



Ministry  
of Defence

**JSP 975**  
**MOD Lifting Policy**

**Part 1: Directive**

# Foreword

JSP 975 MOD Lifting Policy is an amalgamation of the previously compiled and published documents JSP 375, Chapter 24, JSP 467 Parts 1 and 2 and an original draft JSP 975.

This publication, JSP 975 Part 1: Directive provides the policy for the management of lifting operations and use of lifting equipment within the scope of Ministry of Defence (MOD) responsibility.

JSP 975 Part 2: Code of Practice and Guidance supports this Directive, by means of outlining equipment specification and selection, process and personnel requirements, for the implementation of general and high risk lifting and lowering applications.

It has been produced in conjunction with subject matter experts, within the lifting industry, from both the civilian and military sectors, in order to define the requirements for competency of staff and sufficiency of processes for the safe and satisfactory planning, control and execution of lifting activities conducted by the MOD.

The document (policy) is sponsored by the Defence Functional Authority for Technical, Quality and Standardization (DFA TQS) and provides policy-compliant detail which should be considered best practice in the absence of any other relevant documented instruction(s).

I commend it to you and your staff.



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# Preface

## Application

1. JSP 975 is to be used by staff responsible for the planning, control and execution of lifting operations, in conjunction with staff responsible for sites/locations where lifting operations may be undertaken for and on behalf of the Ministry of Defence (MOD). It defines the staff, responsibility and applied process requirements such that the risk associated with the conduct of operations for the lifting and lowering of loads, including persons, is minimised to a tolerable level As Low As Reasonably Practicable (ALARP), in order to safeguard personnel.
2. This JSP defines the direction to be followed in accordance with the requirements placed on Defence by Statute, Central Government and Defence policy. Furthermore, it provides the supporting detail necessary to assist the user to comply with the policy.
3. The JSP is structured in two parts:
  - a. Part 1 - Directive, which provides the direction that must be followed in accordance with statute or policy mandated by Defence or on Defence by Central Government.
  - b. Part 2 - Guidance, which provides the guidance and best practice that will assist the user to comply with the Directive(s) detailed in Part 1.
4. This policy applies to the application of lifting operations and lifting equipment and defines responsibilities, dependent on the category of the lift and functional role of the equipment.

## Coherence with other Policy and Guidance

5. Consideration should be given to related documents published by the various Defence Functional Owners and authorities. Where particular dependencies exist, these other Defence Functional Owners and authorities have been consulted in the formulation of the policy and guidance detailed in this publication.

**NOTE:** The following documents will require review, in order to ensure coherence with this policy.

Related Publication	Title
JSP 375	Management of Health and Safety in Defence
JSP 800	Defence Movements and Transport Policy
JSP 815	Defence Safety Management System
JSP 816	Defence Environmental Management System
JSP 892	Risk Management
JSP 950	Medical Policy (Part 6 - Occupational Health/Medicine, Chapter 6 - Civilian Occupational Health Policy)
DSA02-DLSR	Defence Movements and Transport Regulations
DSA02-DMR	MOD Shipping Regulations for Safety and Environmental Protection

<b>Related Publication</b>	<b>Title</b>
DSA02-DNSR	Defence Nuclear Safety Regulations of the Defence Nuclear Enterprise
DSA02-OME	Defence Ordnance, Munitions and Explosives Regulations
DSA03 DLSR	Movement and Transport Safety Regulations - Defence Codes of Practice
DSA03 DMR	Naval Authority Rules for the Certification of MOD Shipping
DSA03-DNSR	Defence Nuclear Safety Regulations of the Defence Nuclear Enterprise
DSA03 OME Part 2	In-Service and Operational Safety Management of OME
DNSR/TAG/D010	Control of Lifting
BR 3000	Marine Engineering Manual
BR 3001	Fleet Engineering Orders (Surface Ships)
BR 3027(1)	Lifting Equipment Policy
BR 3027(4)	Lifting Equipment Policy - Royal Fleet Auxiliary
BR 6600	Royal Marines Landing Craft and Small Craft Operations
BRd 875	Regulations for RFA Vol 5 Pt 1 Chapter 4
AESP 0200-A-090-013	Land Equipment Engineering Standards (LEES)
AESP 0200-A-093-013	Land Equipment User Maintenance Standards (LEUMS)
AESP 0200-A-307-013	The All Arms Equipment Recovery Manual
AESP 2590-E-100-013	Management of Lifting and Recovery Equipment in the land Environment
JAP (D) 100E-10	Military Aviation GSE Management & Policy
MEPP 003	Munitions Engineering Process Procedure (Maintenance Routine Examination of Lifting Equipment and Materials Handling Equipment)
DE&S 03/2011 Version 3, dated Aug 2023	Safety & Environmental Protection Leaflet
ONR. NS-TAST-GD-056	ONR Technical Assessment Guide (TAG) - Nuclear Lifting Operations
MITER	Service Provision Manual

