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Document Type	Procedure
Document Version Number	Version 5
Date Approved	15/10/2025
Date of Issue	17/10/2025
Summary of Policy or Procedure	
The purpose of this document is to set out responsibilities and to offer guidance for the control of hazards arising out of lifting operations and the use of lifting equipment. Its aim is to comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)	
Storage	
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1. Introduction

These Regulations place duties on people and companies who own, hire, and operate or have control over lifting equipment. This includes all businesses and organisations whose employees use lifting equipment, whether owned by them or hired.

All lifting operations involving lifting equipment and accessories must be properly planned by a competent person, appropriately supervised, and carried out in a safe manner. Those using lifting equipment must be suitably trained and competent to do so.

LOLER also requires that all equipment used for lifting is fit for purpose, appropriate for the task, suitably marked and subject to statutory periodic thorough examination.

Records must be kept of all thorough examinations and any defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority.

2. Scope

'Lifting equipment' includes any equipment used at work for lifting or lowering of a load.

A **'load'** is the item or items being lifted, which includes a person or people.

2.1 Examples of Lifting Equipment

- Motor Vehicle Lifts
- Vehicle tail lifts and cranes fitted to vehicles
- Axle Stands, Jacks
- Workshop equipment
- Passenger lifts
- MEWPs
- Telehandler and Forklifts
- Hook Loader Vehicles
- Excavators

Lifting accessories are pieces of equipment that are used to attach the load to lifting equipment, providing a link between the two. Any lifting accessories used between lifting equipment and the load may need to be taken into account in determining the overall weight of the load.

2.2 Examples of Accessories

- Chains
- Slings
- Eyebolts
- Lifting pins
- Kerb lifters
- Shackles
- Hooks

2.3 Examples of equipment not covered by LOLER

- Pallet trucks
- Roller shutter doors
- Fall arrest ropes
- Tipper Trucks

2.4 Lifting equipment used for lifting people at work

People can be at greater risk of harm when they are lifted by machinery (e.g., operators of mobile elevated work platforms may collide with overhead structures and mobile access equipment) may be at higher risk of overturning, potentially resulting in serious or fatal injuries. The correct type of equipment should always be selected for the task in hand, it is vital that the activities are properly planned through risk assessment. Some people using the equipment may be less familiar with the risks so training and adequate supervision in the operation of the equipment are very important

3. Responsibilities

3.1 The Buying Department

Is responsible for ensuring all new equipment has a valid Declaration of Conformity, all hire equipment has a valid Certificate of thorough examination of lifting equipment.

3.2 Operations Managers

Are responsible for ensuring all lifting operations are planned and supervised by competent personnel, and all lifting equipment is fit for purpose. They are responsible for ensuring that all lifting equipment (new and existing items) have been identified, details passed to the IMS Team and Depot Supervisors for recording on the register. Ensuring all lifting equipment is made available for inspection at the agreed location, date and time. Ensuring any defective equipment is destroyed or quarantined until suitable repairs are made.

3.3 IMS Team

Is responsible for checking when inspections are due, co-ordinating inspections with Operations, updating the register, if no depot supervisor in place, and co-ordinating repairs with the Areas.

3.4 Operatives

Are responsible for visually inspecting the items before use and inform their line Manager of any concerns (missing SWL, tag with date of next inspection), potential defects.

3.5 Depot Supervisors

Are responsible for collating equipment on the day of inspection, notified by IMS or third party. They should also upload certificates to the Communications Hub and update the Asset Register.

It is a legal requirement to ensure that all lifting equipment is regularly maintained to ensure it is safe for use, suitably marked (Manufacturers SWL, tagged with the next due date of inspection). And subject to statutory periodic thorough examination. Records must be kept of all thorough examinations and any defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority.

4. Procedure

4.1 Purchase of equipment

All lifting equipment must be fit for purpose, appropriate for the task. All lifting equipment and accessories must be clearly marked to indicate their 'Safe working loads' (SWL) – the maximum load the equipment can safely lift (where the equipment can be moved to a different position, the SWL must show all potential configurations for each position).

Where equipment is to be used to lift people (MEWPs), it should be marked to indicate the number of people that can be lifted in addition to the SWL of the equipment.

