



Commandant  
Coast Guard Headquarters

US Coast Guard Stop 7714  
2703 Martin Luther King JR Ave SE  
Washington DC 20593-7714  
Staff Symbol: CG-4  
Phone: (202) 372-1700

COMDTINST 11260.1  
29 NOV 2021

COMMANDANT INSTRUCTION 11260.1

Subj: U.S. COAST GUARD SUPPORT EQUIPMENT - WEIGHT AND MATERIAL HANDLING PROGRAM POLICY

- Ref:
- (a) Coast Guard Definition of Readiness, COMDTINST 3501.80 (series)
  - (b) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
  - (c) Risk Management (RM), COMDTINST 3500.3 (series)
  - (d) 29 C.F.R 1910.67, Vehicle-mounted Elevating and Rotating Work Platforms
  - (e) 29 C.F.R 1910.178, Powered Industrial Trucks
  - (f) 29 C.F.R 1910.179, Overhead and Gantry Cranes
  - (g) 29 C.F.R 1910.180, Crawler and Locomotive Truck Cranes
  - (h) Weight Handling Program Management, NAVFAC Pub 307, dated June 2016
  - (i) Management of Material Handling Equipment (MHE) and Shipboard Mobile Support Equipment (SMSE), NAVSUP Pub 538
  - (j) The Coast Guard Integrated Logistics Support (ILS) Manual, COMDTINST M4105.14 (series)
  - (k) Industrial Operations Industrial Training and Certification (ITCG) Desk Guide
  - (l) Coast Guard Occupational Medicine Manual, COMDTINST M6260.32 (series)

1. PURPOSE. The purpose of this Instruction is to establish policy for the operation of the U.S. Coast Guard's (USCG) Support Equipment - Weight and Material Handling (WHE/MHE) Program. The goal of the program is to support safe WHE/MHE operations and follow the Mission Support Business Model (MSBM) principles. The MSBM emphasizes standard practices and procedures for procurement, maintenance, and operations while ensuring personnel safety and mission readiness in accordance with References (a) through (l).

DISTRIBUTION – SDL No. 170

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NON-STANDARD DISTRIBUTION:

2. ACTION. All Coast Guard Area Commanders, District Commanders, Sector Commanders, Logistics Center Commanders, Service Center Commanders, Commanding Officers, Officers-in-Charge, Deputy/Assistant Commandants, and Chiefs of Headquarters staff elements will comply with this Instruction. USCG Industrial Facilities operating WHE/MHE under 14 U.S.C § 939 will adhere to special provisions tailored for their unique requirements. Internet release is authorized. All subordinate polices and unit level doctrine will be updated within six months of signature to align with the requirements and terminology contained in this Instruction.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. None.
5. DISCUSSION.
  - a. WHE/MHE evolutions are inherently hazardous with increased potential for serious injury and property damage when operated by untrained and/or unqualified personnel. Lifting loads improperly, attempting to hoist loads greater than rated equipment capacity, inadequate maintenance, load-test failure, and no annual equipment certification are some of the leading causes of catastrophic equipment failure which results in personnel injury, loss of life, and/or serious property damage.
  - b. This Instruction establishes USCG policy aligning terminology and requirements with the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) Code of Federal Regulations (C.F.R.), References (d) through (g), and is consistent with the Department of Defense (DoD) and the American National Standards Institute (ANSI).

The hierarchy of guidance for support equipment and maintenance decisions is based on the following document list in descending order of priority:

    - (1) Federal Law and regulations, generally related to safety, such as Occupational Safety and Health Administration (OSHA) standards.
    - (2) Manufacturer's specifications and recommendations for repair.
    - (3) References (h) and (i) are recommended to use for general WHE/MHE guidance while further defining USCG doctrine is developed.
    - (4) Department of Defense standardization documents may be used as non-compulsory references from the Defense Logistics Agency at <https://quicksearch.dla.mil/qsSearch.aspx>.
    - (5) Other standardization documents outlined in References (h) and (i) such as 6055.1 – DOD Occupational Safety and Health Program, 4460.1 – Management of Materials Handling Equipment (MHE) in the Navy, 8020.14 – Department of the Navy Explosives Safety Policy Manual, 5100.28 – Hazardous Material User's Guide (HMUG) (Shipboard).
  - c. Prescriptive guidance and procedural details are better suited for and will be promulgated in procedural guides such as Configuration Standard Technical Orders (CSTO), Process Guides (PG), Standards, or Tactics, Techniques, and Procedures (TTP) and Maintenance Procedure Card (MPC) publications.

