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REVISION/CHANGE LOG

Revision/Change Letter	Description of Changes	Pages Affected	Date of Revision/Change
FR0	Procedure Bluesheeted	All	08/16/2017
FR1	Non-intent revision to remove from Bluesheet	All	12/04/2017
FR1A	Added Note above Step 4.2.2, added Step 4.2.2, added Note above Step 6.1.1B, added Step 6.1.1B, added two acronyms to Appendix A, revised CP3-SM-0054-F01	5, 8, 14, 17	08/02/2018

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1.0 PURPOSE AND SCOPE

1.1 Purpose

The purpose of this procedure is to implement the applicable requirements for the Paducah Gaseous Diffusion Plant (PGDP) Deactivation & Remediation (D&R) contractor Leased and Owned Equipment Inspection and Maintenance Program. The requirements originate from the following regulations:

- American Society of Mechanical Engineers (ASME) B30.5, *Mobile and Locomotive Cranes*
- American National Standards Institute (ANSI) B56.1, *Low and High Lift Trucks*
- ANSI B56.6, *Rough Terrain Fork Truck*
- DOE G 414.1-3, *Suspect/Counterfeit Items Guide*
- DOE-STD-1090-2011, *Hoisting and Rigging*
- Occupational Safety and Health Administration (OSHA) 29 CFR 1910, *Occupational Safety and Health Standards*
- 29 CFR 1926, *Safety and Health Regulations for Construction*

1.2 Scope

1.2.1 This procedure applies to inspections and maintenance performed on construction equipment utilized in performance of work at PGDP.

1.2.2 This procedure defines the process for implementing a Leased and Owned Construction Equipment Maintenance Program for PGDP work that will ensure safety and compliance with regulatory equipment inspections and maintenance requirements.

1.2.3 This procedure provides the requirements for PGDP inspection of contractor equipment arriving on site for use by the contractor for contracted work.

1.2.4 Exceptions:

A. Small mechanical and electrical hand-operated equipment (for example, grinders, impact wrenches, drills, saws, concrete vibrators, and similar equipment) are excluded from this procedure.

B. This procedure does **NOT** apply to the following:

1. GSA vehicles/equipment shall be inspected and maintained according to applicable site procedures.

2. Mobile/Overhead Cranes shall be inspected and maintained according to CP3-SM-0051, *Hoisting and Rigging*, using form CP3-SM-0051-F08, *PGDP Mobile Crane Pre-Operational Checklist*.

3. Inspection of Powered Industrial Trucks. Powered Industrial Trucks shall be inspected and maintained according to CP2-SM-0020, *Administrative Controls for Powered Industrial Trucks*, using form CP-21169, *Powered Industrial Trucks Inspection Tag*.

4. Inspection of Aerial Lifts. Aerial lifts shall be inspected and maintained according to CP3-HS-2036, *Aerial Devices*, using form CP3-HS-2036-F01, *Aerial Devices Daily Inspection and Pre-Operational Checklist*.

2.0 REFERENCES

2.1 Use References

- CP2-SM-0020, *Administrative Controls for Powered Industrial Trucks*
- CP3-HS-2008, *Accident Prevention Equipment Control Tags*
- CP3-HS-2036, *Aerial Devices*
- CP3-QA-1006, *Suspect/Counterfeit Items*
- CP3-RD-0010, *Records Management Process*
- CP3-RP-1109, *Radioactive Contamination Control And Monitoring*
- CP3-SM-0051, *Hoisting and Rigging*

2.2 Source References

- ANSI B56.1, *Low and High Lift Trucks*
- ANSI B56.6, *Rough Terrain Fork Truck*
- ASME B30.5, *Mobile and Locomotive Cranes*
- DOE G 414.1-3, *Suspect/Counterfeit Items Guide*
- DOE-STD-1090-2011, *DOE Hoisting and Rigging Standard*
- 29 CFR 1910, *Occupational Safety and Health Standards*
- 29 CFR 1926, *Safety and Health Regulations for Construction*

3.0 COMMITMENTS

None

4.0 RESPONSIBILITIES

4.1 Equipment Manager

4.1.1 Coordinates/performs inbound and outbound equipment inspections, as needed.

4.1.2 Develops and maintains the PGDP Equipment Library utilizing Collective Fleet software, and ensures that it is kept up-to-date with inbound inspections, maintenance records, required annual inspection records, and the certificate of conformance

4.1.3 Ensures equipment records, including annual OSHA/ANSI inspections, maintenance records, and inbound maintenance records are maintained in the appropriate Equipment Files, and are managed according to CP3-RD-0010, *Records Management Process*.

4.1.4 Ensures compliance with CP3-QA-1006, *Suspect/Counterfeit Items*. Refer to Appendix B, *Suspect/Counterfeit Part Headmark List*, for more information.

4.1.5 Ensures that necessary inspections and applicable forms are completed and entered into Collective Fleet Software according to CP3-RD-0010, *Records Management Process*.

4.1.6 Ensures that all equipment records, documents, operations, and other manuals are obtained for equipment leased or purchased.

4.1.7 Schedules/coordinates the preventive maintenance of mobile equipment with appropriate persons, and ensures repairs and maintenance to the equipment is performed according to manufacturer recommendations.

4.1.8 Inspects contractor equipment upon arrival at the site. Inspection shall include, but **NOT** be limited to, OSHA compliance, damage that could render the item inoperable, and oil, hydraulic or other fluid leaks.

4.1.9 Contacts Radiological Program Project Manager (RPPM) for base-line survey (**unless** equipment is purchased for PGDP and is new).

4.1.10 Completes appropriate sections of CP3-RP-1109, *Radioactive Contamination Control and Monitoring*, and submits to RPPM for release evaluation.

4.2 Requestor

4.2.1 Coordinates with Equipment Manager (EM) to specify inspection requirements of equipment to be purchased or leased for the project.

NOTE:

Non-road engines such as tractors, bulldozers, cranes, lawn mowers, etc. are exempt from the Environmental Protection Agency (EPA) Reciprocating Internal Combustion Engine (RICE) regulations.

4.2.2 **If** requesting auxiliary power and/or heat for maintenance or emergency, **then** notifies Environmental Compliance prior to the request, and supplies them with the following information: Chg A

- The length of time auxiliary source will be utilized on-site.
- Whether or not this a replacement of a fixed engine on-site.
- Whether a stationary engine or a portable one (handles, trailer, wheels, skid, etc.) will be used.

4.3 Procurement/Receiving

4.3.1 Requests necessary records, as specified on purchase requisition from vendors, when equipment is supplied.

4.3.2 Ensures that Requestor and EM are notified when receiving purchased or leased equipment.

4.4 Contract Technical Representative/Project Manager

4.4.1 Requests necessary records from contractors who furnish their own equipment, and forwards to EM for review, as follows:

- Records of annual inspections as required by OSHA/ANSI for aerial lifts, scissor lifts, forklifts, and mobile cranes
- Equipment manual(s)
- Equipment maintenance records
- Certification of Non-Counterfeit Parts (Reference CP3-QA-1006 and Appendix B.)

4.4.2 Ensures that RPPM and EM are notified when receiving contractor equipment.

4.4.3 For any specialty equipment proposed for use at the PGDP site, ensures identification by contractors of current manufacturer and industry consensus standards and regulations regarding safety features and safe operation.

4.5 Facility Manager/Responsible Manager or Contract Technical Representative/Project Manager

4.5.1 Ensures appropriate personnel on other projects and EM are contacted prior to having equipment transferred or released offsite.

4.5.2 Completes appropriate sections of CP3-RP-1109, *Radioactive Contamination Control and Monitoring*, and submits to RPPM for release evaluation.

4.5.3 Ensures all parts, operation manual(s), and equipment history files are prepared for shipment with the machine, if applicable, for leased equipment.

4.5.4 Ensures operator manual(s) is present on the equipment. **If** manual(s) is missing from equipment, **then** notifies EM.

4.5.5 Ensures equipment required maintenance/inspection date is current. **If** equipment is past due, **then** notifies EM.

4.6 Equipment Operator

NOTE:

Prior to using any mobile construction equipment, the equipment operator should read and understand the applicable equipment's operator's manual.

4.6.1 Performs daily checklists and safety inspections, using the appropriate form based on equipment type:

- CP3-SM-0054-F03, *Equipment Daily Checklist and Safety Inspection Form*
- CP3-SM-0054-F04, *Track Mobile Operator Daily Inspection Checklist*
- CP3-SM-0051-F08, *PGDP Mobile Crane Pre-Operational Checklist*

4.6.2 Only operates equipment for which he/she is trained and authorized to use.

4.6.3 Reads and understands the operator manual(s) prior to operating a new piece of equipment.

4.6.4 Removes from service any equipment that requires extensive repair or is unsafe to use, and notifies Supervisor and EM.

4.7 Radiological Program Project Manager

If equipment is found unacceptable for release, **then** notifies EM and Supervisor, and makes recommendations for resolution.

5.0 GENERAL INFORMATION

5.1 This procedure outlines PGDP requirements for the following:

- Planning and procurement of leased construction equipment.
- Receipt and removal of construction equipment from construction projects.
- Required daily equipment inspections.
- Preventive Maintenance of mobile equipment per manufacturer/vendor requirements.

