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MOBILE HEAVY EQUIPMENT RECOVERY STANDARD PROCEDURE

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Document Revision History

The revision and issue numbers done on this document with a description of changes shall be recorded on the “Document Revision History” specified on the cover page of this procedure. It is the responsibility of the HSE Officer to update these details, whenever changes and revisions are made to this document.

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1.0. Scope of Work

The scope of this standard procedure document is “Mobile Heavy Equipment Recovery Standard Procedure”.

2.0. Mobile Heavy Equipment Recovery Objectives and Approach

Mobile Heavy Equipment Recovery refers to the process of recovering disabled or immobilized heavy equipment, such as construction machinery, vehicles, or industrial equipment, to restore their functionality and operational capability. The objectives and approach for mobile heavy equipment recovery may vary depending on the specific situation and requirements, but here are some general objectives and approaches:

2.1. Objectives:

2.1.1. Minimize downtime:

The primary objective of mobile heavy equipment recovery is to minimize the downtime of the disabled equipment. The quicker the recovery process, the faster the equipment can resume its intended operations, reducing the impact on productivity and project timelines.

2.1.2. Ensure safety:

Safety is of paramount importance during equipment recovery operations. The objective is to recover the equipment without causing further damage to the machinery, the surrounding environment, or endangering personnel involved in the recovery process.

2.1.3. Cost-effective solutions:

Recovering heavy equipment can be a costly endeavor. One objective is to devise cost-effective solutions that utilize available resources efficiently, minimizing additional expenses and maximizing the return on investment.

2.2. Approach:

2.2.1. Assessment and planning:

The first step is to assess the situation and determine the best approach for recovery. This involves evaluating the nature of the problem, such as mechanical failure, accident damage, or environmental factors. A thorough analysis helps in devising an appropriate recovery plan.

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2.2.2. Equipment and resource mobilization:

Once the recovery plan is established, the necessary equipment, tools, and resources are mobilized to the site. This may include specialized recovery vehicles, cranes, winches, lifting equipment, and skilled personnel.

2.2.3. Stabilization and securing:

Before initiating the actual recovery, the equipment needs to be stabilized and secured to prevent further damage or accidents. This may involve using straps, chains, or other suitable restraints to hold the equipment in place during the recovery process.

2.2.4. Recovery execution:

The recovery process can involve various techniques depending on the equipment and situation. This may include winching, lifting, towing, or employing specialized recovery methods. Skilled operators and recovery experts perform the necessary operations with utmost care to avoid any mishaps.

2.2.5. Repairs and restoration:

Once the equipment is successfully recovered, it may require repairs or restoration before it can resume operations. This may involve troubleshooting the underlying issues, replacing damaged components, and conducting necessary maintenance procedures.

2.2.6. Post-recovery assessment:

After the recovery and restoration process, a comprehensive assessment of the equipment's condition is conducted to ensure it is fully functional and meets safety standards. This includes conducting tests, inspections, and functional checks to verify the equipment's operational capability.

2.2.7. Documentation and reporting:

Throughout the recovery process, proper documentation of the activities, costs, and any additional issues encountered is maintained. This helps in evaluating the effectiveness of the recovery operation, providing insights for future improvements, and fulfilling any reporting or insurance requirements.

It's important to note that mobile heavy equipment recovery can be a complex and specialized task, often requiring the expertise of professionals with experience in equipment recovery operations. The specific approach and techniques employed may vary depending on the type of equipment, location, and specific circumstances surrounding the recovery operation.

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3.0. Roles & Responsibilities in Mobile Heavy Equipment Recovery Procedure

The roles and responsibilities in a mobile heavy equipment recovery procedure can vary depending on the specific situation and the organization involved. However, the following are some general roles and their associated responsibilities and Accountabilities:

3.1. Recovery Team Leader:

- Overall coordination and management of the recovery operation.
- Appropriately assessing the existing situation and developing and implementing a recovery plan.
- Allocating the available resources and assigning the tasks to recovery team members of the machinery/crane.
- Ensuring the safety of the team and equipment during the recovery process.
- Communicating with stakeholders and providing updates on the progress.

3.2. Equipment Operator:

- Operating heavy equipment such as cranes, winches, and tow trucks.
- Safely maneuvering and positioning the equipment to facilitate recovery.
- Rigging and securing the equipment being recovered.
- Following proper safety protocols and guidelines.
- Assisting other team members as needed.

3.3. Recovery Technician:

- Assisting the equipment operator in rigging and securing the equipment.
- Performing inspections of the equipment to identify any damage or structural issues.
- Providing technical expertise and assistance during the recovery process.
- Using specialized tools and equipment to aid in the recovery.
- Ensuring that all recovery procedures are followed correctly.

