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| | Crane Operation's Manuel | | Doc No: | COM 101-1-50 |
| | | | Initial Issue Date | |
| | | | Revision Date: | Initial Version |
| Hoist Assembly Procedure | | | Revision No. | 0 |
| | | | Next Review Date: | |
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Purpose

In order to maintain the safe and correct assembly of the Hoist, the company shall implement the Crane Operation's Manual measures described herein.

Scope

This procedure applies to the all Tower Crane and Hoist personnel involved in the assembly of a Hoist. The procedure below is an outline of the Manufacturer's guidelines described in the operations manual and does not replace nor take precedence over the Manufacturer's guidelines.

Key Responsibilities

Supervisors

- Maintains and reviews all procedures
- Orders and approves the use of third-party contractors
- Ensure the Safety and condition of the works area for dismantle

Employees

- Inspects the equipment
- Ensures the Operation's Manual is followed
- Ensures the proper use of the tagging system

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Procedure

General

Assembly methods and order are the reverse of dismantling. Always follow the Manufacturer's Operations Manual as governing authority

1. Preparation

1. Study all Safety Instructions and the Operations Manual.
2. Install barriers around hoist area.
 - For dual car installations: Park the car not being commissioned at ground landing and lock the main ON/OFF switch in OFF position.
3. Ensure work area is safe and foundation is ready.

2. Base & Initial Setup

4. Position base unit on foundation.
5. Secure base unit attachment to foundation.
6. Assemble the base landing.
7. Mount initial two mast sections into base unit.

3. Drive Unit & Car Installation

8. Using erection crane, lift and install mast section including drive unit onto base (bringing total to three mast sections).
9. Run drive unit into position on mast.
10. Reconnect main power plug and receptacle connection to electrical panel.
11. Reconnect machinery pull rod to car.
12. Remove car-to-mast lock device.
13. Remove wire rope lifting loop from car roof brackets (if installed for transport).

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4. Mast & Structural Build-Up

14. Install safety railing and erection crane on car roof.
15. Erect additional mast sections (above initial three), landing equipment, tubes (if applicable), and ties.
 - Ensure crane is properly attached before releasing load.
 - Confirm roller assemblies are properly positioned during installation (reverse of collapse hazard condition).
16. Install enclosure or enclosure section on mast side.

5. Cable Installation

17. Install fixed power cable along mast using push mount ties while ascending.
18. Install trailing cable and route properly — ensure it is NOT located inside a cable guide along the mast.
19. Mount junction box to mast and secure fixed and trailing cable connection (power OFF during installation).
20. Remove temporary cable unloading tool (if used during installation).
21. Install trailing cable(s) to cable trolley(s).
 - For dual cable trolleys, install power and control cables accordingly.

6. Electrical & Commissioning

22. Switch ON main circuit connection and power supply (Authorized electricians only).
23. Set switch in electric box from "Inspection" to "Normal" when ready for operation.
24. Install and set all limit cams at mast top.
25. Test run hoist through full travel range.
 - Verify cable tension management from ground during first run.
 - Verify limit switches, landing gates, emergency stop, and interlocks.

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7. Final Steps

- 26. Remove temporary barriers when commissioning is complete.
- 27. Complete documentation and release for service.

SAMPLE