



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO  
ASO 11000.3B  
S-4  
15 Aug 19

AIR STATION ORDER 11000.3B

From: Commanding Officer  
To: Distribution List

Subj: WEIGHT HANDLING EQUIPMENT PROGRAM

Ref: (a) NAVFAC P-307  
(b) NAVFAC P-300  
(c) NAVSEA SW023-AH-WHM-OI0  
(d) MCO P11240.106B  
(e) MCO P11262.2A

Encl: (1) Weight Handling Equipment  
(2) Fork Maintenance Inspection Form  
(3) MHE Safety Certification Form

1. Situation. To establish areas of responsibility and reinforce the existing policies and procedures for the use, inspection, and maintenance of weight handling equipment at Marine Corps Air Station (MCAS) Beaufort.

2. Cancellation. ASO 11000.3A

3. Mission. The safe operation and maintenance of equipment is an integral part of mission accomplishment. As the age of the equipment is ever increasing, the inspection and maintenance cycles have become key to the safe operation of the equipment. The references require that all load lifting equipment have annual condition inspections as well as certain types of equipment requiring periodic load testing.

4. Execution

a. Public Works Officer

(1) Establish a systematic annual inspection program for all load lifting (cranes, forklifts, hoists, and similar) equipment listed in references (a) and (b).

(2) Assign, in writing, a load test certification officer and ensure all required test personnel are appointed in writing.

(3) Ensure all personnel inspecting or certifying equipment are properly trained according to references (a) and (b).

(4) Ensure that maintenance servicing requests are received and scheduled based on urgency.

(5) Establish individual record jackets for each item of load lifting equipment requiring an annual safety inspection or load test.

Distribution Statement A: Approved for public release; distribution is unlimited.

b. Safety Officer

(1) Conduct periodic inspections of workspaces to ensure adherence to all safety practices. Take note of any lockouts or tagouts on overhead hoists and cranes and report to Public Works (PW).

(2) Contact the Safety Department and PW immediately concerning any accidents or mishaps with load lifting equipment.

c. Commanding Officers, Officers-in-Charge, and Department Heads

(1) Establish unit level awareness and safety programs for load lifting equipment.

(2) Establish procedures for the periodic inspection of lifting and rigging gear as detailed in the references.

d. Unit Personnel

(1) Conduct inspections before, during, and after operations on all equipment, including rigging gear.

(2) Report discrepancies immediately to the PW Trouble Desk at (843)228-7527.

(3) Adhere to lockout and tagout procedures for unsafe equipment.

(4) Report all mishaps to unit/shop safety representatives.

5. Administration and Logistics. The reference(s) require that a minimum of one annual safety inspection be performed on all load lifting equipment. Additionally, certain types of equipment require a periodic load test. A record of the required inspections will be maintained for the specified period in an equipment record jacket maintained by PW.

6. Command and Signal

a. Command. This Order is applicable to MCAS Beaufort.

b. Signal. This Order is effective the date signed.

  
T. P. MILLER

**Weight Handling Equipment**

<u>Classification</u>	<u>Location</u>	<u>Crane #</u>
Crane	Hangar #414	#22
Crane	Hangar #414	#23
Crane	Hangar #414	#25
Crane	Hangar #414	#26
Crane	Hangar #418	#01
Crane	Hangar #418	#02
Crane	Hangar #418	#04
Crane	Hangar #418	#05
Crane	Hangar #565	#38
Crane	Hangar #565	#39
Crane	Hangar #594	#13
Crane	Hangar #594	#14
Crane	Hangar #594	#15
Crane	Hangar #594	#16
Crane	Hangar #594	#18
Stacker Crane	Bldg. #611	#01
Stacker Crane	Bldg. #611	#02
Crane	Bldg. #626	#31
Crane	Bldg. #626	#32
Crane	Bldg. #661	#63
Crane	Bldg. #730	#69
Crane	Bldg. #1039	#72
Crane	Bldg. #1049	#73
Crane	Bldg. #1064	#78
Crane	Bldg. #1208	#01
Crane	Bldg. #1208	#02
Crane	Bldg. #1219	#61
Crane	Bldg. #1219	#62
Crane	Bldg. #1269	#45
Stacker Crane	Bldg. #1270	#01
Stacker Crane	Bldg. #1270	#02
Stacker Crane	Bldg. #1270	#03
Crane	Bldg. #1310	#98
Crane	Bldg. #2146	#BC-1 West
Crane	Bldg. #2146	#BC-2 East

