

Date ____ / ____ / ____ Time _____ Lift Director _____

Lift Director Daily Meeting Log (Mobile Crane)

The meeting should be held daily in person, by phone or radio, at the start of the shift. This log sheet should be used if there is no change of user¹, change of configuration, tasks or personnel.

Crane CN ____ / ____ Crane Model _____ Crane User _____

Attendance List (P=in person, T=phone, R =Radio)

____ HMO _____ Rigging supervisor _____ Flagger Supervisor _____

____ Signalpersons _____ Pedestrian Managers _____

Discussion Items

Wind/Current Weather/Forecast :
Pedestrian & Traffic Control
Crane Operations (Including regular, non-regular picks and critical picks)
Area of job being serviced by the crane:
Communication protocols including blind or special picks:
Notes or other discussion items:

¹ When there are multiple users of the crane, each user should keep its own initial and daily meeting logs, with all users' logs maintained in the same file, available for audit.