



**UNITED STATES MARINE CORPS**

MARINE CORPS BASE  
3250 CATLIN AVENUE,  
QUANTICO, VIRGINIA 22134-5001

MCBO 11262.1B  
B 041  
04 Jun 13

MARINE CORPS BASE ORDER 11262.1B

From: Commander  
To: Distribution List

Subj: INSPECTION, TESTING AND CERTIFICATION OF LOAD LIFTING  
EQUIPMENT

Ref: (a) MCO P11262.2\_  
(b) MCO P11240.106\_  
(c) NAVFAC P307  
(d) NAVSUP Pub 538  
(e) TM 4700-15/1\_

Encl: (1) Inspection and Load Testing Procedures  
(2) Sample Certifying Officer Appointment Letter

1. Situation. To provide policy and procedural guidance for the load lifting equipment aboard Marine Corps Base Quantico (MCBQ), per references (a) through (e).

2. Cancellation. MCBQ 11262.1A

3. Mission. This Order provides policy for the inspection, testing, and certification of MCBQ load lifting equipment. All Activities aboard MCBQ shall be in compliance with this Order. Policy and procedural guidance is contained in enclosure (1).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The procedures set forth in the enclosures will be used by all MCBQ and tenant activities to ensure safe operation, and is applicable to the following equipment:

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

04 Jun 13

(a) Marine Corps owned commercial load lifting equipment, also known as Garrison Mobile Equipment (GME) load lifting equipment.

(b) Marine Corps tactical load lifting equipment.

(c) Marine Corps owned weight handling equipment (WHE) such as overhead industrial cranes in permanent facilities.

(2) Concept of Operation. This policy has been significantly revised to align MCBQ inspection, load test, and certification program to Marine Corps and Navy policies. It contains a substantial number of changes and must be completely reviewed. Adherence to the provisions established in this policy shall ensure optimization of resources in the fulfillment of requirements and promote safe operation of load lifting equipment and more effective logistics support to all activities.

b. Tasks

(1) Commanders/Division Directors will:

a. Ensure that an internal program for management of inspections and load testing is implemented and conducted per the references;

b. Ensure that required inspections, testing, and certifications are accomplished in accordance with this manual, the references, and appropriate technical manuals (TM's);

c. Appoint a Certifying Officer in writing using enclosure (2), and in accordance with reference (a), and (b), or as otherwise required;

d. Maintain documentation, in accordance with references (a) and (b), or as otherwise required, for all assigned load lifting equipment and make documents available upon request for review by the MCBQ Safety Division or other cognizant authority. This documentation must include, in tabular format, a listing of all assigned equipment with dates of prior inspections, tests and certifications, as well as back-up documentation from individual inspections, tests, and certifications.

e. Conduct an annual inventory and validation of load lifting equipment and provide an annual report no later than 1 September of all overhead industrial cranes in permanent facilities to the Assistant Chief of Staff (AC/S), G-5 (Facilities Division) Attn: Facilities Maintenance Support (FMS), and all GME/leased load lifting equipment to the AC/S, G-4 Logistics Division Attn: Motor Transport Maintenance. This report should be in the following format:

- (1) Nomenclature
- (2) Serial/ID Number
- (3) Building/Location Site
- (4) Date of Last Load Test
- (5) Date of Next Load Test Due
- (6) Lifting Capacity of Equipment

(2) AC/S G-4

a. Implement the base inspection, testing, and certification programs for GME load lifting equipment in accordance with reference (b) and (d).

b. Provide an annual report of all material handling equipment (MHE) aboard MCBQ to the Safety Division in the format described in paragraph above.

(3) AC/S G-5

a. Implement the base inspection, testing, and certification programs for WHE in accordance with reference (c).

b. Oversee and ensure that specifications are met in accordance with the NAVFAC contract to support the inspection, load test, and certification requirements of WHE.

c. Provide the facilities and equipment referred to in Chapter 3 of reference (a) for load testing for both MCBQ and FMS activities with geographical proximity.

04 Jun 13

d. Provide an annual report of all WHE aboard MCBQ to the Safety Division in the format described in previous paragraph.

(4) MCBQ Safety Division. Conduct an annual review of load lifting equipment as part of the annual safety inspection for each activity to ensure compliance with the references and this order. This inspection includes a review of load test and inspection records as well as visual inspection of the load lifting equipment.

(5) Certifying Officers. Certifying officers shall either be Marine officers (MOS 1310, 3510 or 2110) or qualified civilians.

a. Ensure the safety and reliability of all load lifting equipment.

b. Receive training and qualifications in accordance with references (a), (b), and (c) at an appropriate Navy, Marine Corps School or Labor Department approved civilian-run school.

c. Assign in writing, test directors, inspectors, and test personnel appropriate to the equipment requiring inspection.

d. Ensure that weight capacities and test data are properly stenciled on equipment or otherwise marked in accordance with references (a), (b) and (d), and that equipment records are properly annotated before placing or returning load lifting equipment into service.

