

VF-B ✓	VF-C ✓	VF-R ✓	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-----------	---------	-----------	---------	---------	----------	---------	---------	------------------------

1. PURPOSE

This procedure explains how lifting operations should be planned, managed and monitored to ensure that a safe system of work is maintained at all times.

This procedure outlines the main requirements of BS 7121 *Code of practice for safe use of cranes* and the *Lifting Operations and Lifting Equipment Regulations*.

This procedure and associated documentation detail the responsibilities of the key roles involved in lifting operations which includes, but is not limited to, the use of; mobile cranes, crawler cranes, tower cranes, self-erecting tower cranes, rail mounted cranes, lorry loader cranes, forklifts, telehandlers, excavators used as cranes, construction hoists, compact cranes, gantry cranes and other equipment used to undertake lifting.

2. SCOPE

This procedure and associated documentation is mandatory for all lifting operations and covers all sites, workshop and office locations. Further information should be obtained from the documents referenced below.

3. REFERENCES (INPUTS)

- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- BS 7121 Code of practice for safe use of cranes
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- UKCG [Build UK] MEWP Good Practice Toolkit
- CPA Guidance on Lifting Operations in Construction When Using Excavators
- CPA Guidance on the Safe Use of Lorry Loaders
- CPA Operating Tower Cranes in the Vicinity of Aerodromes, Notification & En-route Obstacle Lighting
- GS6 Avoiding danger from overhead power lines

4. ABBREVIATIONS & DEFINITION OF TERMS

AP - Appointed Person

BD - Business Director

FLS - Front Line Supervisor / Black Hat

CS / LS - Crane Supervisor / Lifting Supervisor

FD - Framework Director

HSEQ - Head of HSEQ

PAP - Principal Appointed Person

PO - Plant Operator

SM - Site Manager (Person responsible for day to day running of the site/office; Site Agent, Project Manager)

SS - Slinger / Signaller

TWC - Temporary Works Coordinator

WM - Work Manager, General Foreman

Lifting Equipment - *work equipment used for lifting or lowering loads but not limited to, the use of; mobile cranes, crawler cranes, tower cranes, self-erecting tower cranes, rail mounted cranes, lorry loaders, forklifts, telehandlers, excavators, construction hoists, compact cranes, gantry cranes and other equipment used to undertake lifting - Please see H55-G02 Lifting Operations - Lifting Equipment and Accessories for more information.*

Inspection - *In accordance with PUWER, work equipment which is exposed to conditions causing deterioration that could result in a dangerous situation should be inspected at suitable intervals, and after every event liable to jeopardise its safety.*

Lifting Accessories - *Lifting accessories are defined as work equipment that is used to attach the load to the lifting equipment, providing a link between the two.*

Issue no.:	4	Date:	Dec 2020	Parent document:	Health and Safety Policy & Practice				
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	n/a	Page 1 of 13	

VF-B ✓	VF-C ✓	VF-R ✓	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-----------	---------	-----------	---------	---------	----------	---------	---------	------------------------

4. ABBREVIATIONS & DEFINITION OF TERMS (CONTINUED)

Load - includes people and any materials which are lifted by lifting equipment and their accessories, and in some cases the accessories must be included within the Safe Working Load (SWL).

Rated Capacity or Rated Operating Capacity - the rated load or Safe Working Load (SWL) at specified radii as established by the manufacturer, where the SWL of any equipment or accessory depends on its configuration e.g. the rated capacity indicator fitted to a crane, showing the operator the SWL for any of the crane's permitted lifting configurations.

Rated Capacity Indicator / limiter (RCI) - a system compares lifting conditions to the equipment's rated capacity, and indicates to the operator the percentage of capacity at which the equipment is working, and provides warnings to the operator of an approaching overload condition.

Safe Working Load (SWL) - the max load equipment is designed and constructed to handle/support safely

Thorough Examination - LOLER puts in place requirements for all lifting equipment to be subject to 'thorough examination' at various points. A thorough examination may include visual examination, a strip down of the equipment and functional tests.

Working Load Limit - the maximum mass or force which a product is authorised to support in general service when the pull is applied in-line, unless noted otherwise, with respect to the centreline of the product i.e. the WLL of a component is specified by the manufacturer. It is now generally extended to include both: the maximum load that an item can lift and the maximum load that an item can lift in a particular configuration or application.