**Weight Handling Cranes**

<u>Classification</u>	<u>Location</u>	<u>Crane #</u>
Crane	Bldg. #3031	Crane #1
Crane	Bldg. #3031	Crane #2
Crane	Bldg. #3060	#BC-1 West
Crane	Bldg. #3060	#BC-2 East

**Weight Handling Equipment**

<u>Classification</u>	<u>Location</u>	<u>Equipment #</u>
Trk, Hyd Lift	THTBC/Bldg. #843	284712
Wrecker 32 Ton Heavy	THTBC/Bldg. #843	292349
Forklift, 6000 Lbs	Station Hazmat/Bldg. #1270	293928
Forklift, 4000 Lbs	MALS-31/Awse	293937
Forklift, 5500 Lbs	F-18 Site/Bldg. #594	293940
Truck, Fire, 75' Aerial	Fire Dept/Bldg. #2085	293994
Forklift, 3000 Lbs	Supply-Bay #9/Bldg. #612	297221
Forklift, 4000 Lbs	PWMT/Bldg. #643	297286
Truck Hybrid Bucket	THTBC/Bldg. #625	300917
Truck, Wrecker Crew Cab	THTBC/Bldg. #843	301285
Terex Rt-555-1 Crane	CFR/Bldg. #1313	301685
Truck, Aerial, Digger	THTBC/Bldg. #625	302689
Forklift, 4000 Lbs	MACS-2	400014
Forklift, 4000 Lbs	Supply-Bay #12/Bldg. #612	400015
Forklift, 6000 Lbs	MAG-31	400252
Forklift, 10,000 Lbs	TMO/Bldg. #611	400270
Forklift, 4000 Lbs	Weapons Ord	400545
Forklift, 4000 Lbs	MWSD-31/Bldg. #555	400546
Forklift, 4000 Lbs	PWMT/Bldg. #643	400547
Forklift, 4000 Lbs	Property Control/Bldg. #612	400548
Forklift, 4000 Lbs	MALS-31/Bldg. #611	400549
Forklift, 6000 Lbs	MALS-31/Bldg. #990	400555
Forklift, 6000 Lbs	Weapons Ord	400556
Forklift, 6000 Lbs	Station Supply/Bldg. #612	400557
Forklift, 6000 Lbs	MALS-31/Bldg. #611	400558
Forklift, 6000 Lbs	MAG-31	400588
Forklift, 6000 Lbs	NREAO/Bldg. #1205	400589
Forklift, 5000 Lbs	MALS-31/Bldg. #1130	400596
Forklift, 6000 Lbs	MALS-31/Bldg. #611	400695
Forklift, 6000 Lbs	Station Supply/Bldg. #612	400811
Forklift, 15,000 Lbs	MALS-31/Bldg. #611	400982
Forklift, 15,000 Lbs	PWMT/Bldg. #643	400983
Forklift, 10,000 Lbs	PWMT/Bldg. #643	400984
Forklift, 6000 Lbs	PWMT/Bldg. #643	401013
Forklift, 10,000 Lbs	PWMT/Bldg. #643	401023
Forklift, 5000 Lbs	Weapons Ord	401026

**Weight Handling Equipment**

<u>Classification</u>	<u>Location</u>	<u>Equipment #</u>
Forklift, 5000 Lbs	PWMT/Bldg. #843	401027
Forklift, 5000 Lbs	PWMT/Bldg. #843	401028
Forklift, 3000 Lbs	PWMT/Bldg. #843	401047
Jlg Lift 45 Electric	THTBC/Bldg. #625	496240
Truck, Stairway F350	S-3 Val-Line/Bldg. #860	500042
Truck, Stairway F350	S-3 Val-Line/Bldg. #860	400043
Brove Rt 530e Crane	PWMT/Bldg. #843	500190

**NAVSUP PUBLICATION 538 SIXTH REVISION**

**FORK MAINTENANCE INSPECTION FORM (Dated 11/15/02)**

USN: \_\_\_\_\_ - \_\_\_\_\_

Manufacturer': \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Contract Number: \_\_\_\_\_

**REQUIREMENT**

Each fork shall be inspected and documented in the MHE history file at intervals of not more than 12 months or whenever any defect or permanent deformation is detected. Any defect shall be a cause for rejection. MHE shall be removed from service until the fork is repaired or replaced.

