Pre-lift planning checklist

For routine lifts and pre-lift briefings. Complex lifts need a written lift plan prepared by a competent person.

Lift description _____ Date / time _____

Lifting equipment _____ Person directing the lift _____

LOAD AND EQUIPMENT

Load weight, centre of gravity and lifting points are known	☐ Yes	☐ No	☐ N/A
Equipment capacity is adequate for this radius / configuration	☐ Yes	☐ No	☐ N/A
Lifting equipment and accessories are inspected and within examination date	☐ Yes	☐ No	☐ N/A
Pre-use checks are complete	☐ Yes	☐ No	☐ N/A

SITE AND PEOPLE

Ground conditions under outriggers / tracks have been assessed	☐ Yes	☐ No	☐ N/A
Overhead lines, structures and other obstructions are identified	☐ Yes	☐ No	☐ N/A
Load path is agreed and the exclusion zone is set. No one under the load	☐ Yes	☐ No	☐ N/A
Signals, communication method and the STOP signal are agreed by everyone	☐ Yes	☐ No	☐ N/A
Weather / wind limits for this lift are known	☐ Yes	☐ No	☐ N/A

SPECIFIC HAZARDS AND CONTROLS FOR THIS LIFT

_____

_____

_____

CONFIRMATION

Stop the lift if _____ Briefing given by _____

General discussion aid, not a risk assessment, permit or procedure. Adapt to your site’s hazards, legal requirements and competent advice.