



# CCM ENG.P15

## *Appointed Person Selection*

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### Appointed Person for Lifting Operations – Training and Monitoring

<b>Purpose:</b>	<p>The purpose of this document is:</p> <ul style="list-style-type: none"> <li>• To identify personnel involved in the selection of the Appointed Person for Lifting Operations</li> <li>• To provide guidance on the selection of persons to undergo training as the Appointed Person</li> <li>• To ensure that Appointed Persons are appropriately trained</li> <li>• To ensure that AP qualifications are monitored and maintained</li> </ul> <p>Key CENVE reference documents are:</p> <ul style="list-style-type: none"> <li>• Safety Management System, Section 8 (Management of Lifting Operations &amp; Equipment)</li> <li>• Select Plant document “The Safe Operations of Cranes” (SOoC).</li> </ul>
<b>Scope:</b>	<p>The CENVE procedure for the safe operation of cranes is defined in the Select publication. “The Safe Operation of Cranes”. This document supplements the procedure in order to provide a structure for ensuring that appropriately trained personnel are available to carry out the role of Crane Appointed Person.</p>

Reference	Procedure	RACI
	<p><b>Responsibilities</b></p> <p>The <b>Engineering Director (ED)</b> of CENVE Infrastructure Services is responsible for ensuring that the training and monitoring of Appointed Persons (AP) is undertaken in a controlled manner in order to provide appropriately trained staff to meet project needs. In doing this, a number of his duties are delegated to others in the organisation as noted below.</p> <p>The <b>Engineering Leader (EL)</b> of the business unit will support and review the application of this process. The EL will maintain a register of those who hold the appropriate Appointed Person qualification, will coordinate the training of new Appointed Persons and will monitor the continued validity of qualifications.</p> <p>The <b>Project Manager (PM)</b> or <b>Leader (PL)</b> at contract stage is responsible for ensuring that the requirements of the SOoC are discharged which includes appointing the AP in writing for a particular project and assessing their competency.</p> <p>The <b>Appointed Person (AP)</b> is responsible for ensuring that all lifting operations are identified and managed in accordance with the SOoC. For full role description refer to section 2.3 of the SOoC.</p>	

Reference	Procedure	RACI
	<b><i>Selection of persons to undergo training as Appointed Person (AP)</i></b>	
	The AP will normally be an engineer with appropriate knowledge and experience of lifting operations, but could be another member of staff. Due to the technical requirements of the role, care should be taken when selecting non-engineering staff to ensure they have the correct attributes and technical understanding to allow them to undertake the training and role.	Engineering Leader (R)
	The Engineering Leader(s) of the business will identify appropriate persons who might be capable of carrying out the AP role subject to training, and will instigate that training.	Engineering Leader (R)
	As a minimum, the AP must have a 3rd Party Certificate for Lifting Supervisor and must have letter of nomination or recommendation from the EL. The letter of nomination or recommendation will need to be reviewed and acknowledged by the ED.	Engineering Leader (R) and Engineering Director (R)
	The AP should undergo refresher training as required to maintain their competency and qualification.	Appointed Person (R)
	The AP appointment letter from the PM or PL will record the basis on which competency has been assessed e.g. training, experience etc. The template for the appointment can be found in the SMS.	Project Manager/ Project Leader (R)
	<b><i>Monitoring of the AP</i></b>	
ENG.T.15 Register of AP's	The Engineering Leaders will maintain a record identifying the following; <ul style="list-style-type: none"> <li>• Name of the AP</li> <li>• Reference number of qualification</li> <li>• Date of Qualification</li> <li>• Date of renewal of qualification</li> </ul>	Engineering Leader (R)
	The EL(s) will review the records periodically to ensure that qualifications remain current.	Engineering Leader (R)

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