

PROVEN SITE BINDER

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/tower>

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 TROLLEY OVERHEAD (TOH) ADJACENT WORKS

If the trolley can pass over an occupied adjacent workplace, that workplace has the documentation. Not a courtesy. A control. —

05 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. —

06 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. —

07 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. —

08 FOUNDATION, GEOTECHNICAL / SOILS AND CYLINDER BREAK

Engineer for the foundation. Soils. Concrete breaks before the crane is loaded as the design requires. 14.2(6) / Z248 foundation records. —

09 PRE-ASSEMBLY MEETING NOTES

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

10 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. —

11 TRAFFIC CONTROL / MUNICIPAL PERMITS / STREET USE

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

12 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. —

13 NON-DESTRUCTIVE TESTING REPORT

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

14 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. —

15 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. —

16 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. —

17 GENERAL SPECIFICATIONS AND LOAD CHART

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

18 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. —

19 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. —

20 CRANE COMPONENT INSPECTIONS

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

21 DERRICK DOCUMENTATION

If a derrick or climbing derrick is used on this erect, its certs and procedure sit with the crane's.

22 CRANE CLIMBING DOCUMENTATION

Climbing frame, ties, next jump. Separate NOP-TC for the activity. Qualified supervisor. Manufacturer sequence.

ZONING AND ANTI-COLLISION**23 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.

24 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**25 TESTING CERTIFICATION FOR HOIST ROPES**

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

26 HOIST ROPE RECORD

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

27 RIGGING CERTIFICATION

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

28 TEST BLOCK DOCUMENTATION

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

29 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**30 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.

31 BELOW-THE-HOOK LIFTING DEVICES

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

PROCEDURES AND COMPLIANCE**32 SITE-SPECIFIC ASSEMBLY / DISASSEMBLY PROCEDURES**

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

33 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.

34 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.

35 SAFE WORK PROCEDURES - OPERATION AND MAINTENANCE

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

36 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**37 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.

38 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.

39 POST-INSTALL MAST BOLT RETORQUE

If the OEM requires a retorquer after install or after a climb, the record is in the binder with torque and who did it.

40 OPERATOR CRANE ORIENTATION

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

41 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. —

42 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. —

43 REPOSITIONING DOCUMENTATION

A move is crane activity. NOP-TC, qualified supervisor, new report. Do not treat a travel or a jump as a footnote. —

OTHER

44 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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