

REQUIREMENT: Crane and Derrick Log Requirements

1 RCNY 3319-01 and 1 RCNY 3319-02 require certain information to be recorded and maintained at the jobsite by the equipment user. All entries must be signed and dated by the individual who recorded the information.

- **Frequent (pre-shift) inspection.** The results of the frequent (pre-shift) inspection required by 1 RCNY 3319-01(k)(1) **must** be recorded by the Hoisting Machine Operator. The record **must** be kept in the cab or at the operator's station.
- **Parking/securing (post-shift) inspection.** The results of the parking/securing (post-shift) inspection required by 1 RCNY 3319-01(k)(2) **must** be recorded by the Hoisting Machine Operator. The record **must** be kept in the cab or at the operator's station.
- **Pre-shift meeting.** The date and time of pre-shift meetings held in accordance with 1 RCNY 3319-02(j), along with the names, titles, and company affiliations of those who participated in the meeting, **must** be recorded in the jobsite crane or derrick log. The entry **must** be made by an authorized representative of the equipment user.
- **Assembly/Disassembly information.** Prior to the commencement of an Assembly/Disassembly operation, the Assembly/Disassembly Director **must** record their name and contact information in the jobsite crane or derrick log. If the Assembly/Disassembly Director changes prior to the completion of the work, the new Assembly/Disassembly Director **must** similarly enter their name and contact information prior to commencing the duties of an Assembly/Disassembly Director.
- **Equipment user information.** When an equipment user takes or relinquishes custody over the crane or derrick, an authorized representative of the equipment user **must** record this action in the jobsite crane or derrick log. The date and time of the action, along with the corporate name of the equipment user, **must** be noted. All equipment users **must** be indicated on a CD4 or CD4EQ form that has been approved by the department.
- **Change of Lift Director.** If the lift director changes, the new lift director must record this change in the jobsite crane or derrick log. The date and time of the change, along with the name of the new lift director, **must** be noted. The CD-12 form **must** be amended if the permanent Lift Director is changed, or if an alternate will be acting in place of the permanent Lift Director for a period longer than two consecutive weeks.

NOTE: In addition, for the erection, jumping, climbing, or dismantling of a tower or climber crane, the pre-jump safety meeting log requirements of Section 3319.8.6 of the New York City Building Code continue to apply.