



## CRANE AND RIGGING NEAR MISS REPORT INSTRUCTIONS

1. Near Miss Category: Indicate crane or rigging near miss.
2. Reporting Activity/UIC: The activity and unit identification code responsible for reporting the near miss in accordance with the guidance of paragraph 12.6.2.
3. Activity Responsible for the Near Miss/UIC: Same as #2 above, or for NAVFACENGSYS COMs, provide the FEC level UIC.
4. Report No.: The activity assigned near miss number (e.g., Activity UIC-FY-CA-01).
5. Location UIC: The activity and unit identification code where the event took place.
6. Specific Location: The detailed location where the near miss took place (e.g., building 213, drydock 5).
7. Near Miss Date: The date the near miss occurred.
8. Time: The time (24-hour clock) the near miss occurred (e.g., 1300).
9. Is the responsible party a BOS Contractor? Check yes or no.
10. Is the responsible party a contractor other than a BOS contractor? Check yes or no. If yes, enter contract number.
11. Crane No.: The activity assigned crane number (e.g., PC-5), if applicable.
12. Crane Type: The type of crane involved in the near miss (e.g., mobile, bridge), if applicable.
13. Category: Identify category of crane (i.e., 1, 2, or 3), if applicable.
14. Crane OEM: The original equipment manufacturer of the crane (e.g., Samsung, Grove, P&H), if applicable.
15. Crane Capacity: The certified capacity of the crane (e.g., 120,000 pounds), if applicable.
16. Hoist Capacity: The certified capacity of the hoist involved in the near miss at the max radius of the operation, if applicable.
17. Weight of Load on Hook: If applicable, the weight of the load on the hook.
18. Weather: The weather conditions at time of accident (e.g., wind, rain, cold).
19. Critical lift: Was the crane or rigging gear being used in a critical lift?
20. Is this a recurring problem? Check yes or no. Identify any other similar near misses or accidents.
21. Brief Description: No more than one paragraph summarizing the resultant incident.
22. Root Cause and Detailed Description: Provide the relevant background in a descriptive timeline of preconditions leading up to the event, as well as a detailed description of the event.
23. Corrective Actions: List all short-term and long-term corrective actions that were/will be taken to prevent recurrence of the incident. Short-term corrective actions are those actions taken that will allow return to work in short time frame. Long-term actions are more 'programmatic' in nature and typically include process revision, changes in training, 'mistake proofing', etc.

Note: Forms should be marked in accordance with the activity's security and marking policies.