5. ACTIONS (PROCESS)

RESPONSIBILITY

5.1 General

The SM must ensure that competent persons are available to carry out the planning and management of lifting operations, in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER), BS 7121 and industry best practice.

SM

Guidance on the accepted competencies and duties for each role can be found in H55-G01 *Lifting Operations - Roles, Responsibilities & Competency Requirements*.

To support VW UK employees with the requirements of this procedure, it is advised that each business approve and appoint a minimum of one Principal Appointed Person (PAP).

CS / PAP

Further information on this procedure and its requirements can be found in H55G *Control of Lifting Operations, Equipment and Accessories Requirements Briefing*.

5.2 Principal Appointed Person and Appointed Person

The PAP appointment may be made for a business, project or a framework. The role of the PAP is to manage lifting operations and, where multiple AP's are present on a single project, act as the lead for lifting operations.

The appointment will be authorised by the BD / FD or Head of HSEQ and confirmed in writing using H55-01 *Assessment & Appointment of Principal Appointed Person or Appointed Person*.

BD / FD / HSEQ

This document will detail how the PAP will delegate their responsibilities to the designated AP's who hold the required competencies.

It is acknowledged that the PAP will not be available at every work location, and therefore their duties will be delegated to a designated AP.

PAP

The appointment of AP's shall be completed by the relevant SM in conjunction with the PAP and confirmed in writing using H55-01 *Assessment & Appointment of Principal Appointed Person or Appointed Person*.

SM / PAP

Issue no.:	4	Date:	Dec 2020	Parent document:	Health and Safety Policy & Practice				
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	n/a	Page 2 of 13	

Control of Lifting Operations, Equipment and Accessories

H55

VF-B ✓	VF-C ✓	VF-R ✓	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-----------	---------	-----------	---------	---------	----------	---------	---------	------------------------

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.2 Principal Appointed Person and Appointed Person (Continued)

The AP is responsible for the management of the lifting operations and must ensure they are carried out in accordance with LOLER and BS 7121.

AP

Section 5.12 and 5.13 of this procedure *Lifting Requirements for all other Lifting Operations* details the attendance and document requirements for each lifting operations which must be reviewed by the appointed person before planning a lifting operation.

AP

The subsequent appointment of CS / LS will be completed by the AP and or the PAP and confirmed in writing using H55-02 *Assessment & appointment of Crane or Lift Supervisor*.

AP / PAP

The CS / LS are responsible for the supervision of the lifting operation in accordance with the approved Lift Plan, from arrival to departure of the lifting equipment and including setting up and undertaking the lifting operation.

CS / LS

Additional guidance on the roles and responsibilities during lifting operations can be found in H55-G04 *Lifting Operations - Guidance for Planning Lifting Operations*.

All

The AP and CS / LS will be recorded on HSE-33 *Allocation of Responsibilities*.

SM

If deemed necessary the PAP may assign a mentor to the AP, to encourage professional development and to provide support to newly qualified or less experienced AP's (CPSC red card, etc.)

AP / PAP

AP appointments will be reviewed and renewed by the PAP annually, but also if there is any change in circumstances or an incident. The review will give consideration to the performance of the AP/CS during the previous period, their CPD / logbook and the time they have been given to undertake their duties.

PAP

5.3 Design Considerations

Designers must consult with the PAP / AP when designing structures that will be constructed via the use of lifting equipment. This is to ensure compatibility between structure components and the cranes that are likely to be lifting them into position.

Designer

Consideration must be given to Temporary Works design for all lifting operations and the suitability of any medium to support the loadings imposed by the lifting equipment e.g.:

SM / AP

- Temporary works
- Barges
- Permanent works
- Adjacent structures

A design brief must be completed by the AP and issued to the TWC as detailed in Q25 *Temporary works*, or business unit specific Q25 family.

TWC

Issue no.:	4	Date:	Dec 2020	Parent document:	Health and Safety Policy & Practice				
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	n/a	Page 3 of 13	

VF-B ✓	VF-C ✓	VF-R ✓	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-----------	---------	-----------	---------	---------	----------	---------	---------	------------------------

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.4 Other Considerations

Prior to assembly of any lifting equipment and accessories, or commencement of lifting operations. The AP must ensure that the TWC has confirmed acceptability of any temporary works or loadings through, for example a Design Check Certificate and Permit to Load.

Where overhead lines or cables are in the proximity of the operation, steps should be taken by the AP / SM to isolate the power.

