

CRANE JIB ASSEMBLY CHECKLIST

THIS CHECKLIST SHALL BE COMPLETED BEFORE ASSEMBLY OR DISASSEMBLY OF A JIB BY THE A&D DIRECTOR. COMPLETED CHECKLISTS MUST BE PRESENT THROUGHOUT DURATION OF THE TASK. CHECKLIST SHALL BE TURNED IN WITH SAFE WORK PERMIT.

JIB ASSEMBLY

Please print names below:

Permit Number:	Tag Line Operators:
Operator:	A&D Director:

PRE-JOB BREIFING			
	YES	N/A	COMMENTS
1. Has a Safe Work Permit been obtained for inside process areas?			
2. Is a task specific STA/JSA complete?			
3. Have roles been defined and communicated?			
4. Is the work area barricaded?			
5. All personnel have PPE including resistant gloves?			
6. Crane manual has been read and is on-site?			

HAZARD REVIEW – ASSEMBLY			
	YES	N/A	COMMENTS /SIGNATURE
1. Is the crane level and on firm surface?			
2. Has the swing radius been verified clear of obstructions?			
3. Does the operator have a clear line of sight of the swing path?			
4. Is there adequate surface to stand on crane body?			
5. Is the ramp in the correct position? See fig. 2 below.			
6. Is the stow mechanism free of defects? See fig. 2 below			
7. Have tag lines been attached to jib to slide onto ramp? See fig. 2 below			
8. Are jib rotation pins free of defects? See fig. 3 below			
9. Do the holes line up or is a hydraulic alignment ram needed?			
10. Before pulling pivot pin; install swing pins. See fig. 3 & 4 below			
11. Document boom angle in comment section.			
12. Ensure tagline operators are not in the line of fire to direct jib to final pinning spot.			
13. Are jib set pins free defects? See figure 5 below			
14. Have all four pins been installed?			
15. Connect wiring for anti-2-block, pull cable, replace keeper pins and rods. Check hydraulics for leaks.			
16. Verify anti-2-block functions properly.			

