Appointed Person (Lifting Operations) - Letter of Appointment

5th January 2025

Dear Shayne Stirling,

You have been assessed as having the appropriate competence and experience to fulfil the role of "Appointed Person" for Lifting Operations for McLaren Construction.

As identified within BS7121 - 4.3 - Duties of the person appointed to control the lifting operation. As the appointed person your duties will include, but not limited to:

a) planning the lifting operation (including approval of all risk assessments, lift categorisations and method statements), selection of the crane(s) and lifting accessories, instruction and supervision, and consultation with other responsible bodies to ensure effective collaboration as is necessary for the work to be undertaken safely.
b) ensuring that the outcomes of the planning process are recorded in a lift plan.
c) ensuring that adequate pre-operational checks, intermediate inspections, maintenance and thorough examination of the equipment have been carried out.
NOTE 1 For further information also refer to BS 7121-2.
d) ensuring that there is an effective procedure for reporting defects and incidents and for taking any necessary corrective action.
e) taking responsibility for the organisation and control of the lifting operation.
f) ensuring that the crane supervisor and other members of the lifting team are fully briefed on the contents, scope and limits of the method statement; and
NOTE 2 This is generally acknowledged by the recipients by signing the briefing document.
g) being familiar with the relevant parts of the project health and safety plan where the lifting operation is being carried out on a site where the Construction (Design and Management) Regulations 2015 apply, and following, where appropriate, the recommendations of Annex C of the Standard - Contract lift or crane hire.

As the appointed person you will have the necessary authority for the performance of all these duties, including the authority to:

a) stop the operation whenever they consider that danger is likely to arise if the operation were to continue.
b) consult others with specialist knowledge and experience; and
c) delegate duties and tasks, but not responsibilities, for any part of the safe system of work to suitably qualified individuals.

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In support of the above, the responsibilities of the appointed person within McLaren will also include: -

- Assessing any local dangers, i.e. overhead power cables etc.
- Authorisation of the Crane Coordinator, Crane Supervisors, Crane Operators and Slingers/Signallers.
- Ensure that only assessed personnel have adequate skills, knowledge, attitude, training (CPCS approved) and experience to undertake Supervision, Operation and Slinging/Signalling of lifting operations on McLaren Projects.
- Ensuring all necessary safe working procedures are implemented as required.
- Ensuring routine inspection and maintenance as required is undertaken.
- Ensuring special or unusual lifts are adequately supervised, engineering input obtained where necessary, and that the weight and load distribution of loads is accurately known – this must be liaised with Crane Supervisor / MCL Manager in charge on the project
- Ensuring that all members of the lifting team are fully briefed before lifting operations begin.
- If required, review and sign off trade contractor lifting plans.
- Liaison with projects regarding Network Rail/Transport for London and Local Authorities (CAA, Canals, and Rivers Trust)
- Co-operation, co-ordination and communication with Temporary Works co-ordinator and any associated Temporary Works interfaces.
- Maintaining records of thorough examinations, inspections, and function tests.
- The completion and sign off McLaren “Lift Plans”.
- Where contractors do not have their own Appointed Person, the McLaren AP may assist in the creation of lifting plans for one off lifting operations or ensure the addition of their schedule of common lifts is added to the McLaren lift plans.
- The assessment of the lifting operation to provide such planning, lifting gear and equipment, instruction, risk assessments and supervision as is necessary for the task to be undertaken safely. This must include consultation with other responsible bodies if necessary and ensuring that where different organisations are involved, they collaborate, as necessary.

Changes to the safe system of work can only be authorised and implemented by the appointed person; they have the responsibility for ensuring that the lifting operation is carried out safely.

On construction sites where lifting operations are carried out by various Contractors the Principal Contractor should appoint the Appointed Person for the project. Each of the Contractors on the project may employ individuals who have undergone appointed person training (CPCS approved or equivalent), but the Principal Contractor's appointed person will retain overall responsibility for lifting operations on that project. Prior to any appointment a competency assessment must be undertaken to determine suitability.

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You are advised to continually review CPA Guidance & BS7121 to ensure that you fully understand your duties and responsibilities.

Please return a countersigned copy of this letter as acknowledgement that you accept the role and that you understand your duties and responsibilities.

Yours sincerely

[redacted]

ACKNOWLEDGEMENT

I have read, understood, and can implement the duties placed on me by this appointment.

[redacted]	

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SHAYNE STIRLING CPCS CARD



Operator Categories

A61:Appointed Person - Lifting Operations
A04B:Tower Crane - Luffing Jib - Cab Controlled
A04A:Tower Crane - Trolley Jib - Cab Controlled

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