(6) Operators. Assume direct responsibility for equipment when it is assigned or dispatched to them. This responsibility includes safe operation, proper use, performance of such periodic maintenance as may be prescribed, and collection of operational data as may be required.

## 5. Administrative and Logistics

a. Recommendations concerning the contents of this manual are invited and will be submitted to the Commander, MCBQ via the AC/S G-4, MCBQ and the appropriate chain of command.

04 Jun 13

b. Contact the appropriate supporting facilities 30 days prior to load test expiration date for recertification. Load testing for tenant activity equipment can be performed on a reimbursable basis by placing a standard service request/work order through the appropriate MCBQ supporting activity.

6. Command and Signal

a. Command. This Order is applicable to the MCBQ and tenant activities.

b. Signal. This Order is effective the date signed.

/s/  
DAVID W. MAXWELL

DISTRIBUTION: A

**INSPECTION AND LOAD TESTING PROCEDURES  
TACTICAL AND GME EQUIPMENT**

1. Background.

a. The DoD requires all components, including the Marine Corps, to conform to the Department of Labor's Occupational Safety and Health Administration (OSHA) regulations (with some exceptions predicated by defense missions). MCBQ will comply with applicable portions of 29 CFR 1910 and 1926, taking particular note of the requirements contained in 29 CFR 1926.550, 551, and 602 and 29 CFR 1910.178 and 180, with regard to the inspection, testing and certification of load lifting equipment. Load testing has been performed, especially in the Marine Corps, when not required by OSHA. This has resulted in considerable unnecessary expenses, manpower and material. As a result, significant changes have occurred for the requirements of load testing and certification procedures associated with load lifting equipment. Additionally, more responsibilities have been delegated to the owning unit level.

b. References (a) and (b) establish the requirements/policies for the inspection, testing, and certification of tactical and garrison mobile equipment respectively.

c. The procedures below in addition to the references, provide the standards that will be used for the inspecting, testing, and certification of MHE.

2. General Information.

a. Chapter 9 of reference (b) lists requirements for inspection, testing, and certification of commercial load lifting equipment. Tables 1-1 and 1-2 of reference (a) list requirements for inspection, testing, and certification of tactical load lifting equipment. Included is all mobile equipment commonly referred to as cranes, wreckers, forklifts and aerial personnel devices which are used to lift loads vertically. Hydraulic jacks and jack stands shall be maintained and inspected per the instructions in their TM's. Fleet Managers will consult the manufacturer's technical publication to determine the test load weight for each particular GME item tested.

04 Jun 13

b. Operators of load lifting equipment will perform a daily inspection of their assigned equipment. Crane operators will use the Engineer Equipment Operation Record (NAVMC 10523) as their daily checklist. The wrecker operator's will use the Load Test Equipment Daily checklist in conjunction with the "Trip Ticket" (NAVMC 10627). MHE operators will use the Load Test Daily Equipment Checklist as their daily checklist. All checklists will be prepared in accordance with reference (e). Load lifting equipment shall be dispatched from the command/unit dispatcher and pre-operation checks/records should be filed/maintained by the dispatcher office.

c. Upon receipt of load lifting equipment, the owning/using activity determines whether or not the load test requirement has been met in accordance with references. When this cannot be verified by equipment records and/or by test data stenciled on the equipment, a load test is to be conducted as part of the equipment acceptance check.

d. Annual Condition Inspection (ACI). The purpose of the annual condition inspection is to ensure that the overall structural, mechanical, hydraulic, and electrical components of the equipment has been maintained in a safe and serviceable condition and is functioning properly. In addition to those inspections required by TM's and commercial manuals, an ACI will be performed on load lifting equipment in accordance with the applicable references.

e. Load Testing. The purpose of the load test is to ensure that the equipment is capable of safe lifting and moving the rated load through all operational modes. Tactical load lifting equipment will be load tested in accordance with reference (a). Based on maintenance history and to ensure the safe operation, commercial GME/leased load lifting equipment must be load tested in accordance with reference (b) whenever one of the following conditions occurs:

(1) Every 12 months for forklifts used to lift ammunition.

(2) Every 48 months except for forklifts used to lift ammunition.

(3) After the equipment has undergone repair affecting the load bearing component.

Enclosure (1)

04 Jun 13

f. Prerequisites to Load Testing.

(1) A safe test area must be selected in accordance with (IAW) reference (b). All traffic and unauthorized personnel and equipment must remain clear from the test area.

(2) All rigging used in crane load testing must have been previously tested to at least 150% of the rated working load.

g. Precautions during Load Testing.

(1) Personnel shall remain clear of suspended loads and areas where they could be struck in the event of boom failure.

