

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 UIS’s mobile crane checklist, may complete their form and submit to UIS 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 UIS for review and completed in [HammerTech](#) under the "Inspections" module. 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 UIS.