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**COMMENTS:**

**By:**

**Signed**

**Date**

**Review Code:**

- |                      |   |                          |
|----------------------|---|--------------------------|
| 1. REJECTED          | : REVISE AND SUBMIT   | <input type="checkbox"/> |
| 2. COMMENTS AS NOTED | : WORK MAY PROCEED SUBJECT TO COMPLIANCE WITH AND INCORPORATION OF COMMENTS | <input type="checkbox"/> |
| 3. NO COMMENTS       | : WORK MAY PROCEED  | <input type="checkbox"/> |
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**No. of Pages attached to this form :**



**RUWAIS REFINERY  
EXPANSION PROJECT**

**EPC-4 TANKAGE AND ASSOCIATED  
INTERCONNECTING PIPING**

**AGREEMENT No. 09-5578-E-4**

**DAEWOO E&C**

PROJECT No. 5578

Doc. No. 5578-E4-HSE-HU-00046

Rev. 0

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## **EQUIPMENT INSPECTION & CERTIFICATION PROCEDURE**

**AGREEMENT NO. :** 09-5578-E-4

**PROJECT NAME :** Ruwais Refinery Expansion Project  
EPC-4: Tankage & Associated  
Interconnecting Piping

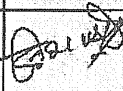
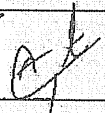


**COMPANY :** Abu Dhabi Oil Refining Company (TAKREER)

**PMC :** Mott MacDonald Ltd.

**CONTRACTOR :** Daewoo Engineering & Construction Co., Ltd.

TAKREER	<b>RUWAIS REFINERY EXPANSION PROJECT</b>  <b>EPC-4 TANKAGE AND ASSOCIATED INTERCONNECTING PIPING</b>  <b>AGREEMENT No. 09-5578-E-4</b>	DAEWOO E&C	
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This page is a record of all revisions of this document. All previous issues are hereby superseded and are to be destroyed.

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SIGNED (Initials)							

**NOTES:**

- (a) Revisions are denoted by a vertical line placed in the right-hand margin against the revised text.
- (b) PREP = Prepared by, CHKD = Checked by, REVD = Reviewed by, APP'D = Approved by.
- (c) In case of conflict between any requirements stipulated in this document with the contractual requirements, the contractual requirements shall prevail.



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## 1. INTRODUCTION

### 1.1 Purpose

The purpose of this procedure is this procedure is to control lifting gears and heavy equipments to minimize such risk of failure by the use of system of inspection and preventative maintenance on the Ruwais Refinery Expansion project.

## 2. DEFINITIONS

### 2.1 Heavy Equipment

Such as Roller, Excavators, Bulldozers, Scrapers, Mixers, Backhoes, Forklifts etc.

### 2.2 Lifting Equipment

Such as Cranes, Boom trucks, Piling rigs, mobile platforms, 'Cherry pickers', Man lifts, Mobile Elevated Work Platforms etc.

### 2.3 Lifting Gear

Such as Shackles, slings, wire ropes, chain blocks, tirsors, come-alongs, block and tackle, chains, and spreader beams, etc.

### 2.4 Competent

Trained, experienced and able to perform the allocated task to the required standards in accordance with all applicable procedures, standards and legislation, without direct supervision.

A competent person should have the maturity to seek such specialist advice and assistance as may be required to enable him to make necessary judgments and be a sound judge of the extent which he can accept the supporting options of other specialists.

He must be able to certify with confidence whether the equipment is free from latent defect and suitable in every way for the duty for which is required.

## 3. RESPONSIBILITIES

### 3.1 Project Manager

He is the main responsible person in the implementation of the Equipment, Certification & Inspection Procedure. He shall create an Equipment inspection team that will make sure that all the provision of this procedure is followed. The Project Manager shall make sure that this procedure is reviewed and updated timely.

### 3.2 HSE Manager

He shall ensure that all equipment brought on site is tested, certified and inspected by relevant sections in charge.

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### **3.3 Section Manager**

- Shall keep every certificates and records regarding to the equipments about their regular inspection record, insurance, driver's license.
- Shall provide the names and details of training and experience of competent Lifting Supervisors / Person.
- Shall ensure that lifting equipment & heavy equipment used on site is tested regularly and is witnessed by the current color code.

### **3.4 Supervisor**

- Shall ensure that all equipment brought to site is tested, certified and maintained in a safe operational condition
- Shall be responsible for the regular inspection and maintenance of all lifting devices to ensure conformity to the requirements of all standards and codes.
- Shall coordinate with the Client regarding inspection of all lifting equipments.

