

	Petroleum Development Oman L.L.C.		
	Lifting Equipment/- Operations Audit Checklist		

Contract No.		PDO Representative	
Date		Site Supervisor	
Location		Audited by	

The information in the description section is to assist personnel during the audit; however, personnel conducting this audit must be thoroughly familiar with the information relating to the following PDO Lifting Standards:

- PR 1708, PR 1709, SP 1251

If there is any doubt as to the interpretation of the requirements, consult with the focal point for Lifting Equipment to clarify the interpretation. Any deficiencies that indicate systemic problems may exist are to be recorded on a non-conformance report. Insert C for compliance, NC for non-compliance, NA for not applicable,

C **Conform**
NC **Not Conform**
NA **Not applicable**



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Certification of fixed Lifting Equipment:

Guidelines for systematic assessment		C/NC/NA	Comments	Reference to applicable requirements
1	Is all "Fixed" lifting equipment marked with a SWL (tonne, Tons or US Tons) and unique ID number?			PR-1708 par.4.7
2	Is all fixed lifting equipment certified and traceable to test certificates?			PR-1708 par.4.7
3	Is there a register in place for fixed lifting equipment?			PR-1708 par.4.7
4	Is there a nominated keeper of the register (if so, who)?			PR-1708 par.4.7
5	Is the register kept up-to-date?			PR-1708 par.4.7
6	Are certificates for fixed equipment kept on site?			PR-1708 par.6.2.2
7	If not, are they easily accessible e.g. via computer database?			PR-1708 par.6.2.2
8	Are the regular visual inspection reports kept on site?			PR-1708 par.6.2.2
9	If not, are they easily accessible e.g. via the inspection company or a computer database?			PR-1708 par.6.2.2



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Certification of portable lifting equipment

Guidelines for systematic assessment		C/NC/NA	Comments	Reference to applicable requirements
1	Are all "Portable" lifting equipment and accessories marked with a SWL and unique ID number?			PR-1708 par.4.7
2	Are all portable lifting equipment and accessories certified and traceable to a test certificate?			PR-1708 par.4.7
3	Is there a register in place for "Portable" lifting equipment?			PR-1708 par.4.7
4	Is there a nominated keeper of the register (if so, who)?			PR-1708 par.4.7
5	Is the register kept up-to-date?			PR-1708 par.4.7
6	Are certificates for portable equipment kept on site?			PR-1708 par.4.7/5.2.1/7.2.1
7	If not, are they easily accessible e.g. via computer database?			PR-1708 par.4.7
8	Are the regular visual inspection reports kept on site?			PR-1708 par.4.7
9	If not, are they easily accessible e.g. via the inspection company or a computer database?			PR-1708 par.4.7
10	Is all portable equipment colours coded?			PR-1708 par.4.7/5.5/7.2.3/12



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Certification of Man-riding lifting equipment

Guidelines for systematic assessment		C/NC/NA	Comments	Reference to applicable requirements
1	If the cranes are used for man-riding operations, are they certified as suitable?			PR-1708 par.4.5/7.8.1 PR-1709 par.7.2
2	Are they marked as "Suitable for man-riding?"			OGP step change man-riding
3	If any drill floor winches are used for man-riding operations, are they certified as suitable?			PR-1708 par.4.5/7.8.1 PR-1709 par.7.2
4	Are they marked as "Suitable for man-riding?"			OGP Step change man-riding
5	Are any winches which are not suitable but may be used in error, marked as "Not suitable"?			PR-1708 par.7.8.1
6	Are all man-riding baskets (e.g. Work-over baskets, Billy Pughs etc.) correctly certified?			PR-1708 par.4.7



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Certification of transit/lifted equipment i.e. Containers, tanks, pipe slings etc.

