carried out on the lifting equipment?		
n)	Can the lifting equipment be positioned and erected safely?		
o)	Can the load be manoeuvred to a safe position on site?		
p)	Has due consideration been given to the shape, dimension and centre-of-gravity of the load?		
q)	Has due consideration been made to prevent damage to the load (e.g. use of an H-frame spreader bar to prevent slings damaging components)?		
r)	Have weather conditions been taken into account (e.g. high wind, fog)?		
s)	Is there adequate light (either natural or artificial)?		
t)	Are ground conditions and working area suitable for the lift (e.g. soft ground, ice)?		
u)	Is the lifting area free from obstacles and overhead obstructions?		
v)	Has the load been isolated from electrical/mechanical attachment?		
w)	Can the load be lifted and slewed safely?		
<b>NOTE: IF THE ANSWER IS NO TO ANY QUESTION IN THIS SECTION, STOP WORK IMMEDIATELY AND RECTIFY.</b>			

<b>5</b>	<b>Comments and Notes (List Faults Found, Action Taken and Any Additional Comments)</b>

<b>6</b>	<b>Consent Required Before Commencing the Lift</b>		
<p><b>The following must be signed by ALL PARTIES prior to commencing the lift:</b>          I hereby confirm that the checks listed in Section 4 of this check list have been satisfactorily made, comments noted in Section 5 satisfactorily addressed and the lift may proceed.</p>			
	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
<b>J &amp; E Hall Representative:</b>			
<b>Site Representative:</b>			
<b>Appointed Person:</b>			
<b>NOTE: THE PERSONS NAMED ABOVE MAY STOP THE LIFT AT ANY TIME</b>			