

Ordinary Lift Planning and Control Form

Product ID: [426](#) | Revision ID: 2540 | Date Published: 5 January 2023 | Date Effective: 5 January 2023

URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/hoistingFormLiftPlan.pdf> | [docx](#)

This form is available in the following formats:

1. Adobe Acrobat (pdf) (attached)
2. Microsoft Word ([docx](#))

A generic version, for use by construction subcontractors who do not have their own equivalent form, is also available:

1. Adobe Acrobat ([pdf](#))
2. Microsoft Word ([docx](#))

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ENVIRONMENT, SAFETY & HEALTH DIVISION

This form is used to document the lift plan required for *ordinary* lifts. The plan must be approved by someone with knowledge and experience in hoisting and rigging, either the supervisor, the supervisor's designee, the ESH coordinator, or the hoisting and rigging program manager if requested. Deviations from the approved plan must be reviewed by the original approver. A copy of the plan must be kept at the work site (see [Hoisting and Rigging: Lift Requirements](#) [SLAC-I-730-0A21S-060]).

If the lift is covered by an existing procedure, attach it to the form and fill out only first page.

Approved plans may be reused for similar lifts of like material. The location, time, and workers may be different. Plans must be signed only once: by preparers and approvers when being written and approved and by workers after reading the plan. Plans must be revised and reapproved if conditions change.

Job / project name:	Begin date:	End date:
Location (bldg, floor, grid):		
Description:		

Plan Preparer(s)		
Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:

Approval <small>(The plan must be approved by someone with knowledge and experience in hoisting and rigging, either the supervisor, the supervisor's designee, the ESH coordinator, or the hoisting and rigging program manager if requested. Deviations from the approved plan must be reviewed by the original approver.)</small>		
<input type="checkbox"/> Supervisor / designee / ESH coordinator:	Signature:	Date:
<input type="checkbox"/> Hoisting and rigging program manager:	Signature:	Date:
<input type="checkbox"/> One-person lift <small>(Ordinary lifts may be performed without a second person provided the directorate ESH coordinator and supervisor approve the plan and the hoisting and rigging program manager is notified.)</small>		
Directorate ESH coordinator:	Signature:	Date:

Authorized Workers <small>(The designated leader must ensure that all personnel fully understand the requirements of the lift plan and their role in the operation. Workers signatures below attest to this.)</small>		
Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:

Characterize the Load(s)

This plan covers ☐ Single load only ☐ Variety of similar loads *(enter dimensions and weight of largest load covered by the plan)*

Length:

Width:

Height:

Diameter:

Load weight:

Weight determination *(choose one)*

☐ Marked on load ☐ Weighed ☐ Estimated ☐ Other: _____ *(describe)*

☐ Weight calculated by _____ *(name, attach calculations)* ☐ Drawing number: _____

Characterize the Task *(include directions for lifting, rotation, flipping, speeds, and travel)***Evaluate the Hazards** *(define specific controls)***Plan the Rigging** *(define specific controls)*

On a sketch or photo *(see sketch grid on next page)*, show how the item will be rigged and the type of gear to be used:

1. Show location of shackles, hoist rings, spreader beams, slings, etc
2. Show attachment points (how rigging gear will be attached to load)
3. Show where padding of sharp edges are necessary
4. Provide the weight of heavy equipment such as a lifter or spreader beam, or fork beam (forklift attachment)
5. Show proper orientation of eyebolts
6. Indicate the center of gravity (horizontal and vertical)

Rigging Sketch or Photo of Rigged Item *(Include all information required to determine that the load is properly rigged and that appropriate rigging gear is selected. Include, as applicable, sling angles, eye bolt orientation, padding points, center of gravity, type of sling hitch, and any other pertinent information.)*

Characterize the Attachment Points <i>(attach photos to illustrate, as necessary)</i>		
<input type="checkbox"/> Manufacturer-provided lift point <input type="checkbox"/> Sling in choker hitch <input type="checkbox"/> Sling in basket hitch <input type="checkbox"/> Sling in vertical hitch <input type="checkbox"/> Threaded hole <i>(eyebolt or hoist ring)</i> Hole diameter: _____ Material type: _____ <input type="checkbox"/> Other: _____		
Confirm attachment points or hitch methods <i>(load owner completes if plan preparer in doubt)</i> <input type="checkbox"/> The lift points or attachment methods described in this lift plan can withstand the forces created by the rigging gear.		
Load owner: _____	Signature: _____	Date: _____

Define Rigging Gear Requirements				
1. List each piece of rigging gear shown on the rigging sketch or photo in the table below (such as: load hook, shackles, slings, eye bolts). If a component weighs more than 10 pounds, include the weight in the weight column. 2. Label the sketch or photo using the corresponding letter for the gear. 3. Draw sling angles and the resulting load reduction factors for slings and eyebolts. 4. Calculate the force on each piece of rigging gear. Show that angles are accounted for in determining forces. 5. Determine the required rigging gear capacity and size. Indicate if this is an exact specification or a minimum.				
Type	Weight	Capacity / rating / working load limit	Size specifications	
A				
B				
C				
D				
E				
F				
G				
H				
I				
J				