5.2 This procedure defines the standard for leased equipment inspection and maintenance activities on PGDP projects.

5.3 The processes described in this procedure apply to the inspection and maintenance of equipment owned and leased by PGDP, and to the control of documentation. Processes will include:

- Assignment of responsibilities
- Compliance with manufacturers' requirements
- Compliance with regulatory requirements [for example, Occupational Safety and Health Administration (OSHA) and American National Standards Institute (ANSI)] for inspections
- Record keeping and equipment history
- Equipment inbound inspections
- Equipment operational tests
- Equipment maintenance

6.0 INSTRUCTIONS

6.1 Planning and Procurement

NOTE:

Advanced planning is a prerequisite to having an effective Leased Construction Equipment Inspection and Maintenance Program. Planning should be completed prior to mobilization of equipment to the jobsite.

<u>Requestor</u>

6.1.1 **When** leasing new or used equipment, **then** perform the following:

A. Coordinate with EM to determine equipment needs.

NOTE:

Non-road engines such as tractors, bulldozers, cranes, lawn mowers, etc. are exempt from the EPA RICE regulations.

Chg A

B. **If** requesting auxiliary power and/or heat for maintenance or emergency, **then** supply Environmental Compliance with the following information:

- The length of time auxiliary source will be utilized on-site.
- Whether or not this a replacement of a fixed engine on-site.
- Whether a stationary engine or a portable one (handles, trailer, wheels, skid, etc.) will be used.

C. For PGDP self-performed work, obtain approval from the Cost Account Manager **prior** to final approval for leasing equipment.

EM

D. Review requisitions for purchasing or leasing equipment.

EM/Contract Technical Representative (CTR)

E. Ensure that the following records are supplied with the equipment:

- Records of annual inspections as required by OSHA/ANSI for aerial lifts, scissor lifts, forklifts, and mobile cranes
- Equipment manual(s)
- Equipment maintenance records
- Certification of Non-Counterfeit Parts (Reference CP3-QA-1006 and Appendix B.)

CTR or Project Manager

6.1.2 Prior to placing equipment into service, ensure contractors make all documentation required by the contract available to the EM:

A. Records of annual OSHA/ANSI inspections for aerial lifts, scissor lifts, forklifts, and mobile cranes.

B. Equipment maintenance records.

C. Certification of Non-Counterfeit Parts (Reference CP3-QA-1006 and Appendix B.)

NOTES:

PGDP may request that contractor deliver a comparison of equipment against current manufacturer and industry consensus safety standards. This comparison identifies any non-conformances of contractor equipment and necessary compensatory measures to support safe use of equipment.

If contractor assessment concurs that adequate operational and administrative controls will achieve a comparable level of protection, **then** equipment manufactured prior to the publication of current safety standards **may** be accepted for use.

D. **If** requested, **then** ensure contractor identifies, documents and submits to PGDP the current manufacturer and industry consensus standards and regulations regarding safety features and safe operation of any specialty equipment (for example, drill rigs), proposed for use at the site.

Equipment Manager

6.1.3 Review contractor submittals to ensure compliance with requirements **and** report any issues to CTR for resolution.

CTR Contract Technical Representative or Project Manager

6.1.4 Forward the items listed in Step **6.1.2** for records retention according to CP3-RD-0010, *Records Management Process*.

6.2 Work Execution

Equipment Manager

6.2.1 For existing on-site equipment, perform the following:

A. Coordinate equipment maintenance activities with Equipment Owner to avoid schedule delays.

B. Ensure that equipment requiring annual inspections are marked to show when the annual inspection is due and that the inspections are performed only by qualified personnel.

C. Ensure preventive maintenance of mobile construction equipment is performed within the required due date and only by qualified personnel.

NOTE:

Deferral may **only** occur for preventive maintenance. Maintenance on defective equipment may **NOT** be deferred.

D. **If** it is determined, in certain situations, that it will **NOT** create an unsafe condition or cause damage to the piece of equipment, **then** temporarily defer the preventive maintenance on mobile construction equipment. E.g., allow equipment to be started and moved to a suitable location to perform maintenance **after** the maintenance due date has expired.

Facility Manager/Responsible Manager

6.2.2 Prior to transferring or returning equipment, ensure necessary decontamination activities are performed (for example, radiological, hazardous material. etc.).

6.2.3 Contact EM to schedule equipment transfer or return.

6.2.4 Ensure employees are trained and authorized to operate the assigned equipment.

6.2.5 Ensure operators perform a pre-use inspection and document it on the appropriate form, as required.

6.2.6 Forward the following, and any other documented inspections, for records retention according to CP3-RD-0010, *Records Management*:

- CP3-SM-0054-F03, *Equipment Daily Checklist and Safety Inspection Form*
- CP3-SM-0054-F04, *Track Mobile Operator Daily Inspection Checklist*

EM

6.2.7 **When** receiving leased/purchased equipment, **then** perform the following:

A. Ensure requestor of equipment is notified.

B. Complete CP3-SM-0054-F01, *Inbound Equipment Safety Inspection Form.*

C. Contact RPPM for base-line survey.

D. Ensure CP3-SM-0054-F01 is completed and managed according to CP3-RD-0010, *Records Management Process*.

EM/RPPM

E. Document results on CP3-SM-0054-F01.

F. Ensure CP3-SM-0054-F01 is completed and managed according to CP3-RD-0010, *Records Management Process*.

EM

G. **If** major defects or damage is found upon delivery of construction equipment, **then** ensure the equipment is **NOT** accepted and it is removed from the site.

