



Pre-Lift Setup Checklist

Preparation: Prior to setting up cranes, the SCA Safety Inspector, SCA Project Officers, the General Contractor, the Subcontractor, and employees involved in the crane set up should walk the areas where cranes are to be set up and discuss the following:

Foundation:

- Yes ___ No ___ Is the ground where the crane will be set up stable and has the soil been identified?
- Yes ___ No ___ Are there any subways, rail tunnels, etc. near the crane set up area?
- Yes ___ No ___ Are there any voids or vaults?
- Yes ___ No ___ If yes, have the proper subway or transit authorities been notified or consulted?
- Yes ___ No ___ If there are concerns with stability, has an engineer been assigned to evaluate the soil and foundation?
- Yes ___ No ___ Has the soil / foundation been approved for the crane and load considerations?
- Yes ___ No ___ Is there documentation for it?
- Yes ___ No ___ If not, has a cribbing design been submitted by the engineer?
- Yes ___ No ___ Are there any backswing concerns for the cranes cab? (Residents, cars, utility poles etc.)

Power Lines:

- Yes ___ No ___ Are there any power lines present next to or beneath any area where the crane boom or load will swing/lift?
- Yes ___ No ___ If yes, have power lines been protected, moved, or has letter from utility company been provided stating lines are de-energized or low voltage?
- Yes ___ No ___ If yes, have the sources been identified and has energy provider (e.g. Con Edison) been consulted for precautions?

Off Hours:

- Yes ___ No ___ Will the crane be operating outside of normal work hours? (Weekdays after 6PM, Weekends, Holidays).
- Yes ___ No ___ If not, are After-Hours work variance permits (NYC Department of Buildings) in place?
- Yes ___ No ___ Has the SCA Safety Division been notified?

Area for Load:

- Yes ___ No ___ Is area where material being lifted an occupied building, or will other workers be working in the building?
- Yes ___ No ___ Will any other person(s) be working in the vicinity of the crane?
- Yes ___ No ___ If yes, has their Safety been addressed?
- Yes ___ No ___ If the building is occupied has the owner been notified?
- Yes ___ No ___ Will the top floor(s) have to be evacuated prior to the lift?
- Yes ___ No ___ Will any other areas of the building have to be protected from unauthorized personnel? (Penthouse doors, stairwells)
- Yes ___ No ___ Will any residents or neighboring structures be affected by the swing of the load?
- Yes ___ No ___ If yes, have they been notified and protected?
- Yes ___ No ___ Will parking lanes, traffic lanes been affected or altered?
- Yes ___ No ___ Have the proper New York City DOT permits been filed?
- Yes ___ No ___ Will additional traffic measures need to be taken? Barricades, detour signs, Police assigned, etc.
- Yes ___ No ___ If roads are being closed or traffic detoured, will signs be posted 48 hours in advance of operation as per New York City DOT rules?
- Yes ___ No ___ Will private vehicles need to be moved from the street or parking lots?

Day of Lift:

- Yes ___ No ___ Has the SCA Safety Inspector & the SCA Project Officer verified the following paperwork prior to all crane set ups:
- Yes ___ No ___ NYC DOT permits for any road closures or limitations.
- Yes ___ No ___ CD-2 Forms for ALL cranes and hoisting trucks.
- Yes ___ No ___ CD 4 Permits on site (If applicable).
- Yes ___ No ___ Pre-Lift Inspection Checklist completed by the designated Lift Director prior to crane usage.
- Yes ___ No ___ A CN filed with the NYC Department of Buildings (If applicable).
- Yes ___ No ___ Signed and sealed 10E/10F forms (If applicable).



Day of Lift (continued):

- Yes ___ No ___ Are engineered drawings attached? (If applicable).
- Yes ___ No ___ Is a Master Rigger assigned? (Verify license)
- Yes ___ No ___ After-Hours work variance permit (NYC Department of Buildings).
- Yes ___ No ___ Additional forms for NYC Department of Buildings (Form CD8, CD3, etc.)
- Yes ___ No ___ Licenses verified for all crane operators, riggers, rigging supervisors, assembly/disassembly director, and lift directors.
- Yes ___ No ___ A copy of licenses for responsible onsite personnel is readily available. Responsible onsite personnel include the following: Rigging Supervisor, Lift Director, Hoisting Machine Operator, Assembly/Disassembly Director and/or person supervising hoisting operations.
- Yes ___ No ___ Has a Pre-Operational Inspection been performed and documented by crane operator or competent person?

Additional Items of Concern:

- Yes ___ No ___ Flag person(s) stationed at all roadway entrances.
- Yes ___ No ___ Pedestrian traffic closed or detoured.
- Yes ___ No ___ All rigging & rigging equipment for the lift has been inspected by a competent person.
- Yes ___ No ___ Pre Lift meeting held and documented (as per NYC Department of Buildings).
- Yes ___ No ___ Hand signals or other means of communication been established for crane operator and signal person.
- Yes ___ No ___ Building, and areas underneath the load cleared of unauthorized personnel.