



## International Regulators' Forum Lifting Working Group

# IRF Lifting intervention programme Man Riding Using Winches Inspection Templates

MAN RIDE 1 – Risk Assessment

MAN RIDE 2 – Design, Selection & Certification of Manriding Equipment & Accessories

MAN RIDE 3 – Inspection, Testing, Maintenance & Repair Program

MAN RIDE 4 – Training and Competency Assessment

MAN RIDE 5 – Operating Procedures

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
MAN RIDE 1	section 3.2.4.2
MAN RIDE 2	section 3.2.4.3
MAN RIDE 3	section 3.2.4.4
MAN RIDE 4	section 3.2.4.5
MAN RIDE 5	section 3.2.4.6



Template MAN RIDE1 (onshore)	<b>RISK ASSESSMENT</b>
Handbook section 3.2.4.2	
<p><b>Has the duty holder taken steps to eliminate the hazards of working at elevation by design?</b> (e.g. by providing access platforms, or moving equipment requiring maintenance to accessible locations)</p> <p><b>Has a hazard identification and associated risk assessment been conducted on the remaining activities that require work at elevation? Did this include man riding activities?</b></p>	
<p><i>Supplementary lines of enquiry that may be followed at your discretion to explore the above issue.</i></p> <p><i>Does the duty holder have an established risk assessment process?</i></p> <p><i>Does this risk assessment process meet established criteria?</i></p> <p><i>Has the duty holder identified all activities that require work at elevation</i></p>	
NOTES	
MHSWA Reg. 3	

<b>MAN RIDE 1 RISK ASSESSMENT</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 MAN RIDE2 (onshore/offshore)	<b>DESIGN, SELECTION &amp; CERTIFICATION OF MANRIDING EQUIPMENT &amp; ASSESSORIES</b>
Handbook 3.2.4.3	
<p><b>Have both the equipment manufacturer and the certifying authority approved the winch(s) for man riding?</b></p> <p><b>Is the winch designed with at least the following:</b></p> <ul style="list-style-type: none"> <li>a) A label which states "Approved for Man Riding Only"</li> <li>b) Primary brake</li> <li>c) A secondary fail safe brake system independent of the main drive that can be tested independently of the primary brake</li> <li>d) An independent shut off mechanism located between the power source and the winch.</li> <li>e) Over-pull restriction (winch maximum load pull of 150kg)</li> <li>f) Speed restriction of 1m/s</li> <li>g) Upper limit switches</li> <li>h) Slack wire protective trip Emergency lowering capability in the event of power failure</li> <li>i) Drum guard</li> <li>j) Controls arranged such that the operator can maintain full view of the operation at all times.</li> <li>k) Lockable shackle (at least double)</li> </ul> <p><b>Have all components in the load path been designed and approved for personnel lifting as a system? Are bosun chairs used in conjunction with a full body harness?</b></p> <p><b>Is an independent fall protection system utilized and is the design and selection of the system to an appropriate standard?</b></p> <p><i>Supplementary lines of enquiry that may be followed at your discretion to explore the above issue.</i></p> <p><i>Is a process in place for purchasing equipment to ensure quality and safety are the primary considerations for the purchase of equipment? Do all man-riding components meet the required safety factors for the activity? e.g. Safety load factor 10 for pad eyes, anchorages, and non-rotating wire rope</i></p> <p><i>Are the following documents available for review:</i></p> <ul style="list-style-type: none"> <li>o Certificate of Conformance provided by the manufacturer for the man riding winch?</li> <li>o Documentary evidence of approval for man riding of the main components by the certifying authority. (e.g., winches, wire rope, shackles, slings)?</li> <li>o Test certificates for winches, rope, harnesses, fall arrest systems, loose gear, lanyards, pad-eyes, including verification of temperature requirements on steel components?</li> </ul> <p><i>Has a Failure Mode and Effect Analysis (FMEA) been completed on all components in the manriding operation? Is the system designed such that there are no single point/line failures?</i></p> <p><i>Upon installation or major repairs, was the assembly load tested to the satisfaction of the certifying authority, all safety controls operated at the maximum safe working load, a thorough inspection conducted of the assembly with satisfactory results prior to putting into service for the first time?</i></p>	
NOTES	
HSWA S6 PUWER Reg 4	



## MAN RIDE 2 DESIGN, SELECTION & CERTIFICATION OF MANRIDING EQUIPMENT & ASSESSORIES

### Template Response Box

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Description of any non-compliance issues			
Action taken			
Examples of best practice			



