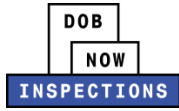


**DOB**

**NOW**

**INSPECTIONS**

Cranes and Derricks: Certifications



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## Introduction

DOB NOW: *Inspections* is an online portal for Owners, Licensed Professionals (LPs)<sup>1</sup>, and their Delegates to conduct Inspection-related business with the Department of Buildings. DOB NOW: *Inspections* organizes information using Records. Records are Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests & Gas Authorization Requests. Using DOB NOW: *Inspections*, Licensed Professionals, Owners, and their Delegates will be able to request the following types of Development Inspections online:

Electrical	Plumbing
Fire Suppression	Signs
Construction	Boilers
Elevators	Cranes & Derricks
Oil Burning Equipment	BPP
High Rise Initiative	Sustainability

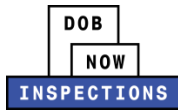
After registering for an account that is associated to your Records, Owners, LPs, and their Delegates can use DOB NOW: *Inspections* to:

- View information related to your Records
- Request Inspections and view the Results
- Request Gas Authorizations and Plumbing Sign Offs
- Receive emails at milestones in your Inspection cycle
- Upload documentation to certify certain Objections
- Assign Delegates (delegate responsibility to other Registered Users)
- Submit Certification documentation (LPs and Crane Owners only)
- Upload PVT Inspection results (PVTs only)
- Group Records into manageable ‘Collections’

The purpose of this User Manual is to provide instructions on how to submit Cranes and Derricks Certifications in DOB NOW: *Inspections*.

---

<sup>1</sup> LPs are defined as: Electrical Contractors, Elevator Agencies/Inspectors, Fire Suppression Contractors, General Contractors, Oil Burner Installers, Master Plumbers, Sign Hangers, Professional Engineers, Registered Architects, and Registered Landscape Architects



## Cranes and Derricks Certifications

DOB NOW: *Inspections* allows Owners, LPs, and their Delegates to upload Mast Climber and all CD-8 Certification documentation. When submitting CD8 Certification documentation, Owners, LPs, or Delegates can upload a CD8, CD8-AD, or CD8-TR form.

The Cranes and Derricks Unit will review the submission and accept or reject the Certification.

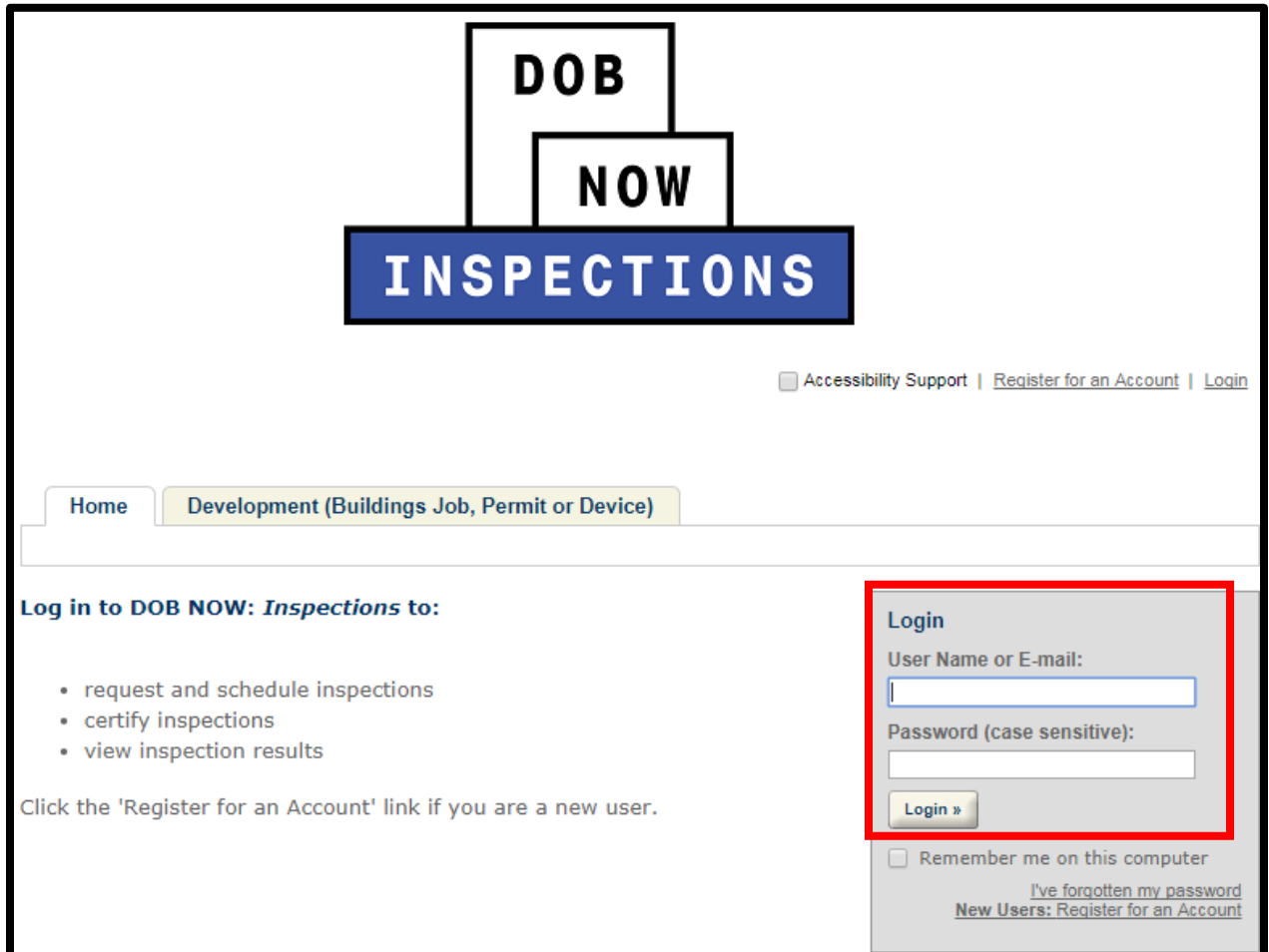
### Upload Mast Climber Certification Documentation

Mast Climber Certifications can be submitted on Mast Climber Records with the following statuses:

- Approved for Use
- Approved for Installation

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.

2. Enter your **DOB NOW: Inspections** User Name and Password and click **Login**. Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have a **DOB NOW: Inspections** account.

A screenshot of the DOB NOW: Inspections website's login page. At the top center, the logo 'DOB NOW INSPECTIONS' is displayed. Below the logo, there are links for 'Accessibility Support', 'Register for an Account', and 'Login'. A navigation bar contains 'Home' and 'Development (Buildings Job, Permit or Device)'. The main content area is titled 'Log in to DOB NOW: Inspections to:' and lists three bullet points: 'request and schedule inspections', 'certify inspections', and 'view inspection results'. Below this is a note: 'Click the 'Register for an Account' link if you are a new user.' On the right side, there is a 'Login' form with a red border. The form includes a 'User Name or E-mail:' field, a 'Password (case sensitive):' field, and a 'Login »' button. Below the form are a 'Remember me on this computer' checkbox and two links: 'I've forgotten my password' and 'New Users: Register for an Account'.

3. From the Home Page, click **Search Records**.

The screenshot shows a navigation menu with the following sections:

- Development (Buildings Job, Permit or Device)**
  - Specialized Tasks
    - Link your PIN
    - Delegate record access
    - Upload PVT inspections
  - Search Records
    - View inspection results
  - Transactions
    - Request an inspection
    - Self-certify jobs or advance notices
    - Delegate record access
    - Request gas authorization
    - Request plumbing work type sign-off
    - Upload documents

At the bottom, there are two light blue boxes:

- Licensee Information**
  - Search for Licensed Professionals
- Development (Buildings Job, Permit or Device)**
  - Specialized Tasks
  - Search Records** (highlighted with a red box)
  - Transactions

4. Locate the Record for which you would like to upload Mast Climber Certification documentation. This can be done in one of two ways:
  - a. *Option 1*: Navigate through your list of Records using the **<Prev, Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.
  - b. *Option 2*: Scroll down to the **General Search** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in DOB NOW: *Inspections*.

