Chapter 41: Hoisting and Rigging

Purchasing Procedure

1 Purpose

The purpose of this procedure is to ensure that all new hoisting and rigging equipment and accessories purchased or manufactured for SLAC meet specified standards and regulations. It covers purchasing new equipment. It applies to workers, equipment custodians, and line management; and Purchasing.

Important: Unapproved equipment is considered non-conforming and cannot be used at SLAC.

2 Procedures

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<th>Step</th>
<th>Person(s)</th>
<th>Action</th>
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| 1.   | Requester | - Determines equipment need  
|      |           | - Consults with hoisting and rigging program manager and hoisting and rigging inspector as needed  
|      |           | - Consults regulations for equipment-specific requirements (for instance OSHA, ANSI/ASME standards, and Department of Energy Standard 1090, “Hoisting and Rigging” [DOE-STD-1090])  
|      |           | - Defines purchase specifications, including requirement for vendor to supply any documentation needed for the review of conformance (see Hoisting and Rigging: Review of Conformance Form)  
|      |           | - Selects vendor  
|      |           | **Fixed location cranes and hoists:** must be authorized by the Building Inspection Office and the hoisting and rigging program manager before purchase and installation. |
| 2.   | Purchasing Department | - Places order and specifies documentation that vendor must supply in order to meet SLAC technical standards |
| 3.   | Requester | - Receives equipment and documentation |
| 4.   | Line management | - Designates equipment custodian |
| 5.   | Equipment custodian | - Initiates review of conformance, as required |
| 6.   | Equipment custodian | - After successful completion of review of conformance and initial inspection, places equipment in service |
3 Forms

The following forms are required by this procedure:

- Crane Information Database (CID, contact Facilities and Operations Crane Maintenance Group). Database for cranes, hoists, and miscellaneous lifting devices
- Rigging Equipment Database (RED, contact hoisting and rigging inspector). Database for hoisting and rigging equipment other than cranes, hoists, and miscellaneous lifting devices
- Hoisting and Rigging: Review of Conformance Form (SLAC-I-730-0A21J-021). Form for documenting the review of conformance required for all new hoisting and rigging equipment (including rigging hooks but excluding other rigging hardware and accessories) and any existing equipment lacking an identification number and SLAC inspection tag

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- The Facilities and Operations Crane Maintenance Group maintains records for cranes, hoists, and miscellaneous lifting devices.
- The hoisting and rigging inspector maintains records for other equipment, such as below-the-hook lifting devices.

5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
- Chapter 41, “Hoisting and Rigging”
  - Hoisting and Rigging: Equipment Requirements (SLAC-I-730-0A21S-035)

Other SLAC Documents
- None

Other Documents
- None