|  |  |
| --- | --- |
| ***CRANE ALTERATION REQUEST*** | PAGE 1 OF |
| ACTIVITY | ACTIVITY WORK ORDER NUMBER |
| CRANE ALTERATION TITLE | CRANE ALTERATION REQUEST NUMBER |
| NAVY CRANE CENTER INFORMATION ( ) NAVY CRANE CENTER APPROVAL ( ) |
| **CRANE DESCRIPTION** |
| CAPACITY/TYPE | NUMBER | MANUFACTURER | SPS CRANE YES NO ORDNANCE CRANE YES NO  |
| **CRANE ALTERATION DESCRIPTION** |
| ASSEMBLY | SUB-ASSEMBLY | COMPONENT | PART |
| REFERENCES (DRAWINGS, WEIGHT HANDLING DEFICIENCY REPORTS, ETC) |
| ENGINEERING DISCIPLINE (Check all that apply): ELECTRICAL MECHANICAL STRUCTURAL  |
| NARRATIVE |
| **ACTIVITY APPROVAL / REQUEST** |
| PREPARER | DATE | PHONE | FAX or EMAIL |
| REVIEWER | DATE | PHONE | FAX or EMAIL |
| CHIEF CRANE ENGINEER | DATE | PHONE | FAX or EMAIL |
| CONTRACTING OFFICER’S REP. (IF PREPARED AND APPROVED BY CONTRACTOR) | DATE | PHONE | FAX or EMAIL |
| DATE NAVY CRANE CENTER APPROVAL NEEDED | NAVY-WIDE APPLICATION YES ( ) NO ( ) |
| **NAVY CRANE CENTER APPROVAL** |
| REVIEWER | DATE | PHONE DSN | FAX or EMAIL |
| DIRECTOR, IN-SERVICE ENGINEERING | DATE | PHONE DSN | FAX or EMAIL |
| APPROVED ( ) | CONDITIONALLY APPROVED ( ) | DISAPPROVED ( ) |
| COMMENTS ON ATTACHED CONTINUATION PAGE(S) YES ( ) NO ( ) |

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| --- | --- | --- |
| ***CRANE ALTERATION REQUEST*** | CRANE ALT REQUEST NUMBER | PAGE OF |
|  |
| NARRATIVE (CONTINUED) |

NAVY CRANE CENTER FORM 92-001D (REV 6-16)

Figure 6-1 (2 of 3)

CRANE ALTERATION REQUEST FORM INSTRUCTIONS

This form is designed for fax transmission without a cover page or by e-mail and, with enclosures and signatures, shall be the official document. Electronic submission will be accepted without signatures but the names of the preparer, reviewer, and chief engineer shall be filled in. The submitting activity will be responsible for instituting the administrative controls over this process. The e-mail address is m\_nfsh\_ncc\_cranealt@navy.mil. The fax number is (757) 396-1772.

1. CRANE ALTERATION REQUEST Block - Enter total number of pages.
2. ACTIVITY Block - A uniform name and address for activity shall be used. Reference: Plain Language Address Directory (USN PLAD 1) used for messages. Example: NAVSHIPYD PORTSMOUTH NH.
3. ACTIVITY WORK ORDER NUMBER Block - Work authorization document number. For alterations to cranes of the same class, only the current pending work authorization number(s) is required.
4. CRANE ALTERATION TITLE Block - A uniform system for titles shall be used. An example is: REPLACEMENT OF MAIN HOIST ELECTRIC BRAKE LININGS. First Word/Phrase - Use "REPLACEMENT," "ADDITION," "REMOVAL," "REARRANGEMENT," "ALTERATION," “DOCUMENTATION (AS-BUILT VARIANCE),” or “REPAIR OF CRANE BOOM.” Second Word - Use "OF" or "TO." Third Word/Phrase - Affected assembly, sub-assembly, component, or part. Fourth Word/Phrase - Affected component or part.
5. CRANE ALTERATION REQUEST NUMBER Block - All alteration requests, whether for Navy Crane Center or local approval, shall be numbered in sequence. In the example N00102-96-001, N00102 is the activity six digit alpha-numeric Unit Identification Code (UIC), 96 indicates fiscal year 1996, and 001 means the first alteration request of FY96 for this activity. Navy Crane Center issued crane alterations will use the UIC of N3258A.
	1. Indicate if ALT is for Navy Crane Center information or approval.
6. CRANE DESCRIPTION Block - CAPACITY/TYPE, NUMBER, MFR, Self-explanatory; SPS Crane, (SPS as defined by NAVSEA 0989-030-7000). Ordnance Crane- a crane used to lift ammunition and explosives governed by NAVSEA OP-5.
7. CRANE ALTERATION DESCRIPTION Block - An example, consistent with the example title above, is: ASSEMBLY - Main Hoist, SUB-ASSEMBLY - NA, COMPONENT - Electric Brake, PART - Linings.
	1. REFERENCE DRAWINGS – Drawings affected by the alteration, which will be updated.
	2. ENGINEERING DISCIPLINE – Check all that apply.
	3. NARRATIVE - Contains fully developed alteration request and any references or enclosures.
8. ACTIVITY APPROVAL/REQUEST Block - For locally approved alterations, line out "REQUEST." For Navy Crane Center approval, line out "APPROVAL.”
	1. PREPARER, DATE, PHONE, FAX or EMAIL- Self-explanatory.
	2. REVIEWER, DATE, PHONE, FAX or EMAIL- Self-explanatory.
	3. CHIEF CRANE ENGINEER, DATE, PHONE, FAX or EMAIL- Self-explanatory.
	4. CONTRACTING OFFICER’S REPRESENTATIVE, DATE, PHONE, FAX, or EMAIL- If the request was prepared and approved by a contractor, indicated concurrence by the contracting officer’s representative.
	5. DATE Navy Crane Center APPROVAL NEEDED - Self-explanatory.
	6. NAVY-WIDE APPLICATION - Indicate if this alteration may have applicability to cranes at other activities.

NOTE: At least two different signatures are required in blocks 8.a, 8.b, or 8.c.

1. NAVY CRANE CENTER APPROVAL Block
	1. REVIEWER, DATE, PHONE, FAX - Self-explanatory.
	2. DIRECTOR, IN-SERVICE ENGINEERING, DATE, PHONE, FAX - Self-explanatory.
	3. APPROVED - Self-explanatory.
	4. CONDITIONALLY APPROVED - "Approved subject to incorporation of comments:".
	5. DISAPPROVED - "Disapproved for the following reasons:".
	6. COMMENTS ON ATTACHED CONTINUATION PAGE(S) - Self-explanatory.
2. Continuation page - Follow instruction #5 and number the page.