H. Identify **and** document any minor equipment damage on CP3-SM-0054-F01, **and** notify the Requestor.

1. Take photos, if possible, to document the equipment condition.

2. Tag out equipment according to CP3-HS-2008, *Accident Prevention Equipment Control Tags*, **until** required repairs are complete.

I. Enter completed inspection forms into Collective Fleet Software according to CP3-RD-0010, *Records Management Process*.

EM/CTR

J. Ensure that **all** of the following are received for leased equipment:

1. Equipment records

2. Operation manual(s)

3. Mobile crane annual certification report

4. Certification of Non-Counterfeit Parts

EM

K. Notify Equipment Owner/Requestor that equipment is ready to be used.

L. Ensure that a PGDP Equipment Maintenance File record is created for that piece of leased equipment.

M. Ensure that the following documentation is filed in the PGDP Equipment Maintenance File:

1. Equipment specification

2. Model number

3. Serial number

4. Certification of Non-Counterfeit Parts to ensure procured item is **NOT** counterfeit. (Reference CP3-QA-1006 and Appendix B.)

5. Copy of the completed CP3-SM-0054-F01

6. Copy of the last maintenance records

6.3 Daily Inspection Operations

Equipment Operator

NOTE:
If equipment is **NOT** to be used during any one shift/day, **then** a daily inspection is **NOT** required.

6.3.1 Complete the equipment daily inspections **and** record, if required

6.3.2 **If** equipment requires extensive repair or is **NOT** safe to use, **then** remove equipment from service until it can be repaired or replaced **and** notify Supervisor and EM.

6.3.3 Tag out equipment according to CP3-HS-2008, *Accident Prevention Equipment Control Tags*, **until** required repairs are complete.

6.3.4 Submit any completed forms to Supervisor weekly.

EM

6.3.5 **If** leased equipment requires repair, **then** contact equipment supplier to schedule repair.

6.4 Demobilize Equipment

NOTE:

When leased or purchased equipment is to be demobilized from the project site, **then** the following tasks shall be completed on each piece of PGDP leased or purchased equipment.

EM

6.4.1 Complete appropriate sections of CP3-RP-1109, *Radioactive Contamination Control and Monitoring*.

6.4.2 Submit to RPPM for release evaluation, according to CP3-RP-1109.

6.4.3 Complete CP3-SM-0054-F04, *Outbound Equipment Safety Inspection Form*, as necessary.

6.4.4 Ensure **all** equipment attachments are accounted for.

6.4.5 **If** applicable, **then** ensure the parts and operation manual(s) are prepared for shipment with the machine for leased equipment.

6.4.6 Coordinate the demobilization of leased/purchased equipment with procurement.

6.4.7 Schedule the pick-up time with the vendor **and** provide/coordinate safety oversight for the vendor while they are on-site loading equipment.

6.4.8 Take photos, as necessary, to document any equipment damage.

RPPM

6.4.9 **If** equipment is found to be unacceptable for release, **then** notify EM with recommendations for resolution.

7.0 RECORDS

7.1 Records Generated

The following records may be generated by this procedure:

- Certifications of Non-Counterfeit Parts
- Equipment Maintenance Records
- Equipment Photographs
- CP3-SM-0051-F08, *PGDP Mobile Crane Pre-Operational Check List*
- CP3-SM-0054-F01, *Inbound Equipment Safety Inspection Form*
- CP3-SM-0054-F02, *Outbound Equipment Safety Inspection Form*

- CP3-SM-0054-F03, *Equipment Daily Checklist and Safety Inspection Form*
- CP3-SM-0054-F04, *Track Mobile Operator Daily Inspection Checklist*

Forms are to be completed in accordance with CP3-OP-0024, *Forms Control*.

7.2 Records Disposition

The records are to be maintained in accordance with CP3-RD-0010, *Records Management Process*.

Appendix A – Acronyms/Definitions

ACRONYMS

ANSI – American National Standards Institute

ASME – American Society of Mechanical Engineers

CTR – Contract Technical Representative

DOE – Department of Energy

D&R – Deactivation & Remediation

EM – Equipment Manager

EPA – Environmental Protection Agency Chg A

GFE – Government Furnished Equipment

OSHA – Occupational Safety and Health Administration

PGDP – Paducah Gaseous Diffusion Plant

RICE – Reciprocating Internal Combustion Engine Chg A

RPPM – Radiological Program Project Manager

DEFINITIONS

Certification of Non-Counterfeit Parts – A document signed or otherwise authenticated by an authorized individual certifying the degree to which items meet specified requirements. Refer to CP3-QA-1006, *Suspect/Counterfeit Items,* and Appendix B, *Suspect/Counterfeit Part Headmark List,* for more information.

