



Crane Operator Certification & Licensing Authority

Doc. No. FM-TC-01

Date:09/20/2024

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SAFE WORK PRACTICE

Tower Crane Site Binder Document Checklist

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

Tower Crane Pre-Assembly/ Dismantling/ Climbing/ Repositioning Requirements	Determine Responsibilities <input checked="" type="checkbox"/>						
	Owner/ Supplier	Prime Contractor	Activity Supervisor	Crane User	Mobile Crane	Other	N/A
Pre-Assembly Documentation							
1. Land Use/NAVCAN							
2. Aeronautical Agreement							
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, Geotechnical/Soils Engineering & Cylinder Break Documentation							
9. Pre-Assembly Meeting							
Notes:							

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

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

Tower Crane Pre-Assembly/ Dismantling/ Climbing/ Repositioning Requirements	Determine Responsibilities ✓						
	Owner/ Supplier	Prime Contractor	Activity Supervisor	Crane User	Mobile Crane	Other	N/A
Post Assembly Documentation							
37. Construction Site Tower Crane Report							
38. Preventive Maintenance Schedule & Instruction							
39. Post-Install Mast Bolt Retorque (if applicable)							
40. Operator Crane Orientation							
41. Operator Certification & Proof of Qualification							
42. Inspections Documentation/Logs							
43. Repositioning Documentation							
Notes:							

SIGN-OFFs

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