



Crane Operator Certification & Licensing Authority

# SAFE WORK PRACTICE

Doc. No. FM-SETC-01

Date:09/20/2024

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## Self-Erect Tower Crane Site Binder Document Checklist

Site Address:	Meeting Date:
Activity Supervisor:	
Contractor:	Crane Make:
Crane Model:	Crane Serial #:

Self-Erect Tower Crane Pre-Assembly/ Dismantling/ Climbing/ Repositioning Requirements	Determine Responsibilities ✓						
	Owner / Supplier	Prime Contractor	Activity Supervisor	Crane User	Mobile Crane	Other	N/A
<b>Pre-Assembly Documentation</b>							
1. Land Use/NAVCAN							
2. Aeronautical Agreement (if applicable)							
3. 30M33/Record of Discussion/ Assurance in Writing							
4. Trolley Overhead (TOH) Adjacent Works Documentation (if applicable)							
5. Power Source Information							
6. Notice Of Project -Tower Crane (NOP- TC)							
7. Site Layout/Design Package							
8. Foundation, Shoring, Geotechnical/Soils Engineering Documentation							
9. Pre-Assembly Meeting							
<b>Notes:</b>							

Self-Erect Tower Crane Pre-Assembly/ Dismantling/ Climbing/ Repositioning Requirements	Determine Responsibilities ✓						
	Owner / Supplier	Prime Contractor	Activity Supervisor	Crane User	Mobile Crane	Other	N/A
10. Traffic Control/Municipal Permits/Street Use							
11. Radio Frequency Application/Coordination							
12. Non-Destructive Testing (NDT) Reports							
13. Variance or Acceptance Documentation							
14. "Additions" to Crane Surface							
15. Crane-Specific Manual							
16. General Crane Specifications & Load Chart							
17. CSA Compliance Documentation							
18. Crane Component Inspections							
19. Mobile Crane Documentation							
20. High Angle Rescue Information or Technical High Angle Rope Rescue Program (THARRP) Agreement (if applicable)							
21. Derrick Documentation (if applicable)							
22. Crane Climbing Documentation (if applicable)							
<b>Notes:</b>							

Self-Erect Tower Crane Pre-Assembly/ Dismantling/ Climbing/ Repositioning Requirements	Determine Responsibilities ✓						
	Owner / Supplier	Prime Contractor	Activity Supervisor	Crane User	Mobile Crane	Other	N/A
<b>Zoning &amp; Anti-Collision (if applicable)</b>							
23. Zoning System Documentation							
24. Anti-Collision System Documentation							
<b>Ropes &amp; Test Blocks</b>							
25. Testing Certification for Hoist Ropes							
26. Hoist Rope Record (if applicable)							
27. Rigging Certification Documentation							
28. Test Block Documentation							
<b>Below The Hook (BTH)</b>							
29. Below the Hook Lifting Devices Documentation							
30. DEP Box, Work Platforms & Secondary Rigging Documentation (if applicable)							
<b>Procedures &amp; Compliance</b>							
31. Crane Assembly/Disassembly Written Procedures (site-specific)							
32. Crane Activity Supervisor & Lead Hand Qualifications							
33. Safe Work Procedures - Assembly/Disassembly							
34. Safe Work Procedures - Operation & Maintenance							
<b>Notes:</b>							

Self-Erect Tower Crane Pre-Assembly/ Dismantling/ Climbing/ Repositioning Requirements	Determine Responsibilities ✓						
	Owner / Supplier	Prime Contractor	Activity Supervisor	Crane User	Mobile Crane	Other	N/A
35. Emergency Response Plan							
<b>Post Assembly Documentation</b>							
36. Construction Site Tower Crane Report							
37. Preventive Maintenance Schedule & Instruction							
38. Operator Crane Orientation							
39. Operator Certification & Proof of Qualification							
40. Inspections Documentation/Logs							
<b>Notes:</b>							



# SIGN-OFFs

Role	Description	Person Responsible	Confirmation
<b>Owner</b>	Owner / Supplier of the Tower Crane	Company: Phone #	Signed: Print Name:
<b>Prime Contractor</b>	Property owner / Prime contractor responsible for the coordination of all employers at the workplace	Company: Phone #	Signed: Print Name:
<b>Activity Supervisor</b>	The supervisor is qualified to erect, climb, reposition or dismantle this self-erect tower crane	Company: Phone #	Signed: Print Name:
<b>Crane User</b>	The employer responsible for the operation of the tower crane at this workplace	Company: Phone #	Signed: Print Name:
<b>Mobile Crane</b>	Owner / Lessee of the Mobile Crane contracted to assist in the erection and installation of the self-erect tower Crane	Company: Phone #	Signed: Print Name:
<b>(Other)</b>		Company: Phone #	Signed: Print Name:
<b>(Other)</b>		Company: Phone #	Signed: Print Name:
<b>(Other)</b>		Company: Phone #	Signed: Print Name: