A G E N D A

International Crane Exchange Meeting
Thursday, March 9, 2017 • 9:00 am to Noon
Westgate Conference Room 7-8 • Las Vegas, Nevada

Updated: February 23, 2017

Mike Herbert, Manitowoc Chairperson presiding
ICE Secretariat, Rex Sprietsma, AEM

I. Call to Order and Introductions ............................................................... Mike Herbert

II. Approval of Draft Minutes: September 14, 2016 Meeting ......................... Mike Herbert

III. Unfinished Business

A. Review of ICE Product Definitions ....................................................... Mike Herbert
B. Update on Photographs for Product Definitions .................................... AEM Staff
C. Report on Recruitment ...................................................................... AEM Staff
D. Update on from SIL on Procedure Documentation ............................... SIL Staff
E. Current Status of ICE Telescopic Crawler Crane Proposal ................. Mike Herbert

IV. New Proposals .................................................................................. Mike Herbert

A. None at this time

V. New Business

A. Systematics Program Changes/Update ................................................ SIL Staff
B. Output Reports by Product Group ...................................................... AEM Staff

VI. Next Meeting .................................................................................. Mike Herbert

A. ICE Meeting, August 24, 2017, Milwaukee, Wisconsin (9:00 am – 12:00 pm)

VII. Adjournment .................................................................................. Mike Herbert

VIII. Group Photograph ......................................................................... AEM Staff
International Crane Exchange
March 9, 2017 Meeting

LIST OF ATTENDEES
(As of February 23, 2017)

Noriyuki Kobayashi, CEMA
Jan Keppler, Liebherr
Rick Curnutte, Link-Belt
Andreas Cremer, Manitowoc
Michael Chen, Sany America
Alexander Plonka, Terex*
Codie Stevens, Kubota Tractor
Doug Shuanlao, XCMG
Paul Zepf, VDMA
Larry Buzecky, AEM
Debbie Carson, AEM
Sarah Miller, AEM
Rex Sprietsma, AEM
Christine Bhatt, SIL
Manuel Bhatt, SIL

*Attending via phone
Michael Herbert, ICE Chair, presiding.
Quorum met, with all association member representatives present.

Larry Buzecky  AEM
Debbie Carson*  AEM
Rex Sprietsma  AEM
Noriyuki Kobayashi  CEMA
Paul Zeph  FEM
Daniela Hauler  Liebherr
Jan Keppler  Liebherr
Michael Herbert  Manitowoc Company
Florian Peters*  Manitowoc Company
Brita Bollten*  Terex Corporation
Alexander Plonka*  Terex Corporation
Gavin Armitt  Systematics International Ltd. (SIL)
Christine Bhatt  Systematics International Ltd. (SIL)
Manuel Bhatt  Systematics International Ltd. (SIL)
Jade Britton  Systematics International Ltd. (SIL)
John Oatham  Systematics International Ltd. (SIL)
Keith Ryan  Systematics International Ltd. (SIL)

*Participated on the Phone

1. **Call to Order and Introductions** - The meeting was called to order at 9:15 am with introductions from those participants attending in person and via telephone.

2. **Approval of Draft Minutes: April 12, 2016 Meeting** - AEM motion to approve the Minutes of the ICE April 12, 2016 meeting was seconded by FEM. All members in favor; approved as presented.

3. **Unfinished Business**
   A. **Review of Product specialists and Definitions** – it was agreed that all associations will continue with their respective process for the review and update of models reported by member companies. In addition, SIL will notify all companies that have not reported monthly data for any models during the calendar year. The manufacturer will review the model and assign an appropriate status.

   The timing of the model review process was reviewed:
   • October – Model charts are sent to member companies for their review and changes.
• November - SIL checks model activity and sends any questions to manufacturers or Associations.

Action Item #1: **AEM offered to draft this process for review and approval by the committee before being added to the ICE P&P Manual.**

B. **Update on Photographs for Product Definitions** - It was decided to keep the line drawings of the products in lieu of trying to keep up with current pictures of equipment.

Action Item #2: **Remove the logo on the drawing used for the City Crane product definition.**

C. **Report on Recruitment** - AEM announced that Wolffkran had recently become a member of AEM and staff was currently working with them to report Tower Cranes in 2017. In addition, AEM staff is also working with Sany and XCMG to report Tower Cranes in 2017.

The desire to have one worldwide Tower Crane program under the ICE was discussed. Manitowoc and Terex would support this.

Action Item #3: **FEM Secretariat offered to work with CECE to move forward having one single worldwide Tower Crane program.**

D. **Tower Crane Reporting and Product Definition** – Before adding Tower Crane definitions to the ICE P&P, FEM will obtain and circulate the definitions currently used by CECE. These will be reviewed by the participating member companies. Michael Herbert volunteered to draft an ICE product definition for Tower Cranes and distribute to all participants before the next meeting.

CEMA stated their members in Japan are not interested in reporting into a worldwide Tower Crane program.

Action Item #4: **The FEM secretariat will forward the CECE product definition for Tower Cranes to ICE association representatives. Michael Herbert will draft Tower Crane definitions ICE member review and approval at the next meeting.**

E. **Update on Systematics One Page Documentation** – SIL staff reviewed on-line documentation, available in the “Help” Menu screen. SIL was asked if this information could be condensed into a “high level”, one-page document for use in a Crane Products recruitment packet.

Action Item #5: **Systematics to write a one-page document on the ease of using their system.**

F. **Update on the ICE Telescopic Crawler Crane Proposal** – Discussion of the proposal to expand the current output reporting of Telescopic Crawler Cranes from North America and the rest of the world, to: North America, South America, and the Rest of the World, was rejected by CEMA, who said Sennebogen needed to be included.

It was explained again, that Sennebogen is being included, since Manitowoc is reporting **all** Telescopic Crawler Cranes manufactured by Sennebogen and marketed in North America and South America, based upon a publically announced agreement between the two companies several months ago.
CEMA will go back and discuss with Tadano in Japan and respond with their decision in 30 days.

The original proposal will be rewritten with state-level reporting removed and Terex removed as a possible participant. If this revised proposal for expanding the output to include North America, South America and the Rest of the World is not approved in 30 days, then an alternative proposal will be presented, with additional geographic areas to be reported.

**Action Item #6: A revised original proposal to expand the current output reporting of Telescopic Crawler Cranes from North America and the rest of the world, to: North America, South America, and the Rest of the World, will be sent to ICE members, for discussion with their member companies. CEMA to respond to ICE Secretariat on Tadano decision regarding the revised original ballot within 30 days.**

G. **Update from Members on Back-up Reporters** – All participants were requested to send Systematics the contact information for their back-up reporters.

**Action Item #7: All member associations agreed to send this information to SIL staff within 14 days.**

H. **Update on Cost for new Output Reports** – SIL staff reported that they had sent a quote to AEM for a rolling 12 month set of reports that had been requested and approved by the Crane Statistics Committee (CSC) in North America. The invoice will be sent by SIL for these reports has will be paid by AEM. These reports are also desired by the CSC members for the worldwide crane data and ICE participants are asked to review these reports with their respective members and decide before the end of the year.

CEMA was opposed to the addition of a 12 month moving total report for products, due to the additional cost.

FEM will respond with a decision within 30 days, since at least one of their members is interested in having these reports.

I. **Due Dates** - Discussion also included the due dates of both exchanges. The CSC just voted to change the date to the 12th of the month and ICE is due on the 15th. FEM stated that in order to move the due date to the 12th of the month, they would need to reprogram their systems which will need to be budgeted for. The decision of each association will be provided at the next meeting with an effective date of January 2018. CEMA was requested to remind their members that the due date is the 15th of the month and encourage them to report by the 12th of the month.

Data accuracy was also discussed and SIL staff noted that All Terrain Cranes would need to be released after the CSC, in order for the data to align properly. SIL staff offered to provide the companies with an option and quote to help fix this problem, which would completely eliminate any monthly data discrepancy between the CSC and ICE output reports.

**Action Item #8: FEM will check internally on the cost of updating their systems for moving the due date and report back at the next meeting, along with a decision from CEMA, for a 2018 implementation date.**
Action Item #9: SIL staff to provide proposals on how to utilize a “holding” bucket (or another solution) until a company knows the final destination of a crane.

5. New Proposals

A. There were no new proposals at this time.

6. New Business

A. SIL Program Changes/Update – SIL staff provided an update that included visuals on BI tools they have developed, using Tableau. Discussion included the possibility of different levels of availability. CEMA stated that they were not interest at this time.

SIL staff requested all present to provide feedback on their satisfaction with the data and level of service. Everyone reported that they were pleased with the system and responsiveness of SIL.

Action Item #9: SIL staff will provide details regarding any future offering including any costs that may be involved.

7. Next Meeting

A. Spring Meeting – The next meeting will be held during Conexpo-Con/Agg on March 9, 2017 (9:00 am. – 12:00 pm), in Las Vegas, Nevada. Details will be distributed closer to the meeting.

B. Fall Meeting – The fall meeting next year will be held in Milwaukee, Wisconsin at the AEM Headquarters on September 27, 2017. Details with be distributed when plans are finalized.

There was discussion about conducting the ICE fall meetings every other year at the SIL Headquarters on even numbered years. Discussion will continue at the next meeting.

Action Item #10: AEM staff to provide registration information for the Spring ICE meeting in Las Vegas, Nevada, as soon as it is available.

8. Adjournment

The meeting was adjourned at 1:50 pm.

Respectfully submitted,
Rex Sprietsma, ICE Secretariat, AEM
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HISTORY

On May 20, 1992 the Mobile Crane Sub-Committee met in the CEMA offices in Tokyo Japan for the first time to discuss a possible worldwide crane exchange encompassing Lattice Boom Cranes, Mobile and Truck Cranes and Hydraulic Cranes. Three associations participated (CEMA, CIMA and FEM) in the meeting. It was decided that costs for the program would be split between the 3 associations.

Members of the Intercontinental Statistics Committee also attended however it should be noted that FEM decided not to participate if this exchange would be part of the ISC. The associations agreed and named the group the Intercontinental Mobile Crane Statistics Exchange. CIMA agreed to be the secretariat of the program. CIMA merged with EMI to form AEM in 2002.

On March 25, 2011, the group met again in Las Vegas and adopted the name International Crane Exchange (ICE). At that time it was decided to write a Policy and Procedure Manual for everyone to follow.

INTRODUCTION

The purpose of this manual is to state the general policies and procedures governing the statistics programs administered by the International Crane Exchange (ICE) in compliance with international trade regulations.

The overall agreement on statistics exchanges, the International Crane Exchange Agreement, was approved by the founding associations on April 18, 2013. While some product programs may elect to have procedures specific to those programs, each of these specific product sections must comply with the written policies and procedures contained in this manual and the spirit in which they are written.

This manual will be updated upon the agreement of all associations who are party to the International Crane Exchange Agreement. Revised manuals will be issued by the ICE Secretariat to supersede previously published versions (minutes of the relevant ICE meeting will prevail during the interim).

REPRESENTATION ON THE INTERNATIONAL CRANE EXCHANGE

The participating companies are represented by the associations (dedicated secretary, delegate or chairperson) at the ICE meetings. It is desirable that the participating companies join the ICE meetings. Individual reporting companies without association membership may join the meetings, with prior notification to all ICE associations.

Any new association participating for at least one year in an active program and represented through an existing participating association may petition to become a member of the International Crane Exchange.

Any new association representing crane companies as defined in this manual may become a participating International Crane Exchange member by unanimous decision of all current members.
One of the member associations will be designated to manage the ICE secretariat by unanimous decision of all current members.

The chairperson is elected by unanimous vote of all current members.

**MEETINGS PROTOCOL**

An agenda including all substantive items for discussion shall be circulated to members and other invitees with adequate notice prior to the meeting.