**Records**

Your Permit/Job/Device records are listed below.

Click on the Record ID Number to view details associated to that record and/or take action.  
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-10 of 11 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> <a href="#">DEL-15-000004</a>	Manage Delegates				1
<input type="checkbox"/> <a href="#">67984319</a>	Crane (CD)		Approved for Use	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">300100104</a>	Crane (CD)	407 East 65th Street NEW YORK NY 10065	Inspection Pending	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">300100106</a>	Crane (CD)	31 East 50th Street NEW YORK NY 10022	Approved for Use	<a href="#">Action</a>	16
<input type="checkbox"/> <a href="#">300100109</a>	Crane (CD)	4 Pennsylvania Plaza NEW YORK NY 10001	Approved for Use	<a href="#">Action</a>	16
<input type="checkbox"/> <a href="#">300100108</a>	Crane (CD)	379 5th Avenue NEW YORK NY 10016	Issued		16
<input type="checkbox"/> <a href="#">300100107</a>	Crane (CD)	308 West 44th Street NEW YORK NY 10036	Issued		16
<input type="checkbox"/> <a href="#">300100110</a>	Crane (CD)	67 Charles Street NEW YORK NY 10014	Approved for Use	<a href="#">Action</a>	16
<input type="checkbox"/> <a href="#">6587666</a>	Crane (CD)	Broadway NEW YORK NY 10007	Inspection Pending	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">053513</a>	Mast Climber	433 FIRST 10010	Approved for Installation	<a href="#">Action</a>	0

**a. Option 1**  
< Prev 1 2 Next >

**b. Option 2** Enter information below to search for records. Select the search type from the drop-down list.

**General Search** General Search ▾

**Search for Records**

5. From the list of Records, click **ID Number** in the row of the applicable Record.

**Records**

Your Permit/Job/Device records are listed below.

Click on the Record ID Number to view details associated to that record and/or take action.  
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-10 of 11 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> <a href="#">DEL-15-000004</a>	Manage Delegates				<a href="#">1</a>
<input type="checkbox"/> <a href="#">67984319</a>	Crane (CD)		Approved for Use	<a href="#">Action</a>	<a href="#">1</a>
<input type="checkbox"/> <a href="#">300100104</a>	Crane (CD)	407 East 65th Street NEW YORK NY 10065	Inspection Pending	<a href="#">Action</a>	<a href="#">1</a>
<input type="checkbox"/> <a href="#">300100106</a>	Crane (CD)	31 East 50th Street NEW YORK NY 10022	Approved for Use	<a href="#">Action</a>	<a href="#">16</a>
<input type="checkbox"/> <a href="#">300100109</a>	Crane (CD)	4 Pennsylvania Plaza NEW YORK NY 10001	Approved for Use	<a href="#">Action</a>	<a href="#">16</a>
<input type="checkbox"/> <a href="#">300100108</a>	Crane (CD)	379 5th Avenue NEW YORK NY 10016	Issued		<a href="#">16</a>
<input type="checkbox"/> <a href="#">300100107</a>	Crane (CD)	308 West 44th Street NEW YORK NY 10036	Issued		<a href="#">16</a>
<input type="checkbox"/> <a href="#">300100110</a>	Crane (CD)	67 Charles Street NEW YORK NY 10014	Approved for Use	<a href="#">Action</a>	<a href="#">16</a>
<input type="checkbox"/> <a href="#">6587666</a>	Crane (CD)	Broadway NEW YORK NY 10007	Inspection Pending	<a href="#">Action</a>	<a href="#">0</a>
<input type="checkbox"/> <a href="#">053513</a>	Mast Climber	433 FIRST AVENUE Manhattan NY 10010	Approved for Installation	<a href="#">Action</a>	<a href="#">0</a>

< Prev 1 2 Next >



6. Click **Actions** in the Record Details section.

**Record MAST123:** [Add to collection](#)  
**Mast Climber**

---

**Work Location**

---

**Record Details**

Please review the details of your Record below.

