

PRE-ASSEMBLY MEETING

Rev 01 Effective 2026-09-01 CURRENT VERSION Completed in field

Before the tower or self-erect goes up. Named people. Sequence. Abort.

WORKER INFORMATION

WORKER NAME

-

EMPLOYEE ID

-

POSITION

-

SUPERVISOR

-

PROJECT INFORMATION

PROJECT

-

CLIENT

-

SITE

-

ADDRESS

-

DATE

-

TIME

-

CRANE

CRANE MANUFACTURER

-

MODEL

-

UNIT NUMBER

-

CAPACITY

-

CONFIGURATION

-

BOOM LENGTH

-

RADIUS

-

LOAD CHART REFERENCE

-

TASK

TASK DESCRIPTION

-

WORK ACTIVITY

-

INSPECTION

INSPECTED BY

-

TIME

-

ITEM	PASS	FAIL	N/A	COMMENTS
Activity supervisor named and present				
Sequence and hold points agreed				
Exclusion zone and public interface				
Assist crane / mobile documentation if used				
Radios tested				
Weather abort named				
THARRP / high-angle rescue named				
NOP-TC submitted and posting location known				

COMMUNICATION

METHOD

-

COMMUNICATION TEST

-

CHANNEL / STOP WORD

-

WEATHER

WIND

-

RAIN

-

SNOW

-

VISIBILITY

-

TEMPERATURE

-

WEATHER RESTRICTIONS

-

EMERGENCY

EMERGENCY CONTACT

-

FIRST AID

-

EMERGENCY ACCESS

-

MUSTER POINT

-

RESCUE PROCEDURE

-

COMMENTS

COMMENTS

-

SIGNATURE

PRINTED NAME

-

ROLE

-

DATE

-

PRINTED NAME

-

DATE

-

SIGNATURE

PRINTED NAME

-

ROLE

-

DATE

-

PRINTED NAME

-

DATE

-