## **Public Sector Equality Duty**

6. JSP 975 (Parts 1 and 2) have been assessed in accordance with Equality Analysis guidance and are considered compliant with the Equality Act 2010. The result of the assessment is NO IMPACT on protected groups. Details are found in JSP 975 Part 2 Annex M.

## **JSP User Requirements**

7. This JSP is to be used by staff with appropriate practical and theoretical knowledge of both the management of lifting operations and the use of lifting equipment and those who have management responsibility for such staff and lifting operations.

## **Further Advice and Feedback – Contacts**

8. The sponsor of this JSP 975 is DES EngSfty-EG DefAuth-Pol (Chair of Lifting and Hoisting Policy (LHP) Working Group).

9. In the first instance, queries regarding interpretation and implementation of this JSP 975 should be directed to a local competent person with authority to interpret this publication, for clarification.

10. Thereafter, where the local competent person considers a raised query as being beyond their scope of competency and/or authority, the issue regarding policy concerns should be clearly documented with a detailed proposal for review and assessment by the LHP Working Group.

11. For further information on any aspect of this policy, or to provide feedback on the content, contact:

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# 1 Defence Lifting Policy

## Scope

1. JSP 975 sets out the MOD policy for the safe organisation of lifting operations, in conjunction with the safe use of lifting equipment within Defence operations, estates and workplaces and operational theatres, including ships, in both the United Kingdom (UK) and international locations. These activities are either directly subject to or can be related to the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER). Where applicable specified lifting operations from ships, small vessels and craft are subject to the Merchant Shipping and Fishing Vessels (Lifting Operations and Lifting Equipment) Regulations (MSFV (LOLE)R).
2. As the lifting equipment will be used in a workplace environment, the principles within JSP 375, Volume 1, Chapter 22 (Work Equipment) should also be taken into consideration.
3. The policy applies to any lifting operations managed and/or conducted by or on behalf of the MOD not on Defence premises and locations.
4. Lifting Equipment items used within Defence, pertaining to this policy, are considered within the following categories:
  - a. equipment which lifts and lowers whilst the load is directly suspended, including:
    - (1) overhead travelling cranes.
    - (2) dockside cranes.
    - (3) floating cranes (barge, vessel and ship-mounted).
    - (4) mobile cranes (chassis, truck-mounted, crawler).
  - b. mechanical handling equipment, including:
    - (1) fork (lift) trucks.
    - (2) telescopic handlers (including reach stackers).
    - (3) container handlers.
    - (4) lorry-loading cranes.
    - (5) hydraulic excavators, used for lifting (when configured for fork, slinging and/or grabbing duties).
    - (6) loading shovels, used for lifting (when configured for fork duties).
    - (7) mobile elevating work platforms.
    - (8) scissor lifts (static and mobile).
    - (9) tail lifts.

(10) vehicle lifts.

(11) hook loaders.

(12) other machines, appliances, apparatus, tools and/or installations, for the lifting and lowering of loads (pallet trucks operating in excess of 300mm height of lift).

**NOTE:** Accessories for lifting are to be included, in the context of securing the load(s).

c. conventional lifts, including:

(1) passenger/goods.

(2) goods and services.

5. Recovery is predominantly a hauling operation, using work equipment covered by the Provision and Use of Work Equipment Regulations (PUWER), and deals with the removal of broken down, abandoned or damaged equipment, vessels and vehicles which cannot be repaired in situ and/or moved unaided. However, where during a recovery operation there is a requirement to carry out a 'lift' then this policy applies.

## Safety

6. Suitable and sufficient levels of safety shall be inherent characteristics of all lifting operations and lifting equipment use, justifiably determined and where necessary appropriately enhanced proportionate to the presented hazard(s).

7. To ensure the necessary levels of safety are achieved, realistic requirements shall be set, and an agreed management strategy followed in accordance with the requirements of Def Stan 00-056 Part 1. This strategy shall reflect a continuous and evolutionary approach to the achievement of safety, with the management of the safety risk analysis being an integral part of the process of lifting operation implementation and lifting equipment supply and provision for use.

