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| **All Sites Checking Lifting Tackle** | | | Procedure No.003 |
| Amendment No | | Action | Review Date |
| 02 | | First Issue | January 2023 |
| 1. | SCOPE : Checking Lifting Tackle | | |
| 2. | PROCEDURAL DETAIL: To ensure the lifting tackle is used in accordance to these procedures. | | |
| 2.1 | Only the lifting tackle that is hung up in its own storage place should be used, under no circumstances should items left in the ‘defect’ area be removed for use **unless it have been checked by a trained and authorised person.**  Once any item of lifting equipment has been used it should be returned to the workshop and placed into the ‘defect’ are and ready for inspection.  On a regular basis the lift equipment will be inspected for damage, water etc by a trained and authorised person.  The person carrying out the inspection should check the lifting equipment for damage, excessive wear, ensuring that any safety devise are in place etc only when this has been done should the items be returned to their storage place.  Any item which the inspection deems to be unfit for use should either be sent away for repair or overhaul or scrapped, any items scrapped should be left in such a state that it is impossible to use i.e. ‘D’ links cut in half etc this is to stop anyone with limited knowledge using the defect equipment.  Anyone using lifting equipment must be authorised to do so by the site manager and have received approved training in the correct use of such equipment.  If anyone noticed any defect with any of the lifting equipment whilst it is being used they should remove the item from use and inform site management.  All inspection need to be documented and filed. | | |

**DO NOT PROCEED WITH ANY TASK UNLESS SAFE TO DO SO**

I Authorised by Site Manger/ Director I I Date