If applicable, use the **'Actions'** button to:

- Certify an Objection
- Add a Delegate (to perform certain actions on your behalf)
- Upload Inspection results from an Advance Notice Inspection (Plumbing)
- Provide Buildings with Advance Notice (Plumbing) for Certified Inspections

**Licensed Professional:**  
 Thomas Crane  
 11 NEw York Ave #500  
 NEW YORK, NY, 10007  
 United States  
 Business Phone:212-555-5555  
 Mobile Phone:212-555-5555  
 General Contractor 123456789

[View Additional Licensed Professionals>>](#)

**Actions**

7. Select the radio button next to **Mast Climber Certification**. Click **Continue Application**.

[Home](#) | [Buildings](#)

[Select an Online Service](#) | [Search Records](#) | [Access My Records](#)

---

**Select an Action**

Choose one of the following available actions to perform. Please be advised that licensees are responsible for the accuracy and completeness of any data provided, including uploads by such licensees' delegates.

[Manage Delegates](#)

**[Mast Climber Certification](#)**

**Continue Application »**

8. Click **Upload Attachment**.

**Mast Climber Certification**

1 Step 1 | 2 Step 2 | 3 Review | 4 Record Issuance

**Step 1 : Step 1 > Upload Form**  
Upload Signed and Sealed MC5 form.

\* indicates a required field.

**Upload Signed and Sealed MC5 form.**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

**Upload Attachment**

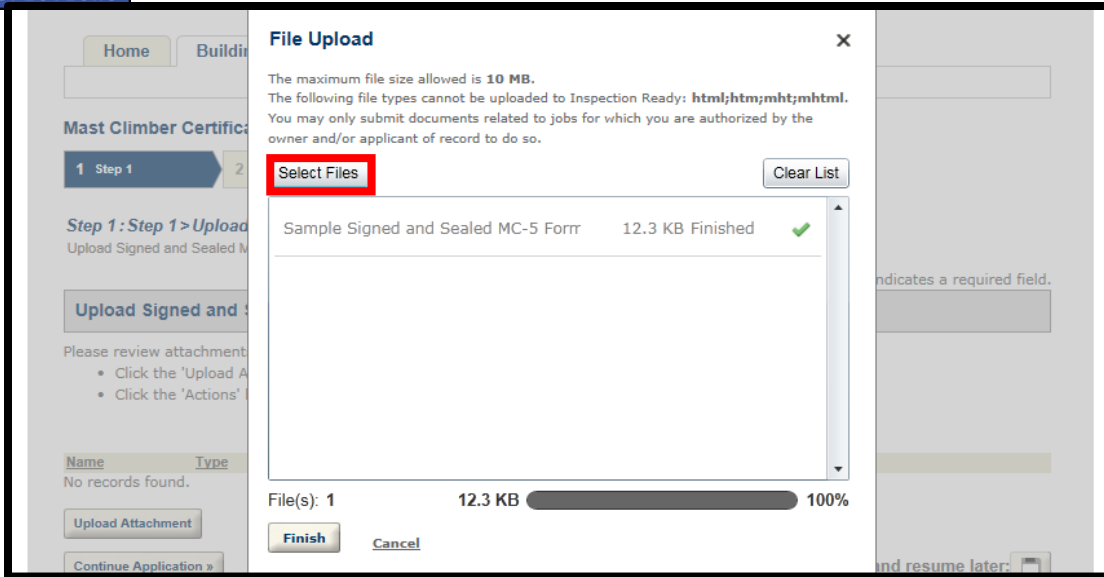
Continue Application »