8. This policy requires the implementation of the key principles associated with MOD Lifting Operations and Equipment, Safe Systems of Work and Training, in accordance with the general requirements of JSP 375, which include:

a. Safe Equipment.

b. Safe Person(s).

c. Safe Place(s).

d. Safe Practice(s).

**NOTE:** The overriding principles being 'the safe execution of lifting operations and use of lifting equipment'.



## **Safe Equipment**

9. In-service equipment shall be safe by design and, in relation to the complex nature of the lifting equipment or accessory for lifting, underpinned by a Safety Case/Safety Argument respectively.

## **Safe Person(s)**

10. Personnel directly involved in lifting operations shall be Suitably Qualified and Experienced Personnel (SQEP) for their specific role(s).

## **Safe Place(s)**

11. A suitable and sufficient Risk Assessment shall be compiled, identifying hazards pertaining to the location in which lifting equipment is to be deployed by, or on behalf of, the MOD for the conduct of their activities. This shall include surrounding areas, considering any military or civilian personnel who may be affected by those activities. Risk Assessments shall be concluded with either a verification of safety of the location or stipulation of the control measures necessary to minimise residual risks at any given location to a tolerable level as low as reasonably practicable (ALARP).

## **Safe Practice(s)**

12. MOD directed safe conduct shall be applied when planning, managing and executing lifting operations. Lifting operations and authorised personnel shall be appropriately resourced; such that the risk associated with the conduct of potential Risk to Life (RtL) activity is minimised to a tolerable level as low as reasonably practicable (ALARP).

## **References to Legislation, Approved Codes of Practice, Standards and Design Codes**

13. References to Statutory Instruments and Regulations refer to the versions current at the date of supply and use.

## **Legislation, Approved Codes of Practice and Guidance**

14. The following statutory instruments and regulations apply as appropriate, depending on the type of lifting equipment, its operating location, and the date introduced into service:

- a. Health and Safety at Work etc. Act 1974.
- b. The Supply of Machinery (Safety) Regulations 1992 (SI 1992, No 3073) and 2008 (SI 2008, No 1597).
- c. Lifts Regulations 1997 (SI 1997, No 831) and 2016 (SI 2016, No 1093).
- d. The Provision and Use of Work Equipment Regulations 1998 (SI 1998, No 2306) (PUWER 98) and (Northern Ireland) 1999 (SI 1999 No 305) (PUWER(NI) 99).
- e. The Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998, No 2307) (LOLER) and (Northern Ireland) 1999 (SI 1999 No 304) (LOLER(NI)).

- f. Merchant Shipping and Fishing Vessels (Provision and Use of Work Equipment) Regulations 2006 (SI 2006, No 2183) and Amendment Regulations 2008 (SI 2008, No 2165).
- g. Merchant Shipping and Fishing Vessels (Lifting Operations and Lifting Equipment) Regulations 2006 (SI 2006, No 2184) and Amendment Regulations 2008 (SI 2008, No 2166).
- h. The Management of Health and Safety at Work Regulations 1999 (SI 1999, No 3242) (MHSWR 99).
- i. The Work at Height Regulations 2005 (SI 2005, No 735).
- j. The Control of Substances Hazardous to Health Regulations 2002 (SI 2002, No 2677).
- k. The Control of Noise at Work Regulations 2005 (SI 2005, No 1643).
- l. The Electricity at Work Regulations 1989 (SI 1989, No 635).
- m. The Electrical Equipment (Safety) Regulations 2016 (SI 2016, No 1101).
- n. The Electromagnetic Compatibility Regulations 2016 (SI 2016, No 1091).
- o. The Electrical Equipment for Explosive Atmospheres (Certification) Regulations 1990 (SI 1990, No 13).
- p. The Electrical Equipment for Explosive Atmospheres (Certification) (Amendment) Regulations 1999 (SI 1999, No 2550).
- q. The Control of Vibration at Work Regulations 2005 (SI 2005, No 1093).

15. It should be noted that, in addition to the above, other regulatory requirements may also apply and, where relevant, should be appropriately addressed. Depending on the nature of the supplementary systems fitted to the lifting equipment, the following may also apply and include:

- a. The Pressure Systems and Transportable Gas Containers Regulations 1989 (SI 1989, No 2169).
- b. The Simple Pressure Vessels (Safety) Regulations 1991 (SI 1991, No 2749) and Amendment Regulations 1994 (SI 1994 No 3098).