6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATION.
  - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded (CE) under current Department of Homeland Security (DHS) categorical exclusion (CATEX) A3 from further environmental analysis in accordance with Implementation of the National Environmental Policy Act (NEPA), DHS Instruction Manual 023-01-001-01 (series).
  - b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Department of Homeland Security (DHS) and Coast Guard NEPA policy, and compliance with all other applicable environmental mandates.
8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.dcms.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
9. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center CGPortal site: <https://cg.portal.uscg.mil/units/cg61/CG611/SitePages/Home.aspx>.
10. DEFINITIONS.
  - a. Support Equipment: A category of equipment required to service, repair, or troubleshoot a asset. Support equipment includes items such as tow tractors, fuel trucks, power carts, overhead cranes, mobile hoists, automated manufacturing machines, test stands, etc. Further details are included in Reference (a).
  - b. Weight Handling Equipment (WHE): A sub-category of support equipment that consists of cranes (e.g., portal cranes, mobile cranes, building cranes, portal mounted commercial boom assemblies, multi-purpose machines, or equipment that may be used in a crane-like application to lift suspended loads), rigging gear (e.g., slings, shackles), and associated equipment (e.g., portable hoists, portable load indicating devices). Other equipment types include:
    - (1) Per 29 C.F.R. 1910.179 overhead and gantry cranes and boat lifts are classified as WHE.

- (2) Per 29 C.F.R. 1910.180 crawler, locomotive and truck cranes, and shuttle lift cranes are classified as WHE.
- (3) Per 29 C.F.R. 1910.181 derricks are classified as WHE.
- c. Material Handling Equipment (MHE): A sub-category of support equipment that consists of machinery normally used in storage and handling operations in and around warehouses, shipyards, industrial plants, airfields, magazines, depots, docks, terminals, and aboard ships. It includes all self-propelled MHE, such as, but not limited to, warehouse tractors, forklift trucks, platform trucks, pallet trucks, straddle carrying trucks, 463L aircraft loaders, and automated materials handling systems. It also includes non-powered shore side pallet trucks as well as the following:
  - (1) Per 29 C.F.R. 1910.67 vehicle-mounted elevating and rotating work platforms aerial devices are classified as MHE.
  - (2) Per 29 C.F.R. 1910.178 powered industrial trucks, fork trucks & tractors are classified as MHE.
- d. Weight and Material Handling Program: A program that includes WHE/MHE and the personnel who manage, operate, alter, test, inspect, maintain, certify, engineer, train, and acquire this equipment.
- e. Qualification: The level of OSHA and ANSI training required to operate WHE and MHE at USCG field units, Sectors, Bases, and CG Industrial Facilities. Operation of WHE and/or MHE at Surface Forces Logistics Center's (SFLC) CG YARD, Aviation Logistics Center's (ALC) Depot Level Maintenance Facility or FORCECOM Armories must be addressed separately through documented operator training and qualification programs at those units.
- f. Safe to Operate List: A list that will be promulgated and maintained by Commandant (CG-4) of material conditions that must be met to be Full and Partially Mission Capable per the definitions in Reference (a) to operate each individual piece of WHE or MHE approved for use at a Coast Guard command.

