
FORM EXPLANATION AND INFORMATION

PURPOSE/PROCEDURE:

- The purpose of this form is to provide a tool to document basic conditions associated with mobile cranes. **For the purpose of this procedure, all of the following are considered “mobile cranes” and require the use of this form:**
 - Hydraulic/ Truck / Wheel-Mounted cranes;
 - Crawler / lattice cranes (including those used during caisson operations);
 - Boom trucks with articulating / knuckle-boom cranes (e.g. those used to deliver drywall);
 - Any other mobile cranes as defined by OSHA or other municipal ordinance.
- When within the limits of the City of Chicago, follow the municipal code regarding crane operator licenses that may apply to all the above and other pieces of equipment listed within the code. Operator is required to include their license number, expiration date, and applicable equipment classification for the machine they are operating.
- If crane requires assembly after transport, a competent and qualified assembly director as defined in 1926.1403-1406 must be identified on the form and present during all assembly/disassembly activities.
- Crane lessee shall identify a qualified lift director to oversee the work being performed by the crane and the associated rigging crew. Lift director must be present during all lift operations.
- Subcontractors utilizing a form, which includes those items on Power’s mobile crane checklist, may complete their form and submit to Power on a daily basis (or as required).
- The operator (competent person) responsible for the crane operation is to complete mobile crane checklist at the start of the shift and additionally when the crane is moved on-site and new hazards are identified. The subcontractor utilizing the crane is solely responsible for inspecting the crane as required.
- When multiple subcontractors will be utilizing the crane, they shall initial at the bottom of the form that they have verified the weights of loads and capacities of the equipment, and identify all qualified persons involved in the lift.
- Completed copies of the mobile crane checklist are to be submitted daily to Power for review and completeness and stored in weekly safety file. If issues are identified affects the safe operation of the crane, they shall be corrected immediately.
- Any questions related to this procedure should be directed to Power’s Safety Department.



MOBILE CRANE CHECKLIST

THIS FORM IS TO BE COMPLETED PRIOR TO OPERATING A MOBILE CRANE (AT START OF SHIFT OR MOVED ON PROJECT)			
PROJECT: _____		DATE: _____	
LOCATION ON PROJECT: _____		PROJECT NOT TO EXCEED HEIGHT: _____	
EQUIPMENT			
SUPPLIER/LESSEE: _____		EQUIPMENT TYPE/SIZE/MODEL: _____	
LIFT RESPONSIBILITIES			
LIFT DIRECTOR: _____		COMPLETED BY (OPERATOR): _____	
OPERATOR CERTIFYING AGENCY: _____ (CHECK ALL THAT APPLY)		<input type="checkbox"/> CITY OF CHICAGO <input type="checkbox"/> OECP <input type="checkbox"/> NCCCO LICENSE #: _____ <input type="checkbox"/> NCCER <input type="checkbox"/> OTHER (SPECIFY): _____ EXPIRATION DATE: _____ LICENSE EQUIPMENT CLASSIFICATION: _____	
ASSEMBLY/DISASSEMBLY DIRECTOR (IF APPLICABLE): _____			
YES	NO	N/A	ITEM TO ADDRESS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the crane been inspected and is crane log current?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is annual certification current? Expiration date: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have ground conditions been evaluated and accepted by crane supplier?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outriggers utilized per manufacturer requirements with approved pads or mats
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Swing radius protection in place
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power lines/overhead obstructions identified and protective measures implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verified weights of loads are within crane chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has critical lift worksheet been completed (as required)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rigging is in acceptable condition; proper type and rating for work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-conductive taglines utilized
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Swing path routed to protect employees and public from overhead hazards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical operations and air traffic identified & notified (helipads, airport)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One signal person has been assigned & means of communication identified
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wind speed is within acceptable limits per manufacturer & operator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If multiple cranes on-site: communication between operators established?
<i>If the answer to any of the above items is "No" and the hazards cannot be corrected, do not proceed with the lift. Contact your supervisor immediately.</i>			
SUBCONTRACTORS USING CRANE TODAY	VERIFY WEIGHTS & CAPACITY (INITIAL)	QUALIFIED RIGGER(S)	QUALIFIED SIGNAL PERSON(S)