3.4. Safety Officer:

- Ensuring that proper safety measures are in place and followed throughout the recovery operation.
- Conducting safety briefings and ensuring that all team members are aware of potential hazards.
- Monitoring the work environment for any safety risks.
- Implementing safety protocols and emergency procedures if needed.
- Providing safety guidance and advice to the team members.

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3.5. Communication Coordinator:

- Managing communication between the recovery team and other stakeholders, such as project managers, clients, or authorities.
- Keeping a log of all communication related to the recovery operation.
- Providing updates on the progress of the recovery to relevant parties.
- Coordinating with other support services, such as traffic control or emergency services, if necessary.
- Ensuring effective and clear communication channels among the team members.

3.6. Support Personnel:

- Assisting with logistics, such as transporting equipment and supplies to the recovery site.
- Providing general support to the recovery team, such as equipment maintenance or repair.
- Following instructions from the team leader and other senior team members.
- Participating in safety protocols and adhering to all safety guidelines.
- Assisting with documentation and record-keeping related to the recovery operation.

It's important to note that these roles and responsibilities can vary depending on the specific context, organization, and recovery operation. It is crucial for all team members to have a clear understanding of their roles and responsibilities and to work together efficiently to ensure a successful and safe recovery.

4.0. Crane Operations Performing the Equipment Retrieval

Crane operations are commonly used for equipment retrieval in various industries such as construction, manufacturing, and logistics. When it comes to retrieving equipment using a crane, several key considerations and steps need to be followed to ensure a safe and efficient operation. Here's an overview of the process:

4.1. Planning and assessment:

Before initiating any crane operation, a thorough planning and assessment phase is crucial. This involves evaluating the weight, size, and shape of the equipment to be retrieved, as well as assessing the surrounding environment, including any obstacles or overhead hazards that may affect the operation.

4.2. Crane selection:

Based on the assessment, an appropriate crane must be selected. The choice of crane depends on factors such as the weight and dimensions of the equipment, the required lifting

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capacity, and the accessibility of the retrieval area. Common types of cranes used for equipment retrieval include mobile cranes, tower cranes, and overhead cranes.

4.3. Rigging and lifting plan:

Once the crane is selected, a rigging and lifting plan must be developed. This plan outlines the specific rigging configurations, slings, and attachments required to securely lift and transport the equipment. The plan should also consider factors like load stability, balance, and any special requirements or constraints.

4.4. Site preparation:

The retrieval area needs to be properly prepared to ensure a safe operation. This may involve clearing obstacles, ensuring stable ground conditions, and marking off a safe working zone. Adequate space should be allocated for the crane's outriggers or stabilizers to provide stability during the lifting process.

4.5. Communication and coordination:

Effective communication and coordination among the crane operator, riggers, and ground personnel are essential. Hand signals, two-way radios, or other communication devices should be used to maintain clear and constant communication throughout the operation. All team members involved should be well aware of their roles and responsibilities.

4.6. Pre-lift inspection:

Before the equipment retrieval, a pre-lift inspection of the crane and rigging equipment should be conducted. This ensures that all components are in good working condition and properly assembled. The crane operator should verify load capacity, check the stability of the crane, and inspect the rigging for any signs of damage or wear.

4.7. Equipment retrieval:

Once all the necessary preparations are complete, the crane operator can proceed with the equipment retrieval. Following the lifting plan, the operator carefully positions the crane's hook or attachment above the equipment to be retrieved. The load is then lifted steadily and smoothly, keeping it under control throughout the process.

4.8. Equipment placement:

After successfully retrieving the equipment, it should be placed in the desired location with care. The crane operator, guided by ground personnel, lowers the load to the ground or onto a specified surface, ensuring a secure and stable placement. Any necessary adjustments may be made to the equipment's position before detaching the lifting attachments.

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4.9. Post-operation checks:

Once the equipment retrieval is complete, a post-operation check should be conducted. This involves inspecting the crane and rigging equipment for any signs of damage or issues that may have occurred during the operation. Any concerns should be reported and addressed promptly to maintain safety and prevent future incidents.

It's important to note that the process of equipment retrieval using a crane can vary depending on the specific circumstances, type of crane, and industry requirements. Following industry best practices, adhering to safety regulations, and relying on experienced and trained personnel are crucial for a successful crane operation.

5.0. Setting up for Heavy Equipment Retrieval for crane

Setting up for heavy equipment retrieval with a crane requires careful planning and execution to ensure safety and efficiency. Here are the steps involved in setting up for heavy equipment retrieval using a crane:

5.1. Assess the situation:

Begin by evaluating the site and the equipment to be retrieved. Consider factors such as the weight, dimensions, and condition of the equipment, as well as any obstacles or hazards in the vicinity.