Guidelines for systematic assessment		C/NC/NA	Comments	Reference to applicable requirements
1	Is the movement of transit/ lifted equipment and accessories controlled (if so, by whom)?			PR-1708 par.4.7
2	Who is responsible for the certification of these items?			PR-1708 par.4.7
3	Is certification readily available either at worksite or via computer?			PR-1708 par.4.7
4	If certification runs out while onsite, is there a procedure in place for recertifying?			PR-1708 par.4.7



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Certification of third party lifting equipment

Guidelines for systematic assessment		C/NC/NA	Comments	Reference to applicable requirements
1	Is certification checked before or on receipt at worksite (by whom)?			
2	Is it colour coded and coinciding with the worksite's current colour code?			PR-1708 par.4.7/5.5/7.2.3/12
3	Is there an allocated suitable secure storage facility for this equipment?			PR-1708 par.4.9
4	Is the movement of 3rd party lifting appliances and accessories controlled (if so, by whom)?			
5	If the equipment is at the worksite long term, does the 3rd party have a maintenance policy?			PR-1708 par.4.6



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Fixed lifting equipment

Guidelines for systematic assessment		C/NC/NA	Comments	Reference to applicable requirements
1	Is the range of fixed lifting equipment adequate and suitable for purpose?			
2	Is all fixed lifting equipment adequately maintained?			PR-1708 par.4.6
3	Are all pad eyes suitably constructed (eg, machined and drilled, NOT flame-cut)?			PR-1708 par.7.9
4	Are all runway beams level and fitted with end-stops?			PR-1708 par.7.9
5	Are the cranes well maintained?			PR-1708 par.4.6
6	Is defective fixed lifting equipment rendered unusable until it can be repaired?			PR-1708 par.4.9/12
7	Is there a dedicated person or team to maintain this equipment (if so, who)?			PR-1708 par.4.6
8	Is defective equipment colour coded (usually red for danger)?			PR-1708 par.12



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Portable lifting equipment

Guidelines for systematic assessment		C/NC/NA	Comments	Reference to applicable requirements
1	Is the portable equipment stored in a dedicated rigging loft?			PR-1708 par.4.9
2	Is it large enough to contain all the relevant equipment?			
3	Is there a dedicated quarantine area available for damaged lifting equipment?			PR-1708 par.4.9
4	Is this quarantine area kept locked and secure (If so how?)			PR-1708 par.4.9
5	Is the range of portable lifting equipment adequate and suitable for purpose?			
6	Is the portable lifting equipment in a good state of repair?			PR-1708 par.4.7/4.6
7	Is it changed out/inspected on a six monthly cycle?			PR-1708 par.4.7
8	Is there an "in-service" maintenance policy for portable lifting equipment?			PR-1708 par.4.6



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Portable lifting equipment

Guidelines for systematic assessment		C/NC/NA	Comments	Reference to applicable requirements
9	Is there a register and tracking system for portable lifting equipment issued from the rigging loft?			PR-1708 par.4.7
10	Are all appliances and accessories logged in and out?			PR-1708 par.4.7/4.9
11	Is there a dedicated loft controller (if so, who)?			PR-1708 par.4.7
12	Has this person been trained in the inspection of lifting equipment and accessories?			PR-1708 par.4.7/app.4
13	Is this equipment colour coded?			PR-1708 par.4.7
14	Is the colour code maintained / refreshed as required?			



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Safe operating procedures

Guidelines for systematic assessment		C/NC/NA	Comments	Reference to applicable requirements
1	Does the contractor work to PDO's procedures for lifting operations?			GU-140 (C-09)
2	If not, do the contractor's procedures satisfy PDO's requirements for safe operations?			
3	Are there procedures and /or guidance available for the safe use of lifting equipment (examples)?			PR-1709 app.3
4	Are there safe operating procedures and / for guidance available for crane operations?			PR-1709 app.3
5	Are there safe operating procedures and / for guidance available for forklift operations?			PR-1709 app.3
6	Is there guidance available for the planning of lifting operations?			PR-1709 par.3.2
7	Are there standard procedures for the checking of cargo prior to shipping? (eg pipe basket)			
8	Is there guidance available for the risk assessment of lifting operations?			PR-1709 par.3.2
9	Are there operating procedures for the rigging loft which include; issue, tracking, returns, quarantine, defects etc.?			PR-1708 par.4.7/4.9



