

Appointed Person lifting operations

Everything you need to know about the Appointed Person lifting operations



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1 Introduction

Any type of lifting operation can be hazardous if not performed in accordance with regulations from European and national legislation, such as European Directives and country specific legislation.

Article 3.2.5 of the European Directive 2009/104/EC concerning the minimum safety and health requirements for the use of work equipment reads as follows:

“all lifting operations must be properly planned, appropriately supervised and carried out in such a way as to protect the safety of workers.”

European Directives must be incorporated into the legislation of the individual EU member states. By consequence planning and supervision of lifting operations is an identical legal requirement in all member states of the European Union.

Compare L.O.L.E.R. regulation 8 article 8.1. in the UK; Arbeidsomstandighedenbesluit Article 7.18a paragraph 8 and 9 in the Netherlands; Betriebssicherheitsverordnung Anhang 2 Article 4.2.3 in Germany and Codex boek IV titel 4 Arbeidsmiddelen voor het hijsen of heffen van lasten Art. IV.4-16 in Belgium to name some examples.

In summary: to ensure that all lifting operations conducted in the workplace are safe, the law in all countries of the European Union requires that any lifting operation be planned and overseen by an Appointed Person.

In this guideline, we look into the definition of the Appointed Person for lifting operations, explain what this individual does, his duties and responsibilities, how to become Appointed Person, what training is required and outline some other common roles involved in lifting operations.

2 What is an Appointed Person for lifting operations?

In lifting operations, an Appointed Person is the person responsible for the execution and safety of a lifting operation. Although duties may be delegated to others, it is the Appointed Person who retains the responsibility of the operation.

You may also see this person referred to as the “competent person” or the “Person In Charge”.

The BS 7121 Code of Practice for Safe Use of Cranes explains that the terms competent person and Appointed Person for lifting operations are interchangeable.

The IOGP, the International Association of Oil & Gas Producers uses Person In Charge in their recommended practice.

However, the term “Appointed Person” is widely recognized by most industry sectors such as the construction industry.

3 Legislation

The European Directive 2009/104/EC concerning the minimum safety and health requirements for the use of work equipment apply to any workplace that operates lifting equipment or conducts lifts as part of its operations. The aim of European Directive 2009/104/EC is to make sure that all lifting operations in the workplace are conducted in a safe manner.

European Directive 2009/104/EC work in conjunction with other EU directives such as Directive 2006/42/EC on Machinery, Directive 92/58/EEC on the minimum requirements for the provision of safety and /or health signs at work, Directive 90/269/EEC on the minimum health and safety requirements for the manual handling of loads and Directive 89/656/EEC on the minimum health and safety requirements for the use by workers of personal protective equipment at the workplace.

A "directive" is a legislative act that sets out a goal that EU countries must achieve. Although, it is up to the individual countries to devise their own laws on how to reach these goals, the EU Directives related to lifting are fully taken over in national laws thus resulting in a [“level playing field” with regards to planning and supervision of lifting operations in Europe.](#)

4 Definition of the Appointed Person lifting operations

The European Directive 2009/104/EC does not give a clear definition of the Appointed Person. However some (inter)national Standards give a definition of the Appointed Person lifting operations being:

- ISO 12480-1:1997 - Cranes - Safe use - Part 1: General
one competent person who has overall control of the crane operation and acts on behalf of the management of the organization requiring the load to be moved (the employing organization)
- ISO 23813:2007 - Cranes – Training of Appointed Persons
one competent person who has overall control of the crane operation and acts on behalf of the management of the organization requiring the load to be moved (the employing organization)
- BS 7121-1:2016 - Cranes general
one person nominated by the employing organization to implement the safe system of work effectively, to have overall control of the lifting operation and to act on behalf of the management of the employing organization.

5 Duties of the person appointed to control the lifting operation

Those who fill the role of an Appointed Person lifting operations must take responsibility for the safety of the lifting operation. The duties associated with the role include, but are not limited to:

- ✓ lift categorizations
- ✓ conduct and approval of all risk assessments
- ✓ ensuring that the outcomes of the planning process are recorded in a Lift Plan
- ✓ reviewing of the “Lift Plan” and ensuring that the required controls are in place
- ✓ consultation with other responsible bodies to ensure effective collaboration as is necessary for the work to be undertaken safely
- ✓ being familiar with the relevant parts of the project health and safety plan where the lifting operation is being carried out on a site
- ✓ selection of the lifting equipment (covering the lifting appliances as well as the lifting accessories)
- ✓ ensuring that adequate pre-operational checks, intermediate inspections, maintenance and thorough examination of the equipment have been carried out
- ✓ checking that load integrity and stability is satisfactory
- ✓ selecting people and ensuring that those involved are competent for performing their task, aware of the task and procedures to be followed, and aware of their responsibilities
- ✓ ensuring that all members of the lifting team are fully briefed on the contents, scope and limits of the lift plan. This is generally acknowledged by the recipients by signing the briefing/pre-job toolbox talk document

