

SOP FOR PROJECT CARGO

- Prepare lifting plan. It should consist of method sequence of lift, etc. of the operation.
- Risk assessment for lifting operation.
- Appointment of lifting supervisor/responsible person
- On the job training/tool box talk to all persons involved in the operations.
- Check the shape of the cargo and the C.G. of cargo
- Sling points should not be below the C.G.
- All slings should be of same length and material. Their SWL should be same.
- Check for slinging point on cargo
- Check for sharp edges on cargo, where sling may get damage put padding.
- Test lift to be carried out compulsorily.
- Operation with proper illumination no high wind speed that affect cargo
- If cargo inside wooden packages, care should be taken for C.G. and strength of box.
- There should not be any loose part or liquid in the cargo that affect the C.G.
- Everyone concerned should be well informed in advance.
- If to be placed on trailer, check trailer fitness certificate.
- Arrangement for lashing and securing of cargo.
- Matching C.G. of cargo with trailer / vehicle.
- Route Plan in docks area. Check for potholes, uneven road that affect safe transportation.
- Check SWL of crane at boom radius (load chart)
- Safety factor limit for mobile crane should ≥ 1.25 .
- Load chart should be available/displayed.
- Crane fitness certificate
- Lifting gear fitness certificate
- Outrigger engineering approval for Ground pressure stability.
- There should be proper mode of communication i.e. by hand signal, radio, whistle etc. signaller
- Designate person incharge of lifting operation (stevedore, ship, crane) (R.P.)
- Check / Survey area of operation.
- Load chart of crane.
- The boom angle and radius while lifting has to be considered e.g lifting over walls , which will reduce the SWL as the radius increases or angle of boom decreases.
- Position of crane such that there are no side loads.
- Use Equilizer beams /spreader for long cargo.
- Slewing operation in tandem creates side loads (care to be taken)
- Crane motion should be at minimal permissible speed.
- Slewing lock should be disengaged during lifting operation in tandem operation
- Offset of C.G. of load in long cargo – may require different crane capacities.
- Check for load inclination will lead to change in CG (due to speed difference)
- Trial operation without load to ensure swing radius and boom length are sufficient to carry out the lifting activity.

- Speeds of raising / lowering the load and slewing of the cranes shall be documented in the Lift Plan.
- Permit to work is mandatory.