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Safe operating procedures

Guidelines for systematic assessment		C/NC/NA	Comments	Reference to applicable requirements
10	Are there pre-use inspection procedures for personnel withdrawing equipment from the rigging loft?			PR-1708 par.4.7
11	Is the issue of equipment restricted to trained / competent personnel?			
12	Is there guidance on the positioning and installation of lifting equipment to protect the safety of others not involved in the lifting operations?			PR-1708 par.4.4
13	Are there safe operating procedures for man-riding operations using winches?			
14	Are there safe operating procedures for man-riding operations using cranes?			PR-1709 App.3 par.7
15	Are personnel familiar with the restrictions on man-riding operations?			
16	Is the current colour code prominently displayed about the worksite?			PR-1708 par.12



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Maintenance procedures

Guidelines for systematic assessment		C/NC/NA	Comments	Reference to applicable requirements
1	Are there preventative maintenance procedures in place for fixed lifting equipment?			PR-1708 par.4.6
2	Are there preventative maintenance procedures in place for the cranes?			PR-1708 par.4.6
3	Are there preventative maintenance procedures in place for the forklifts?			PR-1708 par.4.6
4	Are there "in service" maintenance procedures in place for portable lifting equipment?			PR-1708 par.4.6
5	Is there a procedure for monitoring / recording rope change outs (e.g. crane and winch ropes)?			



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Levels of competence

Guidelines for systematic assessment		C/NC/NA	Comments	Reference to applicable requirements
1	Are there dedicated Riggers for lifting operations?			PR-1708 par.4.8
2	Have the Riggers received formal training?			PR-1708 par.4.8 SP-1251 par.10
3	Are they certified as competent?			PR-1708 par.4.8 SP-1251 par.10
4	Are the Crane Operators adequately trained and qualified?			PR-1708 par.4.8 SP-1251 par.3
5	Are they certified as competent?			PR-1708 par.4.8 SP-1251 par.3
6	Are the Technicians involved in any type of lifting operations?			
7	If so, have they received formal training?			PR-1708 par.4.8 SP-1251 par.2.1
8	Are they certified as competent to a specific level?			PR-1708 par.4.8 SP-1251 par.2.1
9	Is there a programme in place to monitor / maintain competence?			PR-1708 par.4.8



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Levels of competence

Guidelines for systematic assessment		C/NC/NA	Comments	Reference to applicable requirements
10	Is there a nominated focal point for lifting operations?			PR-1708 par.4.4
11	If so, has this person received formal training?			PR-1708 par.4.8 SP-1251 par.11
12	Are the quality / level of lifting plans adequate for the complexity of the lifting operations?			PR-1709 par.3.2/app.2, int. amendment
13	Are the quality / level of risk assessments adequate for the complexity of the lifting operations?			PR-1709 par.3.2/app.1, 4
14	Are lifting operations categorised according to their level of difficulty?			PR-1709 par.3.2
15	Is there a system in place which defines who is deemed competent to carry out the various categories of lifting operations?			PR-1709 par.3.2



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Personnel / behaviour

Guidelines for systematic assessment		C/NC/NA	Comments	Reference to applicable requirements
1	Are all personnel aware of the possible hazards when involved in lifting operations?			PR-1708 par.4.4
2	Are all personnel aware of the procedures and guidance available to them?			
3	Do all personnel have access to these procedures and guidance?			
4	Do all personnel refer to / use these procedures in practice?			
5	Do personnel fully understand markings / instructions for operating lifting equipment?			
6	Do personnel cordon off and make secure, areas where lifting operations are taking place?			PR-1708 par.4.4
7	Do personnel adhere to the warnings?			
8	Are personnel generally safety conscious during lifting operations?			



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General Observations

Guidelines for systematic assessment		C/NC/NA	Comments	Reference to applicable requirements
1	Is the use of "home-made" lifting equipment at the worksite forbidden?			
2	If not, is it properly constructed and certified?			
3				
4				
5				
6				
7				
8				



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Section	Recommendations
Certification of fixed Lifting Equipment:	
Certification of portable lifting equipment	
Certification of Man-riding lifting equipment	
Certification of transit/lifted equipment	
Certification of third party lifting equipment	
Fixed lifting equipment	
Portable lifting equipment	
Safe operating procedures	
Maintenance procedures	
Levels of competence	
Personnel / behaviour	
General observations	