Save and resume later:

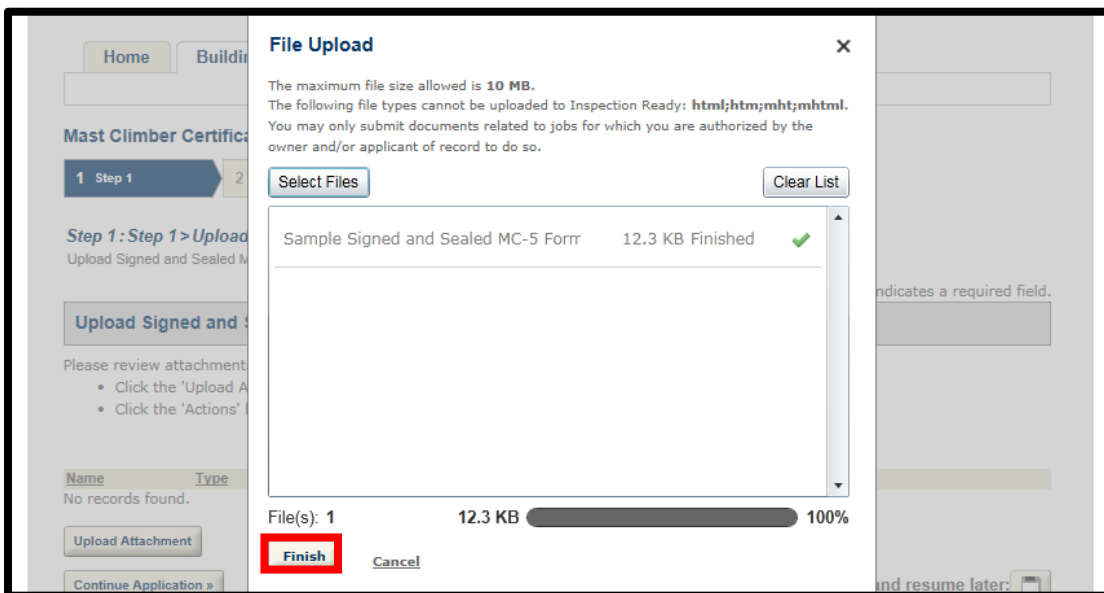
9. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer.

*Please Note:*

- *Microsoft Silverlight is required to upload documents in DOB NOW: Inspections. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
- *Multiple documents can be uploaded for a single Certification.*
- *The maximum file size allowed is 10 MB.*
- *DOB signatures and/or official seals must be visible in the uploaded file. If the document has a raised seal, the seal should be made visible by using a pencil to shade over the raised portion of the seal prior to scanning and uploading.*



10. Once the file has uploaded, click **Finish**.



11. Select an option from the **Type** dropdown.

**Upload Signed and Sealed MC5 form.**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

\* Type: ?

--Select--

--Select--

Additional Supporting Documentation

MCS

12. The **Description** field is optional.

**Mast Climber Certification**

1 Step 1   2 Step 2   3 Review   4 Record Issuance

**Step 1: Step 1 > Upload Form**  
Upload Signed and Sealed MC5 form.

\* indicates a required field.

**Upload Signed and Sealed MC5 form.**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

\* Type: MCS [Remove](#)

File:  
MC Cert.docx

**Description:**  
MC Certification documentation

Save and resume later:

13. Click **Save**.

### Mast Climber Certification

1 Step 1
2 Step 2
3 Review
4 Record Issuance

**Step 1: Step 1 > Upload Form**  
Upload Signed and Sealed MC5 form.

\* indicates a required field.

**Upload Signed and Sealed MC5 form.**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

\* Type:  [Remove](#)

File:  
MC Cert.docx

Description:

**Save**
Upload Attachment
Clear All

Continue Application »
Save and resume later:

14. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application**.