Construction Equipment – Refers to equipment of various types that are typically used on construction projects. Basic equipment categories include the following:

- Drilling rigs and equipment
- Asphalt Equipment
- Earthmoving
- Pipe Laying/Trenching Equipment
- Compaction Equipment (Excluding walk behind equipment less than 35 hp)
- Cranes: Truck Mounted/Crawler Mounted/Rough Terrain /All Terrain
- Forklifts – Warehouse and Rough Terrain
- Concrete and Aggregate Equipment
- Air Compressors and Welding Equipment (35 hp or greater)
- Light Plants and Electrical Generators (35 hp or greater)
- Manlifts

Appendix A – Acronyms/Definitions (continued)

Contractor Furnished (Owned)/Operated Equipment – Construction equipment that is supplied, inspected and maintained by the contractor per the requirements of this procedure.

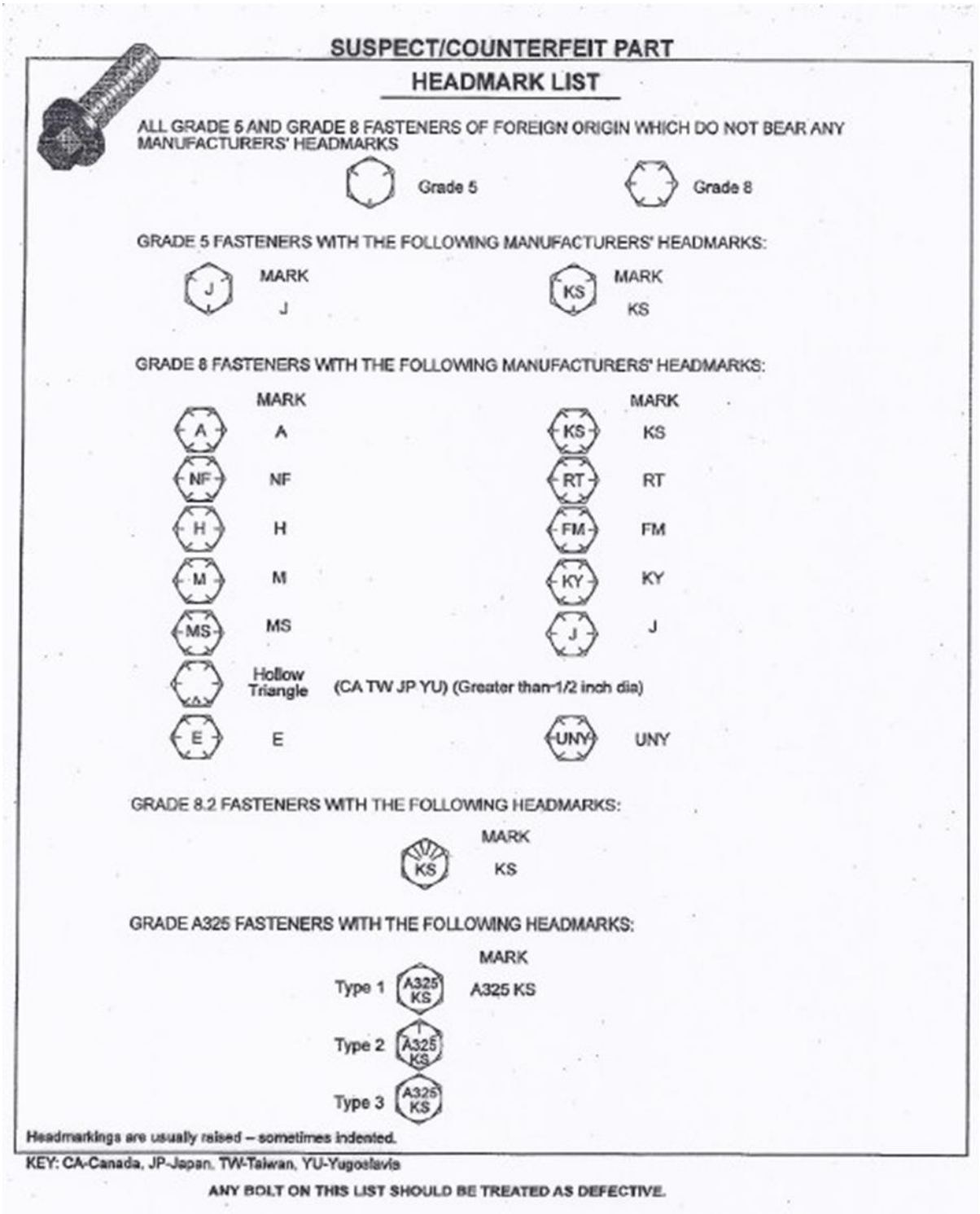
Equipment Maintenance – Refers to scheduled preventive maintenance services and inspections, minor equipment repairs, and regulatory equipment inspections.

