



**LIFTING OPERATIONS
MANRIDING OPERATIONS**

IRF (International Regulators Forum) – Manriding Using Winches Inspection Template

OPERATOR:
FACILITY / LOCATION:
INSPECTION DATE:

No manriding should be performed unless it is necessary to perform the job and there is no safer way to do it

No	Prompt	Remarks	Comments /Status				
1	Policy and procedure (incl. execution, monitoring audit and review)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Tick one (✓)
	IRF MAN RIDE 5 (Operating procedures)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tick one (✓)
1.1	Does the operator have a policy relating to manriding (including lifting of personnel with cranes)?	Does it demonstrate commitment to eliminate/reduce the frequency of manriding operations? Does the procedure emphasise that no manriding should be performed if other means to do the job is available?	IRF MAN RIDE 5				



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1.2	<p>Does the procedure cover the following elements:</p> <ul style="list-style-type: none"> - personnel competency requirements (training, assessment, skills etc.) - environmental parameters/limits - required equipment , including PPE - communication requirements - use of tools at height, - need to conduct manriding in full view of the operator, - in the harness time limit? 	<p>E.g.</p> <ul style="list-style-type: none"> • wind, wave (vessel movement) limits • time (day, night) • Life vests required for working over water. • Communication protocol • No manriding should be conducted simultaneously with other operations 	<div style="border: 1px solid black; padding: 2px; display: inline-block;">IRF MAN RIDE 5</div>
1.3	<p>Does the procedure define steps in relation to:</p> <ul style="list-style-type: none"> - manriding decision process (whether manriding should take place), - pre-job preparation process - execution - post-job review - documentation/records to be generated (checklists to be used, filled out etc.)? 	<p>Toolbox meetings should be a key element of pre-job preparation and post-job assessment process.</p> <p>It should be conducted only under permit to work.</p> <p>Checklists are particularly good to ensure and demonstrate that all steps have been covered.</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">IRF MAN RIDE 5</div>
1.4	<p>Are responsibilities and authority of personnel involved in/responsible for manriding operations clearly defined?</p>	<p>In particular:</p> <ul style="list-style-type: none"> • OIM, • Supervisors, • individuals directly involved in manriding operations 	



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1.5	Does the procedure ensure that the manriding operation supervisor is clearly defined each time and known to everyone involved?		
1.6	Does the procedure clearly define hazard identification and risk assessment, mitigation and control processes in relation to manriding?	<p>This should involve hazard and risk monitoring while conducting manriding.</p> <p>Stand by vessels, communication and life vest requirements for work over water.</p>	
1.7	Does the procedure define safety features of the manriding equipment?	<p>This should cover:</p> <ul style="list-style-type: none"> • winch • harness • fall arrestor (secondary), 	
1.8	Is there a requirement for the Manriding Register?	E.g. When, where, what, why, who, how long in the harness?	
1.9	Does the procedure define personnel responsible for checking equipment and documentation?	<ul style="list-style-type: none"> • Who, what, when? • What skills and training (competency) should they have? 	



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1.10	Does the procedure include emergency (rescue) provisions?	In particular requirement for: <ul style="list-style-type: none"> Rescue equipment and its availability (e.g. second winch, rescue basket), A rescue plan (checks) prior to conducting manriding. E.g. quick descent devices should only be used by people trained in their use.	IRF MAN RIDE 5
1.11	Are manriding activities regularly monitored, audited and reviewed?	Who, what when? Reviews should be conducted with a view of improving and if possible eliminating, manriding operations.	IRF MAN RIDE 5
IRF IRF MAN RIDE 06 (Offshore verification)			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.12	Is there a manriding procedure in place (available on site)?		IRF MAN RIDE 6
1.13	Are manriding activities conducted as per procedure (in a safe manner)?	<ul style="list-style-type: none"> Observe activities Interview personnel (are they familiar with pre-use inspection criteria?) Review documentation (checklist, etc) Interview personnel (for their knowledge and understanding of procedure, their authority and responsibilities) 	IRF MAN RIDE 6



