



DEPARTMENT OF THE NAVY  
NAVAL SUPPORT ACTIVITY MONTEREY  
271 STONE ROAD  
MONTEREY, CA 93943-5000

IN REPLY REFER TO:  
NSAMINST 11260.1  
17 May 2012

NAVAL SUPPORT ACTIVITY MONTEREY INSTRUCTION 11260.1

Subj: WEIGHT HANDLING EQUIPMENT (WHE) MANAGEMENT AND QUALIFICATION PROGRAM

Ref: (a) SECNAVINST 11260.2  
(b) NAVFAC P-307  
(c) OPNAVINST 5100.23E

1. Purpose. To establish and maintain a safe and effective Weight Handling Equipment (WHE) program per references (a) through (c).
2. Applicability. This instruction is applicable to all personnel and tenants onboard Naval Support Activity Monterey (NSAM) who operate cranes.
3. Background. A safe and reliable WHE program is critical to prevent personnel injuries or damage to equipment. Per reference (b), all personnel utilizing WHE must be properly trained and qualified and all rigging gear certified. The Navy Crane Center (NCC) developed a WHE category 3 crane operator safety course that is accessible at: <https://portal.navy.mil/ncc>. The Public Works Department Crane Inspector is designated as the Certifying Official for all weight handling equipment onboard NSA Monterey.
4. Duties and responsibilities.

a. Crane operator. All personnel who operate Category 3 cranes shall attend the NCC Category 3 Crane Operator Safety Course, Crane Rigging Course, and:

(1) Shall be thoroughly familiar with the operating characteristics, including posted operational restrictions or limitations, of each type, make, and model of crane that may be operated. The operator shall read, thoroughly understand, and comply with all procedures, safety instructions, and precautions in the original equipment manufacturer (OEM) operation manual.

(2) Shall conduct pre-use inspection procedures per section 9 of reference (b). Also, for bridge cranes, the inspection shall be documented using the Operator's Monthly Checklist (OMCL) form at least once each month the crane is in use. The checklist shall be completed and signed by a qualified operator. The operator shall forward the checklist to their supervisor for review at the end of the shift. The OMCL shall be forwarded to the Public Works Department crane inspector for retention.

(3) Shall immediately secure the crane from further operation and notify their supervisor when they observe any deficiency of a load

bearing part, load controlling part, or operational safety device (e.g., an asterisked item on the OMCL); or an operating condition that could result in uncontrolled movement, failure to move as expected from a control input, or otherwise render the crane unsafe. This includes leaks with greater than normal seepage. The supervisor shall immediately report the crane deficiency to the Public Works Department crane inspector. NSA Monterey personnel and its tenants shall not perform any WHE repairs.

(4) Shall provide a copy of the OMCL to their supervisor who shall forward any deficiencies to the Public Works Department Crane Inspector for corrective action. For non-cab operated Category 3 cranes, the activity shall prescribe procedures for notifying the supervisor and inspection organization of other deficiencies found during the pre-use check.

(5) Shall wear proper PPE, remain alert and stay at the control at all times while a load is suspended. Ensure only authorized personnel are permitted in the area while the hoist is in operation.

(6) Shall stop all operations and notify the immediate supervisor upon having an accident or having seen evidence of damage (suspected accident). If there is impending danger to the equipment or personnel, the operator may place the crane and/or load in a safe position prior to notifying their supervisor. Ensure the accident scene is secured and undisturbed to facilitate the accident investigation.

(7) Shall not operate any crane without a valid Public Works Department weight handling certification tag.

b. Supervisors shall:

(1) Ensure only qualified operators who have attended the NCC Category 3 Crane Operator Training Course, the Crain Rigging Course and who have demonstrated adequate knowledge and/or skill are allowed to operate the crane.

(2) Monitor the operator's compliance with all safety matters.

(3) Review any accident scene and take any further emergency action, including stopping production work or other operations that could aggravate the situation. The supervisor shall notify management personnel as well as the activity safety office. All accidents shall be investigated following the procedures provided in reference (b), section 12.

(4) Ensure only certified rigging gear is used with WHE.

(5) Ensure uncertified cranes or cranes with known deficiencies are tagged out of service.

c. WHE manager shall:

(1) Maintain a qualified crane operator's database to ensure qualifications are maintained.

(2) Maintain a database of all certified rigging gear.

(3) Report all accidents to NCC following the procedures provided in reference (b), section 12.

(4) Ensure NSA Monterey complies with all NAVFAC P-307 requirements.

(5) Ensure NSA Monterey contracting personnel understand and comply with reference (b), section 1, requirements concerning non-Navy owned cranes. Non-Navy owned cranes are frequently utilized on Navy property. These cranes can be from a variety of sources and are generally incidental to deliveries of supplies and equipment. Numerous organizations, including tenant activities, supply departments, and the Facility Engineering and Acquisition Division (FEAD) have contracting authority and very often the need for cranes is not anticipated when contract documents are written. Personnel onboard NSA Monterey with contracting and purchase authority shall ensure the requirements of paragraph 1.7.2 of reference (b) are followed. The crane type most likely encountered by command personnel will be a Category 4 commercial crane mounted on the back of a delivery truck when supplies are purchased from a vendor. Personnel requesting delivery shall ask the vendor if such a crane will be used for the delivery and invoke reference (b) if necessary.

5. Rigging Gear and Miscellaneous Equipment. All NSA Monterey owned rigging gear described in reference (b) shall be managed as follows:

a. Acquisition requests for new rigging gear shall first be approved by the Public Works Department WHE Program Manager.

b. As required by reference (a), all NSA Monterey rigging gear shall be initially inspected and load tested followed by pre-use inspection and documented periodic visual inspections. The Public Works Department WHE Program Manager is responsible for ensuring rigging gear is certified for use. All tenants, departments, and codes shall ensure no rigging gear is purchased or used without the Public Works Department WHE Program Manager's authorization.

c. Per reference (b), for each piece of rigging gear owned and used by NSA Monterey, the WHE Program Manager shall:

(1) Inspect, test and provide documentation for each piece of applicable equipment or gear to the rigging gear end user.

(2) Retain the latest load test and inspection report for each piece of rigging gear.

(3) Ensure each piece of applicable equipment or gear is tagged in a manner that clearly identifies the rated load and an indication of re-inspection due date. The marking shall clearly identify the equipment or gear is acceptable for current use. Each piece of equipment shall be identified by a unique serial number that is traceable to the test and inspection documentation.

d. Rigging gear and equipment that does not have a legible re-inspection due date and rated load is not authorized for use. Re-inspection due dates may be attached to rigging equipment by means of a tag, or may be color-coded per reference (b).



G. K. DAVID