

PROVEN SITE BINDER

SELF-ERECT TOWER CRANE SITE BINDER

Working copy of the site-binder checklist. Numbered to the BC Crane Safety template. Official templates and WorkSafeBC forms stay official.

Site: -

Address: -

Contractor: -

Activity supervisor: -

Crane: -

Meeting date: -



THIS PAPER IS UNCONTROLLED.

Scan for the live checklist. That page can change. This print cannot.

<https://sin.ae.org/safety/binder/self-erect>

PRE-ASSEMBLY**01 LAND USE / NAV CANADA**

If the crane is an obstacle to air navigation, NAV CANADA assesses land use before it goes up. Submit in their portal. Allow weeks, not a Friday afternoon. —

02 AERONAUTICAL ASSESSMENT

Transport Canada Aeronautical Assessment Form when the crane is an obstacle or you need marking and lighting. Airport zoning can take up to 90 days. BC Crane Safety: tower cranes near an airport. —

03 30M33 / RECORD OF DISCUSSION / ASSURANCE IN WRITING

Part 19 Table 19-1A. MAD is 1 m under 750 V, 3 m to 75 kV, 4.5 m to 250 kV, 6 m to 550 kV. Unknown: 3 m distribution, 6 m transmission, until BC Hydro verifies. If the crane can enter those limits, Form 30M33 is completed with the power-system owner. Coded form - order it from WorkSafeBC. The Proven sheet is the schematic and the discussion. Post it on the site board. —

04 POWER SOURCE INFORMATION

How the crane is fed. Voltage, isolation, earthing, who can lock it out. Incomplete unfold or a missing earth is not a start-up problem. It is a stop. —

05 NOTICE OF PROJECT - TOWER CRANE (NOP-TC)

14.73.3. Submit to WorkSafeBC at least two weeks before erecting, climbing, repositioning or dismantling. Project type: Tower Crane. Post the notice on site for the duration. Significant changes go back in writing. —

06 SITE LAYOUT / DESIGN PACKAGE

Where the crane sits, radius, slew, loads over public, adjacent cranes, access. The drawing in the binder has to match the machine that is actually up. —

07 GROUND, OUTRIGGERS, PADS AND BEARING

Self-erects live on pads and outriggers. Bearing known. Slope within OEM. Unfold is not a foundation pour - it is still a supporting-surface problem. —

08 PRE-ASSEMBLY MEETING NOTES

Named people, sequence, exclusion zone, weather abort, radios, rescue. If it was not written, it was not agreed. —

09 HIGH-ANGLE RESCUE / THARRP AGREEMENT

A tower operator in the cab is fire-department rope rescue, not a Proven rappel. Host or prime requests the survey in the THARRP portal. Confirm it exists before the operator goes up. —

10 TRAFFIC CONTROL / MUNICIPAL PERMITS / STREET USE

City, street-use, lane closure, pedestrian control. The crane does not invent a permit. —

11 RADIO FREQUENCY APPLICATION / COORDINATION

WorkSafeBC 52E73C for tower, self-erect and industrial cranes: new site, radios change, or the crane runs more than a week. Dedicated UHF. Multi-channel radios are not how you direct the hook. —

12 NON-DESTRUCTIVE TESTING REPORT

Current NDT on the components this serial actually uses. A report for a different mast is not this crane. —

13 VARIANCE OR ACCEPTANCE

If the configuration or the method is not as the manufacturer wrote it, the acceptance is in the binder. No verbal workaround. —

14 ADDITIONS TO CRANE SURFACE

Cameras, lights, banners, holiday strings. WorkSafeBC has a bulletin on festive lights. Anything added is a modification until the manufacturer or a professional engineer says otherwise. 14.6. —

15 CRANE-SPECIFIC MANUAL

Serial operator and maintenance manuals. In the cab and a copy in the binder. OEM PDFs are linked from the crane library - not hosted. —

16 GENERAL SPECIFICATIONS AND LOAD CHART

The chart for this jib, this counterweight, this reeving. Serial plate wins if the download disagrees. —

17 CSA COMPLIANCE DOCUMENTATION

14.2(6) names CSA Z248-2004 for tower, hammerhead and self-erecting tower cranes. Record how this serial meets it - manufacturer declaration, engineer letter, or the certificate the owner holds. —

