

## Lifting Operations - Roles, Responsibilities and Competency Requirements H55-G01

VolkerFitzpatrick	VolkerFitzpatrick-Rail	VW Specialist Businesses	VolkerRail	VolkerStevin	VolkerHighways	VolkerLaser	VolkerServices
✓	✓	n/a	n/a	✓	✓	✓	n/a

### 1. PURPOSE

This guidance supports procedure H55 *Control of Lifting Operations, Equipment and Accessories* provides additional information on Roles, Responsibilities & Competency requirements.

### 2. GUIDANCE

#### 2.1 Principal Appointed Person / Appointed Person (PAP / AP)\* (Lifting Operations)

To support the VW UK business each business will approve and appoint a minimum of one Principal Appointed Person (PAP). The role of the PAP is to manage lifting operations across a range of geographic projects, e.g. within a framework of projects, or, where multiple APs are present on a single project, to act as the lead for lifting operations on the single project.

##### Principal AP's / AP's duties include the following:

Ensure all the APs under their control have clearly defined roles, interfaces, levels of authority and areas of responsibility within the project such that all lifting operations are managed effectively, and none are overlooked.

- Ensure all APs under their control are appointed in writing, having had their competence checked
- That Mentors are assigned to APs, where required, to encourage professional development and to provide support to newly qualified or less experienced APs
- Ensure the site has full AP coverage and that the APs have sufficient time, resources and authority to undertake their role and meet the requirements of this procedure
- That all APs are supported, and any feedback is obtained, and any issues raised are actioned

The Appointed Person (AP) has overall control of lifting operations on behalf of the site management team. The appointment of this person does not remove any legal responsibility from the management team but enables them to use the AP's expertise to fulfil our responsibilities.

The AP must hold CPCS A61 Appointed Persons (Lifting Operations) (VolkerStevin preference), NPORS N401 Appointed Person (Cranes / Lifting) or ALLIMI Appointed Person (Lorry Mounted Cranes only) and have suitable skills, knowledge and experience to ensure the effective planning, design and implementation of the safe system of work.

The AP's duties include the following:

- Taking responsibility for the organisation and control of the lifting operation
- Being familiar with the relevant parts of the Site Management Plan and the requirements of CDM
- Assessing the lifting operation to provide such planning, selection of crane(s), lifting accessories and equipment, instruction and supervision as is necessary for the task to be undertaken safely. This may include consultation with other responsible bodies if necessary and ensuring that, where different subcontractors are involved, they collaborate as necessary
- Ensuring that adequate inspection / examination and maintenance of the equipment has been carried out in accordance with BS 7121-2
- Ensuring that there is an effective procedure for reporting defects and incidents and taking any necessary corrective action
- Liaising with the Temporary Works Coordinator on crane platforms and ground bearing pressures
- Ensuring that the crane supervisor is fully briefed on the safe system of work
- Ensuring all personnel involved with lifting and slinging / signaller duties have the necessary skills, knowledge and experience

**Note for all roles designated with an asterisk (\*) in this document**, the PAP / AP must ensure all persons accepting / undertaking these roles meet the minimum attributes for these roles as detailed in section 7 of BS 7121-1 2016.

The AP has the necessary authority for the performance of all these duties and, in particular, authority to stop the operation whenever they consider that danger is likely to arise if the operation were to continue. The AP is given authority to consulting others with specialist knowledge and experience, and can delegate duties and tasks for any part of the safe system of work to suitably qualified individuals.

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## 2. GUIDANCE (CONTINUED)

### 2.1 Principal Appointed Person / Appointed Person (PAP / AP)\* (Lifting Operations) (Continued)

On large sites where multiple lifting operations are carried out by various subcontractors, the Principal Contractor must appoint the AP. Each subcontractor may employ individuals who may have undergone AP training, but they must remain subservient to the PC's AP. The PC's AP should ensure that the crane coordinator is advised of all lifting operations in order that they may perform their duties.

Duties, but not responsibilities, may be delegated to another person where considered appropriate.

Assessment and appointment of an AP must be completed by the principal appointed person and project / site manager using H55-01 *Assessment & Appointment of Principal Appointed Person or Appointed Person*.