5.2. Obtain necessary permits and permissions:

Check local regulations and obtain any required permits or permissions for operating a crane and performing equipment retrieval. This may involve coordinating with local authorities or obtaining clearance from property owners.

5.3. Plan the lift:

Develop a detailed lifting plan that includes the crane specifications, rigging equipment, and lifting techniques. Calculate the weight and center of gravity of the equipment to determine the appropriate crane capacity and rigging arrangements.

5.4. Choose the right crane:

Select a crane that is suitable for the lifting task based on the weight and reach required. Consider the crane's capacity, boom length, and reach capabilities to ensure it can safely handle the equipment.

5.5. Prepare the lift area:

Clear the area of any obstacles or debris that could interfere with the crane's movement or the lifting operation. Establish boundaries and barricades to restrict access and ensure safety.

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5.6. Set up the crane:

Position the crane on stable and level ground, ensuring that it is properly supported. Use outriggers, stabilizers, or mats to provide additional stability if needed. Follow the manufacturer's instructions for assembling and setting up the crane.

5.7. Rig the load:

Determine the appropriate rigging equipment based on the weight, size, and shape of the equipment to be lifted. Use certified and properly rated slings, shackles, and other rigging components. Attach the rigging securely to the equipment, ensuring proper weight distribution.

5.8. Perform a pre-lift inspection:

Before lifting, conduct a thorough inspection of the crane, rigging gear, and all components involved in the lift. Closely and carefully check for any signs of damage, wear & tear, or technical malfunction. Ensure that all safety devices are functional.

5.9. Communicate and coordinate:

Establish clear communication channels between the crane operator, signal person, and any other personnel involved in the lift. Use standardized hand signals or two-way radios to maintain effective communication throughout the operation.

5.10. Execute the lift:

Once all preparations are complete and safety measures are in place, begin the lifting operation. Follow the lifting plan, paying close attention to load stability and any specific considerations for the equipment being retrieved. Operate the crane smoothly and steadily, adhering to safe lifting practices.

5.11. Lower and secure the equipment:

Once the equipment has been successfully lifted and moved to the desired location, carefully lower it to the ground. Secure the equipment using appropriate methods, such as blocking, chaining, or anchoring, to prevent unintended movement during transportation or storage.

Remember that this is a general overview, and specific steps may vary depending on the unique characteristics of the equipment and site conditions. It's essential to consult with experienced crane operators and follow all safety guidelines and regulations to ensure a successful heavy equipment retrieval operation.

6.0. Demobilization and Reporting for crane

Demobilization and reporting for a crane refer to the process of dismantling or removing a crane from a worksite and providing a comprehensive report regarding its usage and

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condition. This process is typically carried out at the end of a crane operation or when the crane is no longer required on the site. Here's a general overview of demobilization and reporting for a crane:

6.1. Preparing for Demobilization:

Notify the appropriate personnel or project manager about the planned demobilization of the crane.

Review any specific guidelines or procedures provided by the crane manufacturer or Rental Company regarding demobilization.

6.2. Inspection and Documentation:

- Conduct a thorough inspection of the crane to assess its condition and identify any damage or issues.
- Document the findings, including photographs if necessary, to support the demobilization report.
- Verify that all crane components, accessories, and attachments are accounted for and in proper working condition.

6.3. Dismantling and Disassembly:

- Follow the manufacturer's guidelines or procedures for dismantling the crane safely.
- Utilize appropriate tools and equipment to disassemble the crane systematically.
- Ensure that all components are properly secured and stored to prevent damage during transportation.

6.4. Equipment Transportation:

- Coordinate with the logistics team to arrange for the transportation of the crane to its next destination or storage facility.
- If the crane was rented, communicate with the rental company to schedule the return or pick-up of the crane.

6.5. Demobilization Report:

- Prepare a detailed report that outlines the key information about the crane's usage and condition during the operation.
- Include information such as the duration of crane deployment, total operating hours, any maintenance or repairs conducted, and any incidents or accidents that occurred.
- Attach supporting documentation, including inspection reports, maintenance records, and photographs.

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- Submit the demobilization report to the appropriate stakeholders, such as project managers, crane rental companies, or regulatory authorities, as required.
- Remember to consult the specific guidelines provided by the crane manufacturer, Rental Company, or any relevant regulatory bodies for detailed instructions on demobilization and reporting procedures.

