LIFTING SAFETY STAND-DOWN

Stand-down summary, immediate actions and briefing record

Record the instruction and affected lifting scope. This blank form does not confirm that an inspection, corrective action or authorization has occurred.

PROJECT / SITE

REPORT REFERENCE

ISSUING ORGANISATION TYPE

Company

COMPANY / SUBCONTRACTOR NAME

LOCATION / WORK AREA

CLIENT NAME

STAND-DOWN DATE

TIME

INSTRUCTION FROM - NAME

ROLE / ORGANISATION

INSTRUCTION / REASON FOR STAND-DOWN

AFFECTED LIFTING ACTIVITIES / EQUIPMENT / MATERIALS

01 / IMMEDIATE ACTION RECORD

ACTION	RECORD STATUS	TIME / REF.
Lifting stopped / affected scope identified	Not recorded	
Work area controlled / personnel informed	Not recorded	
Affected equipment segregated, where required	Not recorded	
Responsible site parties notified	Not recorded	

02 / BRIEFING / COMMUNICATION

TOPICS COMMUNICATED / INSTRUCTIONS TO THE CREW

BRIEFING LED BY

DATE / TIME

ATTENDEES

Complete from verified site records. Attach continuation sheets where needed.

INSPECTION REGISTER

Joint checks, equipment references and finding links

Keep each item Pending until checked. Record the relevant equipment/document reference and link any discrepancy to an action ID on page 3. Use attachments for detailed records.

INSPECTION DATE / TIME

CHECKED BY / PARTICIPANTS

CHECK AREA	ID / REFERENCE	STATUS	FINDING / REF.
01 Crane condition / identification		Pending	
02 Crane inspection / document records		Pending	
03 Lifting accessories - ID / condition		Pending	
04 Accessory inspection / certificate records		Pending	
05 Load information / lifting points		Pending	
06 Lifting plan / method / RA / permit		Pending	
07 Operator / rigger / signalman readiness		Pending	
08 Briefing / communication arrangements		Pending	
09 Ground / setup / access conditions		Pending	
10 Exclusion zone / surrounding hazards		Pending	

Pending = not yet examined. Satisfactory = record the completed check and supporting reference. Action required = identify the issue and carry it into the action tracker. N/A = record the basis where necessary.

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CORRECTIVE ACTION TRACKER

Assign, correct, provide evidence and verify closure

Use one action ID per finding. Enter the actual corrective action and supporting evidence. Verified closure of an issue does not itself authorize lifting to resume.

ACTION 01

OPEN / NOT VERIFIED

FINDING ID	LOCATION / EQUIPMENT	PIC / RESPONSIBLE PERSON	TARGET DATE / TIME

FINDING / DISCREPANCY	CORRECTIVE ACTION

EVIDENCE / PHOTO / ATTACHMENT REF.	VERIFIED BY	VERIFIED DATE

ACTION 02

OPEN / NOT VERIFIED

FINDING ID	LOCATION / EQUIPMENT	PIC / RESPONSIBLE PERSON	TARGET DATE / TIME

FINDING / DISCREPANCY	CORRECTIVE ACTION

EVIDENCE / PHOTO / ATTACHMENT REF.	VERIFIED BY	VERIFIED DATE

ACTION 03

OPEN / NOT VERIFIED

FINDING ID	LOCATION / EQUIPMENT	PIC / RESPONSIBLE PERSON	TARGET DATE / TIME

FINDING / DISCREPANCY	CORRECTIVE ACTION

EVIDENCE / PHOTO / ATTACHMENT REF.	VERIFIED BY	VERIFIED DATE

ADDITIONAL ACTION / CONTINUATION SHEET REFERENCES

PHOTO EVIDENCE

Before / after records linked to the action tracker

Insert photos into a copy using a PDF editor, or attach photo sheets and enter their references below. Record the actual capture date/time if known; do not infer a time.

FINDING / ACTION ID

LOCATION / EQUIPMENT

BEFORE / PHOTO 01

Paste / attach photograph
Keep the original photo and reference

AFTER / PHOTO 02

Paste / attach photograph
Keep the original photo and reference

CAPTION / EVIDENCE DESCRIPTION

CAPTION / EVIDENCE DESCRIPTION

CAPTURE DATE / TIME OR ATTACHMENT REF.

CAPTURE DATE / TIME OR ATTACHMENT REF.

FINDING / ACTION ID

LOCATION / EQUIPMENT

BEFORE / PHOTO 03

Paste / attach photograph
Keep the original photo and reference

AFTER / PHOTO 04

Paste / attach photograph
Keep the original photo and reference

CAPTION / EVIDENCE DESCRIPTION

CAPTION / EVIDENCE DESCRIPTION

CAPTURE DATE / TIME OR ATTACHMENT REF.

CAPTURE DATE / TIME OR ATTACHMENT REF.

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ATTENDANCE & AUTHORIZATION

Acknowledgement, verification and recorded restart decision

Attendance records briefing participation. Only the project-authorized person completes the restart decision. Closed actions alone do not authorize lifting to resume.

NO.	NAME	ROLE / COMPANY	SIGNATURE / ACKNOWLEDGEMENT
1			
2			
3			
4			
5			
6			
7			
8			

PREPARED BY	VERIFICATION RECORD	AUTHORIZATION RECORD
NAME	NAME	NAME
ROLE / ORGANISATION	ROLE / ORGANISATION	ROLE / ORGANISATION
DATE / TIME	DATE / TIME	DATE / TIME
SIGNATURE / ACKNOWLEDGEMENT	SIGNATURE / ACKNOWLEDGEMENT	SIGNATURE / ACKNOWLEDGEMENT

AUTHORIZED RESTART DECISION

ON HOLD - no authorization recorded

AUTHORIZED SCOPE / EQUIPMENT / LOCATION (IF RELEASED)

RESTRICTIONS / CONDITIONS / OPEN ACTION REFERENCES