### 2.2 Crane Supervisor / Lifting Supervisor (CS / LS)\*

The Crane Supervisor / Lifting Supervisor (CS / LS) directs and supervises the lifting operation and ensure that these are carried out in accordance with the relevant method statement / lift plan and must be present at the location during the lifting operation.

The CS / LS must hold CPCS A62 Crane Supervisor (VolkerStevin preference), NPORS N405 Crane Supervisor or ALLIMI Crane Supervisor (Lorry Mounted Cranes only) have suitable practical and theoretical knowledge, plus experience.

Their duties include:

- Ensuring that the lift is carried out in accordance with the Appointed Person's safe system of work
- Ensuring that all lifting equipment and accessories receive the necessary inspections
- Ensuring that the associated crane documentation is examined and in date prior to work commencing e.g. thorough examinations, pre-use inspection and test certificates
- Ensuring that the personnel involved with the lifting operation e.g. crane operators and slinger / signallers have the necessary demonstrable level of competence

Assessment and appointment of a CS / LS must be completed by the AP using H55-02 *Assessment and Appointment of Crane or Lift Supervisor*

Note the Appointed Person may decide to undertake the duties of the Crane Supervisor / Lifting Supervisor or to delegate these to another person with appropriate expertise for the lifting operation.

### 2.3 Crane Coordinator\*

On sites where more than one crane (tower, crawler or mobile) is present, and working within close proximity to each other, a Crane Coordinator plans and directs the sequence of operations of cranes, to ensure they do not collide with other cranes, loads and other equipment.

The role must be carried out by a competent person with suitable skills, knowledge and experience, of lifting operations on multi-crane sites.

Note a Crane Supervisor / Lift Supervisor will not automatically have the necessary experience to undertake the role of Crane Coordinator.

The site management team must appoint a suitably competent person to fulfil this role.

The Crane Coordinator is responsible for:

- Assisting the Crane Supervisor / Lifting Supervisor in ensuring that all cranes and lifting equipment comply with requirements
- Reviewing and approving lift plans and supporting all those involved in lifting operations
- Giving corresponding instructions to the crane operators via the slinger / signaller(s)

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## 2. GUIDANCE (CONTINUED)

### 2.4 Slinger\* / Signaller\* (S / S)

This person must hold CPCS A40 Slinger / Signaller (VolkerStevin preference), or NPORS N402 Slinger / Signaller or ALLIMI Slinger / Signaller (Lorry Mounted Cranes only) with the relevant endorsements and have suitable skills, knowledge and experience.

CPCS Endorsements:

- All Types - All Duties
- All Types - Static Duties
- Knuckle Boom - Static Duties Only
- Excavator Only
- Lift Truck Only

Their responsibilities include:

- The correct selection and use of lifting accessories and other equipment in accordance with the planning of the operation
- Attaching and detaching the load to and from the crane
- Directing the crane driver to ensure safe movement of the crane and load
- Ensuring lifting accessories are in maintained in good condition and stored correctly
- Ensuring that, when more than one S / S is utilised, to ensure continuity of safe lifting operations, that the transfer point between S / Ss is unambiguous to others involved and accepted by both S / Ss.
- Providing feedback to the CS / LS on any issues encountered during the lifting operation, any improvements that could be made to the lifting operation and any concerns with the lifting operation in general

### 2.5 Crane Operator\*

A person with the appropriate training, practical and theoretical knowledge, and experience, who operates the crane to a position for the purpose of positioning loads which may include people or to assemble the crane and who holds the correct category of CPCS (VolkerStevin preference), / NPORS card i.e. A02 / N103, A04 / N102, A60 / N101, A66 / N140 or ALLIMI Operator (Lorry Mounted Cranes only) with the relevant endorsements and have suitable skills, knowledge and experience.

The crane operator is responsible for the correct operation of the crane in accordance with manufacturer's instructions and within the safe system of work.

### 2.6 Crane Erector\*

A person who is responsible for working on the erection of the crane in accordance with the manufacturer's instructions. Where two or more crane erectors are required, one should be nominated by the Appointed Person or employing organisation as "erector in charge" to control the operation.