## **4. PROCEDURES**

### **4.1 Lifting Gear**

1. All lifting gears brought onto the project shall be clearly identified by means of a tag/name plate supplied by the manufacturer, as to safe working load.
2. Any lifting gears that is not produced by a recognized and competent manufacturer and lifting gear fabricated from rebar is not permitted.
3. If spreader beams or lift beams do not have certification or are of special fabrication then calculations shall be submitted for Client review, prior to the receipt of the required certification.
4. CONTRACTOR shall inspect all lifting gears prior to its arrival at the work site, and thereafter on a quarterly basis. It shall be colour coded with a durable tag.
5. The Color Coding Procedure (5578-E4-HSE-HU-00018) will be set and shall be changed on a quarterly basis, in order to identify whether the item in question has been checked on every quarter.
6. CONTRACTOR shall maintain all records and inventories as detailed in the HSE and security regulations, to ensure a system of controlling and monitoring the condition of all lifting gear, utilising the Lifting Gear Register.

### **4.2 Lifting Equipment**

#### **1. Certification**

Valid third party certification as to testing and certification shall accompany all lifting equipment e.g. cranes brought onto the Project.

Such certification shall have been issued within the last 12 months.

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2. Initial Testing

- 2.1 Prior to entry on to the work site, all lifting equipment shall be inspected as to integrity and condition. Records shall be maintained of all inspections and tests.
- 2.2 Notwithstanding, CONTRACTOR shall be fully responsible for the safety of all such equipment and shall, where necessary, implement additional systems of control to those identified in this Project Procedure.
- 2.3 The testing shall be executed by the CONTRACTOR Competent Lifting Supervisor at the base of origin prior to being transported / moved to the construction site, this shall be undertaken at the discretion of Client. Upon lifting equipment arrival at the work site all cranes can be inspected by the CONTRACTOR at its own discretion and be fitted with all necessary items, these requirements shall include but not be limited to: -

1	Records of inspection of lifting appliances
2	Test records for load radius indicator and automatic safe load indicator.
3	Annual inspection record
4	Examination results after substantial alterations/repair
5	Test certificate and thorough inspection
6	Mandatory inspection certificate of all lifting equipment associated with the crane
7	Checks on lights and warning devices, electrical wiring, battery terminals to be clean, tyre pressure, excessive wear, exhaust.
8	Crane driver certificate
9	Condition of Fly Jib.
10	Proper spooling on drum - all systems.
11	Proper counter weights
12	Condition of Boom sections i.e. bent lacings/cords.
13	Proper reweaving - all systems
14	Load blocks - headache ball - hook with latches.
15	Condition of hydraulic rams (telescopic booms).
16	Outrigger beams - rams - floats - mats - pins - locks
17	Boom pendants - gantry bails - pins.
18	Boom hoist wire rope - sheaves - brake - clutch.
19	Main / aux hoist wire rope - sheaves - brakes - clutch.

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2.4 In addition to the above all cranes shall be fitted with: -

1	A radius indicator
2	An automatic safe load indicator
3	Crane hooks with a safety latch to prevent displacement of the sling or load from hook.
4	A load chart to be available in the crane cab of every variable radius crane.
5	Operation manual.
6	Fire extinguisher in cab.
7	All controls identified - (levers marked-up).
8	Warning horn & reverse alarm.
9	Proof of load test or certification
10	Anti-two-block devices (operational)
11	Boom angle indicator
12	Load Moment Indicator (LMI)
13	Overload alarm
14	All out riggers shall be marked to show full extension.
15	Cranes shall not be fitted with obstructions to driver view, e.g. sun shades

2.5 Only when the CONTRACTOR Equipment Inspector is satisfied that all the above requirements are met in full will the crane be issued with:

The completed crane sticker

The completed crane inspection form

Note: CONTRACTOR shall ensure that crane load tables (legible) and maintenance logs shall always be available in the cab of the crane.

### 3. Routine Testing

3.1 Regular checks shall be carried out on a quarterly basis and also where an item of lifting equipment leaves the Project, and thereafter returns to continue work.

3.2 Thorough inspection & load testing will be conducted annually or when the crane is modified or after maintenance service. A more thorough inspection and recertification shall be conducted by Third party or Manufacturer's representative as per equipment specification.

3.3 CONTRACTOR shall be responsible for scheduling inspections to be carried out.

3.4 All lifting equipment utilized on the work site shall be required to visually display evidence of such inspection through the use of a Project specific sticker.

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3.5 This sticker shall record details of all inspections carried out and also the due date for next inspection.

3.6 All testing/inspection shall take place outside the work site perimeter fencing, but the bi-annual (but not pre-mobilisation) testing/inspection can be take place on site or as per Clients requirements.

