



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 11200.33A
09F
26 March 2009

NAVCRANECEN INSTRUCTION 11200.33A

From: Director, Navy Crane Center

Subj: WEIGHT HANDLING EQUIPMENT AUDITS, VALIDATIONS, AND THIRD PARTY CERTIFICATIONS; PROCEDURES FOR CONDUCTING

Ref: (a) SECNAVINST 11260.2A, Navy Weight Handling Program for Shore Activities
(b) NAVFAC P-307, Management of Weight Handling Equipment
(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) 29 CFR 1915, Occupational Safety and Health Standards for Shipyard Employment
(g) 29 CFR 1917, Marine Terminals
(h) 29 CFR 1918, Safety and Health Regulations for Longshoring
(i) 29 CFR 1919, Gear Certification
(j) NAVCRANECEN Policy Memorandum, Energy Control Program (Lockout/Tagout) for Inspection of Weight Handling Equipment

Encl: (1) Procedures for Conducting Audits of Weight Handling Equipment Programs at Navy Shore Activities
(2) Procedures for Validating Certifications of Cranes for Special Purpose Service
(3) Procedures for Conducting Third Party Certifications of Cranes, Derricks, Container Spreaders, and Below-the-Hook Lifting Devices Used in Cargo Transfer; and Floating Cranes and Floating Derricks Used in Shipbuilding, Ship Repair, and Shipbreaking

1. Purpose: To provide Navy Crane Center procedures for auditing for compliance and evaluating the effectiveness of weight handling equipment (WHE) programs at Navy shore activities; for validating activity certifications of cranes, derricks, and certain related equipment designated for special purpose service (SPS); and for third party certification of WHE used in cargo transfer, and floating cranes and floating derricks used in shipbuilding, ship repair, and ship breaking. References (a) through (j) provide program guidance.

2. Cancellation. NAVCRANECENINST 11200.33.

Subj: WEIGHT HANDLING EQUIPMENT AUDITS, VALIDATIONS, AND THIRD PARTY CERTIFICATIONS; PROCEDURES FOR CONDUCTING

3. **Applicability:** This instruction is applicable to WHE programs at Navy shore activities and detachments, and Navy fleet activities and detachments that operate shore based 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 are conducting on-site audits of weight handling programs at all Navy shore activities; validating each activity's certification of its WHE designated for SPS; and providing third party certification of cranes, derricks, and certain related equipment used in cargo transfer, and floating cranes and floating derricks used in shipbuilding, ship repair, and ship breaking.

5. **Action:** Applicable Navy Crane Center personnel shall:

a. Audit all Navy shore activities and detachments with WHE, and Navy fleet activities and detachments that operate shore based WHE, based on guidance provided in reference (a). Conduct audits and submit audit reports per enclosure (1),

b. Validate activity certifications of cranes used in SPS per enclosure (2), and

c. Perform third party certifications per enclosure (3).



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**PROCEDURES FOR CONDUCTING AUDITS OF
WEIGHT HANDLING EQUIPMENT PROGRAMS AT
NAVAL SHORE ACTIVITIES**

1. **Purpose of Audit:** To evaluate the effectiveness of an activity's weight handling program.
2. **Scheduling:** Develop audit schedules in conjunction with the activities. A naval message will be prepared in September of each year announcing the activities to be audited in the following calendar year and the tentative month scheduled. Prior to the site visit, make necessary arrangements with the activity including logistics support for the audit team. Once approved, any changes to the audit schedule shall be approved by Code 05.
3. **Pre-Audit Letter:** Approximately 60 days prior to the date of the audit, send a pre-audit letter (see Master Templates) to the activity. The pre-audit letter shall identify the audit team members and provide planning and logistics information for the activity in preparation for the audit. The letter shall request documentation to be provided in advance to assist the audit team in preparation for the audit. Additionally, the letter shall specify additional documentation to be made available at the start of the audit and any additional support requirements. The activity's advance documentation shall be reviewed prior to the audit.
4. **In-Brief:** The team shall conduct an in-brief (see Master Templates on the shared drive) with the commanding officer, certifying official, and WHE managers to explain the audit process and introduce team personnel. For naval shipyards and NAVICP, the team leader shall also meet with the Naval Reactors Representative (NRRO) to discuss areas of particular interest to the NRRO. The in-brief should also specify any pre-determined communication and notification expectations including but not limited to potential crane and rigging accidents, crane break-downs or trouble calls, complex lifts (to include any associated briefs), and any additional significant weight handling related events.
5. **NCCR Report:** Two weeks prior to the start of naval shipyard audits, the Navy Crane Center Representative (NCCR) shall provide to the audit team a report of the shipyard's crane program status. The report shall include an assessment of crane work quality (e.g., problems/causes that preclude certification/validation of cranes when presented), problem areas or specific NCCR concerns, and any unresolved program deficiencies from previous Navy Crane Center audits.
6. **Pre-Audit Safety Brief:** At the start of the audit, the team leader shall brief auditors on audit safety, including crane access, fall protection, and control of energy. Proper