16. Attention is also drawn to pertinent Health and Safety Executive (HSE) and Office for Nuclear Regulation (ONR) Approved Codes of Practice and Guidance publications, including:

- a. Safe Use of Work Equipment, PUWER, Approved Code of Practice and guidance (L22).
- b. Safe Use of Lifting Equipment, LOLER 98, Approved Code of Practice and guidance (L113).
- c. Guidance on Regulations – Controlling Noise at Work (L108).

- d. Guidance on Regulations – Electricity at Work Regulations 1989 (HSR25).
- e. Controlling fire and explosion risks in the workplace – A brief guide to the Dangerous Substances and Explosive Atmospheres Regulations (INDG370).
- f. Safety in Docks. Approved Code of Practice (L148).

## **Applications of Standards**

17. Lifting equipment shall comply with the Essential, Health and Safety Requirements (EHSRs) of the relevant Supply Regulations and/or where applicable Supply/Build Standard.

18. All lifting equipment and lifting operations undertaken by MOD personnel, on the Defence estate or vessels, or using Defence equipment on other sites shall comply with the requirements of the LOLER or MSFV(LOLE)R (for applicable vessels), unless the activity is being carried out under a time qualified Exemption Certificate issued by the Secretary of State for Defence<sup>1</sup> or relevant host nation legislation and standards. Where the lifting operation impacts a complex system, the relevant Safety Cases must be referenced, in support of legal compliance.

## **Acquisition of Exemption for the Armed Forces**

19. Where a lifting operation is required in the interest of national security but, due to specific circumstances at that time, cannot be undertaken in either full or partial compliance with the regulations, the lifting operation and use of lifting equipment governed by PUWER and LOLER shall only be undertaken within the scope and time scale of an Exemption Certificate, granted by the Secretary of State for Defence.

20. An exemption from a requirement of the regulations will only be granted where the Secretary of State for Defence is satisfied that the activities detailed in the Exemption Case Submission (ECS) are to be carried out in the interests of national security. Any exemption granted will be time limited and subject to strict conditions of application.

21. The preparation of the ECS will require input from operating authorities, acquisition teams, medical personnel, relevant regulatory authorities, subject matter experts, etc. as appropriate for the given activity. Subsequent to satisfactory scrutiny by all relevant parties and verification of the draft, the sponsor shall forward the completed ECS and draft Exemption Certificate to the Secretary of State for Defence for their consideration and required authorisation, prior to commencement.

22. Where MOD has been granted a time limited exemption from all or part of the regulations, measures shall be put in place to mitigate the probability of risk associated with the conduct of lifting operations to a tolerable level as low as reasonably practicable (ALARP).

23. Where a request has been successful, an Exemption Certificate will be issued by the Secretary of State for Defence and a copy shall be provided to the Defence Safety Authority by the sponsor.

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<sup>1</sup> See JSP 815 Vol 2 Annex B.

**Where a request has been unsuccessful, the activity must not commence until such time as the proposed activity can comply with the regulations or a revised and authorised ECS application.**

## **Legislative and Compliance Obligations**

24. The Health and Safety at Work etc Act 1974 obligates employers to safeguard employees and other persons either operating on or having access to work locations, as far as reasonably practicable. Lifting operations are inherently hazardous activities requiring careful planning and management to ensure they are carried out safely and that foreseeable risks have been mitigated to a level as low as is reasonably practicable (ALARP).

25. Staff and organisations operating on behalf of MOD shall apply a safe system approach across all service capabilities.

26. Legislation sets out the statutory obligations in respect of lifting operations along with the supporting Approved Codes of Practice and Guidance for the management of Lifting Operations within Defence.

27. The following specific extracts stipulate the primary regulatory requirements for the compilation of Risks Assessments and Method Statements (RAMS), as follows:

- a. Management of Health and Safety at Work Regulations (MHSWR) – Regulation 3(1):

*Every employer shall make a suitable and sufficient assessment of:*

*(1) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and*

*(2) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking*

- b. Lifting Operations and Lifting Equipment Regulations (LOLER) – Regulation 8(1):

*Every employer shall ensure that every lifting operation involving lifting equipment is:*

*(a) properly planned by a competent person;*

*(b) appropriately supervised; and*

*(c) carried out in a safe manner.*

28. PUWER, LOLER and MSFV (LOLE)R place additional requirements on employers and those who use lifting equipment or control/supervise lifting operations to ensure that lifting equipment is fit for purpose and used safely.

## **Suitability of Lifting Equipment**

29. New, Existing and Hired lifting equipment shall be supplied suitable for the purpose for which it is to be used or provided. Suitability shall be determined, via compliance with the appropriate requirements of JSP 975 Part 2: Code of Practice and Guidance and confirmed by the Project Technical Authority.

