

TITLE – Safe work procedures for cranes and lifting equipments

SCOPE –

This work instruction covers the safe working practices to be followed while installation, operation, maintenance, training and inspection and testing of cranes and other lifting equipments

RESPONSIBILITY –

This document is prepared and approved by Directors and to be used by all interested parties

DESCRIPTION -

INATOZ ROBOTICS AUTOMATION PVT LTD is engaged in design, engineering, manufacturing, assembly, factory acceptance tests, installation and commissioning of robotics and automation solutions and its system components, most of times made as per customer requirement. All these activities are carried out in our manufacturing facility while installation is done at customer or third party site as the case may be. We also undertake the tasks of maintenance of robots and other system components at customer premise. While doing all of above activities, we need cranes and lifting equipments for handling of robots and other system components which are heavy.

To ensure the health and safety of persons working on behalf of INATOZ which includes all direct and indirect employees and contractors, following safety practices shall be followed when it involves cranes and lifting equipments –

- **CRANES** – Installation of the cranes shall be done by external certified companies only. This is applicable for relocation of installed cranes as well
- Cranes shall be used as per the guidelines from manufacturer’s manual. The safe working load must be displayed on cranes and payload shall always be below SWL capacity

- Cranes shall be operated by authorized persons only. The training records shall be kept updated at all times
- Visual inspection of the cranes shall be done before every use by operator.
- Inspection and testing is to be done by certified external agency only
- Periodic preventive maintenance shall be done as per operations manual provided by crane manufacturer
- LIFTING EQUIPMENTS is a general term that can be used for lifting load. Chains, ropes, slings, lifting eyebolts, shackles and belts are most commonly used lifting equipments



- All lifting equipments shall be inspected and tested at least once per year by authorized persons or agency
- All the lifting equipments shall have clearly visible labels (metal lable / tags) which indicated the equipment is safe for use

- Faulty, edge damaged and other defective equipments have to be taken out of use immediately
- Wherever needed, edge protective sleeves shall be used to protect the belt edges from cracking and damage
- Any near miss accident and accident involving crane and lifting equipment shall be reported immediately