Crane Center Policy Memorandum, Energy Control Program (Lockout/Tagout) For Inspection of Weight Handling Equipment" dated 8 October 2008) requirements. If access to a crane is unsafe, auditors will be instructed not to inspect that crane and the audit report shall address the unsafe conditions.

7. Performance: The primary focus of the audit is to determine the activity's compliance with the requirements of references (b) through (e), where applicable, and other applicable criteria related to WHE management. Auditors may review any area relating to program execution including, but not limited to, program management, crane condition, certification, maintenance, operation, documentation, training, accidents and accident 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, and activity rigging program including the crane team and in-hull operations. Additionally, the audit team shall review the activity's policy for leased/rental cranes and contractor-owned and operated cranes, review the status of the action items from the previous audit, and verify that all unsatisfactory cranes from the previous audit have been corrected.

8. Crane Sampling: A representative sample of the total active crane inventory shall be selected for inspection. The sample size should be approximately 10 percent of category 1 and 2 cranes and 5 percent of category 3 cranes and may include load tests of some sample cranes. The audit team leader may modify this requirement based on crane availability, schedule, previous testing for third party certification or validation, etc. The list of cranes to be sampled for inspection and load test shall be selected without prior knowledge of the activity and provided at the in-brief. The sample should include various types of cranes within each category, and may include equipment classified as section 14 hoists in accordance with reference (b), paragraph 1.3.1. A crane out of service for repairs may be included in the sample provided that post-repair inspection has been completed. A crane out of service for its annual certification may be included provided that the annual maintenance inspection has been completed. If the crane selected is required for production and arrangements cannot be made to inspect and load test the unit during the audit, another sample crane shall be selected. The audit team has the option to increase the sample to verify trends in findings.

9. Equipment History File Review: The audit sample equipment history files shall be reviewed to the extent necessary to adequately evaluate the crane documentation.

10. Condition Inspection and Load Test: Auditors, accompanied by activity inspectors, shall conduct condition inspections of all sample cranes per reference (b). Condition inspections may require the activity to disassemble components, which may require work documents for disassembly. The activity inspector will arrange for operation of the crane being inspected. The auditor may request that the activity inspector perform a measurement detailed by activity specification data sheets and may validate a measurement taken by activity. Deficiencies identified during the inspection shall be provided to the activity in writing. (see Master Templates)

Load tests required by the audit team shall be conducted by the activity's test director(s) per reference (b) and observed by the auditor. The auditor shall evaluate the crane's condition under load and the performance of the activity load test team (i.e., operators, riggers, test directors, and inspection personnel) during the performance of load tests.

11. Unsatisfactory Cranes: A crane shall be considered unsatisfactory if:

a. During the condition inspection or load test, unsatisfactory conditions are found on load bearing or load controlling components or operational safety devices that must be corrected prior to continuing with the load test or returning the crane to service.

b. During review of documentation, it is determined that adjustments, repairs, or alterations have been made to load bearing or load controlling components or operational safety devices without an appropriate proof test or certification, where required.

c. Any load bearing or load controlling component or operational safety device has not been tested per reference (b), appendix E, test requirements. The current certification will be considered unsatisfactory and the crane shall be removed from service pending satisfactory load test and recertification.

Note: This will apply to additional active cranes as warranted.

d. During operational or load testing, the crane cannot perform all its designed functions due to deficiencies.

e. During the condition inspection of a crane that is out-of-service, major deficiencies are found that have not been previously addressed (documented).

Notes: (1) When determining the satisfactory or unsatisfactory status of the crane, the auditor will put himself/herself in the certifying official's place. If the auditor determines the crane is not certifiable with the conditions found, the crane shall be considered unsatisfactory. (2) A crane is unsatisfactory for record purposes if the unsatisfactory condition is corrected during the audit.

12. Notification of Unsatisfactory Cranes: When a crane is found unsatisfactory, verify the activity has removed the crane from service. For unsatisfactory SPS cranes, notify the certifying official, the NRRO, and the NCCR (if applicable) of the unsatisfactory condition.