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1.14	Are relevant manriding records available (on site)	E.g. <ul style="list-style-type: none"> • Pre-use inspection checklists, • JSA's • Maintenance records • Manriding register (see above) 	IRF MAN RIDE 6
1.15	Is manriding equipment properly marked and in good condition?	See sect 3 for equipment requirements. <ul style="list-style-type: none"> • Review all equipment (condition, marking) • Check availability of rescue equipment. • Winch to be clearly marked "MANRIDING WINCH" or similar. 	IRF MAN RIDE 6
2	Personnel competency		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
	IRF MAN RIDE 4 (Training and competency assessment)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Tick one (✓)
2.1	Is there a manriding procedure covering competency requirements for personnel involved in manriding operations?	Are competencies clearly defined for: <ul style="list-style-type: none"> • OIM/supervisors, • Crane drivers/winch operators, • Persons being lifted, • Observers/spotters (if used?) 	IRF MAN RIDE 4



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No	Prompt	Remarks	Comments /Status
2.2	Are personnel required to have good knowledge of the manriding procedure?	<p>How is this done?</p> <p>Is ongoing supervision and observation part of the training to eliminate inappropriate behaviour/actions?</p>	IRF MAN RIDE 4
2.3	Are personnel required to have a good knowledge of relevant legislation, their rights and obligations?	<p>E.g.</p> <ul style="list-style-type: none"> • Safety responsibilities to themselves and others, • Right to refuse to conduct/participate in unsafe work. 	
2.4	<p>Are personnel required to have a good knowledge of:</p> <ul style="list-style-type: none"> - JSAs, - PTW, - Elements and general arrangement of a manriding set up? 	<ul style="list-style-type: none"> • Any other hazard identification and risk assessment and control techniques pertinent to manriding? 	IRF MAN RIDE 4
2.5	Are all personnel involved in the manriding operations knowledgeable and experienced enough to identify all hazards associated with manriding operations?	<ul style="list-style-type: none"> • How are they assessed? 	IRF MAN RIDE 4



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No	Prompt	Remarks	Comments /Status
2.6	Are personnel required to be aware of any specific notices relating to manriding?	E.g. <ul style="list-style-type: none"> • Specific operating/use instructions from manufacturers. • Safety Alerts and Bulletins relating to manriding. 	
2.7	Are personnel required to be aware of environmental limits for manriding?	Are they capable of assessing and monitoring environmental conditions?	
2.8	Have personnel been trained in and know how to plan a job (manriding)?	Does the training program include training in the alternatives available to avoid manriding?	IRF MAN RIDE 4
2.9	Are personnel required to have a good knowledge of the safety requirements/features in relation to: <ul style="list-style-type: none"> - PPE, - Harnesses, - Winches, - Fall arrestors - Ropes, carabinas etc? 	Are they capable to inspect this equipment prior to commencing manriding operations?	
2.10	Are personnel required to be trained in: <ul style="list-style-type: none"> - Communication arrangement (hand and radio signals) - Use of tools at heights? 	In particular in radio communication protocol.	



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2.11	Are personnel training, assessment records (and certification where applicable) relating to manriding available?		
3	Equipment safety features		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Tick one (✓)
	IRF MAN RIDE 2 (Design, selection and certification of manriding equipment and accessories)		
3.1	Has the equipment been certified by the manufacturer (and the certifying authority where applicable) for manriding?		IRF MAN RIDE 2
3.2	Do manriding components meet (have been designed for) appropriate safety factors?	E.g. 10 safety load factor should be used for pad eyes, anchorages, non-rotating wire rope.	IRF MAN RIDE 2



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3.2	Has the manriding winch been designs (does it have) with appropriate safety features (manrider controlled winches now available)?	<ul style="list-style-type: none"> • Independent second brake (acting directly on the drum)- both brakes should be fail safe with a "deadman" type feature. • Lifting force limiting device (limited overpull – max to 150kg) • Control levers clearly marked and returning to neutral (stop), (convention: pull lever= raise, push lever=lower) • Rope spooling device • Drum guard, • Emergency lowering function. • Brake to slip before line breaks, but to hold against the motor. • Slack line shut-off (stop) device (and/or overspeed stop device – speed to be limited to 1m/s)). • Upper and lower limit switches. • Clearly marked emergency stop. • Overhoist protection device (eg. overise link 1.2 m above the rider) 	<div style="border: 1px solid black; padding: 2px; display: inline-block;">IRF MAN RIDE 2</div>