Members shall be invited and encouraged to attend to all meetings for which they are eligible.

There shall be no discussion relating to machinery prices, charges, discounts, rebates or invoices.

There shall be no discussion of individual companies’ future plans or estimates of future production or stock levels that is commercially sensitive.

There shall be no discussion on the terms and conditions on which products are purchased or supplied, or about independent dealers and customers (including their identity and profile).

There shall be no discussion leading to the identity of purchasers or suppliers of any members or their competitors.

There shall be no discussion at meetings of any specific companies’ data relating to trade association or other information exchanges and members agree that there shall be no discussion at any other time.

There shall be no discussion about or relating to the trading or business of any member or non-member company, whether present at the meeting or not, that is commercially sensitive.

There shall be no discussion of any other matters that can be deemed contrary to the intention or spirit of legislation on competition in any country.

There shall be a written record taken of the proceedings of each meeting and circulated to all in attendance and those on the ICE committee roster. The official ICE Meeting Minutes (both unapproved and approved) may be published by any ICE member association.

**STATISTICS PROTOCOL**

The purpose of the information exchange is to promote the advancement of the industry through the collection, consolidation, and dissemination of approved output reports, so that participants can make informed decisions that will enhance competition and efficiency in the marketplace.

Independent trade association secretariats administer the information exchanges with the agreement of the other ICE associations.

The information exchanges are only open for the participating association’s respective member companies.
Participation shall be entirely voluntary.

The cost of an individual company participating shall be determined by their respective member association.

The ICE data is confidential and may not be disclosed outside member companies without a non-disclosure agreement (e.g. consultant). The Data Processor shall receive and collate data from participants, disseminating it on an aggregated basis to avoid the disclosure of data from any individual participant.

Participants shall maintain the confidentiality collated data at all times.

The Data Processor shall not release aggregated data for any product area or sub-category where there are less than three participants based on the relevant year Model Chart.

There shall be no exchange of data relating to prices, charges, discounts, rebates or invoices. There shall be no exchange of future plans or estimates of future production or stock levels.

The Data Processor shall not give any comment, analysis, observations or recommendations regarding the output of aggregated data. The use of pie charts, histograms and other graphical tools to present the data to participating companies in alternative forms is permitted.

The Data Processor shall maintain the confidentiality of the data submitted at all times.

There shall be no discussion at trade association meetings that would compromise the integrity of the information exchange. Participants agree that there shall also be no discussion at any other time.

**RESPONSIBILITIES OF THE ICE SECRETARIAT**

1. Scheduling ICE meeting dates and locations.
2. Notifying member associations of such dates and locations at least 90 days in advance of the meeting.
3. Requesting member associations to submit agenda items at least 60 days in advance of the meeting.
4. Distributing to member associations a meeting agenda at least 30 days in advance of the meeting.
5. Distributing ICE meeting minutes to member associations within 30 days of the meeting.

**RESPONSIBILITIES OF THE ICE MEMBER ASSOCIATIONS**

1. To notify member company statistical representatives (and/or other company designated personnel) of ICE meetings at least 85 days in advance and invite them to attend.
2. Request member company recommendations for agenda items at least 55 days in advance of the meeting.
3. To provide member companies copies of the ICE meeting agenda at least 25 days in advance of the meeting.

4. To distribute to member company representatives all final ICE meeting minutes within 7 days of receipt from the ICE Secretariat.

5. When an ICE association is reporting data to the statistical data processor on behalf of its member(s), the data are to be submitted accurately, on-time and according to the rules of the particular product program. In these situations, the ICE association reporting the data is also responsible for maintaining and updating the appropriate model charts.

**RESPONSIBILITIES OF PARTICIPATING COMPANIES**

Companies reporting into ICE administered programs are expected to:

1. Read and abide by the ICE Policy and Procedure Manual.

2. Submit all input data to the statistical data processor or participating association no later than the report deadline, preferably early. When reporting directly to the statistical data processor, the company shall provide the name and contact information of the person(s) responsible for submitting data to the statistical data processor.

3. Submit accurate data that are consistent with the rules of the programs.

4. Update all model information according to procedures, deadlines, and appropriate classifications outlined in the Model Identification Charts section of this manual.

5. Prepare requests for changes to existing programs or proposals for new programs. Such requests are to be provided, preferably by e-mail, to the current ICE Secretariat a minimum of 30 days prior to any scheduled ICE meeting. The proposal will then be attached to the ICE meeting agenda to allow reporting companies and the ICE Associations adequate time to consider proposals in advance of the meeting.

6. Attend ICE meetings when possible. Attendees are to be prepared to represent their company on issues listed on the agenda. Meeting preparation should include a review of all agenda items and related documents with company management to agree on a company position on these issues.

   Company representatives should report to company management following each ICE meeting regarding the issues and proposals discussed and the accomplishments of the meeting.

7. Respond promptly to all surveys, ballots, and other requests.

8. Notify the statistical data processor or the appropriate ICE association when entering into the market for a new product line. The company must supply product specifications to the assigned Product Specialist in a timely manner to allow verification and setup procedures for reporting on-time.
9. Notify the appropriate ICE association or the statistical data processor of any acquisitions, mergers, etc. that may affect the parent/company structure, model chart considerations and possible disclosure issues.

10. Maintain confidentiality of the data as described in the Confidentiality of Data section of this manual.

11. The intent of the program is for all participating companies and/or standalone divisions to; report all of their product lines into the ICE if a statistic program is available. Exceptions will be handled on a case by case basis as deemed appropriate by the members.

Each company participating in ICE administered programs must sign the Letter of Agreement which is attached as Appendix 1.

VOTING POLICY

Members currently entitled to vote are AEM, CEMA and FEM.

Each participating association has one vote. In order to change an existing program, add a new program or change the policy/procedure manual, the vote of all associations must be unanimous.

Only associations actively participating by representing manufacturers in a specific product program may vote on product specific issues. The vote must be unanimous to adopt.

PROGRAM DEVELOPMENT COST POLICY

Associations will review ongoing program costs each year.