- ✓ ensuring that there is an effective procedure for reporting defects and incidents and for taking any necessary corrective action
- ✓ taking responsibility for the organization and control of the lifting operation
- ✓ assigning one team member as leader of the lifting team; normally spoken this will be the signaller/banksman
- ✓ ensuring the operations are carried out following the plan. Suspending the operations if changes or conditions (e.g., wind) occur that would cause a deviation from the plan
- ✓ monitoring the performance of all involved personnel to ensure that adequate standards of performance are maintained
- ✓ authorising all personnel lifting operations
- ✓ managing any special issues such as language barriers and new/inexperienced staff
- ✓ allowing for concurrent or simultaneous operations that may affect or be affected by the lift, e.g., helicopter operations, cleaning operations, ballast control, other cranes
- ✓ conducting a post-job debriefing and recording of feedback that can be used for future similar operations that might improve the general safety level of lifting operations.

The Appointed Person should be given the necessary authority for the performance of all these duties, including the authority to:

1. stop the operation whenever they consider that danger is likely to arise if the operation were to continue
2. consult others with specialist knowledge and experience; and
3. delegate duties and tasks, but not responsibilities, for any part of the safe system of work to suitably qualified individuals.

The Appointed Person should be aware of the limits of their knowledge and experience about lifting operations, and, when conditions exceed these limits, further advice should be sought.

Where the Appointed Person requires the assistance of specialists such as crane suppliers, geotechnical engineers, structural engineers and the designer of the load, care should be taken to ensure that these specialists have the necessary competence for the specific task for which assistance is sought.

6 Competency Requirement

Anyone filling the role of the Appointed Person, must obviously be competent. What does this mean? There is no set certification or approval body that can deem you competent.

However in the UK the Health and Safety Executive (HSE) provides guidance on what is meant by competency, stating: to be competent an organisation or individual must have:

- sufficient knowledge of the tasks to be undertaken and the risks involved and
- the experience and ability to carry out their duties in relation to the tasks, to recognise their limitations and take appropriate action to prevent harm to those carrying out work, or those affected by the work.

Competence develops over time. Individuals develop their competence through a mix of initial training, on-the-job learning, instruction, assessment and formal qualification. In the early stages of training and experience, individuals should be closely supervised. As competence develops, the need for direct supervision should be reduced.

As per the information above, competence can be displayed by various means.

Regulators in the UK and EU do not stipulate any specific training or courses that people must take to be deemed competent.

Only the employer can decide on personal competence to effectively carry out health and safety related duties. If they have any doubts they should seek professional assistance from a suitable training provider. Any competent person must undertake the necessary training to help acquire and maintain satisfactory competency levels.

7 Selection of the Appointed Person for Lifting Operations

When selecting and assessing an Appointed Person, the employing organization should take into account the variety and complexity of the operation, as well as all the problems that could arise from proximity hazards and environmental causes.

The Appointed Person should be notified formally in writing of their appointment.

The employing organization should review the performance of the Appointed Person at planned intervals.

The responsibilities of an Appointed Person mean that it is advantageous for any employer to have their Appointed Persons trained. This is all easier to do with a background in lifting.

Despite this, it isn't necessary for an Appointed Person to have any formal training or qualification to carry out their job; legislation places emphasis on competency and it is the employer's role to ensure that an Appointed Person is competent.

8 Training

Competent is often judged by several factors, including experience but it is very likely that a relevant training certificate or qualification will be asked for.

There are several ways a person can demonstrate their competency to be an Appointed Person lifting operations but one of the most easily recognised and accepted is by means of a qualification or certificate issued by a recognised training provider.

Especially in the UK, but also across the EU, there are training providers assisting employers in training the Appointed Person lifting operations, giving them the knowledge to ensure compliance.

9 Other roles commonly involved in lifting operations:

When conducting lifting operations, it's important to have clearly defined roles.

Understanding them and ensuring they are assigned to competent persons will help you to meet all legal obligations.

As the law requires all lifting operations to be properly planned, the roles required during a lift include the Lift Planner. This may be the same as the appointed person. This individual is responsible for planning the lift.

A lifting supervisor might be needed for actively supervising the lifting operations on site. Whenever a lifting supervisor is needed, he should be required by the Appointed Person and will be added to the competent lifting team. A lifting supervisor shall never replace one of the members of the competent lifting team.

Supervision should be proportionate to the exposure to risk and the complexity created by the lifting operation and the experience and capabilities of the personnel involved in lifting operations.

