

Brookhaven National Laboratory/National Synchrotron Light Source			
Subject:	Overhead Crane Use Procedure for NSLS OOS Cranes		
Number:	LS-ADM-0003	Revision:	1
		Effective:	5/15/2007
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Prepared By: Bob Kiss		Approved By: Andrew Ackerman	

*Approval signatures on file with master copy.

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- 1.0 PURPOSE:** To establish and define oversight and the limited use of NSLS Overhead Cranes that have been placed Out of Service due to lack of original documentation and S/CI Bolts.
- 2.0 SCOPE:** This procedure applies only to those NSLS Overhead cranes that are Out of Service for documentation reasons and S/CI Bolts.
- 3.0 POLICY:** The use of Out of Service NSLS Overhead Cranes will be limited to one-fourth the capacity of the crane. Use of Out of Service Cranes will be controlled and documented by the NSLS Associate Chair for ESH/Q and the NSLS Hoisting, Rigging and Material handling Point of Contact. Out of Service cranes are controlled by locks and yellow Cautions Tags.
- 4.0 DEFINITIONS:**
- 4.1** OOS: Out of Service
 - 4.2** HRMH POC: Hoisting, Rigging and Material Handling Point of Contact
 - 4.3** Requester: A NSLS Designated Responsible Person
 - 4.4** NSLS Designated Responsible Person: Person(s) assigned, trained, and qualified in the use of specific cranes in the NSLS Complex.
 - 4.5** S/CI: Suspect/Counterfeit Items.
- 5.0 PROCEDURE:**
- This procedure applies to all NSLS Out of Service Overhead Cranes and NSLS assigned Responsible Persons for Crane Operations. This procedure shall be followed each time an OOS crane is needed.
- 5.1** Persons requesting the use of an OOS overhead Crane shall contact the HRMH POC and provide a detailed explanation of the item to be lifted, a list of rigging equipment needed and the which crane will be used.
 - 5.2** Requester and HRMH POC will review the request and all other possible means of completing the task with out the use of the OOS Overhead Crane.

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- 5.3** Once it has been determined that the use of the crane is the safest and only means possible, the request will be forwarded to the NSLS ESH/Q and NSLS Engineering Group for review and approval.
- 5.4** The ESH/Q and Engineering will issue a memo documenting the review and approval of the requested lift.
- 5.5** Upon receiving approval, The NSLS HRMH POC will make sure that the requested crane has a current annual inspection.
- 5.6** For Cranes tagged OOS by the BNL Crane inspector, the NSLS HRMH POC will contact the BNL Crane Inspector, requesting that the inspector remove any applied OOS Tags and completes an Annual Inspection if necessary.
- 5.7** For Cranes tagged OOS by the NSLS HRMH POC, The HRMH POC will remove applied tags, ensure the crane has a current Annual Inspection
- 5.8** The NSLS HRMH POC will issue a key for the crane to the requestor.
- 5.9** At the time of the lift, Requester unlocks the crane, completes the Daily Checklist for the requested crane and the NSLS Lift Evaluation form, attaching the memo and any other validating paperwork.
- 5.10** The Requester completes the lift, returns the crane to a safe location, applies the lock, returns all rigging to its storage location and forwards all paperwork to the HRMH POC and returns the key to the POC.
- 5.11** The NSLS HRMH POC applies the necessary OOS Tags to the crane.