



## International Regulators' Forum Lifting Working Group

# IRF Lifting intervention programme Planning & control of lifting operations Inspection templates

PLAN1 – Hazard Identification and Risk Assessment

PLAN2 – Suitability of the Lifting Plan

PLAN3 – Carrying out the Lift in Accordance with the Lifting Plan

Advice on the expected benchmarks and references to appropriate guidance are given in  
*Guidance on using the IRF lifting inspection templates.*

General Guidance on the use of templates	section 3.1
PLAN1 template	section 3.2.2.2
PLAN2 template	section 3.2.2.3
PLAN3 template	section 3.2.2.4



Template PLAN1 (Onshore/Offshore)	<b>HAZARD IDENTIFICATION AND RISK ASSESSMENT</b>
Handbook - section 3.2.2.2	
<p>By interview and inspection onshore and offshore establish to what degree and effectiveness is the duty holder addressing hazard awareness and risk assessment. <b>Has any effort been made to ensure that the hazard identification and risk assessments and procedures covering routine tasks have been re-reviewed and are fit for purpose? Compare risk assessments for a number of different routine lifts. Are the assessments all the same or do they take local factors into account?</b> <i>N.B. It was a recommendation of the Step Change Fatality report that routine task risk assessments be reviewed.</i></p> <p><b>How does management ensure that the Task Risk Assessment, and the Lifting Plan continue to be appropriate for the specific task?</b></p>	
<p><i>Supplementary lines of enquiry that may be followed at your discretion to explore the above issue.</i></p> <p><i>Assess the quality of the processes first hand by attending tool-box talks or job specific risk assessment meetings</i></p> <p><i>How are supervisors attempting to make workers aware of the hazards associated with lifting?</i></p> <p><i>To what extent are the employees who actually undertake the lifting operation(s) involved in the risk assessment? Are the risk assessments undertaken by workers familiar with offshore installation?</i></p> <p><i>For lifts that include a supply vessel, to what extent are personnel on the vessel involved in the process?</i></p>	
NOTES	
LOLER Reg 8, MHSWR Reg 3	

PLAN1 HAZARD IDENTIFICATION AND RISK ASSESSMENT Template Response Box			
COUNTRY	DUTY HOLDER	INSTALLATION	DATE
NON COMPLIANCE / MAJOR FAILING	ISOLATED FAILURE / INCOMPLETE SYSTEM	IN COMPLIANCE / OK	NOT EVALUATED
ENFORCEMENT ACTION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	
Description of any non-compliance issues			
Action taken			
Examples of best practice			



Template PLAN2 (Onshore/Offshore)	<b>SUITABILITY OF THE LIFTING PLAN</b>
Handbook - section 3.2.2.3	
<p><b>Confirm that there a documented lift plan in place for each type of routine operation and for every non-routine lifting operation. Confirm that there a differentiation between routine lifts and non-routine lifts. Explore how non-routine lifts are classified. (e.g. simple, complicated, complex) Explore how any changes or modifications to the lift plan approved and authorised.</b></p>	
<p><i>Supplementary lines of enquiry that may be followed at your discretion to explore the above issue.</i></p> <p><i>Interview the person responsible person for devising lifting / rigging plans. With non-routine lifts how do they identify when to seek expert assistance? How are lifting plans authorised?</i></p> <p><i>Does the lifting plan identify logistics and other matters that may effect safe operation, for example insufficient deck space for lay down, weather? Are normal operations, possible upset conditions and work interruptions addressed?</i></p> <p><i>Does the lifting plan clearly identify each individual's responsibilities, work activities, and identify which equipment is required for the activity?</i></p> <p><i>Does the lifting plan include sketches and diagrams to aid comprehension and prompt discussion?</i></p> <p><i>How are learning points and findings from previous lifting operations fed back into the lifting plan? How are the outcomes of the risk assessment fed into the lifting plan?</i></p> <p><i>What triggers a review of a lifting plan? Have inherently safer options been considered, e.g. doing the job a different way?</i></p>	
NOTES	
LOLER Reg 8, MHSWR Reg 3	

<b>PLAN2 SUITABILITY OF THE LIFTING PLAN</b>			
<b>Template Response Box</b>			
COUNTRY	DUTY HOLDER	INSTALLATION	DATE
NON COMPLIANCE / MAJOR FAILING	ISOLATED FAILURE / INCOMPLETE SYSTEM	IN COMPLIANCE / OK	NOT EVALUATED
ENFORCEMENT ACTION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	
Description of any non-compliance issues			
Action taken			
Examples of best practice			



Template PLAN3 (Offshore)	<b>CARRYING OUT THE LIFT IN ACCORDANCE WITH THE LIFTING PLAN</b>
Handbook - section 3.2.2.4	
<p><b>Observe a toolbox talk.</b> How is the lifting plan communicated to all personnel involved? Confirm that the method of signalling / communications during the lift is agreed. Ask individuals what they consider to be the greatest risk facing them during the lifting operation?</p> <p><b>Witness lifting operations.</b> Compare the actual practice to the documented hazard identification/risk assessment and lifting plan. Identify if there are there any deviations from the plan and probe their causes?</p> <p><i>Supplementary lines of enquiry that may be followed at your discretion to explore the above issues.</i></p> <p><i>Toolbox talk: How engaged are the team? Does the supervisor have their full attention? Do they participate actively? Do they review what happened the day before - how are learning points (good and bad) absorbed and promulgated? Are the risk assessments and lifting plans reviewed? Are sketches used to prompt discussion and to explain details? Is everyone made fully aware of their responsibilities for the jobs that day? Are contingency measures discussed should a lifting operation need to be aborted?</i></p> <p><i>Witnessing lifting operations: Are the lifting operations being carried out safely? Are deck crew positioning themselves in safe areas with a recognisable escape path? Is the load handler trying to handle suspended loads above his head or close to proximity hazards? Are persons not involved with the lift prevented from walking under the suspended load? How many persons are giving signals to the crane operator at any one time? Is someone responsible for monitoring changes in sea state or wind conditions etc. How are deviations from the lifting plan handled?</i></p>	
NOTES	
LOLER Reg 8	

PLAN3 CARRYING OUT THE LIFT IN ACCORDANCE WITH THE LIFTING PLAN			
Template Response Box			
COUNTRY	DUTY HOLDER	INSTALLATION	DATE
NON COMPLIANCE / MAJOR FAILING	ISOLATED FAILURE / INCOMPLETE SYSTEM	IN COMPLIANCE / OK	NOT EVALUATED
ENFORCEMENT ACTION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	
Description of any non-compliance issues			
Action taken			
Examples of best practice			