SELECTION OF DATA PROCESSING VENDOR POLICY

The data processing vendor for consolidating the international industry data must be an independent third party. The tabulation of data will be in compliance with all existing policies and procedures governing the international program and the specific product program. Input and output of international statistical data must be in a mutually agreed electronic format. The tabulation costs should be comparative to other operative international statistics programs (+ or -20%).

RESPONSIBILITIES OF THE INDEPENDENT THIRD PARTY STATISTICAL DATA PROCESSOR

There are some responsibilities that should be considered for all programs and these specific areas include the following rules:

1. Institute and maintain proper security procedures to prevent disclosure of individual company data or consolidated industry data.

2. Publish only consolidated industry reports in a format specified by the International Crane
3. Restrict release of individual data to representatives of the specific company.

4. Only vendor or association personnel assigned to tabulate the data should have access to individual company reports.

5. A participating company may arrange for the data processor to prepare special tabulations of both country and industry data. The work performed by the data processor for this company must be restricted to data processing only. The firm may not become a consultant to an individual company to do market analysis, develop market plans, etc.

6. Provide for the distribution of data in the form required by the International Crane Exchange.

7. Diligently follow up with late reporters.

   (NOTE: No data should ever be destroyed)

8. Collate and distribute the data as quickly as possible after receipt of the last correct input.

DATA INPUT AND OUTPUT

Participants in each program have an option of inputting data directly to the data processor for final consolidation or reporting first to their respective trade association for consolidation with other companies’ data and transmission to the data processor for final consolidation.

Data output is transmitted following the route of input in reverse order and is available on the data processor’s website after receipt and verification of members data

Participants submitting data directly must input data in the format prescribed by the ultimate data processor or by special arrangement. Data submitted by the intermediate data processor for a group of participants must submit input data in the format prescribed by the program or in a generic format. It is considered desirable to have a common format for input to the international data programs and associations will work towards this end.

It is recommended that new companies begin participation in a program by submitting data in time for inclusion in the first output of the year. Exceptions will be decided by each individual reporting group.

DATA DISTRIBUTION POLICY

All worldwide data processed through the efforts of the International Crane Exchange shall be treated as confidential information. NO data are to be released to any company or other party that is not participating in the specific product line/group statistical programs.

The Data Distribution Policy within each reporting group varies within the international structure. Current policy is that each reporting program can determine the distribution policy for the industry data in the program.
There may be specific procedures for some product programs in addition to the procedures set out in the Procedures manual.

**PRODUCT SPECIALISTS**

A product specialist is responsible for reviewing and signing off on the model charts for their assigned products at the startup of each year, to ensure participating companies report all products in their proper categories. In addition, the Product Specialist is expected to:

1. Attend the meetings of the committee.
2. Review model charts for the products assigned to ensure that there is no disclosure of individual company data.
3. Ensure that the model charts are current for all reporting companies.
4. Review the models of new/current reporters to ensure that these models are reported in the correct product line and class.
5. Assist, when needed, in the development of proposals for product changes.
6. Complete the review and start-up process by the deadlines assigned. This process starts in mid-December and is completed in January, depending upon company completion.

**MODEL IDENTIFICATION CHARTS**

Review of Model Charts

The data processing system can accommodate model editing at any time. As soon as a new model is shipped it should be added to the chart. The most desirable way to report into the association data programs is by model.

Model-based reporting greatly increases the accuracy of reporting since it increases model chart accuracy.

At the end of a calendar year a special review should take place to make sure that there is enough production of a model to show it on the model chart. If there are still units available for shipment or sale, but the model is no longer in production it should be marked as a phase-out. Models no longer being produced should be removed. New models to be reported early in the next reporting year should be added. These procedures are needed to ensure that accurate disclosure analysis can be performed before publication of data in the new reporting year.

The recommended timetable for this review is as follows:

1. **31-October** – Data processor delivers all changes to data programs and sizes to manufacturers and associations. This means that changes for the next year need to be decided and communicated no later than October 1.
2. **1- November** - Association or tabulation agency with responsibility for model chart sends out current charts to participants or requests that they be updated on-line.

3. **1-November – 15-December** – Charts are updated as needed by manufacturers or associations. All participating companies are to verify that their models have been reviewed and are correct.

4. **15-December – 15-January** – Product Specialists are to review model charts under their responsibility and approve them for use in data publication. Any follow-up questions to manufacturers are conducted during this timeframe.

5. **1 February** - To insure accuracy and non-disclosure, the model charts supporting all programs are to be approved prior to the first publication of data.

   **Note:** It is the duty of participants to notify changes to model information - including dates models are introduced, phased-out and withdrawn - correctly and promptly via the web based model editor application.

**CONFIDENTIALITY OF DATA**

It is the responsibility and obligation of statistics recipients to treat consolidated industry data as proprietary information. Consolidated industry data are not to be divulged outside the company/dealer organization. An exception would be to provide data to a consultant contracted by the company, provided the consulting firm signs a non-disclosure agreement regarding the data. Participants should inform those in their company who have access to the data of this policy. All reports should be identified as confidential. It is the responsibility of all participants, trade association staff, and the information processing company to institute steps to enforce confidentiality, including practices such as shredding hard copy reports no longer needed and protecting individual passwords.

All individual company data are confidential. Those who should have access to individual company data include the authorized company representative(s), employees of the Data Processing Company, or association staff directly involved with the processing of the data (where it is agreed upon by the membership).

**PROGRAM CHANGES**

Proposals for new programs and changes, additions or deletions to existing programs must be considered and approved by all participating associations by 1 November of the year prior to the year of the proposed change. This gives sufficient time to notify the data processor before 15 November. Proposals not approved in time will not be implemented in the following year.

Proposals should be submitted in writing and distributed to all concerned associations, participating companies (via their respective association) and the data processor.

A Proposal Form is attached as Appendix 2.

**CODES**
A single coding system is used for all ICE programs. The coding system of the International Standards Organization (ISO) is the “standard” common coding system for all international statistics programs. It includes the standard for grouping countries into major geographic areas.

