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Guidance on Practice for Lifting Operations Safe Operating Procedure No. 6

GP 82-66

**BP GROUP
ENGINEERING TECHNICAL PRACTICES**

Foreword

The Golden Rule on Lifting Operations states:

Lifts utilizing cranes, hoists, or other mechanical lifting devices will not commence unless:

- An assessment of the lift has been completed and the lift method and equipment has been determined by a competent person(s)
- Operators of powered, lifting devices are trained and certified for that equipment
- Rigging of the load is carried out by a competent person(s)
- Lifting devices and equipment has been certified for use within the last 12 months (at a minimum)
- Load does not exceed dynamic and/or static capacities of the lifting equipment
- Any safety devices installed on lifting equipment are operational
- All lifting devices and equipment have been visually examined before each lift by a competent person(s)

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Introduction

This Technical Practice establishes the minimum requirements for personnel undertaking Lifting Operations. All employees and contractors shall comply with the Technical Practice. The intent is not to replace any local, state or country regulation. In all cases, the more stringent requirements will be met.

Lifting Operations are one of the most common causes of incidents in industry. Experience learnt from past incidents shows that these events usually arise due to lack of management control rather than because of equipment failure.

This SOP takes its basis from the latest information available in BP that is designed to comply with new regulations for Lifting Operations.



1. Scope

This Technical Practice applies to all BP Lubricants SPU employees and contractors performing a task that requires any lifting operation at sites where BP Lubricants has control of the work. It applies to all types of lifting operation including that undertaken during routine maintenance, major maintenance, new construction, alterations, loading or unloading of vehicles, rail cars or any other works.

2. Normative References

U.S.A. Standards

OSHA 1910.180	Crawler locomotive and truck cranes
OSHA 1910.179	Overhead and gantry cranes
OSHA 1910.184	Slings
OSHA 1910.333	Selection and Use of Work Practices

European Standards

EN 818	Short link chain for lifting purposes
EN 1492	Textile slings
EN 1677	Components for slings
EN 13157	Hand powered lifting equipment

UK Regulations and Documents

SI 1998/No 2307	Lifting Operations and Lifting Equipment Regulations
SI 1998/No 2306	Provision and Use of Work Equipment Regulations (PUWER)
BS 7121	Code of Practice for Safe Use of Cranes
BS 6166	Lifting Slings

ISO Standards

ISO 15513	Competency requirements for crane drivers/operators, slingers, signallers and assessors
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3. Terms and definitions

3.1. Responsibilities

3.1.1. Site Managers

- a. Site Managers shall ensure that:
 1. The necessary systems and procedures are in place to manage and control lifting operations onsite including audit of the process
 2. Where third-party procedures and guidelines require to be used, that they have been deemed appropriate and meet the requirements of this document
 3. Roles and responsibilities for all personnel associated with these regimes are clear and understood

3.1.2. BP Lift Coordinator / Job Representative

- a. The BP Job Representatives shall be responsible for development of the lift plan and ensuring everyone involved has the opportunity to provide input to the process,



including obtaining expert resources to select the correct lifting equipment, such as spreader bars, cables, slings, clevises, etc. as well as requirement for matting, soundings and borings. This function is responsible for seeing that the lift plan is followed and has overall responsibility for lifts. They should familiarise themselves with the procedures and other arrangements in place to mitigate the risks involved.

- b. They are responsible for:
 1. Ensuring that all the hazards have been identified for planned tasks
 2. Ensuring that the appropriate level of risk assessment has been carried out and appropriate control measures identified to mitigate the risks through close liaison with the Lift Contractor and the BP Site Supervisor/Foreman of the work
 3. Liaising with the person who has lifting operations expertise (i.e. Lift Contractor, BP Lifting Expert) to ensure that all personnel involved with lifting operations have the necessary qualifications/training to implement the type of work being performed
 4. Ensuring that worksite inspections are carried out before any activities are performed.

3.1.3. BP Site Supervisor / Foreman

- a. Supervisors / Foremen shall be responsible for:
 1. Participating in risk assessments
 2. Carrying out the pre-job safety meeting to convey the non-routine and complex risks associated with the work
 3. Ensuring that people involved in the task fully understand the scope of the work and the hazards and controls for the job
 4. Ensuring that adequate handovers take place at shift and at crew change periods with the incoming supervisor / foreman.
 5. Assuring that knowledge of unit operating conditions during lift is communicated to lifting personnel.

3.1.4. Lift Contractor

- a. The Lift Contractor shall appoint competent persons to carry out lifting operations who have been approved by a suitably qualified person.
- b. The Lift Contractor shall be responsible for:
 1. Maintaining a register of competent persons who are authorised to use lifting equipment
 2. Inspecting and maintaining all lifting equipment as specified by the site and supplier.
 3. Maintaining a register of all lifting equipment and certification for each item
 4. Matching lifting requirements of the equipment to be installed to the equipment required to make the lift.

3.1.5. BP Project Engineering / Maintenance Supervisor

- a. This function shall provide:
 1. The weights, physical dimensions, drawings, centre of gravity and other details specific to the equipment to be installed by the lifting contractor.
 2. A plot plan of the facility showing lifting equipment locations and travel/swings

