

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

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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

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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 \geq 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 <small>State name of personnel & position</small>
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

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