13. Progress Meetings: The team leader shall conduct daily progress meetings with the WHE manager or the designated activity representative to apprise the activity of findings and observations and the results of the crane sample inspections and tests. The findings and observations may be provided verbally or in writing (see Master Templates). These documents, if used, are worksheets and may change depending on further information provided by the activity and may be consolidated with other findings and observations developed during the audit.

14. **Unsatisfactory Activities:** If the audit team leader determines that an activity should be considered unsatisfactory for audit purposes, the audit team leader shall contact Code 05 (and in his absence, Code 09F) as soon as possible for concurrence.

15. **Out-Brief:** A departure conference shall be held with the activity commanding officer, the certifying official, and key management personnel to summarize the results of the audit and to provide the draft audit report.

15. **Audit Report:** Prepare and submit the final report to Code 05 within four working days of audit out-brief date (or return date to office if on extended travel) per the following guidelines:

a. **Report Format:** Each report shall be organized as follows:

(1) **Executive Summary:** The executive summary shall be brief (one page if possible), consisting of an accident summary, an equipment condition summary (if applicable) and any significant items identified during the audit. Any significant items shall be detailed in the body of the report.

(2) **Findings/Observations:** Findings/observations shall be listed in priority order of importance *within each program area*. Each program area shall also be listed in priority order. Findings/observations shall be brief but complete and shall cite appropriate references for any noncompliance noted.

(3) **Accident and Crane Summaries:** A summary of crane and rigging accidents for the last five years shall be included in table format. The summary of unsatisfactory cranes shall list each crane found unsatisfactory, identifying those major deficiencies that cause the crane to be considered unsatisfactory. A separate summary shall be provided for SPS cranes where applicable. (see Master Templates).

(4) **Format for Activity Responses:** (see Master Templates)

b. **Distribution of Audit Reports:** The audit report shall be sent to the activity commanding officer with a copy to the regional commander (if cranes are inspected), the host activity commanding officer (if applicable), and/or the chain of command (if applicable). For audits of naval shipyards, provide copies of the audit report to NAVSEA (04XQ4 and 08G), other naval shipyards, and the cognizant NRRO, NSRO, and NCCR. For audits of NAVICP Mechanicsburg, provide copies to NAVSEA 08G and NRRO.

c. **Review of Activity Responses:** Require the activity to respond within 30 days of the date of the final report letter with a written response to correct the deficiencies noted in the audit report. The cognizant audit team shall review the activity responses and request reviews from additional NAVCRANECEN codes or management as warranted. If the activity's response indicates misunderstanding of the requirements or if the corrective actions are inadequate, the team leader shall follow-up with the activity

(either informally (e-mail) or formally (serialized letter) to ensure proper corrective actions are identified and implemented.

If a response is not received within 30 days of the date of the final report letter, the cognizant audit team shall contact the activity either verbally or via e-mail to establish a new estimated completion date. If a response is not received within 45 days, contact Code 05 for further guidance.

**PROCEDURES FOR VALIDATING CERTIFICATIONS OF CRANES
FOR SPECIAL PURPOSE SERVICE**

Attachment A - Validation Process Weight Handling Equipment Documentation Review.

1. **Purpose of Validation**. To ensure that the activity certification is in compliance with the requirements of references (b), (d), and (e) and that the cranes are in safe and reliable condition.
2. **Validation Inspector Designation**. Designate, by letter, each inspector who has validation signature authority. A copy of this letter shall be provided to each designated inspector. Inspectors are authorized to validate and sign, as indicated below, and withdraw validations of any SPS crane, regardless of location.
3. **Procedure**. All annual certifications of weight handling equipment for SPS as well as interim recertifications that require a load test shall be validated by an authorized validation inspector. The validation of the certification for SPS is granted to the using activity upon successful completion of the following:
 - a. **Documentation Review**. The validation inspector shall ensure that documentation prescribed by references (b), (d), and (e) since the last validation are complete, current, and correct. See attachment A.
 - b. **Condition Inspection and Load Test**. Prior to granting a validation, the validation inspector, in conjunction with the using activity, shall conduct a condition inspection and witness the load test of the crane per the procedures and requirements prescribed in reference (b).
4. **Validation Documents**. In those cases where the crane meets the requirements of references (b), (d), and (e), the validation inspector shall validate the activity certification of the crane for the Navy Crane Center. The validation inspector shall also provide the activity with a list of any minor deficiencies observed. Minor deficiencies are those deficiencies that would not result in withholding the validation. The validation inspector shall annotate the certification document with the statement below prior to leaving the activity:

"CERTIFICATION VALIDATED BY THE NAVY CRANE CENTER
Signature _____ Date _____"

In those cases where the inspector finds that the crane does not meet the requirements of references (b), (d), and (e) with respect to load bearing and load controlling parts and operational safety devices and the crane is, in fact, unsafe or unreliable, the inspector shall withhold validation. The inspector shall provide to the activity Lifting and Handling Director a copy of the Crane Condition Inspection Record (CCIR), reference (b), figure 3-3, listing all major deficiencies that must be corrected prior to validation. In cases of disagreement between the validator and the activity, the matter shall be referred to the Navy Crane Center for resolution.

Enclosure (2)

Validation				
Weight Handling Equipment Documentation Review (1 of 3)				
Activity			Date	
Crane No.		Type Crane		Category 1 / 2 / 3
Location			Manufacturer	
Biennial Load Test			Yes	No
Capacity				
Main		Aux		Whip
Inspection and Repair Documents When Reviewing Documents, Ensure That Deficiencies are Properly Noted, Proper Technical and Engineering Resolution, and Documents are Complete and Signed.				
1 Maintenance Inspection Specification and Records and Extensions				
Category 1 Cranes				
Basis of Inspection		Hours		Calendar
A	Latest Plus Previous Two (Calendar Basis)		Latest Plus Previous Two Years (Engine Hour Basis)	
B	Latest Plus Previous One			
C	Latest Plus Previous One			
Category 2 and 3 Cranes			Latest Plus Previous One	
Quality Of Maintenance Inspection Records				
Required Measurements Noted			Yes	No
Deficiencies Noted			Yes	No
2	Crane Operators Daily Check List (Current Month Plus Previous Month)		Yes	No
3 Shop Repair Orders				
Load Bearing/Load Controlling Parts and Operational Safety Devices (Seven Years)			Yes	No
All Others (One Year)			Yes	No
Work Documents Invoking Crane Alterations (Life of Crane)			Yes	No

Validation					
Weight Handling Equipment Documentation Review (2 of 3)					
4	Non-Destructive Test Reports (Latest for Component) Every Six Annual Certification Periods				
Main	Aux		Whip		
5	Crane Condition Inspection Record				
Current	Previous	Interim	Interim		
6	Certification of Load Test and Extensions				
Current	Previous	Interim	Interim		
7	Third Party Certifications (For Applicable Cranes)				
Current	Previous				
8	Wire Rope Breaking Strength Certificate for New Cranes (After 1995) and All Replacement Wire Ropes (Latest)				
Main	Aux	Whip	Boom		
9	Crane Alterations (Life of Crane)			Yes	No
10	Deficiency Reports (Life of Crane)			Yes	No
Copy to Navy Crane Center				Yes	No
11	Purchase Contract (If Available) (Life of Crane)			Yes	No
12	Accident Reports (Seven Years)			Yes	No
13	Hook Tram Point Base Measurements (Life of Hook)				
Main	Aux		Whip		
14	Operational Lifts Exceeding Certified Capacity (Life of Crane)			Yes	No
15	Specification Data Sheets (Life of Crane)				
In File	Yes	No	Complete	Yes	No
Remarks					

Validation				
Weight Handling Equipment Documentation Review (3 of 3)				
16	Crane Acceptance Test (If Available) (Life of Crane)	Yes	No	
17	Mobile Crane Operating Procedures For Ancillary Equipment (Life of Crane)			
	Approved By	Certifying Official	Navy Crane Center	
	Procedures Fully Completed When Used (For Current and Previous Certification Period)		Yes	No
18	Crane Roller Clearance Data (Life of Crane)	Yes	No	N/A
19	Slewing Bearing Clearance Readings (Life of Bearing)	Yes	No	N/A
20	Oil/Vibration Analysis Data (Life of Component)	Yes	No	N/A
	Alternate: Internal Gear Inspection Report (Latest)	Yes	No	N/A
21	Material Inspection Report for Floating Cranes per OPNAVINST 4780.6 (Latest Including Waivers)	Yes	No	N/A
22	Coupling Alignment Data per Appendices C and D (Latest)	Yes	No	N/A
23	Lubrication Records (One Year)	Yes	No	
24	Hoist Rollback Data (Life of Crane)	Yes	No	N/A
25	Elevated Trackage Certification	Yes	No	N/A
26	Controlled Disassembly Reassembly Procedures	Yes	No	N/A
	Approved By	Certifying Official	Navy Crane Center	
	Procedures Fully Completed When Used (For Current and Previous Certification Period)		Yes	No
27	Crane Safety Advisory Compliance	Yes	No	N/A
28	Equipment Deficiency Memorandum Compliance	Yes	No	N/A
Documentation Remarks				