3.7 This discretion shall only be exercised with permission from the relevant Client Area Construction Manager.

#### 4. Rejection of Lifting Equipment

Client will be notified of any rejected item of equipment that fails to meet internationally recognised standards of maintenance and integrity, or possessing any defect or damage that may impact upon its safe operation.

All rejected equipment shall be removed from site immediately and not permitted to return unless adequately repaired and re-tested.

A Crane Inspection Checklist is available to in Attachment 1.

CONTRACTOR shall arrange testing/ inspection so as to minimize impact upon construction schedules.

#### **4.3 Operator Competency**

All operators employed on the Project shall be competent to operate the item(s) of equipment for which they have been engaged.

All such operators, in addition to possessing a relevant national drivers/operators' licence, shall be assessed prior to engagement on the Project.

They shall be assessed in relation to every item of equipment, which they are engaged to operate.

This assessment shall comprise a verbal test and also a practical demonstration of competence in relation to controls, and in the case of crane age, the rigging and de-rigging of the fly jib and their ability to control and support a team as required.

If successful, the operator shall be awarded a work site license, which shall clearly identify the category of equipment for which the operator is authorised.

This license shall be carried by the operator at all times on the work site, and shall be subject to inspection by the Client.

Failure to carry the license may result in the operator being instructed to stop work until records of the operator's competence have been established.

The license shall also be subject to endorsement in the event of a breach of safety rules, regulations or recognised good practice.

Such endorsements shall be clearly entered onto the license.

On receipt of three such endorsements, the operator shall be suspended or expelled from the Project.

Notwithstanding any of the above, CONTRACTOR shall be fully responsible for ensuring that all operators are competent to carry out all designated tasks.

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#### **4.4 Heavy Equipment**

All procedures will be followed by above (4.1~ 4.3) whatever applicable.

Only trained and authorized operators shall be permitted to operate and inspect

1. For pre-start/walk around inspection

1.1 Check for loose or worn parts and repair or replace immediately

1.2 Check all fluid/coolant levels

1.3 Open the radiator cap only when the engine is cooled

1.4 Inspect hydraulic connectors and hoses for leaks before applying pressure to the system

1.5 Use paper or cardboard, not hands, to search for leaks

1.6 Hydraulic fluid escaping under pressure can penetrate skin and cause serious bodily harm

1.7 Check tires for cuts, bulges, irregularities, abnormal wear and proper inflation

1.8 A fire extinguisher and first aid kit shall be mounted in the cab

1.9 Maintain a 3-point contact with the steps and hand rails while getting on/into the machine - do not use the controls or steering wheel as a handhold

1.10 Do not operate the machine with wet, greasy, or muddy hands or shoes

#### **2. Machine Maintenance**

2.1 When servicing equipment, fasten a "Do not operate" tag on the steering wheel

2.2 Ensure the cab area is clean and free of debris and tools

2.3 Clean windshield, mirror and lights

2.4 Remove all oil, grease or mud and snow from grab irons, hand rails, steps, pedals and floor to prevent slips and falls

2.5 Remove or secure any loose items such as tools, chains, bottles from the cab

#### **3 Starting and Testing**

3.1 Exhaust fumes are dangerous-always has a running machine in a well ventilated area

3.2 Controls should be in neutral and the parking brake set before starting engine

3.3 Warn personnel in the area that starting the engine

3.4 Check all gauges, light, instruments and warning devices to assure that they are functioning properly and the readings are within normal range

3.5 Test steering and brakes against ground speed to be certain there is no malfunction

3.6 Ensure all implement controls are operating properly

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#### 4 Refueling

- 4.1 Shut off and cool the engine and any electrical equipment before fueling
- 4.2 Ensure the fueling area is well ventilated
- 4.3 Do not smoke while refueling. Keep open flames and sparks away from area
- 4.4 Ground the funnel or fuel nozzle against the filler neck to avoid sparks
- 4.5 Do not use gasoline or diesel fuel for cleaning parts
- 4.6 Check the battery and electrolyte levels according to manufacturer's instructions
- 4.7 Keep close the fire extinguisher during refueling

#### 5. REFERENCE

- Color coding Procedure (5578-E4-HSE-HU-00018)
- Crane & Lifting Work Procedure (5578-E4-HSE-HU-00029)