## 11. APPLICABILITY.

- a. This Instruction applies to all units that use WHE/MHE not affixed to an aircraft, boat or cutter. Industrial Facilities operating under 14 U.S.C § 939 have unique operating requirements due to a blended workforce composition and special contractual requirements. Provisions have been tailored to maximize adherence to this instruction without creating duplicative or excessive work and added costs. The procurement, operation, maintenance, and safe handling of WHE/MHE are regulated by this Instruction with responsibilities delineated herein. All Coast Guard personnel including Active Duty, Reserve, Civilian, and Auxiliary that use or require the use of WHE/MHE must become familiar with this Instruction and are responsible for full compliance.
- b. Contractors are not permitted to direct, operate, or participate in any actions related to the use of Coast Guard owned WHE/MHE, unless specifically covered by a negotiated agreement. In the event that the requirements or guidance in this Instruction conflict with the provisions in the negotiated agreement, the negotiated agreement takes precedence.
- c. Prior to implementing changes which constitute a change to a bargaining employee's

conditions of employment the local Commandant (CG-124) specialist will be contacted for local bargaining obligations.

12. POLICY. Commandant (CG-4) is responsible for the USCG WHE/MHE Program. All personnel identified in Paragraphs 2 and 7 above, must comply with the requirements set forth in this Instruction.
13. RESPONSIBILITIES. Commandant (CG-4) is responsible for all matters pertaining to USCG Support Equipment, including the safe and reliable operation of all WHE/MHE. The WHE/MHE program will be executed by the Support Equipment Product Line (SEPL) as directed in this Instruction, reporting to a Commandant (CG-4) designated logistics or service center.

a. Policy.

- (1) Commandant (CG-44) is the Headquarters program office for developing, issuing, and maintaining policy regarding program management, acquisition, maintenance and repair, testing and certification, and operation of WHE/MHE. These policies and guidance must meet or exceed the OSHA and ANSI requirements identified in References (d) through (g).
- (2) Commandant (CG-44) will Chair the Support Equipment Configuration Control Board (CCB) to evaluate funding priorities, proposed asset laydown list, and equipment changes. Commandant (CG-44) will ensure Commandant (CG-7) capability managers along with their respective Commandant (CG-4) office and Logistics Center for the unit type under review are present during evaluations.
- (3) Commandant (CG-7) will define, maintain, evaluate, and articulate organizational and WHE/MHE program-related requirements for operational impacts or effects. Commandant (CG-7) capability managers, with coordination from the SEPL and logistics centers, will provide shore-side operational requirements for all USCG unit types, to determine appropriate WHE/MHE assignments.
- (4) Commandant (CG-8) will provide financial management policy and guidance pertaining to WHE/MHE to include financial planning and programming, budget formulation and execution, financial and accounting policy and operations, internal and external financial reporting, and financial systems requirements.
- (5) Commandant (CG-91) will coordinate with the SEPL and logistics centers to plan, direct, coordinate, and control all aspects of contracting and procurement support for the WHE/MHE Program.
- (6) The SEPL, under a Commandant (CG-4) designated logistics center, is the technical authority who will establish and manage equipment configurations, bi-level maintenance, and total asset visibility for all WHE/MHE at Coast Guard units. The SEPL will also provide WHE/MHE program oversight and reporting on all equipment identified in the asset laydown. Coast Guard Industrial Facilities operating WHE/MHE under 14 U.S.C § 939 may use internal processes to manage equipment configurations and bi-level maintenance while providing total asset visibility. These facilities will share configuration, maintenance, and technical information with the SEPL to assist with developing Coast Guard equipment standardization and maintenance.

