

ADVISORY

DATE : January 16, 2026

TO : Shipping Lines, Consignees, Third-Party Mobile Crane Service Providers

FROM : Health, Safety, and Environment (HSE) Section

SUBJECT : Mandatory Submission of Lift Plan Prior to Issuance of Work Permit

Dear all,

In line with the Terminal's Health, Safety, and Environment (HSE) policies and to ensure the safe execution of lifting operations within the Terminal premises, all third-party mobile crane service providers and third-party vessel crane operators are hereby advised of the following requirement:

Effective immediately, a detailed Lift Plan must be submitted and reviewed by the HSE Section prior to the issuance of any Safety Work Permit (SWP) for lifting operations involving mobile cranes and critical lifts involving vessel cranes.

The Lift Plan shall be project-specific and, at a minimum, include the following information:

- Description of the lifting activity and scope of work
- Details of the load (weight, dimensions, and center of gravity)
- Crane specifications and capacity charts applicable to the lift
- Lifting configuration (boom length, radius, rigging arrangement)
- Location and proposed layout for mobile crane (upon ocular inspection)
- Ground condition and outrigger setup
- Identification of hazards and corresponding control measures
- Roles and responsibilities of key personnel (e.g., crane operator, rigger, signalman)
- Emergency and contingency measures

Lifting activities **shall not commence** without an approved Lift Plan and a duly issued Safety Work Permit. Any non-compliance with this requirement may result in the denial of site access or suspension of lifting operations.

Your cooperation is expected to maintain a safe working environment for all personnel and stakeholders within the port terminal.

For questions or clarifications, please coordinate with the HSE Section (safety@mmt.ictsi.com, loc. 204)

For strict compliance.

Sincerely,

MMT Management

2026-MMT-CN004

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MANILA MULTIPURPOSE TERMINAL

Manila Harbour Centre, Mel Lopez Blvd., Vitas, Tondo, Manila, Philippines 1013

Standard Trading Conditions apply to all port users within the terminal

<https://mmt.ictsi.com/terms-use>

Sample Lift Plan (*Lifting a 50-Ton Transformer Cargo*)

You can use this format as reference:

1. General Information

- **Project:** Transformer Stockpiling Operation
- **Location:** T4 yard area, from MV World Winner
- **Date of Lift:** January 15, 2026
- **Type of Lift:** Critical Lift (Heavy Load)

2. Load Details (*provide pictures of the load if possible*)

- **Description:** Electrical Transformer
- **Weight:** 50 metric tons
- **Dimensions:** 6.0 m (L) x 3.0 m (W) x 3.5 m (H)
- **Center of Gravity:** Marked by manufacturer

3. Crane Details (*provide picture of the load chart if possible*)

- **Crane Type:** Mobile Crane
- **Crane Capacity:** 100-ton mobile crane
- **Boom Length:** 32 meters
- **Working Radius:** 8 meters
- **Utilization:** ~65% of rated capacity (within safe limits)

4. Rigging Arrangement (*provide diagram if possible*)

- **Lifting Method:** 4-leg wire rope sling
- **Sling Capacity:** 25 tons per leg
- **Shackles:** Rated ≥ 35 tons
- **Spreader Beam:** Used to maintain load stability

5. Ground & Set-up

- **Ground Condition:** Compacted concrete surface
- **Outriggers:** Fully extended with 4pcs. 2m x 2m x 1-inch thick steel plate outrigger pads
- **Barricades:** 5-meter exclusion zone around lift area

6. Names of Personnel & Qualifications

- **Crane Operator:** TESDA-certified
- **Rigger:** TESDA-certified and authorized
- **Signalman:** TESDA-certified and authorized
- **Lift Supervisor:** Present for entire operation

7. Hazard Identification & Controls

Hazard	Control Measure	Responsible Person State name of personnel & position
Overloading	Verify load weight & crane chart	
Ground failure	Use standard outrigger mats	
Falling load	Certified lifting gears, proper rigging & inspection	Pre-operational: During:
Unauthorized access	Hi-vis barricades & warning signage	
Poor communication	Standard hand signals & radio	

8. Emergency Measures

- Stop work immediately upon unsafe condition
- Lower load to a safe position
- Notify HSE and Operations
- First aid and emergency response on standby