REPORTER LOGS

A log of reporters’ input will be maintained for each program by the data processing vendor. The log will include the due date of the report, the name of the participant and the date their correct input was received by the data processing vendor.

In those instances where input is made by an association reporting for its members, the log should contain two dates: the dates the participant’s input is received by the association and also the date when the consolidated association input is received by the data processor. It is preferred that this log be maintained with information for a year.

REPORTING - DUE DATES

When the due date falls on a Saturday, Sunday or holiday, the report is deemed due on the following business day. The deadline is understood as close of business of the administrating association. All ICE shipment reports are due no later than 15th of the month following the quarter of the report.

LATE REPORTERS, NON-REPORTING AND NIL REPORTING

Late reporters decrease the value of the market information that can eventually be released to participants. The paramount importance of submitting data before a deadline cannot be sufficiently stressed.

The Data Processing Vendor will contact companies who have not submitted their statistics on the due date for the report and every day, until submitted. If the data is more than three days late, the member’s association is notified to assist in the collection of the data. It is up to the association to then collect the data and if necessary contact senior company personnel.

The company will be asked to send current specification sheets in the event of nil or zero returns over several months. If a company has a nil return for 12 months, the Association may cease sending this company the aggregated statistical reports.

These remarks on late reporters apply also to participants who are negligent in responding to other requests from the agency or association, for example, audit requests or survey forms.

AUDIT PROCEDURES

If a company has a query, it should notify the source (Association or Data Processor) from whom the data in question was directly received.

At a minimum, the inquiry should include the following information:
The Association or Data Processor receiving the audit request will then establish whether the data in question was internal to their direct reporting companies or external and from another source.

If the source is internal (i.e., from its own reporting companies), the Association or Data Processor will contact the company(s) which submitted that data inform same of the inquiry particulars and request a response of either:

a) Acknowledgement that correction(s) will be made within the next reporting period (or)
b) Confirmation the data are correct and no change will be forthcoming

If the source is external (i.e., from another Association or Data Processor), that external source will be contacted (i.e., the inquiry passed onto), informed of the inquiry particulars and requested to provide a response of either:

a) Acknowledgement that correction(s) will be made within the next reporting period (or)
b) Confirmation the data are correct and no change will be forthcoming

Acknowledgement of correction or no change will be communicated back to the Association or Data Processor and/or company(s) which initiated the query within three (3) calendar weeks.

Sufficient support personnel are to be available at the Association or Data Processor to comply with the three (3) calendar week response time limit.

Correction of data should be made in accordance with the ICE Policy/Procedures Manual, (see “Definition of Terms,” “Revisions.”).

DATA RETENTION

Each statistics program should have a policy for the retention of both individual company and industry data. It is desirable, but not necessary, that the policy for each program be consistent.

Individual company data should be retained no longer than is necessary to consolidate the data into an industry report and follow up audits of the data. NOTE: The data needs to remain intact to allow for future revisions.

Industry data may be maintained by the Data Processor for as long as specified by the ICE. Data confidentiality rules must be maintained. Release of historical data should be upon unanimous approval of member associations.

DEFINITION OF PRODUCTS
Consistency of statistical reporting by ICE member companies and subsequent output data furnished by ICE requires a common understanding of the various terms used for reporting purposes. This section is devoted to “Definition of Terms” commonly encountered in reporting. Further definitions may be found in Crane Standards and the Model Identification Chart in this Manual may also be used as a reference.

**Lift Crane** – A lifting device that is generally equipped with a revolving superstructure, counterweight, wire rope hoist(s), sheaves, and a boom. The combination of these components creates a mechanical advantage so that loads beyond the normal capability of a human can be handled.

**Types of lift cranes - Telescopic Boom**

- **Telescopic boom** - Consists of one base section and multiple telescoping sections that extend and retract by a combination of hydraulic cylinder(s) and chains or cables.

<table>
<thead>
<tr>
<th>Truck Crane</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Truck Crane Image]</td>
</tr>
</tbody>
</table>

Description: Primarily intended to travel on-road to get to the jobsite. The carrier or chassis is purpose built and is typically designed by a manufacturer of the crane. Capable of traveling at highway speeds for long distances.

<table>
<thead>
<tr>
<th>Class</th>
<th>CRHM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of engines</td>
<td>One or Two (1 or 2)</td>
</tr>
<tr>
<td>Carrier or chassis engine</td>
<td>Yes</td>
</tr>
<tr>
<td>Superstructure engine</td>
<td>Yes</td>
</tr>
<tr>
<td>Carrier or Chassis type</td>
<td>Purpose built</td>
</tr>
<tr>
<td>On-road performance</td>
<td>Excellent</td>
</tr>
<tr>
<td>Off-road performance</td>
<td>Fair</td>
</tr>
<tr>
<td>Means of mobility</td>
<td>Rubber tires</td>
</tr>
<tr>
<td>Travel speed greater than 40MPH (64.37KPH)</td>
<td>Yes</td>
</tr>
<tr>
<td>Separate driver and operator cabs/controls</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Types of lift cranes - Telescopic Boom continued

### Truck Mounted Crane

**Description:** Primarily intended to travel on-road to get to the jobsite. The carrier or chassis is built for commercial multi-purpose use and is typically designed by another manufacturer for the crane (not a crane manufacturer). Capable of traveling at highway speeds for long distances.

<table>
<thead>
<tr>
<th>Class</th>
<th>CRHM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of engines</td>
<td>Two</td>
</tr>
<tr>
<td></td>
<td>Two</td>
</tr>
<tr>
<td>Carrier or chassis engine</td>
<td>Yes</td>
</tr>
<tr>
<td>Superstructure engine</td>
<td>Yes</td>
</tr>
<tr>
<td>Carrier or Chassis type</td>
<td>Commercial</td>
</tr>
<tr>
<td>On-road performance</td>
<td>Excellent</td>
</tr>
<tr>
<td>Off-road performance</td>
<td>Fair</td>
</tr>
<tr>
<td>Means of mobility</td>
<td>Rubber tires</td>
</tr>
<tr>
<td>Travel speed greater than 40MPH (64.37KPH)</td>
<td>Yes</td>
</tr>
<tr>
<td>Separate driver and operator cabs/controls</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Boom Truck Crane

**Description:** Primarily intended to travel on-road to get to the jobsite. The carrier or chassis is built for commercial multi-purpose and is typically designed by another manufacturer for the crane (not a crane manufacturer). Capable of traveling at highway speeds for long distances.

