



ADDENDUM F: PERSONAL ACCOUNTABILITY QUESTIONS (P.A.Q.) V1 (January 7, 2018)

Disclaimer

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Personal Accountability Questions

Qualifying

- 1) Am I and the other personnel involved qualified to perform the lift? (Including: Understanding SWA and Proper PPE)
- 2) Am I following my Safe Work Practices?
- 3) Am I following my written procedures?
- 4) Am I familiar with the maintenance, lifting equipment history and any outstanding deficiencies?
- 5) Have I performed the necessary inspections and taken care of any deficiencies before starting the lift?

Identifying

- 1) Have I identified the lifts, the weight of each lift, and the lift paths?
- 2) Have I considered weather and sea conditions in my analysis?
- 3) Am I using the best communication process available for the lift?
- 4) Are all the personnel involved in the lift familiar with the communication process being used?
- 5) Have all rigging / signal personnel been assigned specific duties?

Preparing

- 1) Have I identified which rigging equipment will be used and verified the condition?
- 2) Have I identified how the rigging will be connected and configured for each lift?
- 3) Have I verified that the loads will not exceed the rigging or lifting device specifications at any point in the load path?
- 4) Have the identified lift paths been made safe by clearing unnecessary obstructions and or personnel? (Trip Hazards, SIMOPS, etc.)
- 5) Has the laydown area been designated and made safe?

Executing (Situational Awareness)

- 1) Is my equipment functioning as planned?
- 2) Has anything changed from the established plan?
- 3) Has there been any changes to the communication method?
- 4) Have new hazards been introduced that were not accounted for?
- 5) Do I need to initiate Stop Work Authority?