PGDP Equipment Library – Equipment maintenance file maintained by PGDP to track and post equipment inbound, outbound, and maintenance status.

Qualified Person – A person who, by possession of a recognized degree or certificate of professional standing in an applicable field; or who, by extensive knowledge, training, and experience, has successfully demonstrated the ability to solve or resolve problems relating to the subject matter and work.

Regulatory Equipment Inspection – Refers to inspections required by an agency with jurisdiction over certain types of equipment such as cranes, derricks, hoists, gantries, etc. on PGDP sites/projects (for example, OSHA/ANSI inspections on equipment).

Appendix B – Suspect / Counterfeit Part Headmark List



SUSPECT/COUNTERFEIT PART

HEADMARK LIST

ALL GRADE 5 AND GRADE 8 FASTENERS OF FOREIGN ORIGIN WHICH DO NOT BEAR ANY MANUFACTURERS' HEADMARKS

Grade 5 — Grade 8

GRADE 5 FASTENERS WITH THE FOLLOWING MANUFACTURERS' HEADMARKS:

	MARK
J	J
KS	KS

GRADE 8 FASTENERS WITH THE FOLLOWING MANUFACTURERS' HEADMARKS:

	MARK		MARK
A	A	KS	KS
NF	NF	RT	RT
H	H	FM	FM
M	M	KY	KY
MS	MS	J	J
	Hollow Triangle (CA TW JP YU) (Greater than 1/2 inch dia)		
E	E	UNY	UNY

GRADE 8.2 FASTENERS WITH THE FOLLOWING HEADMARKS:

	MARK
KS	KS

GRADE A325 FASTENERS WITH THE FOLLOWING HEADMARKS:

		MARK
Type 1	A325 KS	A325 KS
Type 2	A325 KS	
Type 3	A325 KS	

Headmarkings are usually raised – sometimes indented.

KEY: CA-Canada, JP-Japan, TW-Taiwan, YU-Yugoslavia

ANY BOLT ON THIS LIST SHOULD BE TREATED AS DEFECTIVE.

CP3-SM-0054-F01 – Inbound Equipment Safety Inspection Form

Section 1 – Inspection Performed by Qualified Personnel Only

Location / Project: _____ Date: _____

Equipment Inspected By: _____ Contractor: _____

Section 2 – Check Type of Equipment Inspecting

☐ Crane ☐ Forklift ☐ Backhoe ☐ Track Hoe
☐ Tractor ☐ Loader ☐ Skid Steer ☐ Aerial Lift
☐ Drill Rig ☐ Dozer ☐ Scissors Lift
☐ Bucket Truck ☐ Welding Machine > 35 hp
☐ Generator > 35 hp ☐ Compressor > 35 hp
☐ Other _____

NOTE: Do **NOT** record this inspection sheet into the Central Equipment Database for equipment not expected to be onsite greater than 30 days.

Manufacturer	
Model Number	
Serial Number	
OSHA Annual Date	
Last Maintenance Date	
CA # or Rental #	
Contact Name	
Contact Phone	

Section 3 – General Categories to Inspect

Pass	Fail	N/A		Pass	Fail	N/A	
☐	☐	☐	Tires / Tracks / Drive Chains	☐	☐	☐	Aux. Hook and Ball
☐	☐	☐	Leaking Fluids Present	☐	☐	☐	Main Hook and Block
☐	☐	☐	Hydraulic Hoses in Good Condition	☐	☐	☐	Boom / Mask / Cylinders
☐	☐	☐	Lights and Mirrors	☐	☐	☐	Anti-Two Block
☐	☐	☐	Structural Damage Present	☐	☐	☐	Wedge Socket Plus Cable Length (6 x Diameter)
☐	☐	☐	Computer Aids / Operator Controls	☐	☐	☐	Brakes
☐	☐	☐	Roll Over Protection	☐	☐	☐	Emergency Flares and Triangles
☐	☐	☐	Seat Belt Latches Properly	☐	☐	☐	Fork Lift Assembly Bolts
☐	☐	☐	Fire Extinguisher with Current Inspection	☐	☐	☐	Operators Manual Present and Load Chart
☐	☐	☐	Glass Condition	☐	☐	☐	Record of Last Performed Maintenance
☐	☐	☐	Back Up Alarm / Bi-Directional	☐	☐	☐	C of C Not Having Counterfeit Material
☐	☐	☐	Kill Switch	☐	☐	☐	Periodic Inspection
☐	☐	☐	Horn	☐	☐	☐	DOT Annual Inspection
☐	☐	☐	Operator Controls	☐	☐	☐	OSHA Annual Inspection (if required)
☐	☐	☐	Labels, Voltage & Hand Signal Chart, e.g.	☐	☐	☐	Generator Circuit Breaker is Open (Off) Position
☐	☐	☐	Wire Rope	☐	☐	☐	Generator Has No Electrical Primary Feed or Secondary Load Cables Connected
☐	☐	☐	Outriggers				