(2) The test load should be raised only to a height sufficient to perform the test.

(3) Items of Marine Corps equipment are not to be used as load testing weights.

h. Certification. Certification shall be based on the condition inspection and load test prescribed in the current editions of references (a) and (b). Certification of condition inspection and/or load test will be signed by the test director, inspection and test personnel, and certification officer.

i. Recording Requirements. Activities will record condition inspection and load test results in accordance with the applicable references. These records shall be uploaded into the appropriate maintenance systems, i.e. Global Combat Support System-Marine Corps/ Fleet Anywhere. These documents can be either scanned copies or electronically formatted forms. The intent is to capture required maintenance documentation in the authorized maintenance systems. In the event that required documentation cannot be uploaded, units are required to retain hardcopy maintenance documentation until it can be successfully loaded or until such time as the required document retention period has elapsed. Commanders may utilize a 696d, or commodity equivalent, for document retention in those instances where loading non-system documentation is not presently feasible.

j. Markings. Load lifting equipment shall be stenciled in a position clearly visible to the operator with certification data indicating the test status IAW the applicable references.

Enclosure (1)



**INSPECTION AND LOAD TESTING PROCEDURES  
WEIGHT HANDLING EQUIPMENT**

1. Background. Although MCBQ contracts for the inspection, load testing, and certification functions on WHE and mobile cranes through the Navy Crane Center (a subordinate organization of the Naval Facilities Engineering Command (NAVFAC), commanders/division directors responsible for assigned weight handling lifting equipment must ensure that their equipment has been tested in accordance with appropriate regulations.

2. General Information.

a. Reference (c) provides a listing of WHE and the requirements for inspection, load testing and certification.

b. The owning activity is responsible to ensure that the equipment being load tested is in a safe and operational condition. Discrepancies are to be corrected prior to load testing. An operator is required to be available during the load test.

c. Operators are to conduct a daily check prior to first use of the WHE in accordance with the equipment manual and reference (c). Slings and frames used to lift loads are to be inspected daily (to include tags and markings). All slings, frames, fasteners, shackles, shackle parts, and attachments are to be visually inspected for damage or defects before, during, and after use. Worn, damaged, or defective items are to be immediately removed from service IAW reference (c).

d. Condition Inspection, Load Test and Certification Frequency. Each unit of weight handling equipment shall be condition-inspected, load-tested, and certified at least once annually.

e. Certification. The NAVFAC Washington Facility Crane Manager/Transportation Director is the certifying official for all contracted WHE. The owning unit certification official must observe the load test and initial the load test report. The report is submitted by the contractor to the NAVFAC Washington Facility Crane certifying official for signature.

f. Recording Test Results. The contractor shall provide documentation of the certification by completing the Certification of Load Test and Condition Inspection form and a crane condition inspection record. The owning unit will receive a copy of the load test and condition inspection. All test results are to be filed and maintained in equipment history files located in the MCBQ Public Works Branch. After completion of each load test and condition inspection, that record shall be retained along with the previous year's certification.

g. Prerequisites to Load Testing

(1) A safe test area must be selected in accordance with reference (c). All traffic, unauthorized personnel and equipment must remain clear from the test area.

(2) All rigging used in crane load testing must have been previously tested to at least 150% of the rated working load.

h. Precautions during Load Testing

(1) Personnel shall remain clear of suspended loads and areas where they could be struck in the event of boom failure.

(2) The test load should be raised only to a height sufficient to perform the test.

(3) Items of Marine Corps equipment are not to be used as load testing weights.

i. Markings. Load lifting equipment shall be stenciled, in a position clearly visible to the operator, with certification data indicating the test status IAW references (c) and (d).

04 Jun 13

SAMPLE CERTIFYING OFFICER APPOINTMENT LETTER

11262

B

Date

From: Commanding Officer

To:

Subj: ASSIGNMENT AS CERTIFYING OFFICER FOR ANNUAL CONDITION  
INSPECTIONS AND LOAD TEST OF LOAD LIFTING EQUIPMENT

Ref: (a) MCO 11262.2A (certifying tactical equipment) or  
(a) MCO 11240.106B (certifying GME equipment) or  
(a) NAVFAC P-307 (certifying WHE equipment) or  
(b) MCBQO 11262.1B

1. In accordance with the references, you are hereby assigned as Certifying Officer for annual condition inspections of load lifting equipment within this command. As directed in reference (b), all load tests will be coordinated through MCBQ Facilities Maintenance Section for weight handling equipment and Motor Transport Maintenance Section for material handling Equipment.

2. You will familiarize yourself with and be guided in the performance of your duties by the references. You are also responsible for assigning, in writing, test directors and inspectors appropriate to the equipment requiring inspection.

S. A. AMPLE

Enclosure (2)