SM / AP

Where this cannot be done the AP should ensure that the requirements of GS6 *Avoiding danger from overhead power lines* are followed.

SM / AP

All overhead lines and other electrical apparatus should be treated as live unless confirmed in writing as "dead" and "safe" by the line operator. If in doubt, seek advice and contact asset owner.

H14-06 *Permit to Work Near Power Lines* must be completed and adhered too.

Lifting equipment operators must be assessed and appointed in accordance with H09-09 *Permit to Operate Plant* and H55-G01 *Lifting Operations - Roles, Responsibilities & Competency Requirements*.

SM / AP

Where a crane is to be used within 6 km of an aerodrome / airfield, and its height exceeds 10metres or that of surrounding structures or trees if higher, then the aerodrome / airfield must be consulted for permission to work.

AP

Lifting operations near railways require detailed engagement with Network Rail's asset management and asset protection managers.

SM / AP

Further advice should be sought from VolkerFitzpatrick Rail or VolkerRail.

5.5 Crane Lift Options

If a load needs to be moved by crane there are two options:

-

- Hiring a crane (Hired Crane) or;
- Employing a contractor to carry out the lifting operation (Contract Lift)

Lorry loaders are dealt with in the same way as cranes; hired and managed.

- Hired:

Where VW UK hires the services of a contractor with a lorry loader to undertake, for example, the lifting and transportation operations involved with moving materials, but the lorry loader supplier is not involved in the lifting operation planning; this is a crane hire arrangement.

- Managed / Contract Lift:

In this situation, the service that has been procured from the supplier, to undertake for example accommodation or materials delivery to site, includes for the supplier to be responsible for the lifting operation planning; this is a contract lift arrangement.

If the project does not have the expertise or available resources in lifting operations it must opt for a contract lift.

Issue no.:	4	Date:	Dec 2020	Parent document:	Health and Safety Policy & Practice				
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	n/a	Page 4 of 13	

Control of Lifting Operations, Equipment and Accessories

H55

VF-B ✓	VF-C ✓	VF-R ✓	VH ✓	VR n/a	VS ✓	VB ✓	VE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-----------	---------	-----------	---------	---------	---------	---------	---------	------------------------

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.5 Crane Lift Options (Continued)

The SM and site team in consultation with the relevant AP shall assess whether or not the lifting operation is to be carried out directly by the site team (Hired Crane) or by subcontracting it to a lifting company (Contract Lift).

SM /AP

Subcontractors have the responsibility to appoint suitable AP's and to verify their competence. If the subcontract does not have a suitable process in place for appointing AP's then this procedure shall be used.

H55-01 *Assessment & Appointment of Principal Appointed Person or Appointed Person* must be completed by the subcontractor and copies kept in the site file and in workspace.

SM

5.6 Hired Crane (Hired and Managed)

AP

The crane-hire company shall supply the crane and a competent driver who must hold a safety critical medical certificate. The AP must ensure that the crane hired is of a suitable type and capacity.

The type of crane hired shall be decided using the following criteria:

AP

- Maximum load to be lifted
- Maximum working radius required to lift that load
- Available space to work and operate whilst on site
- Ground conditions / Barge Size
- Any constraints on access to the site, such as low bridges or haul roads
- Presence of overhead and underground services
- Likely weather conditions

The crane-hire company must provide a crane that is properly maintained, tested and certified. Refer to H55-G03 *Lifting Operations - Thorough Examinations and Inspections*.

Crane-Hire Company

In planning lifting operations, the AP must ensure that it will be carried out safely and that all foreseeable risks will be managed.

AP

The level of planning and preparation should be proportional to the categorisation of the lift as determined by the AP.

AP

All lifting operations should be planned by an AP and recorded using H55-03 *Lift Plan Template*, which will need to cover the type of equipment to be used and categorisation of lift as detailed above. Guidance for its use can be found in H55-03G *Lift Plan Template Guidance*

AP

As part of the planning process the AP must carry out a risk assessment using section 9.0 of H55-03 *Lift Plan Template* to identify any hazards and risks associated with the proposed lifting operation.

AP

The risk assessment process must follow the hierarchy of control, i.e. emphasis to be put on the elimination of hazards above reduction, isolation or control.