<table>
<thead>
<tr>
<th>Class</th>
<th>TA01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of engines</td>
<td>One</td>
</tr>
<tr>
<td></td>
<td>One</td>
</tr>
<tr>
<td>Carrier or chassis engine</td>
<td>Yes</td>
</tr>
<tr>
<td>Superstructure engine</td>
<td>No</td>
</tr>
<tr>
<td>Carrier or Chassis type</td>
<td>Commercial</td>
</tr>
<tr>
<td>On-road performance</td>
<td>Excellent</td>
</tr>
<tr>
<td>Off-road performance</td>
<td>Fair</td>
</tr>
<tr>
<td>Means of mobility</td>
<td>Rubber tires</td>
</tr>
<tr>
<td>Travel speed greater than 40MPH (64.37KPH)</td>
<td>Yes</td>
</tr>
<tr>
<td>Separate driver and operator cabs/controls</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### All Terrain Crane

<table>
<thead>
<tr>
<th>Description: Primarily intended for both on and off-road use. The carrier or chassis is purpose built and is typically designed by a manufacturer of the crane. Capable of traveling at highway speeds for long distances, and traveling at low speeds on jobsites with unimproved surfaces.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
</tr>
<tr>
<td>Number of engines</td>
</tr>
<tr>
<td>Carrier or chassis engine</td>
</tr>
<tr>
<td>Superstructure engine</td>
</tr>
<tr>
<td>Carrier or Chassis type</td>
</tr>
<tr>
<td>On-road performance</td>
</tr>
<tr>
<td>Off-road performance</td>
</tr>
<tr>
<td>Means of mobility</td>
</tr>
<tr>
<td>Travel speed greater than 40MPH (64.37KPH)</td>
</tr>
<tr>
<td>Separate driver and operator cabs/controls</td>
</tr>
</tbody>
</table>
### All Terrain City Crane

Description: Primarily intended for both on and off-road use. The carrier or chassis is purpose built and is typically designed by a manufacturer of the crane. Capable of traveling at highway speeds for long distances, and traveling at low speeds on jobsites with unimproved surfaces.

<table>
<thead>
<tr>
<th>Class</th>
<th>CRAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of engines</td>
<td>One (1)</td>
</tr>
<tr>
<td>Carrier or chassis engine</td>
<td>Yes</td>
</tr>
<tr>
<td>Superstructure engine</td>
<td>Yes</td>
</tr>
<tr>
<td>Carrier or Chassis type</td>
<td>Purpose built</td>
</tr>
<tr>
<td>On-road performance</td>
<td>Good</td>
</tr>
<tr>
<td>Off-road performance</td>
<td>Good</td>
</tr>
<tr>
<td>Means of mobility</td>
<td>Rubber tires</td>
</tr>
<tr>
<td>Travel speed greater than 40MPH (64.37KPH)</td>
<td>Yes</td>
</tr>
<tr>
<td>Separate driver and operator cabs/controls</td>
<td>No</td>
</tr>
</tbody>
</table>

### Rough Terrain Crane

Description: Primarily intended for off-road use. The carrier or chassis is purpose built and is typically designed by a manufacturer of the crane. Capable of traveling at low speeds on jobsites with unimproved surfaces.

<table>
<thead>
<tr>
<th>Class</th>
<th>CRHO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of engines</td>
<td>One (1)</td>
</tr>
<tr>
<td>Carrier or chassis engine</td>
<td>Yes</td>
</tr>
<tr>
<td>Superstructure engine</td>
<td>Yes</td>
</tr>
<tr>
<td>Carrier or Chassis type</td>
<td>Purpose built</td>
</tr>
<tr>
<td>On-road performance</td>
<td>Restricted</td>
</tr>
<tr>
<td>Off-road performance</td>
<td>Excellent</td>
</tr>
<tr>
<td>Means of mobility</td>
<td>Rubber tires</td>
</tr>
<tr>
<td>Travel speed greater than 40MPH (64.37KPH)</td>
<td>No</td>
</tr>
<tr>
<td>Separate driver and operator cabs/controls</td>
<td>No</td>
</tr>
</tbody>
</table>
Types of lift cranes - Telescopic Boom continued

### Industrial Crane

![Industrial Crane Image](image)

Description: Primarily intended for off-road use. The carrier or chassis is purpose built and is typically designed by a manufacturer of the crane. Capable of traveling at low speeds on jobsites with improved surfaces.

<table>
<thead>
<tr>
<th>Class</th>
<th>Number of engines</th>
<th>Carrier or chassis engine</th>
<th>Superstructure engine</th>
<th>Carrier or Chassis type</th>
<th>On-road performance</th>
<th>Off-road performance</th>
<th>Means of mobility</th>
<th>Travel speed greater than 40MPH (64.37KPH)</th>
<th>Separate driver and operator cabs/controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRHO</td>
<td>One (1)</td>
<td>Yes</td>
<td>Yes</td>
<td>Purpose built</td>
<td>Fair</td>
<td>Good</td>
<td>Rubber tires</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

### City Crane

![City Crane Image](image)

Description: Primarily intended for on and off-road use. The carrier or chassis is purpose built and is typically designed by a manufacturer of the crane. Capable of traveling at moderate highway speeds for limited distances and on jobsites with improved surfaces.