- (7) All units will be bound by the asset laydown based on their operational needs. Units will not own or operate equipment with a rated weight lifting capacity beyond the limits set forth in the asset laydown and will not perform lifts beyond the rated equipment capacity. When required to perform a lift that exceeds the asset laydown capability or operator limitations the unit will report the short coming to the SEPL. The SEPL will evaluate the asset lay down biennially to ensure allowances meet unit requirements.
- b. The SEPL will follow established statutory and Coast Guard acquisition, procurement, and maintenance policies that pertain to WHE/MHE processes. More specific guidance is as follows:
    - (1) Acquisition. The SEPL will source and acquire WHE/MHE for Coast Guard organizations. Coast Guard Industrial Facilities operating under 14 U.S.C § 939 will use internal processes to source and acquire WHE/MHE in accordance with all applicable federal and Coast Guard acquisition guidelines. WHE/MHE will comply with technical specifications developed by the SEPL or internally developed, but approved by the SEPL. The SEPL will be provided documentation of all final support equipment purchases.
    - (2) Testing and Certification.
      - (a) All WHE/MHE will be certified periodically per the SEPL Maintenance Requirements List (MRL) or using original equipment manufacturer or organizationally established qualifications approved by the SEPL.
      - (b) The SEPL will promulgate standard information required to be posted on all WHE/MHE.
    - (3) Technical Assistance and Support.
      - (a) The SEPL is the Coast Guard WHE/MHE technical authority not unique to Coast Guard Industrial Facilities operating WHE/MHE under working capital funds established by 14 U.S.C § 939.
      - (b) The SEPL will establish and maintain engineering policy, including technical approval for alterations to WHE/MHE, including configuration control. Industrial Facilities operating under working capital funds will establish and maintain engineering guidance, including technical approval for its unique alterations in coordination with the SEPL.
      - (c) The SEPL will provide on-site or remote engineering support in response to technical issues and emergencies at field units.
      - (d) Maintenance and Repair. The SEPL is responsible for developing the MRL and implementing MPCs for WHE/MHE. Coast Guard Industrial Facilities operating under 14 U.S.C § 939 will align WHE/MHE maintenance procedures with the Original Equipment Manufacturer's maintenance recommendations and procedures to ensure consistent operability, safety, and longevity. All WHE/MHE maintenance procedures will be documented in a system of record with documentation or access to documentation provided to the SEPL. The SEPL is responsible for designating MPCs which require Quality Control (QC) checks for

items that pose a safety hazard if not performed correctly. These requirements must be reviewed biennially by the SEPL technical authority.

- (e) The SEPL will develop and manage the WHE/MHE Process Guide(s) and Maintenance Procedure Cards (MPC). USCG Industrial Facilities operating WHE/MHE under 14 U.S.C § 939 will maintain a traceable and readily available (transparent) maintenance schedule in a system of record. The SEPL will be provided schedule records or access to them.
- c. Program Administration.
- (1) The SEPL will create and manage a WHE/MHE asset laydown list for all units, except equipment affixed to aircraft, cutters and boats, which must be managed by their respective Asset Product Line Manager. The asset laydown list will be published in the Support Equipment Operations Manual. Coast Guard Industrial Facilities operating under 14 U.S.C § 939 will develop and manage asset laydown lists for unique WHE/MHE used by their facilities. The lists will be provided to the SEPL and recorded electronically in a Coast Guard system of record.
    - (a) The WHE/MHE asset laydown must will consider the terrain capabilities, the maximum lifting capacity, and the required and maximum number of WHE/MHE allowed at each unit.
    - (b) Units that have exceptional needs, such as Industrial Facilities operating WHE/MHE under working capital funds established by 14 U.S.C § 939 will seek waivers from the Support Equipment CCB as needed.
  - (2) The SEPL develop and manage Personnel Qualification Standards (PQS), which, at a minimum, must meet the criteria set forth in the OSHA standards.
  - (3) USCG units will follow reference (k) and all unit JQRs will comply with this Instruction, and all Process Guides, MPCs, TTP, and PQSs, as described in Paragraphs 9.c (1), (2), and (3); at a minimum, must meet the criteria set forth in the OSHA standards.
- d. Training and Qualification.
- (1) Unit CO/OICs must ensure all personnel involved in the Weight and Material Handling Program are properly trained. Qualifications and currency requirements will be developed and provided in the Support Equipment Operations Manual. Coast Guard Industrial Facilities operating WHE/MHE under 14 U.S.C § 939 will maintain relevant qualifications and currency as mandated by OSHA and ISO 9001 requirements. Facilities will provide the SEPL with records or access to records for documentation.
  - (2) Medical Surveillance Program – All members involved in weight and material handling evolutions must be enrolled in the WHE/MHE Medical Surveillance Program and medical competency examinations will be conducted every two years in accordance with Reference (1). It is the responsibility of the member to notify their supervisor and the Medical Surveillance Program of any medical condition affecting their fitness to operate WHE/MHE. Periodic Health Assessments (PHA) and Fit For Full Duty (FFFD) designation satisfies this requirement for military personnel. All

WHE/MHE operators are required to report any condition or medication that may interfere with their ability to safely operate the equipment to their supervisor regardless of their classification as a civilian or military personnel. Industrial facilities operating WHE/MHE under 14 U.S.C § 939 will continue to use the existing Medical Surveillance Programs to monitor the medical readiness of their employees operating WHE/MHE, in accordance with industry standards and Reference (1) (e.g. Occupational Safety and Health Administration, International Organization for Standardization-compliant Quality Management System, etc.).