AP

Issue no.:	4	Date:	Dec 2020	Parent document:	Health and Safety Policy & Practice				
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	n/a	Page 5 of 13	

Control of Lifting Operations, Equipment and Accessories

H55

VF-B ✓	VF-C ✓	VF-R ✓	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-----------	---------	-----------	---------	---------	----------	---------	---------	------------------------

5. ACTIONS (PROCESS) (CONTINUED) RESPONSIBILITY

5.6 Hired Crane (Hired and Managed) (Continued)

The lift plan H55-03 *Lift Plan Template* must be reviewed periodically to ensure suitability and if necessary updated. This should not exceed 1 month from the date of issue.

AP

All lifting operations, whether planned by VW UK or others, should be recorded on H55-07 *Lift Plan Schedule*.

AP

The schedule should be used as a proactive tool to ensure the lift is planned in a proactive manner with sufficient time allowed to undertake all necessary reviews and approvals.

The CS / LS must always direct and supervise the lifting operation and ensure that the operation is carried out in accordance with the lift plan.

CS / LS

If, for any reason, the lifting operation cannot be carried out in line with the approved Lift Plan, then it must be brought to a safe stop and the AP contacted.

Note: The AP may decide to undertake the duties of the CS / LS or to delegate these to another person with the expertise for the lifting operation.

5.7 Contract Lift (Fully Subcontracted)

The subcontract organisation shall take full responsibility for conducting the lift in accordance with BS 7121 (as stated within the Subcontract Agreement).

Subcontractor

The site should instruct the procurement team of any additional Insurance requirements.

Before entering into contract, the SM and PAP / AP must ensure the lifting contractor has the necessary skills, knowledge and experience to carry out the work as defined by LOLER & BS 7121.

SM / PAP / AP

VW UK shall supply all necessary information to the subcontractor i.e. load(s) to be lifted, ground conditions, services etc.

SM

The subcontractor is responsible for:

Subcontractor

- Supplying the Appointed Person
- Planning the lift and operating a safe system of work including provision of the lifting team in accordance with LOLER & BS 7121
- Provide equipment that is properly maintained, tested and certified
- Provide a competent operator
- Provide accurate support medium (e.g. ground) loading information to VW UK

The appointed VW UK AP / PAP will review the lift plan received from the subcontractor's AP before authorising mobilisation to site using H55-06 *Lift Plan Evaluation Checklist*.

AP / PAP

Under Contract Lift conditions, (the customer) still retain certain duties and liabilities including the provision of correct and adequate information on the load(s) being lifted and providing adequate / stable ground conditions.

SM

Issue no.:	4	Date:	Dec 2020	Parent document:	Health and Safety Policy & Practice				
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	n/a	Page 6 of 13	

VF-B ✓	VF-C ✓	VF-R ✓	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-----------	---------	-----------	---------	---------	----------	---------	---------	------------------------

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.8 Lifting Types

Categorising the type of lifts before planning the lift and documenting in a lift plan is critical because it allows for the proper assessment of the amount of risk present in the lifting operation and the level of control required in mitigating the risks involved.

There are 3 categories of lift described within the British Standard BS 7121, and are detailed in the following sections.

AP

H55-G05 *Guidance on Common Lifts* provides further details on guidance of generic / common lifts, which can be used to develop specific lift plans.

5.8.1 Basic

The weight of the load(s) can be simply established and there are no significant hazards within the working area or on the access route for the lifting equipment to the working area.

Basic category lifts should be considered in two distinct forms;

- Routine, repetitive type lifting e.g. lifting with an excavator as part of a larger piece of work, and
- One off, specific type lifts that, following an assessment of the hazards is categorised as basic e.g. lifting simple loads with a mobile crane in an area free from significant environmental hazards

When using an excavator for lifting, the AP must ensure that a Rated Capacity Indicator (RCI) is fitted, and this is to be in lifting mode when carrying out lifting operations.

AP

Though both types of lift may be categorised as basic, they may require a different approach in their management to ensure that the specific characteristics of the lifting operation are understood and managed, the appointed AP will need to plan the operation, and record it using H55-03 *Lift Plan Template*.

