



DEPARTMENT OF THE NAVY  
NAVY CRANE CENTER  
NAVAL FACILITIES ENGINEERING COMMAND  
NORFOLK NAVAL SHIPYARD, BUILDING 491  
PORTSMOUTH, VIRGINIA 23709-5000.

IN REPLY REFER TO

NAVCRANECENINST 11200.33C  
09O  
13 February 2017

NAVCRANECEN INSTRUCTION 11200.33C

From: Director, Navy Crane Center

Subj: WEIGHT HANDLING PROGRAM EVALUATIONS; PREPARATION FOR

- Ref: (a) SECNAVINST 11260.2, Navy Weight Handling Program for Shore Activities  
(b) NAVFAC P-307, Weight Handling Program Management  
(c) OPNAVINST 5100.23, Navy Occupational Safety and Health Program Manual  
(d) NAVSEA 04 Crane Quality Manual  
(e) NAVSEA 0989-030-7000, Lifting Standard  
(f) NAVCRANECEN Policy Memorandum, Energy Control Program (Lockout/Tagout) for Inspection of Weight Handling Equipment

Encl: (1) Procedures for Conducting Evaluations of Weight Handling Programs at Navy Shore Activities

1. Purpose: To provide Navy shore based weight handling program managers basic support requirements and expectations for participating in Navy Crane Center weight handling program evaluations. References (a) through (f) provide program guidance.

2. Cancellation. NAVCRANECENINST 11200.33B.

3. Applicability: This instruction is applicable to weight handling programs at Navy shore activities and detachments, and Navy fleet activities and detachments that operate shore based weight handling equipment (WHE).

4. Background: Reference (a) assigns responsibility for the direction and oversight of all matters pertaining to the Navy's weight handling program at Navy shore activities to the Commander, Naval Facilities Engineering Command. Reference (a) further states that these responsibilities shall be accomplished through the Navy Crane Center directly reporting to the Commander, Naval Facilities Engineering Command. Included among these responsibilities is conducting evaluations of Navy shore-based weight handling programs for compliance with reference (b) and other applicable standards.

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5. Action: Navy shore activities and detachments, and Navy fleet activities and detachments that operate shore based WHE shall be familiar with this instruction as a guideline in preparing for weight handling program evaluations.

  
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**PROCEDURES FOR CONDUCTING EVALUATIONS OF  
WEIGHT HANDLING PROGRAMS AT  
NAVY SHORE ACTIVITIES**

1. Purpose of Evaluation: To evaluate the effectiveness of an activity's weight handling program.
2. Scheduling: A naval message will be issued by 1 October of each year announcing the activities to be evaluated in the following calendar year and the specific week that the on-site portion of the evaluation is scheduled.
3. Notification Letter: Approximately 60 days prior to the date of the on-site portion of the evaluation, a notification letter will be provided to the activity. The letter will identify the evaluation team members and provide planning and logistics information for the activity in preparation for the evaluation. The letter will request documentation to be provided in advance to assist the evaluation team in preparation for the evaluation. It is very important to the successful and efficient completion of the evaluation process that all key activity in house/contract weight handling program personnel are made available upon arrival and throughout the duration of the evaluation. This is to include coordinating with service providers (e.g., maintenance and inspection services) to be available on site, for activities that certify cranes. Depending upon impact to the evaluation (e.g., cancellation of crane inspections), failure to provide key personnel may result in a less than satisfactory rating. Additionally, the letter will specify documentation to be made available at the start of the on-site portion of the evaluation and any additional support requirements.
4. In-Brief: The evaluation team will conduct an in-brief with the activity commanding officer (or their designated representative), certifying official, and weight handling program managers (and other personnel as designated by the activity) to outline the evaluation process and introduce team personnel. A formal in-brief package will be given to the activity that will provide team expectations during the evaluation, ground rules, and contact information for evaluation team members.
5. Evaluation Safety: Evaluators will follow reference (f) requirements (which will be provided as an attachment to the notification letter), provided for lockout/tagout of cranes selected for NAVCRANECEN inspection. If access to a crane is unsafe, evaluators will not inspect that crane and the evaluation report will address the unsafe conditions. Prior to the evaluation team's inspection of any activity WHE, the activity is expected to provide an interactive safety brief with all involved parties (activity inspection personnel, supporting contractor personnel, evaluation team personnel, etc.) to ensure they are familiar with equipment inspection expectations and safety protocols.
6. Performance: A primary focus of the evaluation is to determine the activity's compliance with the requirements of reference (b), references (c) through (f) where applicable, and other applicable criteria related to weight handling program management. Evaluators may review any area relating to program execution including,