All new equipment must have a compliant Declaration of Conformity made less than 12 months earlier (see Declaration of Conformity) on delivery of the equipment

4.2 Hire of equipment

All hired equipment must be provided with a Certificate of thorough examination of lifting equipment (see Thorough Examination)

No new equipment must be accepted unless the above documentation and markings are in place.

All documents must be scanned and sent to the IMS Team upon receipt.

4.3 Thorough examination

Lifting equipment must be thoroughly examined before first use (unless there is a valid Declaration of Conformity made less than 12 months earlier). Every 6 months for lifting accessories 12 months for lifting equipment and 6 months for lifting equipment and any associated accessories used to lift people.

Records of thorough examinations should be made and, where defects are identified, they will be reported to both the person using the equipment and to any person from whom it has been hired or leased, and the relevant enforcing authority (HSE for industrial workplaces; local authorities for most other workplaces).

This is a systematic and detailed examination of the equipment and safety-critical parts, carried out by a competent person who must then complete a written report. This report must contain the following information:

- The examination date
- The date when the next thorough examination is due
- The safe working load (SWL)
- Any defects found which are (or could potentially become) a danger to people

Where serious defects are identified, the competent person carrying out the examination must immediately report this verbally to the duty holder (if this is reported locally, it must be passed to Managing Director, Head of Operations and IMS Team immediately). This should then be followed by the written report.

4.4 Reports and defects

The contents required in a thorough examination report:

1. The name and address of the employer for who the thorough examination was made.
2. The address of the premises at which the thorough examination was made.
3. Particulars sufficient to identify the lifting equipment including where known, its date of manufacture.
4. The date of the last thorough examination.
5. 5. The safe working load of the lifting equipment or (where its safe working load depends on the configuration of the lifting equipment) it's safe working load for the last configuration in which it was thoroughly examined.
6. Whether it is a thorough examination.
7. Within an interval of 6 or 12 months.
8. That the lifting equipment is safe to operate.
9. In relation to every thorough examination of lifting equipment:
 - (a) identification of any part found to have a defect which is or could become a danger to persons, and a description of the defect.
 - (b) particulars of any repair, renewal or alteration required to remedy a defect found to be a danger to persons.
 - (c) in the case of a defect which is not yet but could become a danger to persons.
 - (i) the time by which it could become such danger.

- (ii) particulars of any repair, renewal or alteration required to remedy it.
- (d) the latest date by which the next thorough examination must be carried out.
- (e) where the thorough examination included testing, particulars of any test.
- (f) the date of the thorough examination.

10. The name, address and qualifications of the person making the report; that he is self-employed or, if employed, the name and address of his employer.

11. The name and address of a person signing or authenticating the report on behalf of its author.

12. The date of the report.

4.5 Declaration of Conformity

When issuing a Declaration of Conformity for lifting equipment, manufacturers have to assess its design and construction against LOLER requirements, undertaking inspection, examination and testing as necessary to meet them, as well as meeting industry-accepted quality and safety standards. The Declaration of Conformity may therefore be a substitute for the initial thorough examination before first use, if the lifting equipment does not depend on post-manufacture assembly or installation conditions.

Declarations of Conformity should include the following:

1. Business name and full address of the manufacturer and, where appropriate, their authorised representative.
2. Description and identification of the product, which should include, model, type, and serial number.
3. Where appropriate, a reference to the harmonised standards used, and to which conformity is declared.
4. Where appropriate, the name, address and identification number of the notified body which carried out conformity assessment.
5. The identity and signature of the person empowered to draw up the declaration on behalf of the manufacturer or his authorised representative.

5. Records

Ref. & Title
Sign in - Durham Lifting Portal
FM_220 Lifting Equipment Use Register.xlsx

6. References

Standard / Arrangement / Policy / Procedure Ref.	Title	Description
ARR 008	Lifting Operations & Lifting Equipment	Arrangement
RA029	Lifting Equipment & Accessories	Risk Assessment
RA 037	Lifting Vehicles	Risk Assessment
TBT 005	Lifting Vehicles	Toolbox Talk
TBT 006	Lifting Accessories	Toolbox Talk

7. Review

This document will be reviewed as defined on the footer of this procedure or if changes to the process or responsibilities occur or following significant and relevant changes in UK legislation.