



CRANE MOBILIZATION PROCEDURE

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THE PROCEDURES LISTED IN THIS SECTION IS TO BE USED IN CONJUNCTION WITH THE BPWE CRITICAL LIFT PLAN AND HSSE PLAN AND PROCEDURES.

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1.0 PURPOSE

The purpose of this procedure is to mitigate the safety hazards of moving cranes at BPWE’s facilities by assuring that there is an adequate plan in place and competent supervision.

2.0 REFERENCES

ANSI B30.5 – 1994
29CFR1926 550

3.0 SCOPE

This procedure outlines the minimum planning and execution requirements for mobilizations of Type A, Hydraulic, and Truck cranes and Type B crawler cranes at all BPWE facilities in construction or operations.

4.0 RESPONSIBILITIES

- “Contractor” Company or entity providing the crane service and complying with this procedure
- “BPWE Representative” Person responsible for approving plans outlined in this procedure and representing BPWE.
- “Competent Person” Person responsible for representing the Company or entity and performing functions describe in this procedure.

5.0 DEFINITIONS

- ”BPWE Representative” - BPWE Facilities Manager, BPWE Construction Manager or their designee.
- “Contractor” – Entity providing crane services.
- “Competent Person” – A person with certification and substantial experience in the crane industry. A person who is also capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. Qualifications are subject to approval by a BPWE Representative.
- “Site” - BPWE controlled site or where BPWE is responsible for crane operations
- “Planned Activity” – This refers to unloading, loading, assembly, disassembly, reconfiguring, transportation, walking a crane and any other related activity only on the Site.

6.0 PROCEDURE

GENERAL

- 6.1** The Contractor shall submit a Crane Mobilization Plan for review and acceptance by a BPWE Representative at least fifteen (15) working days prior to performing any crane mobilization that is covered by this Procedure.

- 6.1** This plan will be returned to the Contractor accepted with comments, or not accepted within seven, (7) working days.
- 6.3** The Contractor shall have the Crane Mobilization Plan reviewed and approved by a Competent Person. The Crane Mobilization Plan shall be complete with details outlining the loading of crane components, assembly, disassembly, configuration, unloading and walking Procedures for cranes. Contractor shall designate a Competent Person who shall inspect all machinery and equipment prior to each use, and during use, to make sure it is in safe operating condition. Any deficiencies shall be repaired, or defective parts replaced, before continued use.
- 6.4** Crane plans shall include a staffing plan. The plan shall enough qualified personnel (riggers, operators, supervision) to complete the work safely.
- 6.5** The requirements set forth in this procedure are subject to approval by the BPWE Representative.
- 6.6** The Competent Person will determine and visually inspect the crane walk path to determine the best crane path or method of transport.
- 6.7** A Crane Mobilization Plan is required for any crane movement including but not limited to unloading, loading, assembly, disassembly, walking, reconfiguration, or transportation on the Site.
- 6.8** A Crane Mobilization Plan is required for crane movements that would impact personnel safety, the operability of the Site, impact the environment or adversely affect the community.
- 6.9** Contractor shall comply with the manufacturer's specifications and limitations applicable to the operation of any and all cranes and derricks. Where manufacturer's specifications are not available, the limitations assigned to the equipment shall be based on the determinations of a qualified engineer competent in this field and such determinations will be appropriately documented and recorded. Attachments used with cranes shall not exceed the capacity, rating, or scope recommended by the manufacturer. No modifications or additions which affect the capacity or safe operation of the equipment shall be made by the Contractor without the manufacturer's written approval. If such modifications or changes are made, the capacity, operation, and maintenance instruction plates, tags, or decals, shall be changed accordingly. In no case shall the original safety factor of the equipment be reduced.

Contractor shall comply with applicable local, state, and federal requirements and ensure that all applicable requirements or any permits are obtained and current

- 6.10** Contractor must consult the manufacturer for updated operating and maintenance procedures and safe work practices if the Contractor does not have this information.
- 6.11** Contractor shall provide the BPWE Representative a minimum of a one day notice either in writing or by email prior to the execution of any approved Crane Mobilization Plan.

CRANE MOBILIZATION PLAN COMPONENTS

- 6.12** The Crane Mobilization Plan shall include, as a minimum:
- Qualifications of Personnel
 - Crane Specifications and Requirements for Loading, Unloading, Assembly, Disassembly, Walking and Transportation
 - Hazard Identification
 - Written Work Procedure
 - Restoration Procedure (if required)
- 6.13** Qualifications of Personnel section shall include background of the Competent Person and Site Supervision and names of skilled labor used for the Planned Activity.
- 6.14** Crane Specifications and Requirements section shall include make, model, serial number, crane description, boom length and a copy of the crane manual table of contents. There should be enough information to show the crane manual is available and used to safely plan the work.
- 6.15** Hazard Identification section shall include description of all the hazards identified with the Planned Activity including inadequate soils and surfaces, surface grades, power lines, underground facilities, above ground facilities, traffic and forecasted weather conditions.
- 6.15.1** No part of the crane, line, or load may be able to reach within 20 feet of a power line during set-up, and assembly/disassembly.
- 6.15.2** Fifty foot clearance is required for any power lines exceeding 350KV.
- 6.16** The Written Work Procedure section shall how to mitigate all identified hazards and simply describe the Planned Activity. This plan shall include as a minimum geotechnical recommendations if required to ensure stability, compaction, proof rolling, slope stability and mat placement as required. This section shall also include a map showing the safe space for transport trucks including turning radii, loading and unloading for crane, crane parts and the path or route for moving the crane.
- 6.17** The Restoration Procedure, if required, shall restore the Site back to its original condition prior to the Planned Activity.

MEETING REVIEW

6.18 The following meetings are required prior to executing the Crane Mobilization Plan:

6.18.1 Pre planning site assessment with the BPWE Representative prior to planning.

6.18.2 Approval meeting with the BPWE Representative.

6.18.3 Pre-Execution Site meeting on site with all personnel assigned to the Planned Activity to review plan and identify any additional hazards prior to execution.

APPROVALS

6.19 All Crane Mobilization Plans and revisions require the approval in writing or email by the BPWE Representative prior to execution. Engineering is available to assist the BPWE Representative with the technical aspects of the Crane Mobilization Plan.

7.0 TRAINING

7.1 Contractor must ensure that all personnel assigned to or assisting with the Planned Activity receive training on safe execution of the required work.

8.0 AUDIT

8.1 This Procedure shall be audited every 3 years.