

Hoisting and Rigging: Purchasing Procedure

URL: <http://www-group.slac.stanford.edu/esh/eshmanual/references/hoistingProcedPurchase.pdf>

Revision Record: [https://www-](https://www-internal.slac.stanford.edu/esh/docreview/reports/revisions.asp?ProductID=462)

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Department: Field Safety and Building Inspection Office

Program: Hoisting and Rigging

Authority: [ESH Manual, Chapter 41, "Hoisting and Rigging"](#)

Date Effective: 15 September 2009

1 Purpose

The purpose of this procedure is to ensure that all new hoisting and rigging (H&R) equipment and accessories purchased or manufactured for SLAC meet specified standards and regulations for the equipment type.¹

Note Counterfeit equipment is considered non-conforming and cannot be used at SLAC.

2 Scope

This procedure covers the SLAC purchase approval process and points to requirements for most types of H&R equipment.

3 Applicability

This procedure applies to all authorized purchasers of H&R equipment and to all H&R equipment purchases.

4 Prerequisites

Not applicable

5 Procedures

Step	Person(s)	Action
1.	Line management	<ul style="list-style-type: none">Designates person who is qualified to select and purchase H&R equipment
2.	Requester	<ul style="list-style-type: none">Determines equipment needConsults with Hoisting and Rigging Citizen Committee and the H&R rigging inspector as needed and for assistanceConsults regulations for equipment specific requirements (for instance OSHA, ANSI/ASME standards, and Department of Energy Standard 1090, "Hoisting

1 Manufacturing standards include ASME, ASTM, ANSI, AWS, SAE

Step	Person(s)	Action
		<p>DOE-STD-1090-2007), Appendix A “Procurement Guidelines”)</p> <ul style="list-style-type: none"> ▪ Defines purchase specifications, including requirement for vendor to supply any documentation needed for the Hoisting and Rigging: Review of Conformance Form (pdf or Word) <p>Fixed location cranes: Must be authorized by the Building Inspection Office and the Hoisting and Rigging Citizen Committee prior to purchase and installation</p>
3.	Requestor or Purchasing Department	<ul style="list-style-type: none"> ▪ Selects vendor ▪ Places order and specifies documentation that vendor must supply in order to meet SLAC technical standards listed above
4.	Requestor	<ul style="list-style-type: none"> ▪ Receives equipment and documentation
5.	Line management	<ul style="list-style-type: none"> ▪ Designates equipment custodian
6.	Equipment custodian	<ul style="list-style-type: none"> ▪ Initiates review of conformance (as required)
7.	Equipment custodian	<ul style="list-style-type: none"> ▪ After successful completion of review of conformance, places equipment into service

6 References

- *SLAC Environment, Safety, and Health Manual* (SLAC-I-720-0A29Z-001), [Chapter 41, “Hoisting and Rigging”](#)
- Hoisting and Rigging: Review of Conformance Form (SLAC-I-730-0A21J-021), [pdf](#) or [Word](#)
- [Hoisting and Rigging Citizen Committee Charter](#)
- Department of Energy Standard 1090, “Hoisting and Rigging” ([DOE-STD-1090-2007](#))