Section 4 – Fuel Type

☐ Diesel ☐ Electric ☐ Gasoline ☐ Other ☐ Propane

Section 5 – Comments

Section 6 – Environmental Compliance Acceptance for Equipment Receiving (Inbound)

☐ Yes ☐ No ☐ N/A Print Name: _____ Signature: _____

Section 7 – Radiological Program Project Manager Acceptance for Equipment Receiving (Inbound)

☐ Yes ☐ No ☐ N/A Print Name: _____ Signature: _____

Section 8 – Qualified Person (Equipment Manager)

Equipment Accepted? ☐ Yes ☐ No Print Name: _____ Signature: _____

CP3-SM-0054-F02 – Outbound Equipment Safety Inspection Form

Section 1 – Inspection Performed by Qualified Personnel Only

Location / Project: _____ Date: _____

Equipment Inspected By: _____ Contractor: _____

Section 2 – Check Type of Equipment Inspecting

☐ Crane ☐ Forklift ☐ Backhoe ☐ Track Hoe
☐ Tractor ☐ Loader ☐ Skid Steer ☐ Aerial Lift
☐ Drill Rig ☐ Dozer ☐ Scissors Lift
☐ Bucket Truck ☐ Welding Machine > 35 hp
☐ Generator > 35 hp ☐ Compressor > 35 hp
☐ Other _____

Manufacturer	
Model Number	
Serial Number	
Contact Name	
Contact Phone	
CA # or Rental #	

NOTE: Do **NOT** record this inspection sheet into the Central Equipment Database for equipment not expected to be onsite greater than 30 days.

Section 3 – General Categories to Inspect

Pass	Fail	N/A		Pass	Fail	N/A	
☐	☐	☐	Tires / Tracks / Drive Chains	☐	☐	☐	Aux. Hook and Ball
☐	☐	☐	Leaking Fluids Present	☐	☐	☐	Main Hook and Block
☐	☐	☐	Hydraulic Hoses in Good Condition	☐	☐	☐	Boom / Mask / Cylinders
☐	☐	☐	Lights and Mirrors	☐	☐	☐	Anti-Two Block
☐	☐	☐	Structural Damage Present	☐	☐	☐	Wedge Socket Plus Cable Length (6 x Diameter)
☐	☐	☐	Computer Aids / Operator Controls	☐	☐	☐	Brakes
☐	☐	☐	Roll Over Protection	☐	☐	☐	Emergency Flares and Triangles
☐	☐	☐	Seat Belt Latches Properly	☐	☐	☐	Fork Lift Assembly Bolts
☐	☐	☐	Fire Extinguisher with Current Inspection	☐	☐	☐	Operators Manual Present and Load Chart
☐	☐	☐	Glass Condition	☐	☐	☐	Record of Last Performed Maintenance
☐	☐	☐	Back Up Alarm / Bi-Directional	☐	☐	☐	C of C Not Having Counterfeit Material
☐	☐	☐	Kill Switch	☐	☐	☐	Periodic Inspection
☐	☐	☐	Horn	☐	☐	☐	DOT Annual Inspection
☐	☐	☐	Operator Controls	☐	☐	☐	OSHA Annual Inspection (if required)
☐	☐	☐	Labels, Voltage & Hand Signal Chart, e.g.	☐	☐	☐	Generator Circuit Breaker is Open (Off) Position
☐	☐	☐	Wire Rope	☐	☐	☐	Generator Has No Electrical Primary Feed or Secondary Load Cables Connected
☐	☐	☐	Outriggers				

Section 4 – Fuel Type

☐ Diesel ☐ Electric ☐ Gasoline ☐ Other ☐ Propane

Section 5 – Comments

Section 6 – Radiological Program Project Manager Acceptance for Equipment Release (Outbound)

☐ Yes ☐ No ☐ N/A

If "YES", please attach the applicable, completed copy of form RP-F-0123, *Release Request Form*, signed by RPPM

If "NO", seek recommendations for resolution from RPPM

Section 7 – Qualified Person (Equipment Manager)

Equipment Released? ☐ Yes ☐ No

Print Name: _____ Signature: _____

CP3-SM-0054-F03 – Equipment Daily Checklist and Safety Inspection Form

NOTE: This form is **NOT** to be used for inspections of Mobile/Overhead Cranes, Powered Industrial Trucks, or Aerial Lifts.