Template MAN RIDE3 (onshore/offshore)	<b>INSPECTION, TESTING, MAINTENANCE AND REPAIR PROGRAM</b>
Handbook section 3.2.4.4	
<p><b>Do all the components being used in the man riding operation have set criteria for inspection, testing, maintenance, repair and discard?</b> Has the criteria for each component taken into consideration manufacturer's recommendations and relevant standards?</p>	
<p><i>Supplementary lines of enquiry that may be followed at your discretion to explore the above issue.</i></p> <p><i>Are the following records maintained on all components used in the man riding operation: Pre-use inspections, Maintenance, Inspections, Repairs, Testing and recertification, Degradation reports, Like for like replacement records.</i></p> <p><i>Have qualified persons been designated to conduct the inspection, testing, repairs and maintenance of the equipment? Do the inspection, testing and maintenance activities meet schedule requirements? Is there any work currently outstanding? Have recommended actions affecting the safe operation of the unit been completed prior to putting equipment back in service? Are all relevant maintenance records completed (e.g. pre-use inspection checklists, ongoing inspection, testing, maintenance and repair records, etc.</i></p>	
NOTES	
PUWER Reg. 5, LOLER Reg 9	

<b>MAN RIDE 3 INSPECTION, TESTING, MAINTENANCE AND REPAIR PROGRAM</b>			
<b>Template Response Box</b>			
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Action taken			
Examples of best practice			



Template MAN RIDE4 (onshore/offshore)	<b>TRAINING &amp; COMPETENCY ASSESSMENT</b>
Handbook section 3.2.4.5	
<p><b>Is there a specific program in place for the training and competency assessment of all personnel assigned to man riding operations (i.e. supervisor of the operation, winch operator, signaler and the person attached to the winch, rescue personnel)? Does the program include training in the alternatives available to avoid man riding?</b></p>	
<p><i>Supplementary lines of enquiry that may be followed at your discretion to explore the above issue.</i></p> <p><i>Has a task analysis been conducted of the man riding operation to identify the hazards, assess the risks and as a result, identifies the skills required to complete each task.</i></p> <p><i>Does the program specify the following: Minimum qualifications, Minimum training requirements, Equipment specific operations and maintenance manuals is reviewed, Competency Level</i></p> <p><i>Does the training program include ongoing supervision and observational assessment to ensure that inappropriate behavior is corrected? Are records available to demonstrate that personnel involved in current manriding operations meet the minimum training &amp; qualifications criteria?</i></p>	
NOTES	
MHSWR Reg 13 PUWER Regs 8 & 9	

<b>MAN RIDE 4 TRAINING &amp; COMPETENCY ASSESSMENT</b>			
<b>TEMPLATE RESPONSE BOX</b>			
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Examples of best practice			



Template MAN RIDE5 (onshore/offshore)	<b>OPERATING PROCEDURES</b>
Handbook 3.2.4.6	
<p><b>Does the procedure emphasize that man riding is to be used only when no other means is available? Is it emphasized that man riding operations should not be performed unless the winch operator has full view of the person being lifted i.e. no blind lifts? Does the procedure emphasize that the work is to be conducted only under a permit to work and that a job safety analysis and toolbox talks will be completed? Do the procedures emphasize that man riding operations should not be conducted simultaneously with other operations?</b></p> <p><b>Observe a man riding operation or conduct an interview with personnel involved in the latest man riding operation:</b></p> <p><i>Supplementary lines of enquiry that may be followed at your discretion to explore the above issue.</i></p> <p><i>Is the operating procedure based on relevant legislation, standards, operations and maintenance manuals from the manufacturer and recommendations from risk assessments?</i></p> <p><i>Do the procedures clearly identify:</i></p> <ol style="list-style-type: none"> <li><i>Assignment of tasks and responsibilities of all personnel?</i></li> <li><i>Is the entire operation supervised?</i></li> <li><i>Criteria for minimum training and competency assessment?</i></li> <li><i>List of equipment to be used?</i></li> <li><i>Environmental conditions e.g. visibility, wind, sea state, etc.</i></li> <li><i>Reference to or inclusion of procedures for changes in equipment, procedures or personnel.</i></li> <li><i>Pre-use inspections and discard</i></li> <li><i>Procedures, equipment and personnel required for rescue operations and that this will be readily available?</i></li> <li><i>Communication i.e. radio &amp; signaling system</i></li> <li><i>Winch operator shall not leave the controls at any time during the operation</i></li> <li><i>Method for recording events from pre-planning to completion including justification for why the man riding operation was conducted?</i></li> <li><i>Incident reporting arrangements</i></li> </ol> <p><i>Does the duty holder conduct periodic audits and inspections of the man riding operation?</i></p> <p><i>Are procedures available on site?</i></p> <p><i>During interviews, confirm:</i></p> <ol style="list-style-type: none"> <li><i>Personnel are familiar with their roles and responsibilities?</i></li> <li><i>Personnel assigned have received the requisite training and competencies required for the tasks they have been assigned.</i></li> <li><i>Personnel are familiar with pre-use inspection and discard criteria.</i></li> <li><i>Personnel are familiar with the procedures for the safe operating of the equipment?</i></li> <li><i>Rescue personnel are familiar with rescue procedures.</i></li> </ol>	
NOTES	
<p><b>HSWA Sec 2&amp;3 LOLER Reg 8</b></p>	



MAN RIDE 5 OPERATING PROCEDURES			
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Examples of best practice			