

LIFTING PLAN	
	Ref XX

Contract No.	Site	Date:	
Contract Name			

This Lifting Plan must be completed by a competent Appointed Person. All sections must be completed or marked not applicable. Additional information should be attached if required *

1.	Has a Risk Assessment been carried out and communicated to all personnel involved?	
2.	Is a detailed Method Statement required?	
3.	Details of load to be lifted; include weights, lifting radius, dimensions, lifting points & unusual characteristics.	
4.	How has the load bearing capacity of the ground been assessed?	
5.	Details of Ground Conditions, Have checks been carried out for: U/g services, ducts, drains, excavations etc?	
6.	What is the maximum anticipated outrigger load (to be provided by Crane Company)	
7.	What size and type of outrigger spreader pads are required?	
8.	Are the crane duties adequate for the lifting operations being undertaken?	
9.	Name of trained person (s) appointed as Slinger / Signaller	
10.	Name of trained person(s) Appointed Person	
11.	Name of person(s) appointed as Crane Lifting Supervisor.	
12.	Drivers' Name & CPCS Card Number & expiry date.	
13.	Agreed Method of Communication	Radio / Hand Signals / Other (Detail).
14.	Type of Lift.	Single / General Site
15.	Type of Equipment, detail make, model & capacity.	
16.	Date of Last Examination of lifting equipment (Within 12 months for materials & 6 months for people).	
17.	Name Address & Tel. No. of Crane Owner / Hirer.	
18.	Details of Lifting Gear to be used, i.e. slings, lifting forks with net, spreader beam etc. Include details of last examination (within 6 months) <i>and how lifting gear is to be connected to load</i>	
19.	Details of where Lifting Equipment will be sited or operating	
20.	Will tag lines be required?	
21.	Is the operating area safe consider overhead obstructions, access for the crane, load path, set down area, vehicle loading / unloading, prohibiting unauthorised access, lighting, the need for road / rail closures?	
22.	Are there any other requirements?	
23.	Date and Duration of Operation.	
24.	Name / Signature of Appointed Person completing this plan.	

Information in Section 3 must be provided to the crane supplier when procuring the crane.

Sections 4 & 5 are critical and must be completed prior to siting the crane.

*** The Lifting Operations and Lifting Equipment Regulations 1998 apply to any item of lifting equipment.** Regulation 8 requires "Every employer to ensure that every lifting operation involving lifting equipment is properly planned. For routine lifting operations an initial plan may only be required once but should be reviewed occasionally to make sure that nothing has changed. For complex lifting operations a plan is required for each operation. (To be completed for CRANES, ELECTRIC WINCH, FORK LIFT TRUCKS, HIABS, HOISTS, MOBILE ELEVATED WORKING PLATFORMS, SCISSOR LIFTS, VEHICLE TAIL LIFTS & any specialist Lifting Appliance).

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LIFTING PLAN COMMUNICATION

SKETCH.

SIGNATURE OF PERSONNEL INFORMED OF LIFTING PLAN REQUIREMENTS: RECEIVED, READ AND UNDERSTOOD.			
NAME (PRINT).	COMPANY (Full not initials)	SIGNATURE	DATE