JIB ASSEMBLY FIGURES

FIGURE 1 – CRANE OVERVIEW

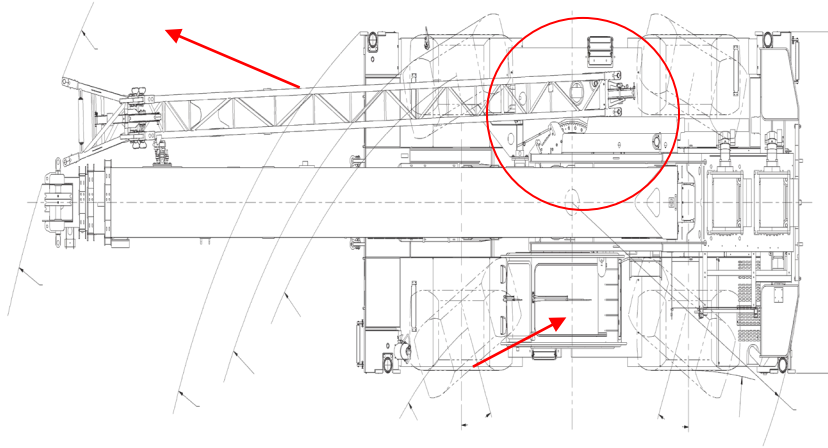


FIGURE 2 – JIB RAMP

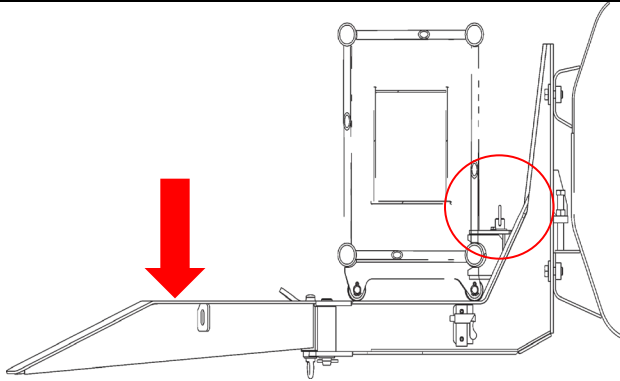


FIGURE 3 – JIB ROTATION PINS

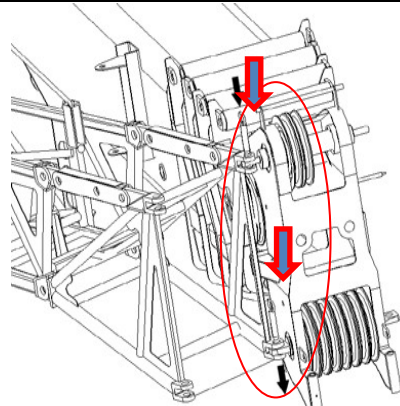


FIGURE 4 – JIB PIVOT PINS

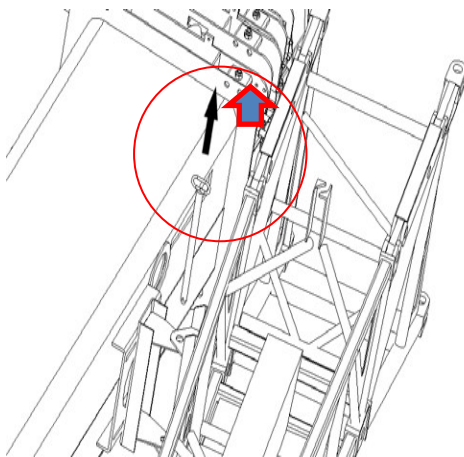
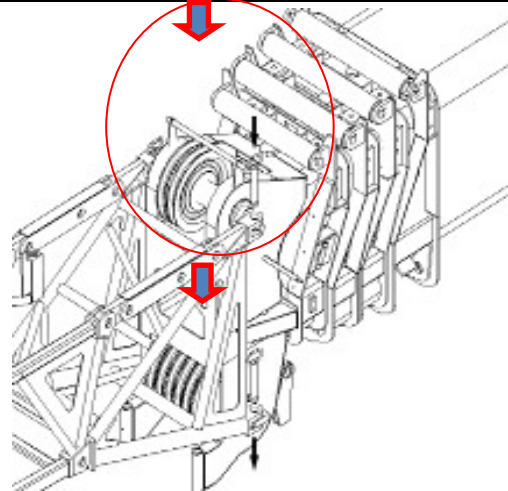


FIGURE 5 – JIB SET PIN



CRANE JIB DISASSEMBLY CHECKLIST

THIS CHECKLIST SHALL BE COMPLETED BEFORE ASSEMBLY OR DISASSEMBLY OF A JIB BY THE A&D DIRECTOR. COMPLETED CHECKLISTS MUST BE PRESENT THROUGHOUT DURATION OF THE TASK. CHECKLIST SHALL BE TURNED IN WITH SAFE WORK PERMIT.

JIB DISASSEMBLY

Please print names below:

Permit Number:	Tag Line Operators:
Operator:	A&D Director:

PRE-JOB BREIFING			
	YES	N/A	COMMENTS
1. Has a Safe Work Permit been obtained for inside process areas?			
2. Is a task specific STA/JSA complete?			
3. Have roles been defined and communicated?			
4. Is the work area barricaded?			
5. All personnel have PPE including impact gloves?			
6. Crane manual has been read and is on-site?			

HAZARD REVIEW – ASSEMBLY			
	YES	N/A	COMMENTS /SIGNATURE
1. Is the crane level and on firm surface?			
2. Has the swing radius been verified clear of obstructions?			
3. Does the operator have a clear line of sight of the swing path?			
4. Is there adequate surface to stand on crane body?			
5. Is the ramp in the correct position? See fig. 2 below.			
6. Disconnect Anti-2-Block, pull rods & sheave keepers, remove anemometer. Leave hydraulic lines connected if equipped.			
7. Have tag lines been attached to jib to final resting position?			
8. Document boom angle in comment section.			
9. Pull set pins and put in storage positions. Move boom at controllable speed to swing jib.			
10. Is the jib resting on the ramp? If equipped with hydraulic lugging jib are the hydraulics retracted to allow the jib to rest on the ramp? DO NOT GET ON BODY UNTIL BOOM ANGLE ALLOWS JIB TO REST AGAINST BOOM.			
11. Can you freely push the jib to pin the pivot pin?			
12. Excessive force is not on the rotation pin? If YES, adjust hydraulics and/or boom angle			
13. Remove rotation pins.			
14. Did mechanical lock engage?			
15. Place rotation pins in storage, place cable in sheaves, reinstall sheave rods, reconnect anti-2-block.			
16. Verify anti-2-block functions properly.			

