



DEPARTMENT OF THE NAVY

U.S. NAVAL STATION
PSC 1005, BOX 25
FPO AE 09593-1000

NAVSTAGTMOINST 11262.2A
N44
8 Dec 14

U.S. NAVAL STATION, GUANTANAMO BAY, CUBA INSTRUCTION 11262.2A

From: Commanding Officer, U.S. Naval Station, Guantanamo Bay, Cuba

Subj: POLICY AND PROCEDURES FOR ADMINISTRATION, OPERATION AND MAINTENANCE OF ASSIGNED WEIGHT HANDLING EQUIPMENT

Ref: (a) NAVFAC P-307
(b) SECNAVINST 5100.10
(c) SECNAV INSTRUCTION 11260.2A
(d) Corps of Engineers EM 385
(e) Travel Lift Corporation Operators Manual
(f) OSHA CFR 1926

1. Purpose

a. To establish and maintain a safe and effective weight handling program for U.S. Naval Station, Guantanamo Bay, Cuba (NAVSTA GTMO), per references (a) through (f).

b. To assign responsibility for the direction and oversight of all matters pertaining to the Navy's weight handling program at NAVSTA GTMO; including development and maintenance of policy, training requirements, and program auditing to ensure compliance with weight handling program requirements.

2. Cancellation. NAVSTAGTMOINST 11262.2. This instruction is a complete revision and should be read in its entirety.

3. Background

a. The safe operation of weight handling equipment is of paramount importance to all NAVSTA GTMO and contractor personnel. All personnel are obligated to stop any crane actions that are unsafe. Responsibility for the proper operation, maintenance, load testing and certification of weight handling equipment (WHE) is delegated from the Commanding Officer to:

8 Dec 14

(1) Naval Facilities Engineering Command (NAVFAC) Public Works Department (PWD) for all Civil Engineering and Contractor owned cranes. Point of contact is Transportation Specialist, NAVFAC PWD at DSN: 660-5667.

(2) NAVSTA GTMO Port Operations for all Mobile Boat Hoists (commonly referred to as Travel Lifts). Point of contact is the Certifying Official, NAVSTA Port Ops at DSN: 660-4849.

4. Discussion. The basic procedures for the maintenance, certification, alteration, licensing, and operation of WHE are contained in NAVFAC P-307, reference (a). The intent and purpose of this instruction is to establish local policy for procedures and responsibilities to comply with the provisions of reference (a). This instruction is not intended, nor should be construed to supersede or replace the requirements of any applicable reference. Administrators and supervisors involved in the WHE Program are responsible for ensuring that all personnel are familiar with this instruction and all applicable references.

5. Definitions. For the purpose of this instruction, the following definitions apply:

a. Weight Handling Equipment (WHE): Consists of cranes (e.g., portal cranes, mobile cranes, multi-purpose machines, rigging gear (e.g., slings, shackles), and associated equipment e.g., chain falls, dynamometers). This shall also include suspended loads lifted by other means (e.g., forklifts).

b. Certification: The process by which, on a periodic basis, WHE is approved for use at a Navy shore activity. For cranes, the process includes review of all applicable maintenance records, condition inspections, and load test to ensure that the crane has been maintained in a safe and serviceable condition and is functioning properly.

c. Joint Crane Operation: A joint crane operation is anytime cranes (regardless of type), and/or riggers from more than one organization are utilized either on the same load, or on separate loads, where the proximity is such that the possibility of overlapping operations exists.

In such cases, the Certifying Officials and/or Lead Riggers will confer and clearly define which entity is responsible for the lift or rigging operation. All personnel involved in the operation shall be briefed as part of the safety briefing to ensure a clear understanding of each role.

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

(1) Personal injury or death. Minor injuries that are inherent in any industrial operation, including strains and repetitive motion related injuries, shall be reported via the normal injury reporting process.

(2) Material or equipment damage.

(3) Dropped load.

(4) Derailment.

(5) Two blocking.

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

(7) Collision. Any unplanned contact between the load, crane, and/or other objects.

e. WHE Near Miss: Any unplanned event during a crane or WHE evolution regardless of injury or damage.

6. Responsibilities. The following are general guidelines; all personnel involved with WHE shall review and be thoroughly familiar with the requirements of their position in accordance with references (a) through (f). Additionally, these responsibilities shall be incorporated into training plans and reviewed semi-annually at a minimum.

a. Responsibilities for WHE program:

(1) Public Works Officer (PWO): The PWO shall review this instruction annually and make recommendations to the Commanding Officer.

8 Dec 14

(2) Certifying Official: Responsible for ensuring WHE is inspected and tested in accordance with references (a), and that the WHE is safe to use for its intended purpose.

(3) Test Director: Ensure the requirements of reference (a) section three, appendices C, D, and E are completed for the applicable WHE.

(4) Inspectors: Perform detailed reviews of WHE maintenance, checking for wear and proper adjustments, settings and tolerances.

(5) Rigger: Responsible to control the lifting operation from planning, weight determination, communication, rigging, obstruction clearances and signaling.

(6) License Examiner: Responsible to administer, instruct, test, and license WHE operators.