AP

“Basic” lifts are lifting operations which meet the following requirements:

- Within the normal operating parameters of the crane
- Not within sensitive, difficult or restricted areas
- Load has known (pre-determined) and evaluated weight, shape and centre of gravity
- The load does not contain fluids, is not fragile and is inherently stable when landed.
- Standard rigging arrangements
- Routine repetitive lifting operations using the same equipment (e.g., Excavator, Hiab)
- Single function or series of functions repeated manually or automatically
- Use of a certified lifting point
- Ample headroom
- Unlikely to be affected by changing environmental conditions
- The crane operator has clear sight of the load path and the load is lifted from and to the ground.
- Suitable lay-down area available

Issue no.:	4	Date:	Dec 2020	Parent document:	Health and Safety Policy & Practice				
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	n/a	Page 7 of 13	

VF-B ✓	VF-C ✓	VF-R ✓	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-----------	---------	-----------	---------	---------	----------	---------	---------	------------------------

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.8.2 Intermediate (previously standard)

These lifts are more unique or one-off lifting operations where there are significant hazards, either within the working area of the lifting equipment or on the access route for the lifting equipment to the working area.

AP

Intermediate lifts meet the following requirements:

- Specific within the normal operating parameters of the crane.
- The load is to be placed over an obstruction such that the crane operator does not have clear sight of the landing area from the control position.
- A load of estimated weight with an estimated centre of gravity and without designated lifting points.
- The crane is located on marine barge see H55-G06-VS *Control of Marine Lifting Operations Equipment and Accessories*.

5.8.3 Complex

For a complex lift, the duties of the AP are, in addition to those for basic and intermediate lifts.

AP

The lifting equipment is used to lift complex loads or persons, where two cranes are used to lift the load, or where the lifting operation is carried out at a location with additional hazards (e.g. chemical plants, power stations etc.).

AP

Complex lifts are those where the lifting operation is at a location with exceptional hazards e.g.

- Lifting a load from height.
- Significant obstructions in the slewing zone).
- More than one crane
- Lifting of persons

or where the lifting operation is in a location with additional hazards; e.g.

- Marine environment
- Chemical / process plants
- Multiple proximity hazards.
- Overhead power lines, etc.

5.8.4 Safety Critical

Beyond this usual classification there shall be deemed to exist a 4th category; “**safety critical**”.

PAP

“**safety critical**” lifts will be those that are unique or highly engineered and where the consequences of failure could be catastrophic. Highly engineered, unique, where three or more cranes are used to lift the load, or with catastrophic consequences in the event of failure of any part of the lift. For all other planning purposes, this lift category has the same implications as a complex category lift.

Issue no.:	4	Date:	Dec 2020	Parent document:	Health and Safety Policy & Practice				
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	n/a	Page 8 of 13	

VF-B ✓	VF-C ✓	VF-R ✓	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-----------	---------	-----------	---------	---------	----------	---------	---------	------------------------

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.8.4 Safety Critical (Continued)

In these circumstances, it is highly unlikely that sufficient experience will be present at a project level to adequately plan and manage the lift, and therefore the PAP must be consulted so that expertise can be identified, consulted and, if required, assist in planning and undertaking the lift safely.

AP

5.9 Thorough Examination and Inspection

It is a legal requirement to thoroughly examine all items of lifting equipment and accessories. This examination must be carried out by a competent person every 12 months for equipment, or every 6 months if equipment used to carry persons. Lifting accessories must be examined every 6 months.

AP

A copy of the thorough examination certificate / test certificate and recorded plant inspections must be filed in Workspace project folder 11.7.4.

AP

Upon arrival at site all lifting equipment must be entered on to H55-04 *LOLER Register*.

CS / LS

The AP has responsibility for ensuring that adequate inspection / examination and maintenance of lifting equipment has been carried out in accordance with BS 7121, however this duty is delegated to the appointed LS /CS for the lifting operation

CS / LS

Inspections of lifting equipment, including lifting accessories, includes visual checks, functional checks and the need for calibration.

SS

All lifting equipment must be visually checked prior to the commencement of any lift to ensure it is in good working order and recorded daily for all operated plant using H09-07 *Daily Plant Inspection (PUWER)*, or weekly for all accessories using H55-05 *Weekly LOLER Inspections* or the subcontractors own proforma if agreed by the SM / AP.

SS

Any damaged equipment must be taken out of use immediately and securely quarantined.

5.10 Coding of Lifting Accessories

All Lifting Accessories must be ordered / hired through an approved supplier.

PM / AP

Equipment shall be tagged with the relevant colour code for that inspection. Colour codes for lifting equipment shall be changed every 6 months. Four colours shall be used over a 2-year cycle in the following order:

CS / LS

Blue, White, Green, Yellow

No equipment shall be used unless correctly tagged with the current colour code.