PROCEDURES FOR CONDUCTING THIRD PARTY CERTIFICATIONS OF CRANES, DERRICKS, CONTAINER SPREADERS, AND BELOW-THE-HOOK LIFTING DEVICES USED IN CARGO TRANSFER; AND FLOATING CRANES AND DERRICKS USED IN SHIPBUILDING, SHIP REPAIR, AND SHIPBREAKING

Attachment A – Third Party Certification Process Weight Handling Equipment Documentation Review.

1. **Purpose of Third Party Certification.** To certify applicable Navy-owned cranes at naval shore activities for compliance with reference (b), an alternate standard to the OSHA certification requirements of references (f) through (i).
2. **Definitions**
 - a. **Cargo Transfer.** The loading, unloading, moving, or handling of cargo into, in, on, or out of any vessel.
 - b. **Third Party Certification.** Inspection, testing, and certification process performed by a Navy Crane Center Representative for cranes, derricks, container spreaders, and below the hook lifting devices used in cargo transfer and floating cranes and floating derricks used in shipbuilding, ship repair, and shipbreaking.
 - c. **Certifying Official.** Individual appointed, in writing, by the activity commanding officer, responsible for activity WHE certification.
 - d. **Signatory Authority.** A Navy Crane Center accredited person authorized to issue third party certifications.
3. **Signatory Authority Designation.** The Navy Crane Center shall designate, by letter, each *inspector who has authority to perform third party certification*. A copy of this letter shall be provided to each designated inspector.
4. **Procedures for Cranes and Derricks**
 - a. **Scheduling.** The signatory authority shall schedule with individual activities the date, time, and place to perform the third party certification.
 - b. **Requirements.** Successful completion of the following is required:
 - (1) **Documentation Review.** The signatory authority shall ensure the documentation prescribed by reference (b) is complete, current, and correct. For floating cranes (including mobile cranes mounted on barges), ensure the material inspection report for the barge is current and indicates the barge is fit for further service per OPNAVINST 4780.6. Review documentation of the current depot availability and **any approved deferrals of depot availability and ensure the requirements or conditions of the deferral have been met.** See attachment A.

(2) Condition Inspection. The signatory authority shall perform a condition inspection and complete applicable portions of the Crane Condition Inspection Record per reference (b).

(3) Load Test. The signatory authority shall witness the activity's load test.

Note: To accommodate an activity's extension of the annual certification for emergent work, an operational test with partial (e.g., 25 percent of capacity) load shall be performed in lieu of the load test noted above.

c. Certification. Upon successful completion, a Certificate of Unit Test and/or Examination of Crane, Derrick, or Other Material Handling Device, Navy Crane Center Form 94-0001R2, reference (b), figure M-1, shall be issued. This certificate will be valid for one year from the date of signature or until recertification is required due to adjustment, repair, disassembly, replacement, or alteration of a load bearing or load controlling part or operational safety device as required by reference (b).

Note: To support emergent work that requires a third party certification of WHE with an approved activity certification extension, issue a new third party certification based upon a satisfactory condition inspection and an operational test with partial (e.g., 25 percent of capacity) load. The certification will be effective for the life of the activity's certification extension.

d. Deficiencies. During inspection and testing of the WHE, if any deficiencies are noted that would preclude issuance of a certificate and the deficiencies can not be corrected immediately, a Notice to Owner of Deficiencies Found on Certification Survey, Navy Crane Center Form 94-0002R1, reference (b), figure M-2, shall be issued.

e. Distribution. Distribution of Navy Crane Center Forms 94-0001R2 and 94-0002R1 by the signatory authority shall be as follows:

(1) Navy Crane Center Form 94-0001R2. Original to owner (to be posted in operator cab), copies to owner (to be placed in WHE history file), signatory authority, OSHA area office, and Navy Crane Center Code 07.

(2) Navy Crane Center Form 94-0002R1. Original to owner (to be posted in operator cab), copies to signatory authority, OSHA area office, and Navy Crane Center Code 07.