## Thorough Examinations

30. Subsequent to supply, installation or re-installation at a new site and before being put into service, lifting equipment which is dependent on the installation or assembly condition for strength and stability shall be certified (LOLER, regulation 9(1)) or thoroughly examined in accordance with the relevant regulations (LOLER, regulation 9(2)). Procedures used are to be compiled in agreement between the Competent Person (Assessor) and the Project Technical Authority.

31. Thereafter, lifting equipment shall be thoroughly examined by a competent person (assessor) at prescribed intervals during its service life (LOLER, regulation 9(3), based on an assessment of the risks associated with the type of equipment, its use and the environment in which it is used).

32. A report of thorough examination is to be compiled, in accordance with the prescribed particulars of the Lifting Operations and Lifting Equipment Regulations, regulation 10(1), Schedule 1.

**NOTE:** Where formally appointing an external Inspection Authority for the provision of a competent person (assessor), the Inspection Authority is to be accredited by the United Kingdom Accreditation Service (UKAS), for the purposes of thorough examination.

33. The thorough examination periodicity shall comply with the minimum stated within the regulations. Where a periodicity has been determined in excess of the minimum stated, via risk assessment for specific lifting equipment, then this shall be both justified and documented within an Examination Scheme, accepted by the competent person (assessor) carrying out the thorough examination and referenced within the report of thorough examination (JSP 975 Part 2: Code of Practice and Guidance Annex K).

34. At the discretion of the competent person (assessor) carrying out the thorough examination, testing may be advised, in order to verify overall capability, stability and/or safety device satisfactory function.

## Maintenance

35. Lifting equipment shall be maintained so that its performance does not deteriorate to such an extent that people are put at risk, as per the PUWER, regulation 5.

36. In conjunction with any specific MOD requirements, maintenance procedures shall be carried out, in accordance with the manufacturer's recommendations which relate to the equipment.

37. Where safety-critical component malfunction could cause the equipment, guards or other protection devices to fail and lead to immediate or hidden potential risks, a formal system of planned preventative or condition-based maintenance shall be applied.

38. A detailed maintenance log shall be kept, to provide information for future planning of maintenance activities and remedial actions that have been taken previously.

39. Maintenance shall only be undertaken by people who are competent (with appropriate knowledge, experience and training) to do the work, supported by suitable and sufficient information and instruction.

## Types of Lifting Operations

### Lifting Operation Categorisation

40. MOD shall employ three fundamental categories of lifting operation:

- a. Basic.
- b. Intermediate.
- c. Complex.

41. The selected category determines the hierarchy of control measures required to mitigate the relevant risks.

#### Basic Lift

42. Basic lifting operations shall be so designated for activities where the characteristics of the loads are well understood; where the lifting method is straight forward (such as manoeuvring a load, unloading from transportation and placing on open ground or vice-versa) and the environment/location is free of obstructions (such as unhindered hard standing ground, workshops, stores and yards, where any hazards shall be cleared or low level and evident).

#### Intermediate Lift

43. Intermediate lifting operations shall be so designated where activities are considered as presenting a greater degree of complexity, to that of straightforward (Basic) lifting operations, but where there are no compounded complexities (see below Complex Lift).

#### Complex Lift

44. Complex lifting operations shall be so designated where activities are considered as presenting significant hazards with the nature of the load, the working area or access route for the lifting equipment.

45. Where two or more items of lifting equipment are used to lift a load, regardless of its nature, the activity shall be deemed as being a complex lifting operation.

## Roles and Responsibilities

### Managers

46. Managers shall ensure that suitable and sufficient risk assessments and lifting plans are compiled by competent persons for all lifting operations, appropriately documented and stored for traceable access. Only authorised and competent persons are permitted to control or assist in the management and planning of lifting operations.

47. For lifting operations and lifting equipment under the Manager's control, whether undertaken by MOD personnel or directly employed contractors, appropriate resources and procedures shall be in place to ensure:

- a. all lifting operations are satisfactorily organised/planned to minimise the risk of the load or equipment becoming unstable and causing injury to persons.

