In scope / out of scope

The following is in scope and out of scope of these requirements:

In scope	Out of scope
All critical lifts performed by ConocoPhillips and contractors.	• Lifts over process lines within the footprint of the wellhouse and around the wellhead during routine well servicing and intervention work. • Lifting in-service process lines - requires engineering and operations approval.

Critical lift plan required

A written critical lift plan is required when:

Critical lifts	Lift areas	• Lifts over live (not blinded) process lines, • Over structures that are occupied, • Possible to come within 15 feet of overhead power lines, • Within the Work Notify Area (WNA) / DOT Right-of-Way (ROW).
	Lift activities	• Personnel are lifted, • Multi-crane lifts, • Blind lifts, • Weight exceeds 75% crane capacity.

Discretionary critical lifts

Lifts that can be deemed a critical lift are:

- Significant monetary value,
- Assembly of boom over operating units or other obstructions,
- Modification or special configuration of rigging or lifting equipment,
- Considered non-routine,
- Deemed critical for other reason.

Crane or derrick requirements

Requirements for crane or derrick:

Never	**free fall** load or block.
Always	**level** crane to be within one percent of level grade.

Critical lift plan minimum components

Critical lift plans must include the following minimum components:

Required			
General info ○ Project details ○ Critical lift details ○ Pre-lift meeting requirements ○ Plan approvals Example Critical Lift Cover / Approval Sheet	General lift info ○ Description of load ○ Marked plot plan(s) ○ Ground conditions ○ Description of exclusion zone ○ Manufacturer's Capacity Chart ○ Capacity of rigging components ○ Photos or drawing of lift and rigging	Crane specifics ○ Make and model ○ Operating parameters / restrictions (wind, temp, etc.) ○ Capacity at boom angle / radius ○ Lift location ○ Boom angle diagram	Lift calculations ○ Total weight of lift, including load, rigging, block and cable ○ Sling de-rating calculation ○ Planned operating radius ○ Max. capacity at planned radius ○ % of capacity at operating radius
If lifting personnel	Personnel Basket Lift Authorization Form is required		

NOTE: Critical lift plans, depending on the work group or contractor preparing the plan may differ in format. However, the minimum components listed above shall be included in all critical lift plans.

Pre-lift meeting requirements

Pre-lift meetings shall be conducted immediately prior to the initiation of a critical lift. Required participants and topics are:

Must participate	Topics covered
• Crane Operator, • Signal/Rigger personnel, • COPA representative, • Personnel to be lifted (if applicable).	• Approved Critical Lift Plan, • Stop points, • Exclusion and fall zone boundaries.

Multi-crane lifts	Multi-crane lifts must have a qualified and competent person responsible for directing the lift. This person must: • **Attend** the pre-lift meeting. • **Be present** during the entire lift. • **Not be** operating a crane.
Multiple critical lifts with one critical lift plan	Multiple critical lifts can be conducted under one overall critical lift plan when the following conditions are met: • The same crane is used for all lifts. • The load type is consistent. • Calculations are based on worst case scenario of heaviest load and crane configuration. • A copy of the approved critical lift plan is present at the work location. • A pre-lift meeting is conducted immediately prior to initiation of critical lifts to validate conditions of current lift are included in critical lift plan. • Pre-lift meeting is properly documented with required signatures. • Multiple lift critical lift plans (i.e., blanket lift plans) shall be renewed annually.
Critical lift plan approvals	Prior to initiation of a critical lift, critical lift plans shall be signed and dated by: • Person preparing the plan • Lift provider supervisor (qualified person in charge) • COPA first line supervisor (or designee) • COPA area safety representative • DOT specialist (if lift is performed within DOT right-of-way) • COPA superintendent (if lift exceeds 90% of rated crane capacity) Following a pre-lift meeting, critical lift plans shall be signed and dated by: • Crane operator • Lift provider supervisor (qualified person in charge) • COPA first line supervisor (or designee) For critical lifts over live process lines with a rated crane capacity less than 40%, the following minimum approvals are required: • Person preparing the plan • Lift provider supervisor (qualified person in charge) • Crane operator • COPA first line supervisor (or designee)

Personnel basket or platform requirements

Basket/platform must be	• **Designed** by qualified engineer • **Inspected** by competent person • **Permanently marked** with its weight and rated capacity
Rigging must be	• **Only used** for personnel basket/platform lifts
Trial lift specifications	• **Must** be performed immediately prior to each shift, at each crane set-up or change in set-up • **Tested** at 125% of basket/platform rated capacity • **Do not exceed** 50% crane rated capacity at any time during lift
Lift planning	• **Must** complete Personnel Basket Lift Authorization Form • **Minimize** people/tools/materials in basket/platform • **Use** minimum weight of 250 lbs. per person for calculation • **Never exceed** rated capacity of basket/platform to include people/tools/materials
Perform trial lift	See table below
Tools and materials	• **Secure** tools and materials during lift • **Tether/secure** tools while using

Step	Action
1.	**Attach** test weight or **load** basket/platform to 125% of rated capacity
2.	**Raise** the basket/platform 1 foot off ground
3.	**Maintain** lift for 5 minutes with no movement
4.	**Lower** the basket/platform
5.	**Check** rigging and structure for defects, issues, or concerns **WARNING:** Failure to stop the lift when defects, issues, or concerns are noticed can result in injury or fatality.
6.	**Raise** basket/platform to each desired lift location
7.	**Remove** test weight from basket/platform immediately after completion of trial lift