### 2.7 Maintenance Personnel\*

The maintenance personnel should be responsible for maintaining the crane and ensuring its safe and satisfactory operation. They should carry out all necessary maintenance in accordance with the manufacturer's maintenance manual and within the safe system of work.

LOLER recommends however, the competent person who carries out the thorough examination should not normally be the same person who performs routine maintenance operations on the equipment except where the risk of injury to others is low. This is to ensure that there is independence between the thorough examination and the maintenance and to avoid an individual examining their own work. When these functions are carried out by different people, the additional safety aspect of having a second person checking the equipment makes it more likely that defects will be identified and rectified. See section 2.10 below for further information.

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## 2. GUIDANCE (CONTINUED)

### 2.8 Combination of Roles

In certain circumstances, it might be possible to combine some of the roles of members of the lifting team. However, the combination of roles should only take place following a risk assessment of the lifting operation by the AP.

The combination of roles should only be considered if the individual undertaking the combined role has achieved the necessary competence for each role.

When the combination of roles is risk assessed as appropriate by the AP, for example when utilising a S / S as a CS / LS for a repetitive nature basic type lift, the individual must understand, acknowledge, be comfortable with the additional responsibilities and have the time and deployment within the team to fulfil both roles fully. The individual in these circumstances must have been separately appointed as a S / S and as a CS / LS with any relevant limitations recorded on the appointment documentation.

The role of lifting equipment operator cannot be combined with other roles when undertaking lifting with operated plant. The only exception to this is for basic category lifts using lorry loaders; in which case where the operation is repetitive in nature, there is a defined set of lifting accessories within the lift plan (i.e. no requirement for the operator to select accessories themselves) and is deemed appropriate by the AP, the lifting equipment operator may undertake the combined role of lifting equipment operator + CS / LS + S / S.

Where lifts are repetitive in nature, categorised as basic and are using manually operated lifting equipment, e.g. gantry A frames, lifting davits, chain blocks etc., a combined role of equipment operator with CS / LS and / or S / S may be suitable but must be specifically risk assessed by the AP.

### 2.9 Competent Person for Thorough Examinations

A qualified person carrying out a thorough examination must have appropriate practical and theoretical knowledge and experience of the lifting equipment to be thoroughly examined as will enable them to detect defects or weaknesses and to assess their importance in relation to the safety and continued use of the lifting equipment.

The competent person must be sufficiently independent and impartial to allow objective decisions to be made.

This does not mean that competent persons must necessarily be employed from an external company. If employers and others within their own organisations have the necessary competence then they can use it. However, if they do, they must ensure that their 'in-house' examiners have the genuine authority and independence to ensure that examinations are properly carried out and that the necessary recommendations arising from them are made without fear or favour.

It is the employer's duty to ensure that they employ a suitably qualified competent person to carry out the thorough examination. LOLER does not expressly preclude the person carrying out the maintenance from also conducting the thorough examination. However, the competent person who carries out the thorough examination should not normally be the same person who performs routine maintenance operations on the equipment except where the risk of injury to others is low. This is to ensure that there is independence between the thorough examination and the maintenance and to avoid an individual examining their own work. When these functions are carried out by different people, the additional safety aspect of having a second person checking the equipment makes it more likely that defects will be identified and rectified.

Where the thorough examination is undertaken by the same person who has maintained the equipment, the risk assessment should show all the options have been considered, how the decision was reached about who should carry out these functions, and also show that the person is suitably qualified and independent to the extent that would be required for another competent person. In these circumstances any maintenance should be carried out after the thorough examination has been undertaken.

Similar considerations are required when identifying the competent person to carry out the thorough examination where it is required after installation if the person assembling the equipment may also be the person assessing whether it is safe for use.

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### 3. OTHER RESOURCES

- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- BS 7121 Code of practice for safe use of cranes
- BS 7121 - 4 - Safe Use of Lorry Loaders
- 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

### 4. WHO ELSE CAN I ASK?

If you require any further information regarding this guidance please contact:

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