



Yara Management System

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Procedure

Valid for organisation:

Sluiskil

Valid for location/facility:

Sluiskil

(HAE-026858) HOISTING PERMIT FOR MOBILE CRANES / TOWER CRANES

Note:

- Added agreements regarding hoisting about people and buildings.
- Added requirements with regard to the hoisting plan.

1. INTRODUCTION

Written permission for the execution of lifting work with mobile cranes or tower cranes, supplementing the work permit issued for the lifting work in accordance with procedure [HAE-026168](#).

2. APPLICATION

The hoisting permit is applied for each lifting job with a mobile crane/tower crane on the site of Yara Sluiskil BV.

3. HOISTING WORK

If a crane is requested for maintenance or architectural reasons, it will be ordered by the job planner from the Maintenance Service, accompanied by minimum specifications the crane has to comply to, from the job planner of Facility Services (or directly from the crane hire firm outside of daytime working hours).

- The head of maintenance in the department where the hoisting work is to be carried out fills in the hoisting permit section: 'date', 'Details of object to be lifted' and 'Site of work'
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- The crane operator fills in the 'Crane Details' section
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- The completed hoisting permit, signed by the head of maintenance and the crane operator, then goes to the PROCO for signing, and for the issuing of an accompanying work permit. If the hoisting job takes place outside of a normal production unit (contractor park), the Production Coordinator (PROCO) of the production unit signs, determined in accordance with the zone layout for receipt.

3.1 Crane operator

The crane operator is defined as the person who is in charge of the actual operation of the mobile crane/tower crane during the hoisting work specified on the hoisting permit.

The crane operator is responsible:

- for cordoning off the lifting area.
- for all activities with the crane.

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3.2 Requirements

- Before hoisting, the machine must be set up in accordance with the manufacturer's instructions, supplemented by the maximum pressure requirements in line with the Yara guidelines (see below). The provisions for outriggers in the form of outrigger plates must always be used, with 2 Kg/cm² as the maximum ground pressure.
- During activities whereby the crane must be wholly or partially set up outside of the normal paved paths, road plates must be used when moving the crane and/or associated vehicles. When placing outriggers outside of paved paths, the maximum permitted outrigger pressure is lowered to 1 Kg/cm² by the use of bigger outrigger plates.
- If the maximum outrigger pressure is still exceeded, one can establish via Facility Services whether any underground cables or pipes are in the area. Then, in consultation with them, it may be possible to modify the maximum permissible outrigger pressure.

3.3 Validity period

- The hoisting permit is only valid for the duration of the activities shown on it, with a maximum of 24 hours (6.00 a.m. - 6.00 a.m.).
- In the event of interim changes in circumstances (and in the event of switching crane operators) or in emergency situations, the validity of the hoisting permit lapses. Resumption of the same activities can only take place with a new hoisting permit.
- After the activities have ended, the hoisting permit, together with the work permit, is retained by the person in charge of production for the prevailing period of 6 months.

3.4 Hoisting over persons

- It is forbidden for persons to move under the load, or for the driver to hoist loads over persons.
- It is forbidden for unauthorized persons to be within the turning range or turning circle of the crane's top part. The crane contractor must cordoned off the turning radius of the mobile crane with barrier tape or chains.
- During hoisting activities, the hoisting area must be inaccessible to unauthorized persons. The members of the hoisting team are an exception to this. The hoisting area must be cordoned off with barrier tape or other barriers. If this is not possible due to the hoisting location, unauthorized persons are warned by sound signals not to enter a certain hoisting area.

3.5. Hoisting over buildings

A load can only be hoisted over a building (or a scaffolding structure where individuals are located) when the following conditions are complied with:

- No persons are located inside of the building.
- No ongoing hazardous operations present in the building.
- No hazardous installations present in the building.

The presence of persons in a building over which a load is hoisted is prevented by evacuate the building or choose a specific time for the lifting work (e.g. after working time). If this is not possible, or if there are dangerous work processes and/or installations, then can only be hoisted if the following conditions are met:

- It is checked whether there is a risk that the roof structure will not be able to manage the weight of the load in the event of a possible fall (if necessary, a structural engineer will be consulted for this). If the roof construction proves to be sufficiently strong, the hoisting work can be carried out under the following conditions:
 - ✓ The hoisting route is chosen as favorably as possible; the residence time of the load above the building is kept to a minimum.
 - ✓ Height of potential fall of the load will be minimized.

If the construction of the roof does not seem sufficient, the following measures will be taken:

- Temporary reinforcement or additional preservation will be attached to ensure the construction of the roof will be able to withstand the weight of the load.

- At least one or multiple floors will be cleared at the top of the building (creating a safety buffer). This is purely possible in regards to individuals. Hoisting activities may not be executed in presence of hazardous installation in the top of the structure.

If the recently mentioned conditions won't be executable, the load must be relocated using another method.

4. HOISTING PLAN

Setting up an hoisting plan prior to hoisting activities is mandatory in some instances, such as:

- Hoisting with two or more cranes.
- Hoisting loads >20 ton
- Hoisting over buildings/structures (hoist drawing*)
- Hoisting over pipe bridges (hoist drawing*)
- Hoisting activities facing additional risks such as hoisting alongside water, substations or in vicinity of high-voltages powerlines.
- Hoisting activities from onwards water.

*An hoist drawing consists of one or more drawings on which the entire lifting operation is situated in order to determine how the lifting activities should be carried out.

The hoisting plan needs to be taken in to consideration by the responsible staff member of the maintenance department where the hoisting activities are going to be executed.

An hoisting plan can be seen as a collection of data relating to the hoisting activities to be carried out and includes, among other things, this data (list is not exhaustive):

- Who are the persons involved?
- Who is in charge?
- Task Risk Analyses
- Tasks, responsibilities and competences.
- Used equipment
- Drawings and calculation
- Crane movements, lifting path and timetable
- Load guidance
- Communication method and means

5. BLANK HOISTING PERMIT

Taal	Versie	Beheerstabel
Dutch	Version 2.3	HIJSVERGUNNING V2.3
English	Version 2.3	HIJSVERGUNNING V2.3 ENG