DESCRIPTION	LEFT FORK		RIGHT FORK		Not Applicable
	SAT	UNSAT	SAT	UNSAT	
1. Manufacturer's SWL Markings					
2. Surface Cracks					
3. Straightness of Blade and Shank: (a) Upper Face of Blade (b) Front Face of Shank					
4. Fork Angle: (original specification = _____)					
5. Difference in Height of Fork Tips: (Length of blade = _____ inches x 0.03 = _____ inches)					
6. Fork Blades: Left Fork: original thickness = _____ inches x 0.10 = _____ inches current thickness = _____ inches Right Fork: original thickness = _____ inches x 0.10 = _____ inches current thickness = _____ inches					
7. Positioning Locks/Latches and Stops (where applicable)					
8. Fork Hooks (where applicable)					
9. Plated Fork (Type EX Only)					

Inspection results: Based on the above inspections, the overall condition of each fork is:

Left Fork: SAT/UNSAT

Right Fork: SAT/UNSAT

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_ Next Due Date: \_\_\_\_\_

Print Name/Rate: \_\_\_\_\_

Inspection Activity: \_\_\_\_\_

SEE NEXT PAGE FOR INSPECTION CRITERIA PROCEDURES

**FIGURE 8-13. Fork Maintenance Inspection Form**

[CLICK HERE TO REPRODUCE AND ANNOTATE THIS FORM](#)

**NAVSEA SW023-AH-WHM-010 EIGHTH REVISION**

USN/MSR REGISTRATION NO.	MHE CLASS/LIFT CODE/TYPE	SWL	HOUR READER METER	DATE	
TEST	PARAGRAPH	PROCEDURE	RESULTS		
MARKINGS	6-6.1	VISUAL INSPECTION:	ACCEPT	REJECT	
FUEL SYSTEM	6-6.2	LEAK INSPECTION:	ACCEPT	REJECT	N/A
NEUTRAL START SWITCH (Fueled MHE)	6-6.3	OPERATIONAL INSPECTION:	ACCEPT	REJECT	N/A
WARNING DEVICES (Powered MHE)	6-6.4	OPERATIONAL INSPECTION:	ACCEPT	REJECT	N/A
SPARK EMISSION (Powered MHE)	6-6.5	VISUAL INSPECTION:	ACCEPT	REJECT	N/A
HC DISCHARGE HS/Ordnance	6-6.6	CONDUCTOR TYPE:	TIRES	STRAPS	N/A
		RESISTANCE READING:	LEFT ___ OHMS	RIGHT ___ OHMS	N/A
			ACCEPT	REJECT	N/A
CARRIAGE REACH & ROLLER (Reach & Tier)	6-6.7	OPERATIONAL INSPECTION:	ACCEPT	REJECT	N/A
DRIVE CONTROL  BRAKE (Except Straddle Carriers and Manual Pallet Trucks)	6-6.8	OPERATIONAL INSPECTION:	ACCEPT	REJECT	N/A
	6-6.9.1	TRAVEL DISTANCE (TABLE 6-2): _____ FEET	ACCEPT	REJECT	N/A
		PEDAL FEEL:	ACCEPT	REJECT	N/A
	6-6.9.2	PARKING BRAKE:	ACCEPT	REJECT	N/A
	6-6.9.3	SAFETY BRAKING/DISCONNECT SYSTEM:	ACCEPT	REJECT	N/A
BRAKE (Straddle Carrier)	6-6.10	OPERATIONAL INSPECTION:	ACCEPT	REJECT	N/A
OPERATIONAL WEIGHT TEST (Forklift Trucks)	6-6.11	100% RATED LOAD HELD FOR 2 MINUTES:	ACCEPT	REJECT	N/A
OPERATIONAL WEIGHT TEST (Powered Pallet Trucks)	6-6.12	100% RATED LOAD HELD FOR 2 MINUTES:	ACCEPT	REJECT	N/A
KING PIN (Straddle Carrier)	6-6.13	VISUAL INSPECTION:	ACCEPT	REJECT	N/A
LIFTING WEIGHT TEST (Straddle Carrier)	6-6.14	100% RATED LOAD:	ACCEPT	REJECT	N/A
	6-6.15	AFTER REPAIRS/MODIFICATIONS AFFECTING LOAD-BEARING COMPONENTS	YES	NO	N/A

