



DEPARTMENT OF THE NAVY

COMMANDING OFFICER NAVAL BASE SAN DIEGO
3455 SENN ROAD, ROOM 108
SAN DIEGO, CALIFORNIA 92136-5084

IN REPLY REFER TO:

NAVBASESANDIEGOINST 11260.3B

N44MM

MAR 28 2011

NAVBASE SAN DIEGO INSTRUCTION 11260.3B

Subj: WEIGHT HANDLING EQUIPMENT (WHE) MANAGEMENT AND
QUALIFICATION PROGRAM

Ref: (a) SECNAVINST 11260.2A
(b) NAVFAC P-307

1. Purpose. To establish and maintain a safe and effective WHE program per references (a) and (b).

2. Cancellation. NAVSTASANDIEGOINST 11260.3A.

3. Background. A safe and reliable WHE program is critical to prevent personnel injuries or damage to equipment. Reference (a) assigns NAVFAC responsibility for the direction and oversight of the Navy's weight handling program at Navy shore activities. Per references (a) and (b), all personnel utilizing WHE must be properly trained and qualified.

4. Applicability. This instruction is applicable to all Naval Base San Diego (NBSD) personnel who operate or manage WHE, including but not limited to cranes, overhead hoists, multi-purpose machines, construction equipment, and material handling equipment used to lift suspended loads, and rigging gear as defined in reference (b). This instruction also requires all WHE used onboard NBSD to be maintained, operated, and certified per requirements in reference (b).

5. Requirements

a. NBSD's WHE maintenance, inspection, test, training, and licensing service provider is NAVFAC SW Base Support Vehicles and Equipment (BSVE). NAVFAC SW BSVE shall provide these services in accordance with the guidelines in reference (b).

b. Non-Navy owned cranes are frequently used on Navy property. These cranes can be from a variety of sources and are generally incidental to deliveries of supplies and equipment, etc. Numerous organizations, including tenant activities,

ships, supply departments, Public Works, etc., often need cranes to perform their missions. NBSD has designated NAVFAC SW's BSVE as the responsible entity for contractor crane oversight onboard NBSD. No crane from outside sources will be admitted to NBSD property without first being inspected by a representative from the NAVFAC BSVE Contractor Crane Oversight Department. The contractor crane inspection services can be obtained by calling (619) 556-7156.

c. All NBSD personnel who operate Category 3 cranes and overhead hoists shall successfully complete Navy Crane Center (NCC) web-based Category 3 crane operator safety course. They shall be trained on the operating characteristics of the WHE they are to operate by their qualified supervisor or a qualified person designated by the supervisor.

6. Duties and responsibilities

a. NBSD and tenant commands shall request planned maintenance, repairs, inspections, and certifications from the BSVE WHE maintenance, inspection, and test office at (619) 556-9669. Requests for rigging gear inspection, test and certification should be directed to the BSVE rigging loft at (619) 556-7621. Requests for training and licensing services should be directed to the BSVE training and licensing department at (619) 556-9061.

b. Crane operator. Shall operate cranes in accordance with reference (b).

c. Supervisors

(1) Ensure only qualified operators who have attended the NCC crane operator training course are allowed to operate cranes. Monitor the operator's compliance with all applicable safety guidance and measures.

(2) Notify BSVE WHE Maintenance Department and the certifying official of all WHE accidents. Report all accidents to the Navy Crane Center, following the procedures provided in reference (b).

(3) Ensure all WHE (cranes and rigging gear) in their area of cognizance is currently certified, and NAVFAC SW BSVE WHE managers are notified of any uncertified or expired equipment or gear.

d. WHE Manager

(1) Ensure all WHE operators who are licensed by BSVE are trained and qualified. BSVE shall maintain a list of qualified operators.

(2) Report all BSVE WHE accidents to the Navy Crane Center, following the procedures provided in reference (b).

(3) Ensure that all rigging gear has been tested, inspected, certified, and labeled per reference (b).

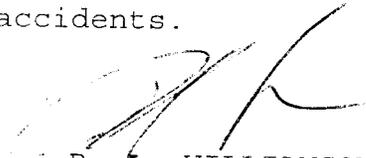
(4) Ensure all personnel working with WHE have adequate knowledge of the requirements of reference (b) and fully comply with these requirements. Reference (b) is available for download at the NCC website, accessible through the NAVFAC portal at [http://www.navy.mil/navp/ops/ops.html](#). Click organization and specialty centers.

e. NAVFAC Safety Office

(1) Oversee the Command's compliance with this instruction as set forth.

(2) Thoroughly investigate and report all accidents to NCC, following procedures provided in reference (b).

(3) Prepare and deliver safety briefings to all operators as necessary to maintain a level of safety awareness required to eliminate WHE accidents.


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