

The Duty Board, normally located at the base of a tower crane tower, is an extremely important source of information for all those associated with the use of tower cranes on site. The board is specific to the individual tower crane and should contain the following information for the crane in its current configuration:

- Make;
- Model;
- Serial Number;
- Owners Number;
- Site Designation (e.g. TC01);
- Weight of Base or Central Ballast;
- Weight of Counter Ballast;
- Height under Hook;
- Jib Length;
- Capacity at Minimum Radius;
- Capacity at Maximum Radius;
- Owner's name and emergency contact number.

The board should be of adequate size to be clearly seen from a distance, with durable lettering (min. 30 mm) on a white background. The board should be securely fixed to the face of the tower, clear of any obstructions.

Additional boards may be required on other faces of the tower to ensure that the information can be seen from all positions. Requirements for the design and design checking of fixings are addressed in **TIN 043**.

It is the responsibility of the tower crane supplier to ensure that a durable, legible, and accurate duty board is supplied with the crane.

The organisation hiring and using the crane is responsible for ensuring that the duty board is not damaged or obscured from view (i.e. by dirt, hoardings, the advancing structure etc).

The presence and condition of the duty board must form part of the weekly inspection.