- Mobile/Overhead Cranes: Refer to CP3-SM-0051, *Hoisting and Rigging*, and use form CP3-SM-0051-F08.
- Powered Industrial Trucks: Refer to CP2-SM-0020, *Administrative Controls for Powered Industrial Trucks*, and use form CP-21169.
- Aerial Lifts: Refer to CP3-HS-2036, *Aerial Devices*, and use form CP3-HS-2036-F01.

Section 1

Location/Project: _____ Contractor: ☐ FBP or_____

Contact Name: _____ Contact Phone: _____

Section 2 – Check Type of Equipment Inspecting

☐ Backhoe	☐ Track Hoe	☐ Loader	☐ Skid	Manufacturer	
☐ Generator	☐ Compressor	☐ Welding Machine	☐ Dozer	Model Number	
☐ Tractor	☐ Other (specify)			Serial Number	

- Place a check (√) mark in the box to indicate inspection is complete and is satisfactory.
- Mark "P" in box where Problem is found and make further comments on next page, if necessary.
- Report all items in need of repair to the Supervisor at the time of inspection.
- Mark N/A for items which do not apply.

Section 3 – Mark as Directed Above

Inspection Item / Day of Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Worker Badge Number:							
Worker Initials:							
Date:							
Hour Meter Reading:							
Structural Damage – none apparent							
Tires / Tracks – condition acceptable							
Load Chart – available/readable							
Glass / Mirrors – clean/clear; unobstructed							
Electrical Connections (generators)							
Hydraulic Hoses – good condition/no leaks							
Check Valves - functional							
Lubrication – adequate amount							
Fluid Levels – adequate amounts/no leaks							
Engine Oil - level/appearance good							
Cooling Water – adequate amount/no leaks							
Operating Manual - available							
Fire Extinguisher – present, charged, dated							
Seat Belts – functional/latch properly							
Operating Controls - functional							
Horn / Gauges - functional							
Lights and Reflectors – clean/functional							
Windshield Wipers - functional							
Air Systems - functional							
Steering Mechanism - functional							
Brakes - functional							
Backup Alarm - functional							
Kill Switch (if available) - functional							

CP3-SM-0054-F03 – Equipment Daily Checklist and Safety Inspection Form (continued)

Section 4 - Briefly Explain Items Having Problems

Date	Repairs

Comments:

Section 5 – Supervisor and Safety Representative Concurrence

To be signed by the Equipment Manager in the event deficiencies are discovered.

_____ _____

Name/Signature of Supervisor Date

_____ _____

Name/Signature of Equipment Manager Date

NOTE: This checklist is to be submitted daily or weekly (depending on use) to the Supervisor. Supervisor is to review, then forward for records retention according to CP3-RD-0010, *Records Management Process*.

CP3-SM-0054-F04 – Track Mobile Operator Daily Inspection Checklist

Machine Type: _____ Date: _____ Shift: _____

Machine Model: _____ Department: _____

CHECK	CONDITION		
	SAT	UNSAT	N/A
Fuel - Enough To Run Your Shift	☐	☐	☐
Brakes - Pads/Linings for Wear	☐	☐	☐
Brake Fluid Level - Master Cylinder	☐	☐	☐
Sand Box Level (20 Mesh Sand) - Add Sand	☐	☐	☐
Oil Coupler Plunger - 1” To 2" Drops Daily	☐	☐	☐
Drain Water From Air Reservoir	☐	☐	☐
Rail Wheel Retaining Bolts - Look At Bolts	☐	☐	☐
Hydraulic Hoses - Look For Frayed Or Leaking Hoses	☐	☐	☐
Engine Oil Level - Up To Full Mark	☐	☐	☐
Water and/or Anti-Freeze - Up To Over Flow Tube	☐	☐	☐
Transmission Fluid Level - Up To Full Mark at Normal Operating Temperature (Check Before and After Starting Engine)	☐	☐	☐
Hydraulic Oil Level - Up To Full Mark At Normal Operating Temperature (Check Before and After Starting Engine)	☐	☐	☐
Alternator Charging - Accelerate Engine To Approximately 800 RPMs	☐	☐	☐
All Outside Lights - Good Working Order	☐	☐	☐
Operation of Sanders - Applying Sand Properly	☐	☐	☐
All Controls for Proper Operation	☐	☐	☐
Instrument Panel Gauges and Warning Lights - Working Properly	☐	☐	☐
Complete Machine Visual Check - Leaks, Loose Fittings, Loose Bolts, etc.	☐	☐	☐
Repairs Needed or Other Comments - List Needed Repairs	☐	☐	☐

COMMENTS

OPERATOR

To be signed by the Equipment Manager in the event deficiencies are discovered.

_____ _____
Name/Signature of Operator Date

_____ _____
Name/Signature of Equipment Manager Date

NOTE: This checklist is to be submitted daily or weekly (depending on use) to the Supervisor. Supervisor is to review, then forward for records retention according to CP3-RD-0010, *Records Management Process*.