The Operator – This is the person who operates the lifting appliance

The Signaller or Banksman – According to the ISO 15513 standard, a signaller is a person responsible for relaying the signal from the slinger to the crane driver. Within the offshore industry a more common name is banksman.

The signaller/banksman is a competent person positioned so that he has an unrestricted view of the load and the crane operator, is the sole signaller at any given time, has a direct line of sight of the load at any time and adheres to a clear process

The Slinger or Load Handler – According to the ISO 15513 standard, a slinger is a person responsible for attaching and detaching the load to and from the crane load-attachment and for the use of the correct lifting gear and equipment in accordance with the planning of the operation for proper positioning of loads.

The slinger is responsible for initiating the planned movement of the crane and load to the signaller/banksman.

A rigger is a competent person who is able to plan and execute a rigging job by moving a load horizontally, vertically and possibly through different floor levels, by use of different fixed and portable lifting equipment.

10 Equipment hire vs. Contract Lift and the Appointed Person

It is important to ensure that the wide variety of contractual arrangements used in the industry do not compromise the procedures needed to ensure compliance with rules and regulations and a safe execution of the lifting operations.

Any organisation that requires a load to be moved by means of lifting equipment and does not have its own cranes or lifting equipment has two basic options:

1. Renting a crane and – or lifting equipment
2. Contracting an independent contractor to move the load, a contract job.

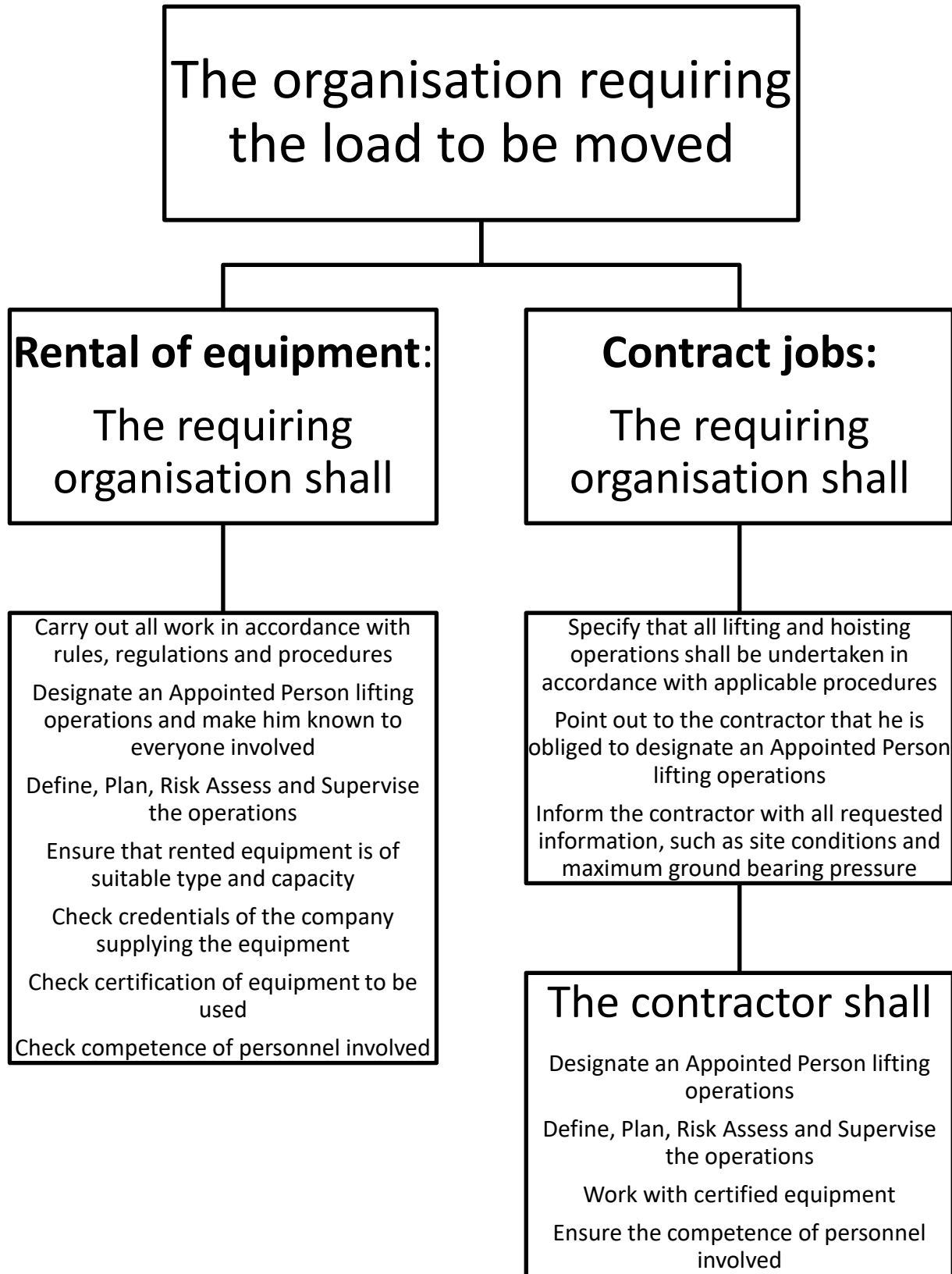
There are several reasons due to which it is important to highlight and explain the main differences in rental of equipment versus contract jobs:

- Responsibility for the planning, preparing and controlling of the lifting operation
- Knowledge and understanding of lifting operations of the Appointed Person
- Differences in responsibilities for insurances.

