

OPERATIONAL EXCELLENCE

INSTRUCTIONS FOR THE SAFE USE OF: TEST WEIGHT & STALK SYSTEM

This document outlines the care and safe use of **Test Weight & Stalk System**.

This information is of a general nature only covering the main points for the safe use of Test Weight & Stalk System. It may be necessary to supplement this information for specific operations.

ALWAYS

- Always ensure operators wear appropriate personal protective equipment (PPE), e.g. gloves, hard hat, safety glasses, and safety footwear.
- Always ensure operators are trained and competent.
- Always follow site specific safety procedures and applicable local regulations.
- Always ensure the operator has understood this procedure/instruction prior to commencing. Failure to follow these instructions may result in equipment damage, instability or serious injury.
- Always store test weights on a flat, level surface when not in use. Store the test stalk horizontally when not in use.

NEVER

- Never use equipment without carrying out a pre-use inspection.
- Never use equipment that has not been periodically inspected and certified.
- Never use equipment out with its intended purpose.
- Never exceed the rated load capacity of the stalk, base lifting equipment or supporting structure.
- Never store the test stalk in an upright position.

PRE-USE INSPECTION

- Ensure the work area is clean, level & free from obstructions.
- Ensure test weight & stalk is free from obvious signs of damage.
- All lifting equipment to be checked to ensure it is certified.
- Safety catches to be checked to ensure functionality with no damage.

Document Ref.	SUI-TEST WEIGHT & STALK
Revision.	A

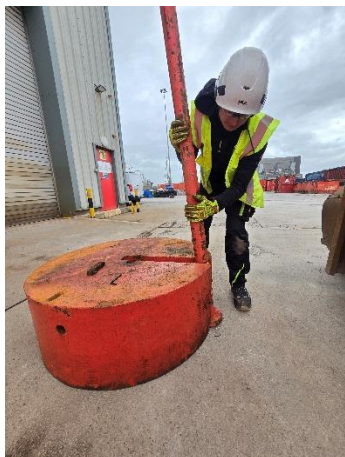
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MAINTENANCE & INSPECTION

- Paintwork damage must be regularly treated to prevent corrosion.
- Ensure safety catches are regularly well lubricated with marine grade anti-seize lubricant/grease and are free of obvious signs of damage.
- All threads to be checked on any test weights with latest style of catch.

SAFE STACKING PROCEDURE



- 1.1) Establish an exclusion zone of at least 3 metres around the test area to take the height of the stalk into account.
- 1.2) Position the first test weight in the test area.
- 1.3) Connect the stalk to the mechanical aid.
- 1.4) Slide the stalk into the first test weight.



- 2.1) Position stalk in centre of test weight.

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3.1) Fit safety catch.



4.1) Stack additional weights as required evenly & centrally on the stalk.

Ensure the bottom weight has a locating groove to insert the stalk into.

Ensure heavier weights are fitted at the base unless otherwise specified within the test procedure.

Ensure each weight is fully seated and the safety catch is in the locked position before adding the next weight.

Each weight added is to be rotated 180° from the weight below (as demonstrated by the lefthand photo).

Ensure weights are vertically aligned throughout stacking.

Do Not shock load or drop weights onto the stalk.

Do use appropriate lifting devices and tag lines when handling suspended weights.

Keep hands and feet clear of pinch points during weight placement.

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LOAD TESTING

- Only essential personnel may remain within the controlled test area.
- Maintain clear communications between operators and spotters.
- Monitor the structure and testing equipment for signs of overload or instability.
- Do not leave suspended or partially stacked loads unattended.
- Continuously monitor the stability of the stacked weights.
- Stop operations immediately if leaning, shifting or unusual movement occurs.
- Never climb on stacked weights or testing assemblies.
- Follow the approved test sequence and loading increments.

WEIGHT REMOVAL

- Remove weights in reverse order of installation.
- Always maintain balanced unloading.
- When unloading the stalk, the last test weight is to be left in position until the mechanical aid has been fitted to the top shackle of the lifting stalk.
- Once the stalk is attached to the hook remove the safety catch from the test weight and slide the stalk out of the weight.

EMERGENCY PROCEDURES

In the event of instability, equipment failure or injury:

- Stop all operations immediately.
- Evacuate the exclusion zone if necessary.
- Report the incident to the responsible supervisor.
- Follow site emergency response procedures.