



DEPARTMENT OF THE NAVY
NAVY CRANE CENTER
NAVAL FACILITIES ENGINEERING COMMAND
NORFOLK NAVAL SHIPYARD, BUILDING 491
PORTSMOUTH, VIRGINIA 23709-5000.

IN REPLY REFER TO

NAVCRANECENINST 11450.1A
31 Mar 11

NAVCRANECEN INSTRUCTION 11450.1A

From: Director, Navy Crane Center

Subj: ACQUISITION OF NAVY SHORE BASED WEIGHT HANDLING EQUIPMENT

Ref: (a) SECNAVINST 11260.2A Navy Weight Handling Program for Shore Activities
(b) NAVFAC P-307 Management of Weight Handling Equipment

1. Purpose: To establish acquisition policy for Navy shore based weight handling equipment (WHE) as authorized by reference (a).
2. Cancellation: NAVCRANECEN Instruction 11450.1
3. Applicability: This instruction applies to WHE purchased for and assigned to the Navy shore establishment, excluding:
 - a. Civil Engineering Support Equipment (CESE) mobile cranes procured through Naval Facilities Expeditionary Logistics Center (NFELC).
 - b. Mobile cargo cranes under the cognizance of NAVSUP 538 and procured through NAVSUPSYSCOM.
 - c. Aviation support cranes procured by NAVAIRSYSCOM.
 - d. Equipment addressed in paragraph 14.1.1 of reference (b), except as noted in paragraph 5.

Note:

Contracts for mobile cargo cranes and CESE mobile cranes shall require the contractor, at the receiving activity's option, to either:

- i. Perform a complete condition inspection and load test in accordance with reference (b) at the contractor's facility prior to shipment, or
- ii. Be on site (or on call at the activity's option) to witness the activity's condition inspection and load test in accordance with reference (b).

In either case, the contractor shall provide a representative to perform a receipt inspection and initial setup of the crane after delivery to the activity. Navy Crane Center (NAVCRANECEN) assistance is available for this inspection and testing.

4. Background: Reference (a) assigns to the Commander, Naval Facilities Engineering Command (NAVFAC) responsibility for all matters pertaining to the Navy's weight handling program at Navy shore activities. Reference (a) further states that these

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responsibilities shall be accomplished through NAVCRANECEN directly reporting to the Commander, NAVFAC. In accordance with reference (a), NAVCRANECEN is responsible for:

- a. Establishing acquisition policy,
- b. Acquiring WHE in accordance with NAVCRANECEN Navy Shore Based WHE Acquisition Policy, and
- c. Assisting Navy shore activities and NAVFAC FECs in programming WHE projects.

NAVCRANECEN is available to assist Navy shore activities and NAVFAC FECs in self-procurement of WHE where such self-procurement is authorized in accordance with this instruction.

In accordance with reference (a), Navy Crane Center acquisition services are funded on a cost reimbursable basis.

5. Navy Shore Based WHE Acquisition Policy:

a. Except for exclusions noted in paragraph 3, NAVCRANECEN is the required Procuring Contract Office for new procurement, replacement, or overhaul* of the following WHE:

- (1) Any capacity portal crane, hammerhead crane, derrick, floating crane, tower crane, mobile boat hoist or rubber tired gantry crane.
- (2) Overhead traveling cranes, gantry cranes, wall cranes, jib cranes, davits, pillar cranes, pillar jib cranes, monorails, and hoists with rated capacities of 20,000 pounds or greater.
- (3) Any capacity WHE, including portable powered hoists, used in the following applications:
 - (a) Ordnance handling.
 - (b) Molten metals.
 - (c) Special Purpose Service (SPS) as defined in NAVSEA Publication 0989-030-7000.
 - (d) "Hazardous Area Applications" as defined in the National Electrical Code.
 - (e) Precision handling operations requiring complex or synchronized lifting capacity.
- (4) Any capacity WHE requested by foreign countries under the Military Assistance Program when specifically authorized by the cognizant DoD Agency.