- e. Operations. All operators and persons filling WHE/MHE required positions will be trained and qualified in accordance with the Support Equipment Operations Manual.
- f. Waivers.
  - (1) The WHE/MHE asset laydown outlines the only authorized WHE/MHE to be utilized by Coast Guard personnel. Any requests for deviations from this list, to include attachments to non WHE/MHE that is used for weight or material handling, will be submitted to the Support Equipment CCB for approval prior to procurement or use.
  - (2) The Support Equipment CCB is the approving authority for all waivers of the requirements set forth in the WHE/MHE asset laydown.
  - (3) Waiver request memos will be routed to the Support Equipment CCB through SEPL, copying Commandant (CG-44).
- g. Mishap Reporting Requirements.
  - (1) Mishaps and operational hazards shall be reporting in accordance with Reference (b).
  - (2) The SEPL should encourage the reporting of High Potential (HIPO) events and near-misses in e-Misreps to assist with hazard identification and trends for effective change management.
  - (3) Commandant (CG-113) and Health, Safety, and Work-Life Service Center (HSWL SC) will collect data on weight and material handling mishaps to identify trends, oversee mishap analysis boards for major mishaps, and disseminate lessons learned.
  - (4) HSWL SC will meet semi-annually with the SEPL and FORCECOM to identify personnel or materiel causal factors that can be addressed in changes to performance support or materiel readiness.
- h. Assessments, Inspections, and Audits (AIA) Activities.
  - (1) FORCECOM will provide guidance for optimizing the delivery of personnel readiness and standardization assessments of all operators of WHE/MHE fielded by the SEPL.
  - (2) SEPL will ensure WHE/MHE standardization assessment checklists for use by FORCECOM and Sector Ready for Operations (RFO) teams are modified to assess corrective actions and personnel qualifications. Industrial Facilities operating WHE/MHE under 14 U.S.C § 939 must publish a standardized assessment with checklists and periodicities equal to or in excess of industry standards (i.e. International Organization for Standardization, Occupational Safety and Health Administration, the American Society of Mechanical Engineers, etc.).



- (3) The SEPL will conduct a review of all applicable maintenance records, equipment condition inspections, and regularly scheduled load tests to ensure that the WHE/MHE, rigging gear, and associated equipment is safe, serviceable, and functioning properly. Risk assessment of WHE/MHE used at Coast Guard Industrial Facilities operating under 14 U.S.C § 939 will regularly review all applicable maintenance records, equipment condition inspections, and regularly scheduled load tests to document local risk management and safety programs. The SEPL will be provided copies or access to copies of all applicable records.
- (4) The SEPL will direct corrective action, where required, including suspension of operations to ensure weight handling operations can be safely and properly executed and to mandate investigation or corrective action specific to WHE/MHE equipment deficiencies. Requests for exception to equipment suspension may be submitted via the Safe to Operate list referenced in 5.f. herein.

14. FORMS/REPORTS. None.

15. SECTION 508. This Instruction was created to adhere to Accessibility guidelines and standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at: [Section.508@uscg.mil](mailto:Section.508@uscg.mil).

16. REQUEST FOR CHANGES. Units and individuals can recommend changes by email via their chain of command to Ms. Jennifer Ozley ([Jennifer.D.Ozley@uscg.mil](mailto:Jennifer.D.Ozley@uscg.mil)), Logistics Program Management Division, Commandant (CG-441).

/C.J. LIST/

Rear Admiral, U. S. Coast Guard

Assistant Commandant for Engineering and Logistics