- b. suitable and sufficient risk assessments and lift plans are compiled, implemented and reviewed at appropriate intervals.
- c. only competent and authorised persons manage and undertake lifting operations.
- d. only lifting equipment that is deemed suitable (reference satisfactory compliance assessment) for the task and declared serviceable (reference the last thorough examination, regarding defect identification and report expiry) by a competent person is used.
- e. the Safe Working Load (SWL) or Working Load Limit (WLL), clearly marked and/or determinable via load charts available on lifting equipment, including accessories, is not exceeded.
- f. lifting equipment is appropriately and clearly marked where it is designed to lift persons.
- g. lifting equipment that is not designed for lifting people but could be so used in error, is clearly marked to the effect that it is not to be used for lifting persons.
- h. all new and existing lifting equipment is identified and recorded in maintenance and thorough examination or inspection registers.
- i. all lifting equipment is inspected, tested, maintained and thoroughly examined by competent persons in accordance with legislation, manufacturer's recommendations, MOD procedures.
- j. defective lifting equipment is reported (copied to the relevant enforcing authority, as appropriate), clearly marked as defective 'not to be used' and is isolated or removed from use.

48. Managers shall ensure that lifting equipment is only used in the way in which it was designed, in accordance with this Lifting Policy, Service Instructions, Operator Instructions and/or manufacturer's supporting documentation.

49. MOD documents, Service arrangements, equipment support publications and regulatory and industry guidance, specific to the lifting equipment, shall be consulted to provide further details to be taken into consideration in the development of Lift Plans.

50. Managers shall ensure that all personnel under their control receive suitable and sufficient information and supervision when maintaining or working with or near lifting equipment in operation, and that only authorised and competent persons (possessing sufficient knowledge and experience, having undertaken appropriate training with retained currency, medically fit to the extent required for the role and, where required, hold a relevant licence) shall operate the lifting equipment and/or control or assist in the lifting operation (operator, supervisor, slinger/signaller, etc.).

51. Where a third party is to carry out a lifting operation and that organisation is responsible for the planning, provision of the equipment, supervision and execution of the lifting operation(s); the manager of the location where the lift is to take place shall ensure that the operation is managed in accordance with JSP 375, Volume 1, Chapter 34 (4C System: Coordination, Cooperation, Communication and Control).

52. The third party engaged shall ensure that the lifting operation is undertaken by competent persons, that suitable and sufficient lift plans and risk assessments have been compiled and communicated to all personnel concerned, a satisfactory exclusion zone is established and maintained to prevent unauthorised access and the lifting operation is completed safely.

## **Personnel**

53. All personnel shall act in accordance with the information, instruction and training provided and only those with current competency and authorisation (possessing suitable and sufficient knowledge and experience and having satisfactorily completed appropriate training) or under supervised training by a competent person are permitted to use lifting equipment or carry out lifting operations.

54. All personnel who perform lifting operations or are responsible for the storage of lifting equipment, shall complete all required pre and/or post use checks for defects and correct functionality of lifting equipment and report any suspected faults to the appropriate manager.

55. Defective or suspected defective equipment shall not be used and is to be removed from service in accordance with local procedures for confirmatory inspection/testing by a competent person. Defects shall be reported to the manager responsible for the equipment, the competent person and where appropriate as a near miss or dangerous occurrence in accordance with JSP 375 (Volume 1, Chapter 16 Accident/Incident Reporting and Investigation).

56. All personnel shall ensure that single-use, sacrificial bags or one-shot slings are made inoperable and disposed of immediately after use.

57. Personnel shall not modify or use modified lifting equipment provided for use unless the modification has been authorised and verified upon completion by the manufacturer/design authority, tested and certified, inspected and thoroughly examined by a competent person and, where in place, the associated safety case has been updated.

## **Safe Systems – Functional Roles and Application**

### **Lifting Roles**

58. The following roles shall be allocated, as required, determined by the hazard nature and complexity of any given activity, to ensure that all lifting operations can be conducted safely (summarised below in Table 1: Required Lifting Roles). The roles represent the essential functional elements required to ensure that a lifting operation is carried out safely. The actual role titles may not necessarily be applicable across all service domains (JSP 975 Part 2: Code of Practice and Guidance Annex I). Furthermore, where suitably qualified, an individual need not necessarily be restricted to a singular functional role, depending on the risks associated with the lifting operation; however, the function associated with each role for a lifting operation should be suitably and satisfactorily covered.

### **Lift Manager (LM)**

59. A LM shall be appointed by a Commanding Officer (CO)/ Head of Establishment (HoE) and manage the safe lift system.



## Appointed Person Lifting Operations (APLO)

60. An APLO shall be designated by the LM, as the senior role responsible in the oversight, planning and control of lifting operations. The primary function of the APLO includes assessing a lifting operation in conjunction with essential personnel to provide such planning that includes appropriate lift categorisation, suitable and sufficient risk assessment(s) and method statement(s) compilation, selection of lifting equipment and lifting accessories, lift management, briefing(s) and supervision, as deemed necessary for the activity to be undertaken safely.

