CRANE AND RIGGING NEAR MISS REPORT								
Near Miss Category: Crane Near Miss Rigging Near Miss								
Name and UIC of Reporting Activity:					Copy To: Navy Crane Center Bldg. 491 NNSY			
					Portsmouth, VA 23709 Fax: 757-967-3808			
Name and UIC of Activity Responsible for the Near Miss:				Activity Name an Event Location:	d UIC	of F		
	Specific Location:		Date: Time:					
BOS Contractor: Yes No				Other Contractor				
Crane No:		Crane OEM:						
Crane Capacity:	Capacity: Hoist Capacity:		Weight of Load on hook:		Weather:			
Critical Lift or Critical Non-Crane Rigging Operation?								
Is this near miss indicative of a recurring problem? Yes No								
In the space below, include a description of the event, root cause and corrective actions taken to prevent recurrence: Brief description: Root cause: Corrective Actions:								
INCLUDE: Printed Name, Code and Date unless otherwise specified.								
Preparer:		Phone:	E	-mail:			Code:	Date:
Approved by:		Phone:	E	-mail:			Code:	Date:

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 NAVFACENGSYSCOMs, 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.

Figure 12-2 (2 of 2)