but not limited to, program management, crane condition, certification, maintenance, operation, crane team performance, documentation, training, accidents and accident and near miss/other unplanned occurrence reporting, overhaul programs, handling of repair parts, engineering support, compliance with crane alteration, crane safety advisory requirements, equipment deficiency memorandum recommendations, inspection, load testing, lubrication, licensing, organization, staffing, leased/rental cranes and contractor-owned and operated cranes, the activity rigging program, and in-hull operations. The goal is to provide the activity with an overall evaluation of their program (programmatically focus) and formally address any short or long-term vulnerability with the weight handling program. Evaluators will review the status of the action items from the previous evaluation, and ensure all unsatisfactory cranes from the previous evaluation have been corrected. Specific expectations include:

a. To accurately evaluate the weight handling program, it is important for the activity to conduct business as usual with regard to crane maintenance, training, operations, meetings, etc. The intent of the evaluation is to minimize impact to normal production and maintenance efforts and observe personnel performing their normal duties.

b. During the evaluation, activity personnel are expected to perform their duties as would normally be performed and take appropriate actions (e.g., document issues, brief personnel, stop operations if warranted, notify supervision or management) as if the evaluator is not present. Activity response during the evaluation is a critical attribute that is included in the overall evaluation of the activity.

c. Cranes and other equipment will be inspected during the evaluation. The evaluator will inform the activity-designated individual daily of the specific cranes (or other equipment) to be inspected that day. If a crane is not available due to production demands or for other reasons, the evaluator will coordinate with the designated command point of contact for equipment, the cognizant servicing provider (if applicable), and crane end users (if applicable) to reschedule the specific crane or determine a suitable substitute from the activity's active crane inventory. Additionally, the evaluator may request to spot check individual components or systems on various pieces of weight handling equipment due to several factors, including but not limited to potential concerns identified in equipment history files, visual observation of operational equipment, and to validate the extent of problems identified on other equipment. Additional information regarding the crane inspections and any potential load tests will be provided to the activity during the in-brief.

d. The evaluator may request activity personnel perform tasks and evolutions that they perform in normal day-to-day duties, such as equipment inspections, maintenance, operations, rigging gear inspections, pre-use checks of cranes, etc. When evaluation of such evolutions and tasks are needed, the evaluator will coordinate with cognizant activity supervision to observe the task or evolution. Typically, these evolutions will be conducted using normal activity processes. At times, the evaluator may request a modified approach due to time constraints or a specific focus area, or to

validate or alleviate other concerns identified during the evaluation. During these evolutions, the evaluator may request that the evolution be evaluated using the activity's normal oversight or surveillance process as appropriate, or at the very least with a supervisor assigned to the cognizant area. In these instances, the evaluator will assess both the evolution and the evaluation conducted by activity oversight/supervisory personnel.

e. In some instances, there may be operations that the evaluator would like to observe due to past problems (accidents, near misses, etc.) or concerns with lift plans, drawings, etc. Additionally, at times, due to the pace of production or changes in workload at the activity, no complex lifts are scheduled and in some cases, no lifting and handling operations are planned. In either of these instances, the evaluator will likely request that the activity perform all preparations, lift plans (as applicable), briefings, and gear staging required to perform a simulated routine or complex lift that is normally conducted at the activity.

f. Open and constant communications between the evaluation team and activity weight handling personnel are extremely important prior to and during the evaluation. When deficiencies, poor practices, violations, or process improvements are identified, the evaluator will inform their escort, a designated point of contact, or a supervisor in the vicinity of the concern, as applicable. Activity personnel are expected to follow their normal processes to inform activity weight handling personnel, supervision, and management (if warranted) of the evaluator's concern. Additionally, the evaluation team will conduct periodic progress meetings with weight handling program personnel (as designated by the activity) at times specified in the in-brief package.

7. Overall Evaluation: Due to the relatively short duration of the on-site portion of the evaluation, NAVCRANECEN only evaluates activities as satisfactory, marginally satisfactory, or unsatisfactory. The evaluation report will identify significant items first, followed by other violations, deficiencies, weaknesses, poor practices, and vulnerabilities found during the evaluation. Significant items are defined as issues that the evaluation team has determined to be of a higher level of concern that presents a significant deficiency or vulnerability to the activity's weight handling program. Significant items typically require immediate management attention to address, evaluate, and determine effective corrective actions to mitigate the deficiency or vulnerability.

8. Out-Brief: A departure conference shall be held with the activity commanding officer (or their designated representative), the certifying official, and key management personnel (and others as designated by the activity) to summarize the results of the evaluation and to provide the advance evaluation report.

9. Evaluation Report: The final signed report will be provided to the activity commanding officer with copies to the regional commander (if cranes are inspected), the host activity commanding officer (if applicable), and the activity chain of command (as applicable). Upon receipt of the final signed evaluation report, activities will have 30

days (NAVCRANECEN may allow additional time, up to 45 days, for major activity reports or reports containing numerous programmatic issues) to provide a response to NAVCRANECEN per the instructions provided on the forwarding letter of the signed report.