61. This shall include consultation with other responsible bodies and/or authorities to ensure effective collaboration, as deemed necessary for the given activity.

62. Where numerous items of lifting equipment and/or other plant are operating in close proximity, a site Lift Coordinator shall be appointed, in conjunction with a Supervisor Lifting Operations (SLO) for each of the lifting operations, in order to provide a means of control of interaction between the lifting equipment and/or other plant.

## Supervisor Lifting Operations (SLO)

63. An SLO shall be designated by the APLO, to primarily supervise and direct the lifting operations to safe completion. Thereafter, any further delegation of assistive roles and responsibilities will be at the discretion of the APLO.

## Slinger/Signaller Lifting Operations (SSLO)

64. The SSLO is the individual who shall be responsible for slinging (connecting/disconnecting) a load and signalling (providing guidance to the operator), during a lifting operation.

Ser	Activity	Role	Lift Category		
			Basic	Intermediate	Complex
1	Ownership	CO/HoE	Required	Required	Required
2	Management	LM	Required	Required	Required
3	Planning	APLO	Required	Required	Required
4	Site Visit	APLO	Not required, where pertinent RAMS are in place.	Requirement to be defined, at the discretion of the APLO.	Required
5	Lifting Operation	APLO	Not required, where pertinent RAMS are in place.	Requirement to be defined, at the discretion of the APLO.	Required
6		SLO	Required	Required	Required
7		SSLO	Required	Required	Required
8		Operator	Required	Required	Required

Table 1: Required Lifting Roles

**NOTE:** The APLO may appoint competent personnel with more than one duty – this does not include the operator whose sole duty shall be to operate the lifting equipment.

## Training Systems

### Training Provision

65. Training shall be provided to personnel with the requisite entry level qualifications and experience (JSP 975 Part 2: Code of Practice and Guidance Annex G), in order to ensure their suitability and enhance the likelihood of successful completion and subsequent authorisation, for the aforementioned roles (Table 1: Required Lifting Roles).

### Currency and Competency

66. Once trained, personnel shall maintain currency and competency for their specified role through endorsed continuation training and education. Failure to complete mandatory continuation training (JSP 975 Part 2: Code of Practice and Guidance Annex G) shall result in authorisation being withdrawn and the qualification removed from the individuals Joint Personnel Administration (JPA) records.

## Specialised Lifting Practices and Training Activity

### Multiple Lifting Operations

67. Lifting operations involving multiple lifting assets, operating in unison to lift a load, shall be designated as complex. Given the nature of lifting operations within Defence and the relative experience of Operators and Supervisors, complex lifts shall be planned and supervised by an APLO (JSP 975 Part 2: Code of Practice and Guidance Annex F).

### Pick and Carry Operations

68. Pick and Carry operations are specialist crane tasks and shall only be undertaken by suitably trained operators and where the specification of the lifting equipment allows for such duties<sup>2</sup>.

## Management Systems

69. Appropriate application of a Lift Management System shall be implemented to ensure that lifting operations are suitably and sufficiently planned, supervised and conducted in a safe manner (LOLER, regulation 8).

### Lift Management System

70. The following levels of control shall be applied when undertaking Basic, Intermediate or Complex lifting operations:

- a. **The Chain of Command (CoC).** CoC shall ensure that a safe system is in place to ensure the effective planning, supervision, training and competency of all personnel concerned with lifting operations.
- b. **Competent lift planners.** The Lift Manager and an APLO shall advise who is directly responsible for preparing Lift Plans to ensure a safe system of work.

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<sup>2</sup> Pick and Carry Training can be delivered as Pre-Deployment Training upon request through HQ RSME.

- c. **Competent personnel.** Defence shall ensure that personnel undertaking lifting operations are suitably and sufficiently briefed, trained, with current and appropriate levels of competency.

71. The Lift Manager (LM) is responsible for preparing the Lift Management Plan<sup>3</sup> on behalf of the CO/HoE. The plan shall reflect the key elements of this policy, adapted where deemed necessary, to meet the individual role and circumstances of the operational area. The plan shall lay out the requirements for:

- a. ownership of lifting operations.
- b. management of lifting operations.
- c. planning of lifting operations by an APLO (in conjunction with relevant personnel).
- d. supervision of lifting operations.
- e. trained and current, competent personnel (APLOs, SLOs, Operators and SSLOs).
- f. inclusion of an up-to-date JPA Competency Register of current and competent personnel (APLOs, SLOs, Operators and SSLOs).

