

TOWER CRANE SITE BINDER

Top-slewing tower: hammerhead, topless, luffing jib. Numbered to the BC Crane Safety Tower Crane Site Binder Document Checklist. Mandatory with the NOP-TC.

Rev 01 Effective 2026-09-01 Review 2027-09-01 Printed copy uncontrolled

Print the tab inserts. File the official documents and Proven forms behind the matching tab. This page is the map - not a substitute for the BC Crane Safety checklist.

PRE-ASSEMBLY

#	ITEM	NEED	PROVEN FORM
01	LAND USE / NAV CANADA	If applicable	navcan-land-use
02	AERONAUTICAL ASSESSMENT	If applicable	navcan-land-use
03	30M33 / RECORD OF DISCUSSION / ASSURANCE IN WRITING	Required	powerline-30m33
04	TROLLEY OVERHEAD (TOH) ADJACENT WORKS	If applicable	-
05	POWER SOURCE INFORMATION	Required	power-source
06	NOTICE OF PROJECT - TOWER CRANE (NOP-TC)	Required	nop-tc-notice
07	SITE LAYOUT / DESIGN PACKAGE	Required	site-layout
08	FOUNDATION, GEOTECHNICAL / SOILS AND CYLINDER BREAK	Required	-
09	PRE-ASSEMBLY MEETING NOTES	Required	pre-assembly-meeting
10	HIGH-ANGLE RESCUE / THARRP AGREEMENT	Required	tharrp-cover
11	TRAFFIC CONTROL / MUNICIPAL PERMITS / STREET USE	If applicable	traffic-permits
12	RADIO FREQUENCY APPLICATION / COORDINATION	Required	radio-frequency
13	NON-DESTRUCTIVE TESTING REPORT	Required	ndt-record
14	VARIANCE OR ACCEPTANCE	If applicable	-
15	ADDITIONS TO CRANE SURFACE	If applicable	-
16	CRANE-SPECIFIC MANUAL	Required	-
17	GENERAL SPECIFICATIONS AND LOAD CHART	Required	-
18	CSA COMPLIANCE DOCUMENTATION	Required	csa-compliance
19	MOBILE CRANE DOCUMENTATION	If applicable	-
20	CRANE COMPONENT INSPECTIONS	Required	-
21	DERRICK DOCUMENTATION	If applicable	-
22	CRANE CLIMBING DOCUMENTATION	If applicable	-

ZONING AND ANTI-COLLISION

#	ITEM	NEED	PROVEN FORM
23	ZONING SYSTEM DOCUMENTATION	If applicable	-
24	ANTI-COLLISION SYSTEM DOCUMENTATION	If applicable	-

ROPES AND TEST BLOCKS

#	ITEM	NEED	PROVEN FORM
25	TESTING CERTIFICATION FOR HOIST ROPES	Required	hoist-rope-record
26	HOIST ROPE RECORD	If applicable	hoist-rope-record
27	RIGGING CERTIFICATION	Required	-
28	TEST BLOCK DOCUMENTATION	Required	-
29	HORIZONTAL LIFELINE DOCUMENTATION	If applicable	-

BELOW THE HOOK

#	ITEM	NEED	PROVEN FORM
30	DEP BOX, WORK PLATFORMS AND SECONDARY RIGGING	If applicable	-
31	BELOW-THE-HOOK LIFTING DEVICES	If applicable	-

PROCEDURES AND COMPLIANCE

#	ITEM	NEED	PROVEN FORM
32	SITE-SPECIFIC ASSEMBLY / DISASSEMBLY PROCEDURES	Required	-
33	CRANE ACTIVITY SUPERVISOR AND LEAD HAND QUALIFICATION	Required	supervisor-qualification
34	SAFE WORK PROCEDURES - ASSEMBLY / DISASSEMBLY	Required	-
35	SAFE WORK PROCEDURES - OPERATION AND MAINTENANCE	Required	-
36	EMERGENCY RESPONSE PLAN	Required	emergency-drill

POST-ASSEMBLY

#	ITEM	NEED	PROVEN FORM
37	CONSTRUCTION SITE TOWER CRANE REPORT	Required	tower-crane-report
38	PREVENTIVE MAINTENANCE SCHEDULE AND INSTRUCTION	Required	-
39	POST-INSTALL MAST BOLT RETORQUE	If applicable	-
40	OPERATOR CRANE ORIENTATION	Required	operator-orientation
41	OPERATOR CERTIFICATION AND PROOF OF QUALIFICATION	Required	operator-certification
42	INSPECTIONS DOCUMENTATION / LOGS	Required	-

43	REPOSITIONING DOCUMENTATION	If applicable	-
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OTHER

#	ITEM	NEED	PROVEN FORM
44	OTHER SITE-SPECIFIC DOCUMENTS	If applicable	-