



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 11260.1C
28/COS
17 Apr 2026

USNA INSTRUCTION 11260.1C

From: Superintendent, U.S. Naval Academy

Subj: WEIGHT HANDLING EQUIPMENT SAFETY PROGRAM

Ref: (a) SECNAVINST 11260.2B
(b) NAVFAC P-307
(c) NAVCRANECEN WHE Program Evaluation Report dated 27 Feb 2025

1. Purpose. To publish a revised policy to identify deficiencies, poor practices, work processes that can be improved or performed more safely, and to identify and correct minor or low-level problems before resulting in accidents or equipment damage/breakdown.

2. Cancellation. USNAINST 11260.1B

3. Discussion

a. The Secretary of the Navy (SECNAV) has assigned the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) responsibility for the direction and oversight of all matters pertaining to the Navy's weight handling program at the Navy shore activities.

b. Shore installations are responsible for the safe use of Weight Handling Equipment (WHE) in accordance with the requirements of references (a) through (c). U.S. Naval Academy (USNA) personnel involved in the weight handling program must be properly trained and qualified.

4. Scope. WHE consists of cranes, monorails, hoists, rigging gear, and associated equipment. This instruction applies to all USNA staff and faculty who participate in weight handling activities within Naval Support Activity Annapolis.

5. Action

a. Superintendent. The Superintendent, as Commanding Officer of USNA, retains overall responsibility for the WHE safety program.

b. Deputy for Facilities and Construction. The Deputy for Facilities and Construction is the designated USNA Weight Handling Program Manager (WHPM) and will:

(1) Coordinate and document an annual command self-assessment of the weight handling program and provide results to the Navy Crane Center upon request.

(2) Perform and coordinate with facility supervisors the monitoring of in-process weight handling evolutions to identify work processes that can be improved.

c. Public Works Officer. The Public Works Officer is designated as the program service provider for maintenance, certification, and repair.

d. Weight Handling Supervisors. Each operation group that utilizes weight handling equipment must designate a Weight Handling Supervisor (WHS) to provide safe day-to-day oversight of weight handling operations. Each WHS will:

(1) Ensure all qualified operators and riggers maintain current biennial refresher training and medical surveillance.

(2) Report all accidents, near-miss incidents, and lower threshold crane accidents in accordance with reference (b).

(3) Implement a mandatory lift-logging and observation program to ensure operator proficiency and equipment familiarity as follows:

(a) Document at least one observed lift and operational check per month, for cranes utilized infrequently

(b) For work centers performing 10 or more lifts per month, log and document observations for a minimum of 10% of total monthly lifts (rounded up to the next whole number).

(4) Maintain on-site files of crane operator daily checklists and monitor (observation) evaluation checklists for review by the WHPM and audit teams.

6. Summary. Proper operation of WHE is vital to the success of USNA's mission. All appropriate measures should be taken to ensure safety of operations and compliance with governing instructions.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-andInformation-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

8. Review and Effective Date. Per OPNAVINST 5215.17A, COS will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and all other Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

9. Information Management Control (Reports). The reporting requirements contained in subparagraphs 5b(1) and 5d(2) are exempt from information collection control, per Part IV, paragraph n of SECNAV M-5214.1 Information Requirements (Reports) Manual and requires no Report Control Symbol.



R. J. NICKA
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Issuance Web site, <https://www.usna.edu/AdminSupport/Inst/>