

This document is intended to provide guidance for Lorry Loader Operators when delivering to Balfour Beatty UK projects.

This guide should be read in conjunction with the Plant & Equipment Specification Sheet ref. [HSF-SP-0046HH](#) "Lorry Loader Crane (HIAB) Deliveries & Collections only". This document details the mandatory requirements for all delivery vehicles and operators who will be making deliveries to any Balfour Beatty UK project.

No deliveries are to be made to the delivery location until the requirements for the lift category have been agreed and put in place. The complexity of the lift must be agreed with the Balfour Beatty Appointed Person. The complexity of the lift will either be Basic, Intermediate or Complex.

The table below is a guide to assessing the complexity of a lift. When assessing the complexity of lift the Supplier's Appointed Person should refer to BS 7121 "Code of Practice for the Safe Use of Cranes Part 4: Lorry Loaders", and CPA ALLMI Best Practice Guide "Safe Use of Lorry Loaders".

Relationship between Complexity Index and Lift Category			
Environmental Complexity (E)	3	Complex	Complex
	2	Intermediate	Complex
	1	Basic	Complex
		1	2
Load Complexity (L)			
Complexity Index Guide			
L1	<ul style="list-style-type: none"> <li>Simple load with known centre of gravity and obvious slinging points</li> </ul>	E1	<ul style="list-style-type: none"> <li>Clear sight of the load path with the load placed directly on the ground or double stacked</li> <li>Stable ground conditions, bearing capacities known</li> </ul>
L2	<ul style="list-style-type: none"> <li>Load may become unstable during loading or off-loading</li> <li>Load is to be lifted into position</li> <li>Load without clear centre of gravity without lifting points</li> <li>Load operation involves assembly or disassembly</li> </ul>	E2	<ul style="list-style-type: none"> <li>Operator does not have a clear view of the load path or landing area due to obstructions or placing at height</li> <li>Load being placed in or removed from water.</li> <li>Stable ground conditions, bearing capacities require verification</li> </ul>
L3	<ul style="list-style-type: none"> <li>Load weight not accurately known and centre of gravity may shift with no integral lifting points</li> </ul>	E3	<ul style="list-style-type: none"> <li>Removal of potentially unstable loads adjacent to a live carriageway or members of the public</li> <li>Load path close to proximity hazards such as scaffold or overhead power lines</li> <li>Difficult ground conditions, engineered solution required to support outrigger loads</li> </ul>

The requirements of the supplier for each level of complexity are detailed below:

Requirement	Lift Category		
	Basic	Inter-mediate	Complex
A Lift Plan must be prepared by the Supplier's Appointed Person (who must be competent and hold a valid CPCS, ALLMI or NPORS (CPCS) Appointed Person qualification). The Lift Plan can be generic but must be suitable for the materials being offloaded and must also provide details on stabiliser loadings. The Lifting Plan must be appraised by a Balfour Beatty Appointed Person or Crane / Lift Supervisor prior to delivery.	✓		
Risk Assessments applicable to the safe operation of the lifting processes must be provided, attached to the lift plan and available in the vehicle at all times.	✓	✓	✓
Evidence of operator competency either CPCS, ALLMI or NPORS (CPCS) Operator, Thorough Examination certificates and current inspection report for all lifting accessories and equipment must be provided.	✓	✓	✓
The Supplier's Appointed Person must prepare a task/site specific Lift Plan and Safe System of Work which will include a detailed drawing. The Lifting Plan must be appraised by a Balfour Beatty Appointed Person prior to delivery.		✓	✓
The designated offloading area must be assessed by the Supplier's Appointed Person with regards to ground conditions and out rigger pad requirements.		✓	✓
The Supplier's Appointed Person must be present during the Lifting operations. This must be the same person who drew up the Lift Plan.			✓

### Combining roles

In certain circumstances, it might be possible to combine some of the roles of members of the lifting team where they have the required competency and can undertake these roles without having any of their decisions affected/biased due to other responsibilities.

The combination of roles must be authorised by the Appointed Person and recorded in the Lift Plan.

Activity	Role	Lift Category		
		Basic	Intermediate	Complex
Planning	Appointed Person	Required	Required	Required
Lifting Operation	Appointed Person	Not essential	May be required	Required
	Crane Supervisor	Roles may be combined	Roles may be combined	Required
	Operator			Required
	Slinger/Signaller		Required	Required

**Competence requirements table**

	<b>Basic</b>	<b>Intermediate</b>	<b>Complex</b>
<b>Appointed Person</b>	ALLMI, CPCS or NPORS (CSCS)	ALLMI, CPCS or NPORS (CSCS)	ALLMI, CPCS or NPORS (CSCS)
<b>Crane Supervisor</b>	ALLMI, CPCS or NPORS (CSCS)	ALLMI, CPCS or NPORS (CSCS)	ALLMI, CPCS or NPORS (CSCS)
<b>Operator</b>	ALLMI, CPCS or NPORS (CSCS)	ALLMI, CPCS or NPORS (CSCS)	ALLMI, CPCS or NPORS (CSCS)

**Minimum PPE requirements when delivering to Balfour Beatty UK projects**

1. Safety Helmet
2. Eye Protection
3. Safety Boots
4. Gloves
5. High visibility upper body PPE, Class 2 or above
6. High Visibility Orange Trousers, EN471 Class 1 (mandated by Rail UK only)

Site Specific PPE requirements may apply.

Should you require any further clarification on the above requirements, please contact [HSE@balfourbeatty.com](mailto:HSE@balfourbeatty.com)