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3.2	Harness	<ul style="list-style-type: none"> • Full body type, • “D” ring suitable for attaching rescue device. • Resuce or fall arrestor lanyard. • ‘D’ rings for tools. Connecting devices/links should have a manually activated locking device.	
3.3	Secondary fall arrestor (e.g. fall arrestor, inertia reel)	<ul style="list-style-type: none"> • To be used if practical; if not • A safety lanyard should be attached preferably above the main attachment point on the wire line. 	
3.4	PPE (for the manrider)	Standard PPE with the following additions: <ul style="list-style-type: none"> • Hard hat – preferably brimless, • Chin strap –always to be used • A high visibility (inlc. reflective) jacket or similar, • A self-inflating (hydrostatically activated) life vest – if working over water. 	
3.5	Tools	There must be a system for the use and securing of tools at height (e.g. using lanyards).	
3.6	Lighting	<ul style="list-style-type: none"> • Work area to be well lit. • Manrider and winch operator not to work against bright light 	



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3.7	Radios	Hands free radios should be used unless impractical.	
	Are equipment conformance, inspection and test certificates available?	<ul style="list-style-type: none"> Conformance certificate for the which from the manufacturer Inspection/test certificates for winches, ropes, harnesses, fall arrestors etc. Load test certificate for the whole assembly (when 1-st installed or after major repair) 	IRF MAN RIDE 2
4	Inspection, maintenance and repair program (New section)		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
	IRF MAN RIDE 3 (Inspection, testing, maintenance and repair program)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Tick one (✓)
4.1	Do all the components being used in the manriding operation have set criteria for inspection, testing, maintenance, repair and discard?		IRF MAN RIDE 3
4.2	Has the criteria for each component taken into account manufacturer's recommendations and relevant standards?		IRF MAN RIDE 3



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4.3	Are appropriate records maintained on all components used in the manriding operations?	These should include: <ul style="list-style-type: none"> • Pre-use inspection • Maintenance • Inspections • Repairs • Testing and recertification • Degradation reports • Like for like replacement records • Formal change in records which may result in changes to operating and maintenance manuals and training. 	<div style="border: 1px solid black; background-color: #cccccc; padding: 2px 10px; display: inline-block;">IRF MAN RIDE 3</div>
4.4	Have qualified persons been designated to conduct the inspection testing, repairs etc?		<div style="border: 1px solid black; background-color: #cccccc; padding: 2px 10px; display: inline-block;">IRF MAN RIDE 3</div>
4.5	Do inspection and testing activities meet schedule requirements?	Any maintenance backlog?	<div style="border: 1px solid black; background-color: #cccccc; padding: 2px 10px; display: inline-block;">IRF MAN RIDE 3</div>
4.6	Have recommended (corrective etc.) actions affecting safe operation of equipment been closed out?		<div style="border: 1px solid black; background-color: #cccccc; padding: 2px 10px; display: inline-block;">IRF MAN RIDE 3</div>



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Legend:

- non compliance (major failing)
 - partially complies (incomplete system)
 - complies
 - not evaluated

Notes:

1. Scores should be entered in both NOPSA (round) and IRF (square) traffic lights.
2. When allocating traffic light scores for IRF elements only the IRF element marked questions e.g. **IRF MAN RIDE 1** should be considered. All questions in each section - including IRF marked - should be considered when allocating NOPSA traffic light scores.
3. In the "Comments/Status" column the following information should be entered, where appropriate:
 - Description of non-compliance(s)
 - Any general or specific comments relating to identified compliance and non-compliance issues
 - Action taken by the OHS inspector
 - Description of identified good practice(s).

(Please send the completed prompt sheets to T3 EA with 3 good practices and 3 practices with deficiencies/major failures)

INSPECTION CARRIED OUT BY

Name:

Signature:.....