18 MOBILE CRANE DOCUMENTATION

If a mobile assists the erect or the dismantle: that machine's cert, chart, operator ticket, and the lift plan for those picks. —

19 CRANE COMPONENT INSPECTIONS

Incoming inspection of the pieces before they go in the air. Pins, keepers, damage from the last job. —

ZONING AND ANTI-COLLISION

20 ZONING SYSTEM DOCUMENTATION

If a zone limiter is fitted, the setpoints and who can change them. NOP-TC asks for the manufacturer of any zone-limiting device. —

21 ANTI-COLLISION SYSTEM DOCUMENTATION

Two cranes that can meet. Device, setpoints, override rule. Override is a named decision, not a habit. —

ROPES AND TEST BLOCKS**22 TESTING CERTIFICATION FOR HOIST ROPES**

Mill cert and installation record for the rope that is on the drum now. —

23 HOIST ROPE RECORD

Hours, lubricant, broken wires, date on, date off. If you cannot name the rope, you do not run it. —

24 RIGGING CERTIFICATION

WLL, identification, current inspection. Failed gear is isolated the same hour. —

25 TEST BLOCK DOCUMENTATION

Weight known, identification, last use. A mystery block is not a test weight. —

26 HORIZONTAL LIFELINE DOCUMENTATION

If people walk the jib or the counter-jib on a lifeline: engineer or manufacturer spec, inspection, rescue. Part 11. Not THARRP. —

BELOW THE HOOK**27 DEP BOX, WORK PLATFORMS AND SECONDARY RIGGING**

Dedicated emergency personnel box, platforms, secondary hitch. Hardware rated, inspected, and the radio protocol for a DEP lift is briefed. —

28 BELOW-THE-HOOK LIFTING DEVICES

Spreader, vacuum, magnet, purpose-built. Marked WLL. Inspection current. 14.53 and Part 15. —

PROCEDURES AND COMPLIANCE**29 SITE-SPECIFIC ASSEMBLY / DISASSEMBLY PROCEDURES**

Manufacturer sequence applied to this site. Exclusion zone, assist crane, weather abort. Not a generic pamphlet. —

30 CRANE ACTIVITY SUPERVISOR AND LEAD HAND QUALIFICATION

14.73.2. Qualified supervisor for this particular crane. Ticket, experience, and that they are directing this activity - not a name on a whiteboard downtown. —

31 SAFE WORK PROCEDURES - ASSEMBLY / DISASSEMBLY

Written procedures for the high-risk work. PROVEN-SWP-027 is the company method. The site procedure names this pad, this assist crane, this crew. —

32 SAFE WORK PROCEDURES - OPERATION AND MAINTENANCE

How this crane is run and kept. Pre-use, weekly, monthly, shutdown, lockout. —

33 EMERGENCY RESPONSE PLAN

Site ERP plus crane-specific: powerline contact, load hang-up, operator in the cab, weathervane failure. THARRP is the high-angle piece. It is not the whole plan. —

POST-ASSEMBLY**34 CONSTRUCTION SITE TOWER CRANE REPORT**

Qualified supervisor completes a report after the crane is erected, climbed or repositioned. WorkSafeBC publishes the checklist. Keep it at the workplace. —

35 PREVENTIVE MAINTENANCE SCHEDULE AND INSTRUCTION

OEM interval for this serial. Proven weekly and monthly forms record the work. The schedule in the binder is the manufacturer's, not a guess. —

36 OPERATOR CRANE ORIENTATION

This machine, this site, this chart, these radios, this rescue. A tower ticket is not an orientation. —

37 OPERATOR CERTIFICATION AND PROOF OF QUALIFICATION

14.34.1. Valid BC Crane Safety certificate for this class. Provisional operators need a written supervision plan. Copy in the binder. —

38 INSPECTIONS DOCUMENTATION / LOGS

Pre-use every shift. Frequent and periodic as 14.13 and the OEM require. Logbook in the cab. Copies as the site requires. —

39 REPOSITIONING / TRAVEL DOCUMENTATION

Folding, moving and unfolding is crane activity. NOP-TC if 14.73.3 applies to the move. New report when it sits again. —

OTHER

40 OTHER SITE-SPECIFIC DOCUMENTS

Anything this site adds: engineer letters, neighbour agreements, rail, transit, school hours. If it constrains the crane, it is in the binder.

Sign-off is on the official BC Crane Safety checklist. This PDF is the Proven working copy.

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