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| CLIENT COMPANY NAME: |  |
| SITE ADDRESS: |  |

**COMPLETED BY:**

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| NAME: |  | | |
| ROLE: |  | DATE: |  |
| EMAIL: |  | PHONE: |  |

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| UNITS FOR DELIVERY: |  |

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| **REF** | **AREAS FOR ASSESSMENT** |
| 1. | Who is the principal contractor on site?  Do they have specific documentation requirements? |
| STATE: |  |
| 2. | Are there any specific client/contractor requirements regarding safety controls? *For example, site specific working at height rules, site induction instructions, or ‘bottom lifting’ requirements.* |
| STATE: |  |

**NOTE:** PLEASE TYPE A CAPITAL ‘**P**’ TO ASSIGN A TICK TO **YES** OR **NO** BOXES. THANK YOU.

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| **REF** | **AREAS FOR ASSESSMENT** | **YES** | **NO** |
| 3. | Is access to site restricted for a loaded delivery lorry (including lorries with trailers, and articulated vehicles)? If so, state dimensions, including any height and width restrictions, or other. |  |  |
| COMMENTS: |  | | |
| 4. | Is the work area clear with adequate hard standing (including site access)? Note: vehicles will not drive over or set up on grass or muddy areas. |  |  |
| COMMENTS: |  | | |
| 5. | Is the site open to the general public? *For example, a hospital, shopping centre, school, leisure centre etc.* |  |  |
| COMMENTS: |  | | |
| 6. | Will there be a Client representative on site whilst the operation is in progress? |  |  |
| COMMENTS: |  | | |
| 7. | Is the ground around the working area free from underground services, manhole covers, and backfilled areas? |  |  |
| COMMENTS: |  | | |

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| **REF** | **AREAS FOR ASSESSMENT** | **YES** | **NO** |
| 8. | For deliveries, is the ground condition where the unit(s) will be positioned level and of suitable strength to accommodate the weight of the unit, and on even ground? |  |  |
| COMMENTS: |  | | |
| 9. | Are there any nearby overhead electricity cables within 40 metres of site? If so, please provide distances. *The regulation distance from powerlines for lorry mounted cranes is 9m PLUS the full length of the boom for low voltage cables (wooden poles) and 15m PLUS the full length of the boom for high voltage cable (steel pylons). The largest lorry loader booms can be over 20m in length.* |  |  |
| COMMENTS: |  | | |
| 10. | Are there any other overhead restrictions in the working area? *For example, telephone cables, canopies, trees, bridges, etc.* |  |  |
| COMMENTS: |  | | |
| 11. | Are there any excavations close to the working area? Lorry mounted cranes stabilisers need to be set up away from excavations at a 1:1 ratio. *For example, 1m excavation means the stabiliser must be set up minimum 1m away.* |  |  |
| COMMENTS: |  | | |
| 12. | Is there sufficient space available for the lorry loader vehicles to manoeuvre and set up for lifting, including vehicle stabilisers? |  |  |
| COMMENTS: |  | | |
| 13. | Are there any obstructions such as hedges, walls, or fences we need to lift the unit over? |  |  |
| COMMENTS: |  | | |
| 14. | Are there any restrictions on site preventing us from offloading the unit immediately to the side of the delivery lorry? |  |  |
| COMMENTS: |  | | |
| 15. | Are there any external restrictions on the approach to site which may obstruct the delivery? *For example parked cars, narrow roads, dips in the road and raised humps, low bridges, sharp turns, overhanging braches, schools, roadworks, etc.* |  |  |
| COMMENTS: |  | | |
| 16. | Is the site adjacent to any railway lines, either within a Network Rail boundary fence or in such proximity that an emergency situation may affect the safety of the lines? |  |  |
| COMMENTS: |  | | |

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| **REF** | **AREAS FOR ASSESSMENT** | **YES** | **NO** |
| 17. | Is the delivery location going to substantially change prior to the units eventual collection, such as new buildings or access routes? |  |  |
| COMMENTS: |  | | |
| 18**.** | Please note any further information related to the task (time restrictions, traffic management requirements, etc.) and attach any site plans and photographs that may be relevant on a separate sheet if required, or complete the site drawing section below. | | |
| COMMENTS: |  | | |

**A1 GROUP USE ONLY:**

KEY: LIFT CATEGORY ACCORDING TO ALLMI BEST PRACTICE GUIDE ‘SAFE USE OF LORRY LOADERS’ (2010)

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| BASIC LIFT | Send completed form to the supplying branch to be held in job file. Use Generic Risk Assessment and Method Statements appropriate to delivery. |
| INTERMEDIATE LIFT | Send completed form to supplying branch for arrangement of further investigative phone call if required, or site survey in consultation with Operations Manager. |
| INTERMEDIATE/COMPLEX LIFT | Refer immediately to Operations Manager. |

**SITE DRAWING**

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| EXPLANATION OF DRAWING: |  |