7.0. General Safety Considerations while Demobilization and Reporting for Crane

When it comes to demobilization and reporting for cranes, there are several general safety considerations to keep in mind. The following are some important and leading points to consider:

7.1. Follow manufacturer guidelines:

Always refer to the crane manufacturer's guidelines and recommendations for demobilization and shutdown procedures. These guidelines provide specific instructions on how to safely secure and shut down the crane.

7.2. Secure the load:

Before demobilizing the crane, ensure that the load is properly secured or transferred to a safe location. Follow proper rigging and lifting procedures to avoid any accidents or incidents during the demobilization process.

7.3. Communicate with the team:

Maintain clear communication with the entire team involved in the demobilization process. Make sure everyone is aware of the tasks, responsibilities, and safety procedures to follow during demobilization.

7.4. Conduct a pre-demobilization inspection:

Before shutting down the crane, perform a thorough inspection of the equipment. Check for any visible signs of damage, wear, and tear, or malfunctioning parts. Report any issues to the appropriate personnel for necessary repairs or maintenance.

7.5. Shut down the crane properly:

Follow the crane manufacturer's guidelines to safely shut down the crane. This typically involves lowering the boom, retracting the outriggers (if applicable), and turning off the power supply. Make sure all controls are set to neutral or off positions.

7.6. Secure the crane:

Once the crane is shut down, ensure it is properly secured. This may include applying parking brakes, using wheel chocks or outrigger locks, and implementing any additional safety measures recommended by the manufacturer or site-specific requirements.

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7.7. Report any incidents or concerns:

If any incidents, accidents, or near-miss events occur during the demobilization process, report them immediately to the relevant authorities and your supervisor. It is important to document such incidents for future reference and to ensure that corrective actions are taken to prevent similar incidents in the future.

7.8. Personal protective equipment (PPE):

Always wear the appropriate personal protective equipment while demobilizing and reporting for crane activities. This may include hard hats, safety glasses, high-visibility vests, gloves, and steel-toed boots, among others, depending on the specific site requirements and hazards present.

Remember, safety should always be the top priority when demobilizing and reporting for crane operations. Following proper procedures, adhering to manufacturer guidelines, and maintaining effective communication among the team can help minimize risks and ensure a safe work environment.

8.0. Low-Risk Light Vehicle Recovery – simple bogging while Demobilization and Reporting for crane

Low-Risk Light Vehicle Recovery refers to the process of recovering a light vehicle, such as a car or a small truck that has become bogged down or stuck in a low-risk situation. This typically occurs in situations where the vehicle has gotten stuck in the mud, sand, or other soft ground surfaces. In the context of demobilization and reporting for a crane, it might involve recovering a light vehicle used in the demobilization process that has become bogged down near the crane site.

Here's a general outline of the steps involved in a low-risk light vehicle recovery:

8.1. Assess the situation:

Before attempting any recovery, evaluate the condition of the vehicle and the environment it is stuck in. Ensure that the recovery process poses minimal risk to personnel and equipment.

8.2. Safety precautions:

Take appropriate safety measures, such as wearing personal protective equipment (PPE), setting up warning signs or cones, and ensuring a safe working zone around the recovery site.

8.3. Gather necessary equipment:

Depending on the situation, you may require various recovery equipment such as recovery tracks, a snatch strap, a shovel, a jack, and a winch. Ensure you have all the required tools on hand.

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8.4. Clear the area around the stuck vehicle:

Remove any loose debris, rocks, or obstacles from around the vehicle to create a clear path for recovery.

8.5. Use recovery tracks or traction aids:

If the vehicle is stuck in loose terrains like sand or mud, place recovery tracks or traction aids under the tires to provide traction and help the vehicle gain traction and get out of the bogged area.

8.6. Dig and clear the tires:

Use a shovel to clear away excess mud, sand, or debris from around the tires. Create a path in front of and behind the tires to allow them to move freely.

8.7. Tow or winch the vehicle:

If the vehicle is still unable to move, attach a snatch strap or a winch cable to a recovery point on the vehicle, ensuring it is securely fastened. Use another vehicle, a recovery vehicle, or a winch to pull or winch the stuck vehicle out of the bogged area. Make sure to use appropriate techniques and follow safety guidelines during the process.

8.8. Check for damage:

After successfully recovering the vehicle, inspect it for any potential damage. Check the tires, suspension, and undercarriage for any signs of harm.

8.9. Demobilization and reporting:

Once the vehicle is recovered, proceed with the demobilization process for the crane or any other equipment involved. Report the incident to the appropriate personnel, noting the details of the recovery operation and any damage sustained by the vehicle.

It's important to note that vehicle recovery can be potentially dangerous, and if you are unsure or feel unsafe during the process, it is recommended to seek professional assistance or consult with experts in the field.

9.0. Attachments

9.1. Risk Assessments

9.2. Permit to Work