* Overhaul for purpose of determining the required Procuring Contract Office is defined as renovation or modernization of cranes that directly affect multiple major components or systems and involve more than one engineering discipline.

b. NAVCRANECEN performs the following services on a NAVCRANECEN WHE procurement:

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- (1) Confirm WHE scope of work, budget, and schedule. An initial site visit is usually required. For WHE being installed in new facilities, NAVCRANECEN will provide crane wheel loads, electrical power requirements, and clearances for crane installation. NAVCRANECEN will participate in the facility design process by reviewing facility submittals relating to the WHE, and attending coordination meetings as required.
- (2) Prepare an Acquisition Agreement for supported command and NAVCRANECEN signatures.
- (3) Prepare the design-build contract documents for the WHE.
- (4) Issue the Request for proposal.
- (5) Award the WHE contract.
- (6) Review the WHE submittals for compliance with the contract requirements.
- (7) Witness the contractor performed WHE shop tests.
- (8) Provide on-site quality assurance during the removal, installation, and acceptance testing of the WHE.
- (9) Accept the WHE – NAVCRANECEN coordinates with the local certifying official so the certifying official can use the NAVCRANECEN acceptance test to certify the WHE.
- (10) Provide warranty support for one year following crane acceptance.

c. To initiate a NAVCRANECEN procurement, contact NAVCRANECEN Project Manager & Business Director at 757-967-3810. Crane information forms for bridge cranes are available on the NAVCRANECEN website <https://portal.navfac.navy.mil/ncc> to facilitate communication of required characteristics. These same forms may be used to identify the salient characteristics of other types of WHE (e.g., mobile boat hoists, rubber tired gantry cranes, etc.) to assist in the technical specification development process.

d. NAVCRANECEN waiver process: With the exception of SPS WHE, Navy shore activities may request one-time authority from NAVCRANECEN to procure WHE. The following actions are required in order to obtain a waiver for self-procurement of WHE:

- (1) Submit a letter signed by the Commanding Officer, Public Works Officer, or equivalent of the activity responsible for procuring the WHE requesting authority to procure the WHE. The letter shall include: a description of the WHE, including where it will be located; the reason for requesting a waiver; the method of procurement; the process for having the WHE certified; and a point of contact (POC) concerning operational/technical issues.
- (2) NAVCRANECEN will call the POC to discuss NAVCRANECEN's role in the procurement (reviewing or preparing the specification, reviewing the submittals, and/or being on-site for the acceptance test).
- (3) NAVCRANECEN will issue a letter either approving the waiver noting the conditions for approval or denying the waiver.

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e. Navy shore activity self-procurement of WHE: With the exception of applications listed in paragraph 5.a, Navy shore activities may procure new or replacement WHE with capacities of less than 20,000 pounds. If Navy shore activities elect to procure WHE, NAVCRANECEN technical and/or quality assurance assistance is available, upon request. Contact the NAVCRANECEN Director of Project Management and Business at telephone 757-967-3810 or Director of Crane Design at telephone 757-967-3822. The following stipulations apply:

- (1) NAVCRANECEN shall be consulted on allowable configuration for overhead electric traveling (bridge) cranes with spans exceeding 40 feet.
- (2) Navy shore activities shall use the applicable Unified Facilities Guide Specifications (UFGS) to prepare WHE solicitation. UFG specifications are located at <http://www.wbdg.org>. NAVCRANECEN is available to review a specification upon request. If a UFGS is not available for the type of WHE proposed, the activity shall coordinate with NAVCRANECEN to determine if the WHE can be locally procured or should be a NAVCRANECEN procurement.
- (3) Ensure WHE is certified by the local certifying official in accordance with reference (b) before being placed in operation.
- (4) Navy shore activities without crane engineering expertise shall contact NAVCRANECEN to discuss procurement of the WHE.



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Distribution:

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