5. Procedures for Container Spreaders and Below-the-Hook Lifting Devices Used in Cargo Transfer. This is a one-time third party certification. The signatory shall thoroughly inspect the entire assembly and review any associated documentation (design drawings, material lists, etc.). Upon satisfactory inspection, the signatory authority shall witness a load test at 125 percent of the rated load of the assembly and perform an additional inspection after the load test. Proof of load test by the OEM is

acceptable in lieu of a load test by the activity. Upon successful completion of these procedures, a certificate (Navy Crane Center Form 94-0001R2) will be completed and signed by the signatory authority. The certificate shall be retained in the file for the particular device.

6. Documentation Retention. Maintain a master list of all Navy-owned cranes, derricks, and related equipment requiring third party certification along with a status of certification.

Third Party Certification				
Weight Handling Equipment Documentation Review (1 of 3)				
Activity			Date	
Crane No.	Type Crane		Category 1 / 4	GPS SPS
Location			Manufacturer	
Capacity				
Main		Aux		Whip
Inspection and Repair Documents When Reviewing Documents, Ensure That Deficiencies are Properly Noted, Proper Technical and Engineering Resolution, and Documents are Complete and Signed.				
1 Maintenance Inspection Specification and Records and Extensions				
Category 1 Cranes				
Basis of Inspection		Hours	Calendar	
A	Latest Plus Previous Two (Calendar Basis)		Latest Plus Previous Two Years (Engine Hour Basis)	
B	Latest Plus Previous One			
C	Latest Plus Previous One			
Category 4 Cranes			Latest Plus Previous One	
Quality Of Maintenance Inspection Records				
Required Measurements Noted			Yes	No
Deficiencies Noted			Yes	No
2	Crane Operators Daily Check List (Current Month Plus Previous Month)		Yes	No
3 Shop Repair Orders				
Load Bearing/Load Controlling Parts and Operational Safety Devices (Seven Years)			Yes	No
All Others (One Year)			Yes	No
Work Documents Invoking Crane Alterations (Life of Crane)			Yes	No

Third Party Certification					
Weight Handling Equipment Documentation Review (2 of 3)					
4	Non-Destructive Test Reports (Latest for Component) Every Six Annual Certification Periods				
Main	Aux		Whip		
5	Crane Condition Inspection Record				
Current	Previous	Interim	Interim		
6	Certification of Load Test and Extensions				
Current	Previous	Interim	Interim		
7	Wire Rope Actual Breaking Strength Certificate (Latest)				
Main	Aux	Whip	Boom		
8	Crane Alterations (Life of Crane)			Yes	No
9	Deficiency Reports (Life of Crane)			Yes	No
Copy to Navy Crane Center				Yes	No
10	Purchase Contract (If Available) (Life of Crane)			Yes	No
11	Accident Reports (Seven Years)			Yes	No
12	Hook Tram Point Base Measurements (Life of Hook)				
Main	Aux		Whip		
13	Operational Lifts Exceeding Certified Capacity (Life of Crane)			Yes	No
14	Specification Data Sheets (Life of Crane)				
In File	Yes	No	Complete	Yes	No
Remarks					

Third Party Certification				
Weight Handling Equipment Documentation Review (3 of 3)				
15	Crane Acceptance Test (If Available) (Life of Crane)	Yes	No	
16 Mobile Crane Operating Procedures For Ancillary Equipment (Life of Crane)				
Approved By		Certifying Official		Navy Crane Center
Procedures Fully Completed When Used (For Current and Previous Certification Period)			Yes	No
17	Crane Roller Clearance Data (Life of Crane)	Yes	No	N/A
18	Slewing Bearing Clearance Readings (Life of Bearing)	Yes	No	N/A
19	Oil/Vibration Analysis Data (Life of Component)	Yes	No	N/A
Alternate: Internal Gear Inspection Report (Latest)		Yes	No	N/A
20	Material Inspection Report for Floating Cranes per OPNAVINST 4780.6 (Latest Including Waivers)	Yes	No	N/A
21	Coupling Alignment Data per Appendices C and D (Latest)	Yes	No	N/A
22	Lubrication Records (One Year)	Yes		No
23	Hoist Rollback Data (Life of Crane)	Yes	No	N/A
24	Controlled Disassembly Reassembly Procedures	Yes	No	N/A
Approved By		Certifying Official		Navy Crane Center
Procedures Fully Completed When Used (For Current and Previous Certification Period)			Yes	No
25	Crane Safety Advisory Compliance	Yes	No	N/A
26	Equipment Deficiency Memorandum Compliance	Yes	No	N/A
Documentation Remarks				