#### 6. ATTACHMENTS

Attachment 1: Crane Safety Checklist

Attachment 2: Heavy Equipment Checklist

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**Attachment 1:**

**CRANE SAFETY CHECKLIST**

**EQUIPMENT IDENTIFICATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

CHECKLIST ITEM	STATUS/NOTED DEFECTS
<b>1. Valid Third Party or Manufacturers Test Certificate</b>	
<b>2. Check crane's structural integrity:</b>	
• Boom	
• Fly Jib (stowed correctly)	
• Carrier	
• Swing compartment turntable hook roller assy.	
• Outriggers	
• Tyres/Tracks	
• Loose Lifting Tackle	
• Hook block and Safety Clip	
<b>3. Check functionality/availability of following</b>	
• Moment Limiter	
• Telescopic Limit Device	
• Over wind and In wind Cut-Out/Alarm	
• Load Indicators	
• Boom Length Indicators	
• Boom Angle Indicators	
• Load/Radius Chart	
• Engine Trouble Warning	
• Spirit Level	
• Fire Extinguisher	
• Guards Around Rotating Part	
• Crane's Warning Horn	
• Spark Arrestor	
• Engine Emergency Stop	

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<ul style="list-style-type: none"> <li>• Engine Lube Oil/Water/Fuel Leakage</li> </ul>	
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**4. Check Break System**

<ul style="list-style-type: none"> <li>• Swing</li> </ul>	
<ul style="list-style-type: none"> <li>• Winch</li> </ul>	
<ul style="list-style-type: none"> <li>• Vehicle</li> </ul>	

**5. Check condition of:**

<ul style="list-style-type: none"> <li>• Sheave, Wire Rope/Cable Keeper/Retaining Bolts/Drums</li> </ul>	
<ul style="list-style-type: none"> <li>• Wire Rope (ensure wire rope diameter tally with which/sheave groove and wire rope lay)</li> </ul>	
<ul style="list-style-type: none"> <li>• Greased Ropes</li> </ul>	
<ul style="list-style-type: none"> <li>• Hydraulic/Pneumatic Hoses</li> </ul>	
<ul style="list-style-type: none"> <li>• Check Electrical/Instrument System</li> </ul>	
<ul style="list-style-type: none"> <li>• Head Lamp / Signal Light</li> </ul>	
<ul style="list-style-type: none"> <li>• Stop Lights / Brake Light</li> </ul>	
<ul style="list-style-type: none"> <li>• Horn</li> </ul>	
<ul style="list-style-type: none"> <li>• Reverse Alarms</li> </ul>	
<ul style="list-style-type: none"> <li>• Windscreen Wiper</li> </ul>	
<ul style="list-style-type: none"> <li>• Cable/Wire Insulation</li> </ul>	

**6. Check adequacy if the units stability/all functions under rated load**

<ul style="list-style-type: none"> <li>• Put load at over rear / over side</li> </ul>	
<ul style="list-style-type: none"> <li>• Ensure no oil leakage at all outriggers</li> </ul>	
<ul style="list-style-type: none"> <li>• Ensure no brake slippage</li> </ul>	
<ul style="list-style-type: none"> <li>• Check hydraulic boom for sway and droop</li> </ul>	
<ul style="list-style-type: none"> <li>• Check safety devices for functioning and accuracy</li> </ul>	
<ul style="list-style-type: none"> <li>• Check swing mechanism/brake (ensure no brake slippage)</li> </ul>	
<ul style="list-style-type: none"> <li>• Check load/boom hoisting &amp; lowering mechanism</li> </ul>	

**7. Test crane at:**

--	--

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<ul style="list-style-type: none"> <li>• Maximum working angle with max. Load (refer to chart for spec.)</li> </ul>	
<ul style="list-style-type: none"> <li>• Minimum working angle with min. load (refer to chart for spec.)</li> </ul>	
<b>8. Validity of crane operator's license</b>	

Operator Name: \_\_\_\_\_

Inspector Name : \_\_\_\_\_

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**Attachment 2**

**HEAVY EQUIPMENT CHECKLIST**

**EQUIPMENT IDENTIFICATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

CHECKLIST ITEM	STATUS/NOTED DEFECTS
1. Canopy roll-over protection system Frame status and securing to main frame of tractor	
2. Belly plate and radiator guard securely mounted	
3. Lights mounted and working. Operating	
4. Cables and hydraulic system. Not frayed, have extra, no drips in hydraulic system	
5. Blade host brake holding. Operate smoothly, hold at any point	
6. Brakes. Foot and hand, Must hold firm	
7. Gauges working. All gauges must be working	
8. Fuel system. Must be free of drips and a full tank	
9. Fan and fan belts. Check for frayed condition	
10. Battery. Check for corrosion on terminals	
11. Tires, wheels, lug bolts. Check depth of tread, cuts	
12. Engine. Check for knocks and leaks	
13. Seats and cushions, seat belts.	
14. Body condition, all dents	
15. Rear-view mirror and wipers. In working order	
16. Horn, in working order	
17. Accessories (Fire extinguisher, Chock Blocks, etc)	

Operator Name: \_\_\_\_\_

Inspector Name: \_\_\_\_\_