<table>
<thead>
<tr>
<th>Class</th>
<th>Number of engines</th>
<th>Carrier or chassis engine</th>
<th>Superstructure engine</th>
<th>Carrier or Chassis type</th>
<th>On-road performance</th>
<th>Off-road performance</th>
<th>Means of mobility</th>
<th>Travel speed greater than 40MPH (64.37KPH)</th>
<th>Separate driver and operator cabs/controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRHO</td>
<td>One (1)</td>
<td>Yes</td>
<td>Yes</td>
<td>Purpose built</td>
<td>Good</td>
<td>Fair</td>
<td>Rubber tires</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
Types of lift cranes - Telescopic Boom continued

Types of lift cranes - Lattice Boom

- **Lattice Boom** – Consists of multiple latticed sections that are installed between a base and tip latticed section.

<table>
<thead>
<tr>
<th>Lattice Boom Crawler Crane</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://via.placeholder.com/150" alt="Diagram" /></td>
</tr>
</tbody>
</table>

Description: Primarily intended for off-road use. The carrier or chassis is purpose built and is typically designed by a manufacturer of the crane. Capable of traveling at low speeds on jobsites with extreme improved surfaces.

- Class: ....................................................... CRLC
- Number of engines: ........................................ One or Two (1 or 2)
  - Carrier or chassis engine: ............................. No
  - Superstructure engine: ................................... Yes
- Carrier or Chassis type: ................................. Purpose built
- On-road performance: ...................................... Poor
- Off-road performance: ...................................... Good
- Means of mobility: .......................................... Tracks
- Travel speed greater than 40MPH (64.37KPH): ........... No
- Separate driver and operator cabs/controls: ............... No
Types of lift cranes - Lattice Boom continued

### Lattice Boom Truck Crane

Description: Primarily intended to travel on-road to get to the jobsite. The carrier or chassis is purpose built and is typically designed by a manufacturer of the crane. Capable of traveling at low speeds on jobsites with improved surfaces.

<table>
<thead>
<tr>
<th>Class</th>
<th>CRLM?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of engines</td>
<td>One or two (1 or 2)</td>
</tr>
<tr>
<td>Carrier or chassis engine</td>
<td>Yes</td>
</tr>
<tr>
<td>Superstructure engine</td>
<td>Yes</td>
</tr>
<tr>
<td>Carrier or Chassis type</td>
<td>Purpose built</td>
</tr>
<tr>
<td>On-road performance</td>
<td>Good</td>
</tr>
<tr>
<td>Off-road performance</td>
<td>Fair</td>
</tr>
<tr>
<td>Means of mobility</td>
<td>Rubber tires</td>
</tr>
<tr>
<td>Travel speed greater than 40MPH (64.37KPH)</td>
<td>Yes</td>
</tr>
<tr>
<td>Separate driver and operator cabs/controls</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Telescopic Crawler Crane

Description: Primarily intended for off-road use. The carrier or chassis is purpose built and is typically designed by a manufacturer of the crane. Capable of traveling at low speeds on jobsites with improved surfaces.

<table>
<thead>
<tr>
<th>Class</th>
<th>CRTC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of engines</td>
<td>One or Two (1 or 2)</td>
</tr>
<tr>
<td>Carrier or chassis engine</td>
<td>No</td>
</tr>
<tr>
<td>Superstructure engine</td>
<td>Yes</td>
</tr>
<tr>
<td>Carrier or Chassis type</td>
<td>Purpose built</td>
</tr>
<tr>
<td>On-road performance</td>
<td>Poor</td>
</tr>
<tr>
<td>Off-road performance</td>
<td>Good</td>
</tr>
<tr>
<td>Means of mobility</td>
<td>Tracks</td>
</tr>
<tr>
<td>Travel speed greater than 40MPH (64.37KPH)</td>
<td>No</td>
</tr>
<tr>
<td>Separate driver and operator cabs/controls</td>
<td>No</td>
</tr>
</tbody>
</table>
Terminology for telescopic and lattice boom type lift cranes

- Rubber Tire – Provides the means of mobility via pneumatic, solid, or fluid filled wheels.

- Track – Provides the means of mobility via a series crawler tracks.

- Operating Station – A location where all functions that pertain to crane operation are performed.

- Driving Station – A location where all functions that pertain to crane mobility are performed.

- On-Highway Capability – The ability to travel on roads, streets and highways thus eliminating the needs to be transported

- Off-Highway Capability – The ability to travel in off-road conditions

- Commercial Chassis – A truck chassis that is not purpose built just for a crane application.
Manufacturer’s Shipments

The purpose is to only report the shipment of each unit to the destination market, one time.

1. A new and unused crane(s) that ships from the source of manufacture or factory or Company redistribution point, and is invoiced to:
   a. Dealer and/or distributor
   b. End-user
   c. Government
   d. Military

   NOTE: Where the invoice destination market is different from the final destination market, the unit should be reported to the final destination market.

2. Situations that cannot be considered as a shipment even though invoicing has occurred are:
   a. Cranes that have already been reported to final destination (location of first use, if known or dealer/distributer) of the shipment.
   b. Products sold on an OEM basis to another participant of ICE shall be reported by the recipient participant. For example. A-Company produces a crane for B-Company, this crane is branded B-Company and should be reported by B-company, not A-company. Products sold on an OEM basis to a non-participant of ICE shall be reported by the original manufacturer
      a. Crane(s) being shipped and not invoiced to company trans-shipment pools.
      b. Crane(s) being shipped and not invoiced to staging areas.
      c. Crane(s) being shipped and not invoiced to assembly points.
      d. In the event of a re-shipment it is the responsibility of the individual manufacturer to submit revisions to the historical data

DEFINITIONS OF TERMS

It is essential, for purposes of continuity and understanding of the data, that all intercontinental programs use the same definitions for reporting purposes. To help understand the worldwide statistics program terms, the following definitions have been developed and are presented in alphabetical order:

Demonstration Units:  Should NOT be reported into the statistical programs.

End User:  Any establishment or individual who puts the product to use; the consumer.

Leasing Pool:  Machinery shipped to any establishment for subsequent placement with the end-user through a lease or rental purchase agreement.
Units shipped to a company’s trans-shipment pools or staging areas shall NOT be reported until shipped to parties listed above and invoiced.