CS / LS

Tagging must be carried out by a competent person. No equipment shall be tagged unless a valid thorough examination and test report is in place.

AP / SM

Tagging is carried out by VW UK strategic supplier for lifting equipment and accessories.

Issue no.:	4	Date:	Dec 2020	Parent document:	Health and Safety Policy & Practice				
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	n/a	Page 9 of 13	

VF-B ✓	VF-C ✓	VF-R ✓	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-----------	---------	-----------	---------	---------	----------	---------	---------	------------------------

5. ACTIONS (PROCESS) (CONTINUED)

RESPONSIBILITY

5.11 Summary or Requirements for all Categories of Lift

The following tables set a summary of the documentation and attendance requirements to comply with LOLER and BS 7121.

5.12 Lifting Requirements when using Excavators

The following table has been taken from the CPA guidance for lifting with excavators and illustrates the attendance requirements required when lifting with excavators

AP / LS

Activity	Role	Lift Category		
		Basic	Intermediate	Complex
Planning	Appointed Person	Required	Required	Required
Site Visit	Appointed Person	Not Essential	May be Required	Required
Lifting Operation	Appointed Person	Not Essential, Role May Be Combined with Lift Supervisor	May be Required	Required
	Lift Supervisor	Roles May be Combined	Roles May be Combined	Required
	Slinger / Signaller			Required
	Operator			Required

Issue no.:	4	Date:	Dec 2020	Parent document:	Health and Safety Policy & Practice				
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	n/a	Page 10 of 13	

VF-B ✓	VF-C ✓	VF-R ✓	VH ✓	VR n/a	VS ✓	VB ✓	VE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-----------	---------	-----------	---------	---------	---------	---------	---------	------------------------

5. ACTIONS (PROCESS) (CONTINUED)

5.13 Lifting Requirements for all other Lifting Operations

The table within this section illustrates the attendance requirements required when lifting with cranes and other equipment.

The AP is responsible for the lifting operation and should always ensure that the approach taken is suitable to the specific lifting operation.

Stage	Role	Lift Category				
		Basic Lift <i>(repetitive lifting operation, e.g. delivery of goods or minor lifting as part of a larger piece of work)</i>	Basic Lift <i>(one off lifting operation, e.g. a crane lift that has been assessed as Basic)</i>	Intermediate lift	Complex lift	Critical lift
Assessment	Appointed Person	Essential			Essential to be supported by PAP	
Site Visit	Appointed Person	Suitability of lift category and confirmation of limitations not being exceeded to be checked on site.	Can be delegated to a competent person (LS) who must confirm that the initial assessment of lift category is correct or advise on correct category.	Can be delegated to another AP from VW who must confirm that the initial assessment of lift category is correct or advise on correct category.		
Planning	Appointed Person	Essential. Must be lift specific. Sub-contractor Lift Plans must be reviewed by VW AP				
Lifting Operation	Appointed Person	Not essential. Responsibilities can be delegated to a Lift Supervisor.			Essential. Must be either the AP who produced the Lift Plan or delegated to another AP from the same organisation.	
	Lift Supervisor <i>(at lift location)</i>	Essential A combined role with SS / FLS may be suitable but only if assessed by AP.		Essential. A combined role with FLS may be suitable, but only if assessed by AP.		Essential. Roles cannot be combined.
	Slinger / Signaller	Essential. A combined role with LS may be suitable (SS must be assessed as competent and appointed as a LS)		Essential. Roles cannot be combined.		
	Operator	Roles cannot be combined (except for lorry loaders & Telehandlers)	Essential. Roles cannot be combined.			

Issue no.:	4	Date:	Dec 2020	Parent document:	Health and Safety Policy & Practice	
Approved for IMS:	IMS Manager		Document owner:	CR Director	Workspace file:	Page 11 of 13

VF-B	VF-C	VF-R	VH	VR	VS	VB	VGE	VL	VI	Shared Services
✓	✓	✓	✓	n/a	✓	✓	✓	✓	✓	n/a

6. ASSOCIATED GUIDANCE & INFORMATION

- H55G *Control of Lifting Operations, Equipment and Accessories Requirements Briefing*
- H55-03G *Lift Plan Template Guidance*
- H55-G01 *Lifting Operations - Roles, Responsibilities & Competency Requirements*
- H55-G02 *Lifting Operations - Lifting Equipment and Accessories*
- H55-G03 *Lifting Operations - Thorough Examinations and Inspections*
- H55-G04 *Lifting Operations - Guidance for Planning Lifting Operations*
- H55-G05 *Guidance on Common Lifts*
- H55-G06-VS *Control of Marine Lifting Operations Equipment and Accessories*
- Q25 *Temporary Works*
- Q25-VF *Temporary Works*
- Q25-VH *Temporary Works*
- Q25-VS *Temporary Works Design and Installation*

7. DOCUMENTATION (OUTPUTS)

Standard VolkerWessels UK Record Documents are referenced in brackets. Where alternative formats are used, they shall contain the same or additional content.

