



Standard Operating Procedure

Procedure Name:	Franna Operations		
Author:	Steve Smallman		
Approved By:	Albie Wheeler		
Version	1.0	With Effect from	1/1/12
Review Date	1/1/13	Document Number	SOP 08
Risk Assessment	Name	RA SOP 08 Franna Crane Operations	
	Date	6/8/12	

1. Aim of procedure

To identify and formalise the risks and control processes involved in general operations of Franna Pick & Carry Cranes by Wheeler Cranes personnel.

2. Scope of application

This procedure applies to all Wheeler Cranes personnel operating Franna Cranes at any location at any time.

3. References

AS 2550.5

Operators Manual for AT18, AT20, AT20.3 and MAC 25 Frannas as applicable.

Code of Practice Moving plant on construction sites


4. Pre-requisites

Crane Drivers undertaking this work must hold:

- A National Certificate of Competency/High Risk Work Licence Class CN, C6, C1 or CO
- A vehicle drivers licence of a suitable class for the crane used, MR, HR, HC or MC
- A Wheeler Cranes Verification of Competency as a crane driver
- Training and induction on the model of crane used

Dogman are to hold a National Certificate of Competency/High Risk Work Licence Class DG, RB, RI or RA and a Wheeler Cranes Verification of Competency as a Dogman/Rigger.\

Operating mobile phone.

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5. Procedure

Wheeler Cranes personnel will:

1. Attend for duty in a fit and proper condition for work at the time and location nominated in the advice to the crane crew.
2. Obtain a call order containing all details of equipment, location and timings required. Should there be any discrepancy, missing equipment or confusion with the call order, personnel are to seek the advice of the Allocator or if out of hours the on call duty officer.
3. Load required equipment onto the crane in accordance with SOP 09 Control of shared lifting equipment.
4. Inspect the Crane prior to operation in accordance with SOP 03 Daily Checks for Franna Cranes.
5. Travel to the site in accordance with SOP 06 Road travel for Cranes.
6. On arrival at site, personnel are to contact the nominated site foreman/contact and discuss the task with the customer representative.
7. The Crane Crew will complete any customer required documentation, including signing on to JSAs or any other site required paperwork.
8. Once the location(s) of work, nature of tasks and loads are understood, the Crane Driver and the Dogman must complete a Wheeler Cranes Site Risk Assessment including working load limit calculation/lift study.
9. The following provisions apply for each lift/series of lifts undertaken by the crane crew:
 - a. The crane crew (Driver and Dogman) are to jointly agree on rigging methods, equipment to be used and lifting capacities.
 - b. Where any doubt regarding rigging methods or equipment use exist, the crew will seek advice from Wheeler Cranes technical supervisors.
 - c. The crane crew will ascertain the pick location, the carry path and the place location.
 - d. The carry path will be assessed for:
 - i. Exclusion of personnel from the carry path
 - ii. Slope increasing working radius, both front facing and side slope.
 - iii. Abrupt direction change/turn radius of crane with load
 - iv. Minimal reversing
 - v. Potential collision with structures, including overhead
 - e. The dogman will select the rigging equipment and will inspect each and every item of lifting equipment in accordance with SOP 10 inspection of lifting equipment.
 - f. Loads on transport will be assessed for stability and where necessary individual components are to be individually restrained to enable items to be lifted separately should there be a danger of loads falling once transport restraints are removed.
 - g. The load will be rigged in accordance with the agreed rigging arrangement. The crane crew attaching the rigging will wear gloves to minimise hand injuries.



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- h. The load will be test lifted and the rigging inspected for security
- i. The load will have an appropriate tag line fitted and used to control the movement of the load throughout the lift.
- j. During all movements:
 - i. the dogman is to ensure that no person, including the dogman enters the area between the load and crane
 - ii. the driver is to ensure that no person enters into the articulation area of the crane
 - iii. the dogman is to ensure that the load does not pass over any person
 - iv. the driver is to be supplied with a guide during all reversing movements. This guide is to be located in a position clearly visible to the driver and clear of any possibility of contact with the crane.
 - v. The dogman is to ensure that no person enters the swing area of the load or tail swing of the crane, particularly where they may be pinned between the load or crane and a fixed object or structure.
- 10. Prior to commencing any lift the driver and the dogman will decide on and agree communication methods appropriate to the task. This could include whistle, hand or radio communications and could include the use of mobile phones.
- 11. On completion of lifting, the crane crew are to inspect all equipment used for damage and re-stow the equipment on the crane.
- 12. Prior to departing from site, the Wheeler Cranes docket is to be completed by the crane driver, including travel time for return to depot. The docket is to be signed by the client representative prior to departure from site. Should this not be possible, or should the client representative refuse to sign the docket, the driver is to contact the Wheeler Cranes office for advice.
- 13. Cranes are to be prepared for road travel in accordance with SOP 06, and wheels and tyres inspected for mud and foreign objects prior to entering the public road network. Should excess mud or foreign objects be present in wheels and tyres, they are to be removed before driving on the road.
- 14. Prior to departure from site, during office hours drivers are to advise the office of their finish time and expected time of arrival at the next job/return to depot.
- 15. On return to depot, post operation checks are to be performed as detailed in SOP 03, including cleaning and refuelling of the crane.
- 16. On return to depot shared lifting equipment is to be returned to racks in accordance with SOPs 03 and 09.
- 17. Any defect or damage to crane or equipment is to be recorded and reported to the Allocator or on call duty officer.



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6. Approval

Albie Wheeler
Managing Director
13/9/12