Month: The month in which the product activity occurred. Although reporters are recommended to use calendar months, it is acceptable to use whatever a company defines as its working month.

OEM Sale: The sale of a unit from one manufacturer to another. Where possible, products sold on an OEM basis to another reporting company marketing these units shall be reported by the marketing company and not the manufacturer (but in NO case should these units be reported by BOTH).

Participating Company: A manufacturing or marketing company that participates in the ICE statistics programs.

Phase-out Models: Models no longer considered current by a reporting company, but for which company or dealer inventory remains. A machine removed from the model chart before the last unit in inventory is sold to an end-user cannot be reported and thus should remain on the model chart until the end of the year when the last unit is sold.

Retail Sale: This consists of both the delivery of a unit to the end-user and the settlement/title transfer for the unit by the retailer. The sequence of the two events is not significant.

Revisions: A revision is any change to the data which was originally submitted to the data processor. Any change to the data after a report is submitted is a revision. This could be a change in state, country, a return to inventory (reversal of original data), etc.

- Revisions should include a reversal of the data which was originally submitted, and a corresponding entry of the correct data. A reversal and correct entry must both be made.

- For units which should have been reported, but were omitted in the appropriate reporting time frame, revisions should be made to the report time frame (month, quarter, etc) in which the unit should have been reported.

- All data revisions must be made to the data in the original or appropriate report period (month, quarter, etc) and NOT to current reports.

Retail Outlet: Any establishment including company stores, dealers or distributors that sell the product to the end-user.

Shipment: This consists of the shipment and the invoice of a unit from the manufacturer. Units shipped to a facility where substantial changes are made to the basic product are NOT reported. The prime objective is to avoid double-reporting.
Wholesale Outlet:  Any establishment, including company branch houses, which sells to a single destination country or independent or unrelated establishment that sells to an unknown destination.

Year:  Calendar year (1 January through 31 December).

ACRONYMS
AEM    Association of Equipment Manufacturers (USA)
CECE   Committee for European Construction Equipment
CEMA   Construction Equipment Manufacturers Association (Japan)
FEM    Federation of Equipment Manufacturers (Europe)
HAI    Hargrove & Associates Inc.
ICE    International Crane Exchange
KOCEMA Korea Construction Equipment Manufacturers Association
Letter of Agreement for Participation in ICE data exchanges:

As a condition of participation in the International Crane Exchange data exchange, this company hereby agrees to:

1. Read and conform to the ICE General Policy/Procedures Manual
2. It is desirable, not mandatory, to participate in all ICE programs for which eligible and to report data for all joint ventures and affiliates
3. Ensure that the data reported is accurate
4. Provide required details to the appropriate trade association/ data processing agency for all models to be reported.
5. Report into the agreed classifications of the program using the appropriate input forms or software
6. Input data on or before the prescribed due dates
7. Arrange to have back-up personnel trained and prepared to complete the reports in the absence of the participant’s primary person
8. Follow the agreed definitions for shipment, retail and other terms used in reporting
9. Input shipments by country of first use (please see definition)
10. Participate in surveys and comply with requests for information intended to improve the quality of the statistical information.

I verify that this company can and will comply with the aforementioned requirements for participation.

Name:_________________________________Title/Position:_____________________

Company:______________________________Date:____________________________
Appendix 2

Proposal Form for ICE Administered Statistics Programs

(Choose one)

<table>
<thead>
<tr>
<th>New Statistics Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change to an existing program</td>
</tr>
</tbody>
</table>

Name of Program and Code (Existing Programs) __________________________

1. Date submitted: ______________

2. Submitted by: ______________

3. Statement of Proposal (what is to be accomplished):

   __________________________

4. Products and sizes of products to be included:

   __________________________

5. Product definition if the product is new to the statistics program:

   __________________________

6. Names of potential participants (new programs):

   __________________________

7. Geographic areas to be included (Region, nation, etc):

   __________________________
8. Data to be reported (shipments, inventory, retail sales, first rentals, rental conversions, etc.)

9. Measurement Classification (i.e. weight, lift capacity, height capacity, etc):

10. Additional data to be reported

11. Reporting frequency: ______________________

12. Proposed due date: ______________________

13. Proposed start date: ______________________

14. Back report historical data? (Specify the past years): ______________________

15. Data distribution (if different from standard distribution): ______________________

16. Please attach sample model chart, if applicable:
Brief Cranes System Overview

The cranes statistics systems has been designed to be very simple to use and largely self-explanatory. Each function within the system (i.e. Input, Reporting etc.) has its own tab section, to make navigation a user friendly process.

Depending on your job role and system permissions you will either see all of the above tab headers or a subsection.

How the System Works

REPORTER DATA INPUT tab contains all of the exchanges which the company is a member of, and which they input data for. It is a matter of selecting an exchange, and following the workflow.

The workflow process for data input simply follows on step by step, from top to bottom.

- **Input/Upload Data**
  - Manage Data Batches
  - Enter Revisions to Data
  - Posted Data Summary
  - Data Logic Tests
  - Submit Data

  Not every step is required, but carrying them out in order should assist with ensuring greater accuracy of the data. They are in place to easily allow checking of the figures that have been input.

- **REPORTS**

  Previous period(s) adjustments can be entered either; manually via the “Enter Revisions to Data” link, or in bulk via the “Input/Upload data” link. When uploading, revision records can either be in their own file or included in the file of new data for the current period.

REPAIRS tab contains all reports for programs and product groups the company reports data for. There are historic reports, which are left as they were at the time of production, and ad-hoc reports which take into account revisions, so show a more up-to-date picture of data in the system.

- **CSC Reports**
  - Historic and Current Period Reports (without revisions)
  - Ad-Hoc Reports (including historic revisions)

HELP/INFORMATION tab contains all documentation to assist with use of the system. Information such as: user guides, file structures, and ISO Territory codes can be found here.

ADMIN tab is where models can be added and edited for the company.