- (H55-01 *Assessment & Appointment of Principal Appointed Person or Appointed Person*)
- (H55-02 *Assessment and Appointment of Crane or Lift Supervisor*)
- (H55-03 *Lift Plan Template*)
- (H55-04 *LOLER Register*)
- (H55-04 *LOLER Register*) (VFORMS APP)
- (H55-05 *Weekly LOLER Inspections*)
- (H55-06 *Lift Plan Evaluation Checklist*)
- (H55-07 *Lift Plan Schedule*)
- (H09-08 *Weekly Plant & Equipment Inspection (PUWER)*)
- (H09-08 *Weekly Plant & Equipment Inspection (PUWER)*) (VFORMS APP)
- (H09-09 *Permit to Operate Plant*)
- (H09-09 *Permit to Operate Plant*) (VFORMS APP)
- (H14-06 *Permit to Work Near Power Lines*)
- (H14-06 *Permit to Work Near Power Lines*) (VFORMS APP)
- (HSE-33 *Allocation of Responsibilities*)

Issue no.:	4	Date:	Dec 2020	Parent document:	Health and Safety Policy & Practice				
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	n/a	Page 12 of 13	

VF-B ✓	VF-C ✓	VF-R ✓	VH ✓	VR n/a	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services n/a
-----------	-----------	-----------	---------	-----------	---------	---------	----------	---------	---------	------------------------

8. ISSUE RECORD

Issue	Date	Comments
1	Mar 2016	New procedure to consolidate all non-rail lifting operations documentation across VW UK
2	Sep 2020	This procedure has been updated following a full review by all the applicable business units. H55-02 <i>Lifting Operations - Routine (Non-Crane) Lift Plan</i> and H55-03 <i>Lifting Operations - Non-Routine Lift Plan</i> have been removed from the H55 family. Additional guidance notes H55G <i>Control of Lifting Operations, Equipment and Accessories Requirements Briefing</i> , H55-03G <i>Lift Plan Template Guidance</i> , H55-G05 <i>Guidance on Common Lifts</i> and H55-G06-VS <i>Control of Marine Lifting Operations Equipment and Accessories</i> have been added. Additional forms H55-02 <i>Assessment and Appointment of Crane or Lift Supervisor</i> , H55-03 <i>Lift Plan Template</i> , H55-05 <i>Weekly LOLER Inspections</i> , H55-06 <i>Lift Plan Evaluation Checklist</i> & H55-07 <i>Lift Plan Schedule</i> have all been added to the H55 family.
3	Nov 2020	H55-03 <i>Lift Plan Template</i> has been updated to fix formatting issues when completing the document, H55-G01 <i>Lifting Operations - Roles, Responsibilities & Competency Requirements</i> has had some minor content updates.
4	Dec 2020	H55-G01 <i>Lifting Operations - Roles, Responsibilities & Competency Requirements</i> has been updated to include recognised NPORS categories

9. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

H55-G01 *Lifting Operations - Roles, Responsibilities & Competency Requirements* did not previously include the relevant NPORS categories, to reflect our recognition of NPORS in H37 *VW UK Accepted Record Schemes and Cards*.

10. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

Job role, department, function	Method of briefing revised issue
CR Director	CR Director is the document owner, approves changes, no briefing required
HSEQ Leads	Briefing from CR Director
Health and Safety Managers	Briefing from HSEQS Leads
Project / Site Managers	Briefing from Health and Safety Managers

11. IMS AUTHORISATION

Document owner approval:

Adrian Shah-Cundy, CR Director - 15.12.2020

Approval for IMS:

Andria Georgiou, IMS Coordinator - 15.12.2020

Issue no.:	4	Date:	Dec 2020	Parent document:	Health and Safety Policy & Practice		
Approved for IMS:	IMS Manager			Document owner:	CR Director	Workspace file:	Page 13 of 13