**OVERLOAD WEIGHT TEST**

Pallet Truck	7	100% LOAD HELD FOR 2 MINUTES:	ACCEPT	REJECT	N/A
		150% LOAD HELD FOR 2 MINUTES:	ACCEPT	REJECT	N/A
LIFT EYES (Except Straddle Carriers)	6-5.4	AFTER REPAIR/REPLACEMENT	YES	NO	N/A
	6-8	150% WEIGHT OF MHE HELD FOR 2 MINUTES:	ACCEPT	REJECT	N/A

**THIS IS TO CERTIFY THAT THE ABOVE MHE WAS INSPECTED AND TESTED IN ACCORDANCE WITH NAVSEA SW023-AH-WHM-010. MECHANIC/MAINTENANCE PROVIDER:**

_____ PRINT FULL NAME	_____ SIGNATURE	_____ DATE
CERTIFIED BY:		
_____ PRINT FULL NAME	_____ SIGNATURE	_____ DATE

**THIS 18 MONTH CERTIFICATION EXPIRES ON:**

**FIGURE 6-1. MHE Safety Certification Form**

[Click Here to reproduce and annotate this form](#)

**ENCLOSURE (2)**

# MCAS BEAUFORT ROUTING SHEET



Date Forwarded: 20190605	Date Due: 20190614
Originator (Rank, Last, First) Mehrer, Mark J.	Phone Number: 843-228-7390
Subject: Revision of ASO 11000 3B Weight Handling Program	

SEQ	SECTION	CODE	DATE IN	DATE OUT	INITIALS	Action Brief:
15	CO, MCAS Beaufort	S	7/14	7/15	mm	Sir,  Enclosed for your review and signature is the revised edition of ASO 11000 3B Weight Handling Program.  V/R M. J. Mehre
14	XO, MCAS Beaufort	Y	7/24	7/14	JMB	
	Sergeant Major, MCAS Beaufort					
3	Adjutant, MCAS Beaufort	A	7/24	7/24		
	Executive Assistant/ Protocol Officer					
2	Central Files	A		7/24		
<del>2</del>	<del>S-1, MCAS Beaufort</del>	<del>A</del>				
	S-3/5/7, MCAS Beaufort					
1	S-4, MCAS Beaufort	X	06/05	06/05	W	
	S-6, MCAS Beaufort					
	CO, HQHQRON					
	XO, HQHQRON					
	Sergeant Major, HQHQRON					
	Staff Judge Advocate (SJA)					
	Provost Marshal Office (PMO)					
	Comptroller					
	Human Resources Office (HRO)					
	Director, MCCS-SC					
	Inspector, MCAS Beaufort					
	Chaplain, MCAS Beaufort					
	OIC, Branch Clinic					
	Security Manager/CMCC					
	Equal Opportunity Advisor (EOA)					
	MCFTB					
	DOSS/Safety					
	Communication Strategy (COMMSTRAT)					
	Director, IPAC					
	Community Plans & Liaison Office (CPLO)					
	CO, MAG-31					
	CG, MCRD Parris Island					
	CO, Naval Hospital Beaufort					
	CO, CLC-23					
	OIC, MACS-2 Det A					
	Airfield Operations					
	Mission Assurance					
	SARC					
	NREAO					
	Other:					

**Corrections:**

7/24	8/6	8/9	8/12
SNCOIC: Dickens			
2019070805			
Clerks: CPL Clu/h			
20190724			