It is important to note that a standard hire agreement only becomes a contract job when the contracted company accepts liability for planning and supervising the lifting and hoisting operations. Specifying the correct type of contract will ultimately improve safety and ensure that the correct system of work is adopted.

Under contract lift conditions, the principal still retains certain liabilities and therefore should hold adequate insurance to provide protection against incidents arising from:

- Own negligence
- Inadequate or unstable ground conditions
- Inadequate or incorrect information supplied in connection with the goods being moved.



11 Job Profile of an Appointed Person lifting operations

Occupational Area:	Asset or Site – Appointed Person Lifting Operations
Job Role Naming Examples:	Appointed Person – Lifting Operations; Person In Charge (PIC); Appointed Person Moving Loads (APML); Appointed Person – LOLER; LOLER Focal Point; Appointed Person – Site Lifting Focal Point (SLFP); LOLER Competent Person (LCP); Lift Director
Role Overview:	An Appointed Person lifting operations is responsible for managing all lifting operations on site, ensuring that all activities are carried out safely and effectively, and follow all relevant legislation and any company-specific safe working practices and procedures. They are also responsible for the integrity of supporting structures, ensuring lifting equipment (covering appliances and accessories) on site are inspected and certified and for the technical competence of the personnel involved. They should have the theoretical knowledge and operational experience to select the appropriate equipment to be used for a given task.
Knowledge & Skills:	<p>The Appointed Person lifting operations will:</p> <ul style="list-style-type: none"> ✓ Have the required competencies to ensure that lifting operations are carried out to the required standard while adhering to Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and considering environmental and sustainability considerations ✓ Understand the relevant legislative, regulatory and local requirements or procedures and safe working practices, including their responsibilities with regards to reporting lines and procedures ✓ Understand the preparation and reinstatement requirements in respect of the work area, materials and equipment, and the possible consequences of incorrect actions in these areas ✓ Be able to read and interpret relevant engineering drawings, related specifications, quality standards and equipment manuals, and to follow work instructions and relevant plans and schedules ✓ Understand which tools and equipment to use, and when, and will follow relevant training, methods and techniques and quality control and safety procedures for their use ✓ Understand their responsibilities for ensuring the care and security of tools and equipment used ✓ Understand the types of defects and faults that can occur, how to identify them, and what action to take ✓ Be able to handle a range of digital information, technology and equipment to support work related tasks and to communicate information.
Technical Competencies:	Planning a lifting operation; generate clear and concise lift plans, risk assessments and toolbox talks necessary to support a complex lifting operation in compliance with legislation as well with recognised industry and procedures, guidances and best practices.
Behaviours:	<ul style="list-style-type: none"> ✓ Establish and maintain effective working relationships, communicate effectively, and work inclusively to deliver work within given specifications ✓ Demonstrate team working and management skills and interact with team members in a positive and professional manner ✓ Work within an overall risk control strategy which has been developed by safety specialists and includes detailed criteria for identifying risks, together with clearly defined procedures for action which must be followed

- ✓ Take personal ownership of, and responsibility for, ensuring the completion of tasks and procedures
- ✓ Follow procedures and relevant codes of conduct with integrity and vigour and complete actions and documents accurately and honestly
- ✓ Take responsibility for identifying and reporting instances where procedures or work instructions cannot be met or where a variation in them is required
- ✓ Deal promptly and effectively with problems within their control and report those that have been, and those that cannot be, solved.

12 USA: Appointed Person is named Lift Director

In the USA anyone who works with cranes shall be familiar with OSHA 1926.1432 (The Occupational Safety and Health Administration). One job that is designated by these regulations is that of the lift director. The OSHA rule plainly states: "The lift director must review the plan in a meeting with all workers who will be involved with the operation."

The American Society of Mechanical Engineers protocol B30.5, mention the responsibilities of a lift director being almost equal to the ones described in this article.

Disclaimer

This guideline should be considered as best practice for the subjects addressed, though is not exhaustive for each and every subject related to an Appointed Person lifting operations.

Use the content provided herein together with any other information available and above all: always comply with applicable legislation, rules and regulations.