## **Lift Planning and Supervision**

72. Planning and supervision is vital in ensuring a safe lifting operation. Responsible personnel shall correctly assess lifting operations to determine the appropriate category of the lift.

73. The application of this process is to be guided by the APLO, supported by a suitable and sufficient risk assessment and include:

- a. **Planning.** Lift plans shall be documented and recorded in a formal method, as a specific task relevant document (Lift Plan for Basic, Intermediate and Complex Lifts).
- b. **Supervision.** Appropriate supervision shall be present throughout the entirety of a lifting operation.

## **Lifting Operation**

74. The successful execution of a safe lifting operation is a combination of the following factors:

- a. suitable and sufficient lift planning and supervision by trained and competent personnel.
- b. trained, experienced and competent and current Operators and Slings/Signallers.

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<sup>3</sup> An operational area that does not hold a Lift Management Plan but is required to conduct a one-off Lifting Operation should seek support from an operational area with an established Lift Management Plan and APLO.

75. The lift team and those who may come into contact with both Intermediate and Complex lifting operations shall be appropriately briefed on the details of the lift plan.

76. For basic lifts, the lift team shall again be fully briefed on the details of the lift plan. Those persons in the vicinity of the lifting operation shall be advised and warned of the activity, with a safe area designated and access restricted to essential lift personnel.

## **Process Documentation**

### **Lift Plan**

77. The Lift Plan is the information provided to the person supervising the lifting operation to ensure the task is completed safely and consists of at least the Risk Assessment(s) and Method Statement(s) (RAMS), supplemented by relevant drawings and supporting documentation. This shall be subsequently relayed to essential lift personnel, prior to commencement.

### **Risk Assessment**

78. The following processes and documents, appropriately applied dependent on variation in hazard severity, shall enable suitable and sufficient Risk Assessments to be compiled, in order to satisfy the requirements of the Management of Health and Safety at Work Regulations (MHSWR, regulation 3), including best practice guidance within JSP 375 Chapter 8 (Risk Assessment):

- a. generic risk assessments that apply to common tasks (i.e. load/unload stable and known load).
- b. risk assessments written by an APLO for planned lifts (Basic, Intermediate/Complex).
- c. dynamic risk assessment, i.e. as a result in changing circumstances during a lifting operation.
- d. equipment safety case.
- e. MOD publications – warnings and cautions.
- f. pertinent and accessible information to allow lifting operations to be carried out in a safe manner, so far as is reasonably practicable.

### **Method Statement**

79. Detailed information concerning equipment configuration, load, rigging and rated capacity shall form the basis of any Method Statement. Engineering drawings of the equipment and/or the load, load charts and lifting equipment fundamentals shall be detailed. The Method Statement and supporting documentation shall include the following:

- a. detailed process description of the lifting operation.
- b. lifting equipment configuration.
- c. rated capacity of lifting equipment.

- d. load weight, including that of the container/packaging, lifting accessories, lifting equipment ancillaries and/or any other item(s) the lifting equipment manufacturer may specify as being part of the load, to be taken into consideration with regard to the rated capacity.
- e. factors that may affect the lifting equipment's rated capacity (including machine configuration, operational duty and limitations, platform stability and adverse impact, environmental and other secondary loading effects).
- f. Operator qualifications, training and proficiency for the specific lifting operation and equipment.
- g. availability and condition of suitable equipment (confirming acceptability for use).

## **Use of Hired Equipment and Lift Contractors**

### **General**

80. MOD has the capacity to employ contractor support to provide lifting capability, where not available internally, on the basis of either of the following potential arrangements:

- a. hiring only the lifting equipment (either with or without an Operator) from a competent provider (outside of the MITER contract); where the management, planning and supervision of the lifting operation shall be undertaken by MOD personnel; the procedures for such hiring are detailed within the respective Army, Navy and RAF Duty Holding policies.
- b. employing a competent contractor to carry out the complete lifting operation functional aspects (contract lift); where the provision of equipment, operators, planning, supervision and execution of the lifting operation(s) shall be undertaken by the competent contractor.

**NOTE:** MITER – contract to maintain, manage and support the MOD's fleet of construction and mechanical handling equipment and vehicles.

81. Lifting operations undertaken in territories outside of the scope of the Health and Safety at Work etc Act 1974 shall adhere to local legislative requirements, in conjunction with the requirements of JSP 975. Where concern exists as to the adequacy of local legislative requirements, the UK legislation shall be adopted as best practice guidance.