FIGURE 1 – CRANE OVERVIEW

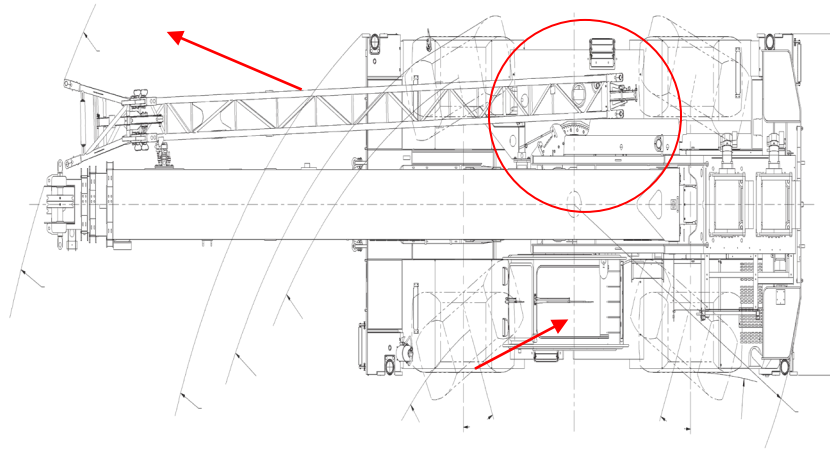


FIGURE 2 – JIB RAMP

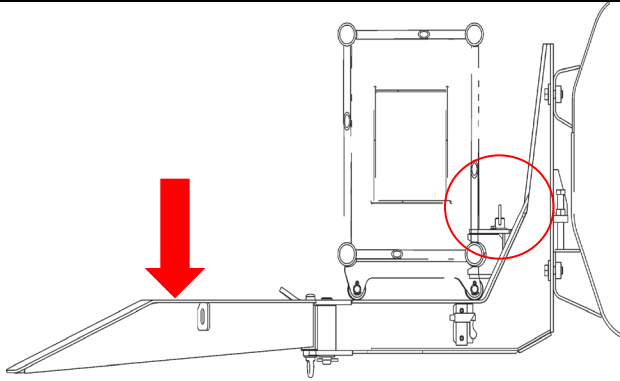


FIGURE 3 – JIB ROTATION PINS

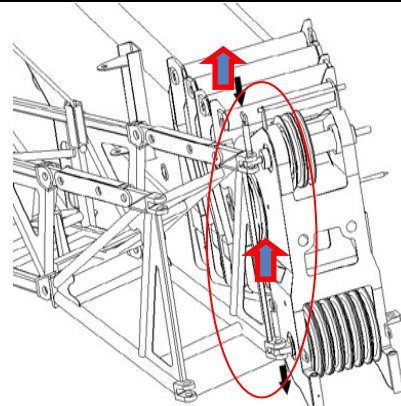


FIGURE 4 – JIB PIVOT PINS

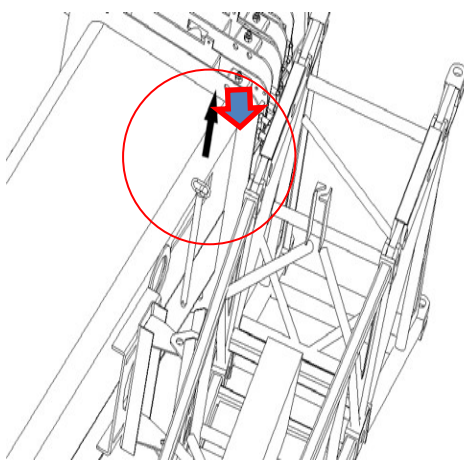


FIGURE 5 – JIB SET PIN

