

Appointed Person Duties Checklist

The duties BS 7121-1:2016 places on the AP – work through before every lifting operation

The Appointed Person has overall control of the lifting operation. These are the duties that sit with you and cannot be delegated away.

A ESTABLISH THE OPERATION

- ☐ Load confirmed – weight, dimensions, centre of gravity, lifting points, from a verified source
- ☐ Start and finish positions fixed, with the full travel path walked
- ☐ Working radius measured, not estimated from a drawing
- ☐ Lift categorised as basic, standard or complex under BS 7121-1

B SELECT AND VERIFY THE EQUIPMENT

- ☐ Machine and configuration chosen against the manufacturer's rated capacity chart
- ☐ Utilisation checked at the worst-case radius, with the correct deductions applied
- ☐ Report of Thorough Examination in date for the machine and every accessory (LOLER Reg. 9)
- ☐ Chains, slings and shackles rated for the load, the angle and the mode of use
- ☐ Deductions taken for block, hook, jib, rigging and any ancillary equipment

C ASSESS THE SITE AND THE ENVIRONMENT

- ☐ Ground bearing capacity assessed; outrigger mats or spreaders sized accordingly
- ☐ Underground services, basements, culverts and recent excavations identified
- ☐ Overhead services identified, with exclusion distances agreed (GS6)
- ☐ Proximity hazards logged – live traffic, rail, water, occupied premises, adjacent trades
- ☐ Wind limits taken from the manufacturer's chart, with a stop-work trigger set

D APPOINT AND BRIEF THE LIFTING TEAM

- ☐ Crane supervisor, operator and slinger/signaller named, competence evidenced
- ☐ Roles and the chain of command made explicit to everyone involved
- ☐ Method of communication agreed – radio channel or BS 7121 hand signals
- ☐ Exclusion zone defined, and responsibility for enforcing it assigned

E PRODUCE AND ISSUE THE PLAN

- ☐ Written lift plan and risk assessment completed, proportionate to the category
- ☐ Plan issued to the principal contractor in time for review, not on the day
- ☐ Every member of the lifting team briefed and the briefing recorded
- ☐ Emergency and rescue arrangements included – including load-drop and machine failure

F ON THE DAY, AND AFTER

- ☐ Conditions re-checked against the plan before the first lift; stop if they differ
- ☐ Trial lift or dead lift carried out where the load or ground is uncertain
- ☐ Authority to stop the lift understood by every person on site, not just the AP
- ☐ Plan reviewed and revised if the load, machine, ground or weather changes
- ☐ Records retained – plan, briefing, examination reports, any deviation and why

IF YOU CANNOT TICK EVERY BOX, YOU ARE NOT READY TO LIFT

No in-house Appointed Person, or the lift has outgrown the one you have? We write and check lift plans UK-wide as an independent CPCS A61 Appointed Person – fixed prices from £200, 24-48 hour turnaround.