

## Crane Lift Site Supervisor Checklist

**Yes No** **Designated Site Supervisor Name:** \_\_\_\_\_

- ☐ ☐ Crane meets initial requirements
- ☐ ☐ Assembly and disassembly supervised by qualified personnel
- ☐ ☐ Lift Director is appointed and qualified
- ☐ ☐ Rigging crew is supervised by qualified personnel.
- ☐ ☐ Crane operations are coordinated with other job site activities
- ☐ ☐ Permitting for Critical Lifts
- ☐ ☐ Maintenance is performed
- ☐ ☐ Access roads are adequate.
- ☐ ☐ Sufficient room to assemble and disassemble
- ☐ ☐ Work area is suitable for crane operations and adverse conditions addressed (area is level free of underground utilities, proper distance from power lines traffic controls etc.)

**Designated Lift Director Name:** \_\_\_\_\_

- ☐ ☐ Qualified and present during operations
- ☐ ☐ Work area is suitable for crane operations and adverse conditions addressed (area is level free of underground utilities. Proper distance from power lines, traffic controls etc.)
- ☐ ☐ Traffic controls in place
- ☐ ☐ Personnel involved in operations understand duties and hazards
- ☐ ☐ Crane crew informed of weight, radius, and placement of loads.
- ☐ ☐ Load is properly rigged and balanced before lifting more than a few inches

**Designated Signal Person Names:** \_\_\_\_\_

- ☐ ☐ Signal person qualified and conveyed to crane crew.
- ☐ ☐ Signal person knows standard hand and voice signals.

**Designated Rigging Crew Names:** \_\_\_\_\_

- ☐ ☐ Rigging crew qualified and understand basic crane functions
- ☐ ☐ Rigging crew conveyed to crane crew
- ☐ ☐ Rigging crew knows load placement, weight, and rigging to be used
- ☐ ☐ Rigging crew supervised by qualified personnel.

### Crane-Certification and Documentation

- ☐ ☐ Crane Certifications (annual, quadrennial, tags) by certified inspector
- ☐ ☐ Crane Operators Manual (containing load charts, diagrams, different configurations, by serial number)
- ☐ ☐ Crane Maintenance Program (inspection, testing, using qualified technicians)

**Crane Operator Names:** \_\_\_\_\_

- ☐ ☐ Valid NCCCO.
- ☐ ☐ Operator qualified to operate type of crane
- ☐ ☐ Know crane functions and limitations, load charts, weight, radius and location of loads.
- ☐ ☐ Calculating net capacity and verifying that the crane will safely lift the load.
- ☐ ☐ Review requirements and hazards with Lift Director prior to operations.
- ☐ ☐ Perform maintenance and daily Inspections.
- ☐ ☐ Operator notified of repairs prior to operating.
- ☐ ☐ Halt work in unsafe conditions

By signing the above I certify that I have the necessary qualifications to perform the duties that I have been assigned. I also understand my duties and responsibilities, and that the above is not all encompassing.

Site Supervisor Signature: \_\_\_\_\_ Lift Director Signature \_\_\_\_\_

Rigging Supervisor Signature \_\_\_\_\_ Signal Person Signature \_\_\_\_\_

Operator Signatures \_\_\_\_\_

Date this form completed: \_\_\_\_\_ Lift Operation Period \_\_\_\_\_ To \_\_\_\_\_  
Start Date End Date