



All owners of tower or mobile cranes,  
Authorised Examiners (Lifting Equipment)  
and other interested parties

**LOAD CHARTS, OPERATION MANUALS AND  
SAFEKEEPING OF MAINTENANCE AND OPERATIONAL LOGS**

From the recent spate of accidents and dangerous occurrences involving mobile or tower cranes, it was observed that many mobile cranes are provided with load charts and manufacturer's operation manuals that are in a language not understood by the persons involved in the lifting operation. It is critical that lifting personnel, such as the lifting supervisors and crane operators, are able to read and understand the load charts and operation manuals to ensure proper planning and safety in lifting operation.

2. Owners of mobile or tower cranes are reminded that every mobile or tower crane must be provided with the load chart(s) and operation manual (both written in English) and these are kept in the operator's cabin. An owner has also to arrange for the load chart(s) and operation manual to be in other language understood by the crane operator if he/she does not understand English.

3. The Ministry has also observed that some owners do not have properly documented maintenance and operation logs/records for their mobile or tower cranes. Regn 21(16)(b) of WSH (General Provisions) Regulations requires the owner of a mobile or tower crane to ensure that it is properly maintained. In addition, regns 16(g) and 16(h) of the Factories (Operation of Cranes) Regulations require the crane operator to record operational tests and incidents of failures or malfunctions in the crane's log book or sheet.

4. To comply with these requirements, all owners must have such maintenance and operation logs<sup>1</sup> for every mobile or tower crane and keep them available for inspection. The maintenance carried out on a mobile or tower crane must be in accordance with manufacturer's instructions and properly documented in the log. Operation logs shall indicate the heaviest load lifted, cycles of lift and hours of operation of the crane on a daily basis. (see attached Annex for an example of an operation log)

5. From 1 Jan 2010 onwards, all Authorised Examiners would be checking for compliance of the above during the statutory inspections of the tower and mobile cranes.

Yours faithfully

**CHAN YEW KWONG**  
for Commissioner for Workplace Safety and Health

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Note 1: Electronic data logging is considered as acceptable means for recording of operation logs

## Annex

**Sample Operation Logs**

Daily (To be kept for a minimum of 6 months)

Year	Month	Day	Load, kg	Cycles	Crane Operating Hours	Crane Operator	IC / WP no.
2009	Sept	25	500-1000	12	9am – 10am, 2pm-4pm	ABC	S7654321A
		26	300-1000	6	9am – 11am	ABC	S7654321A
		27	600-1000	7	2pm-4pm	DEF	S7891011D
		28	500-1200	13	9am – 10am, 2pm-4pm	ABC	S7654321A
		29	500-1200	13	9am – 11am, 2pm-5pm	ABC	S7654321A
		30	500-1000	13	9am – 11am, 2pm-5pm	ABC	S7654321A
	Oct	1	300-3000	11	9am – 10am, 2pm-4pm	DEF	S7891011D
		2	300-3000	10	9am – 10am, 2pm-4pm	DEF	S7891011D
		3	600-1000	5	2pm-4pm	DEF	S7891011D
	Total				90		

Cumulative Monthly (To be kept for Life Extension)

Year	Month	Load, kg	Cycles
2009	June	100-1100	373
	July	200-2000	287
	Aug	300-3000	176
	Sep	300-1200	322
	Oct	300-3000	26