(7) Operator: Responsible to safely operate the WHE, perform required inspections, knowledgeable in all aspects of lift, participate in pre-lift briefings, and communicate with the rigger-in-charge.

(8) Maintenance Personnel: Responsible to maintain and repair components integral to the operation of WHE within the person's technical discipline.

(9) Contracting Officer Representative (COR): Responsible to ensure contractor is complying with all applicable directives in the certification, use, and maintenance of WHE. COR shall be familiar with all applicable references.

7. Requirements Specific to Contractor Owned and Operated WHE

a. Contractor owned cranes can be from a variety of sources and are generally incidental to construction, demolition, maintenance, service contracts, and delivery of supplies/equipment. Numerous organizations, including tenant activities, have contracting authority. The following policy applies to any Commander, Commanding Officer, Officer in Charge, or designated representative requesting contracted crane operations. The term Contracting Officer and Contracting Officers Representative will from here on be referred to as "KO/COR". The following minimum requirements are mandatory for

inclusion by the Contracting Officer in any and all contracts for crane operations aboard NAVSTA GTMO.

b. The contractor shall comply with this instruction, associated references, and all applicable regulations pertaining to crane safety and operations, and to notify the government KO/COR, a minimum of one month in advance of any cranes being brought aboard NAVSTA GTMO. The KO/COR will further notify the NAVSTA GTMO Crane Program Manager, regarding date of arrival of contractor cranes. The KO/COR shall require the contractor to comply with applicable American Society of Mechanical Engineers (ASME), instructions; mobile cranes B30.5; construction tower cranes B30.3; articulating boom cranes B30.22; slings B30.9; below hook lifting devices B30.20; rigging devices B30.26; and ANSI/ITSDF B56.6 for rough terrain forklifts.

c. A certificate of compliance, as shown in NAVAFAC P-307 figure P-1, shall be provided by the contractor stating the crane and rigging gear meet applicable Occupational Safety and Health Administration (OSHA) regulations, with the contractor citing which OSHA regulations are applicable. The contractor shall also certify all of their crane operators working on NAVSTA GTMO have been trained in accordance with all OSHA and industrial standards for crane model being used. Contractors will provide a copy of all certifications to the COR.

d. For NAVFAC construction contracts, NAVFAC P-307 and the Corps of Engineers manual EM-385 apply, shall be cited. Notify the KO/COR as soon as practical, but not later than four hours of any WHE accident. The contractor shall secure the accident site and preserve evidence until released by the KO/COR. Crane operations will not resume until the root cause has been determined and the contractor is cleared to do so by the KO/COR. Provide the KO/COR within 30 days of any accident or near miss a Crane and Rigging Gear Accident or Near Miss Report, consisting of a summary of circumstances, an explanation of cause(s), photographs (if available), and corrective actions taken.

8. Qualification and Training

a. Operators of WHE shall develop, implement, and maintain a WHE program that contains the following elements in addition to minimum requirements spelled out in references (a) through (f).

b. Certification

(1) All operators and riggers shall be certified by a source that qualifies crane operators (i.e., government agency, equipment manufacturer). Copy of license or qualification will be kept on file by the organization to which the individual is assigned. Additionally, COR's will also maintain a copy of operator certifications.

(2) Operators of WHE shall develop and implement a training program for all personnel involved in any aspect of WHE evolutions. Program requirements, at a minimum shall meet the following requirements:

(a) Incorporate applicable Crane Safety Advisory (CSA), and Safety messages into lesson plans.

(b) Conduct initial and refresher training at least semi-annually. NOTE: This is the minimum requirement; supervisory personnel are encouraged to conduct more frequent training if there are long periods of time between WHE evolutions, or if prior to an unusual evolution.

(c) Maintain auditable training records of subject and attendees. COR's and certifying officials are encouraged to be involved in the planning and execution of these training evolutions.

(d) Base Operating Services Contractor (BOS) shall develop and implement a WHE operator licensing program that complies with the provisions of reference (a), chapters 6, 7, and 8.

9. Weight Handling Equipment Operations

a. All WHE evolutions shall be conducted in accordance with an approved Lift Plan approved by the certifying official. A critical lift plan shall be utilized for each of the following: Lifts greater than 75 percent of the rated crane capacity; lifts involving more than one crane, hoist, or other WHE; 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. The plan shall include the following as applicable:

(1) The size and weight of the load to be lifted, including crane and rigging equipment that add to the weight. The Original Equipment Management'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 the lift, and radius for the entire range of the lift. This applies to both single and multiple crane lifts.

(3) A rigging plan, showing the lift points, rigging equipment, and rigging procedures. Environmental conditions under which lift operations are to be stopped.

(4) For lifts of personnel, the plan shall demonstrate compliance with 29 CFR 1926.1431. For lifts in the vicinity of overhead power lines, the plan shall demonstrate compliance with 29 CFR 1926.1407.

10. Action. All government and contractor operations involving WHE onboard NAVSTA GTMO shall adhere to the provisions of this instruction.

11. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAVINST 5210.8.



J. R. NETTLETON

Distribution:

Electronic only, via NAVSTA GTMO

<https://www.webaccess.usnbgtmpo.navy.mil>

<https://cnicgateway.cnic.navy.mil/ws/seGTMO/default.aspx>