The screenshot shows the 'Mast Climber Certification' application page. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with links for 'Select an Online Service', 'Search Records', and 'Access My Records'. A green notification box states: 'The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.' Below this is a progress bar with four steps: '1 Step 1' (active), '2 Step 2', '3 Review', and '4 Record Issuance'. The current step is 'Step 1: Step 1 > Upload Form', with the instruction 'Upload Signed and Sealed MC5 form.' and a note '\* indicates a required field.' A section titled 'Upload Signed and Sealed MC5 form.' contains instructions to click 'Upload Attachment' or 'Actions'. A table lists an attachment: 'MC Cert.docx' (Type: MC5, Size: 12.19 KB, Latest Update: 09/18/2015, Action: Actions). At the bottom, the 'Continue Application >' button is highlighted with a red box, and a 'Save and resume later:' option is visible.

15. Check the checkbox to indicate acceptance of the Mast Climber Affirmation. Click **Continue Application**.

The screenshot shows the 'Mast Climber Certification' application page at 'Step 2: Step 2 > Affirmation'. The progress bar shows '2 Step 2' as the active step. The section is titled 'ASI' and 'MAST CLIMBER AFFIRMATION'. A paragraph of text reads: '\* I affirm that the attached Certificate of On-Site Inspection is signed and sealed by those authorized. I understand and agree that by personally checking the below checkbox and then clicking the "Continue Application >>" button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand:'. A checkbox is checked and highlighted with a red box. Below it, the 'Continue Application >' button is also highlighted with a red box. A 'Save and resume later:' option is visible at the bottom right.

16. Click **Continue Application**.

**Mast Climber Certification**

1 Step 1   2 Step 2   **3 Review**   4 Record Issuance

**Step 3: Review**

[Continue Application >](#) Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Mast Climber Certification

**Upload Signed and Sealed MC5 form.** [Edit](#)

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
MC Cert.docx	MC5	12.19 KB	09/18/2015	<a href="#">Actions</a> ▼

**ASI**

**MAST CLIMBER AFFIRMATION** [Edit](#)

I affirm that the attached Certificate of On-Site Inspection is signed and sealed by those authorized. I understand and agree that by personally checking the below checkbox and then clicking the "Continue Application >>" button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand. Yes

[Continue Application >](#) Save and resume later:

17. The confirmation message below will display on the screen.

**Mast Climber Certification**

1 Step 1   2 Step 2   3 Review   **4 Record Issuance**

**Step 4: Record Issuance**

**You have successfully submitted your Mast Climber Certification. A supervisor in the Cranes and Derricks unit will review your submission and approve. You will be notified if deficiencies are found.**

Thank you for using our online services.  
**Your Record Number is MC5-15-000001.**





### *Outcomes of a Mast Climber Certification*

The Cranes and Derricks Unit will review all documents submitted for a Mast Climber Certification. Based on this review, the Unit will accept or reject the documentation provided for the Certification.

When the Certification is:

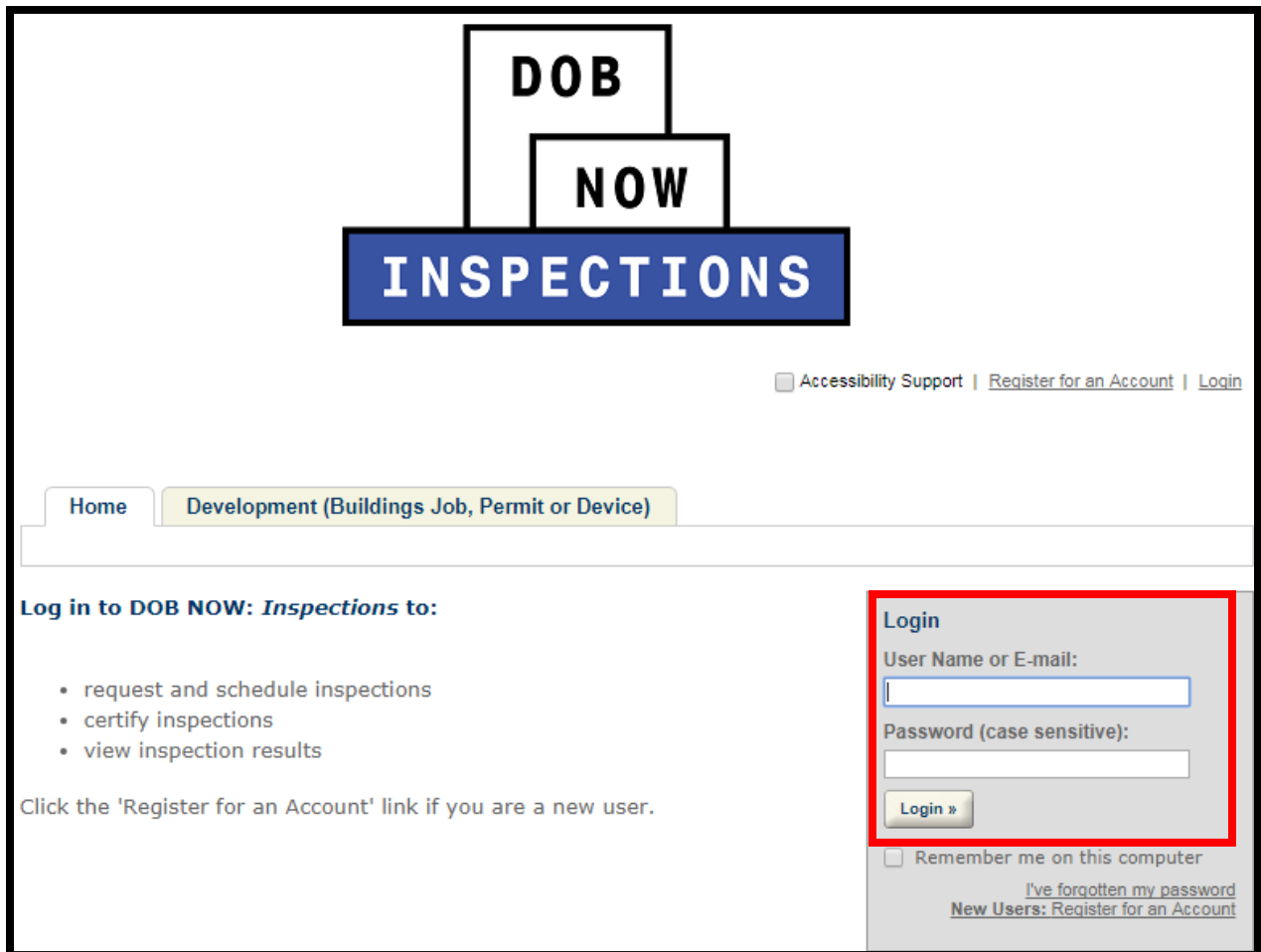
- **Received:**
  - An email is sent to all Registered Users on the Record stating that the Certification documentation was received.
  
- **Accepted:**
  - An email is sent to all Registered Users on the Record stating that the documentation submitted was reviewed and the Certification was accepted.
  
- **Rejected:**
  - An email is sent to all Registered Users on the Record stating that the documentation submitted was reviewed and the Certification was rejected.
  - The email will contain comments as to why the Certification was rejected.

## Upload CD-8 Certification Documentation

All CD-8 Certifications (CD8, CD8-AD, CD8-TR) can be submitted on CN Records with the following statuses:

- Approved for Installation
- Approved for Use
- TC Foundation Accepted

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.
2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login**. Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have an DOB NOW: *Inspections* account.



Accessibility Support | [Register for an Account](#) | [Login](#)

[Home](#) | [Development \(Buildings Job, Permit or Device\)](#)

**Log in to DOB NOW: *Inspections* to:**

- request and schedule inspections
- certify inspections
- view inspection results

Click the 'Register for an Account' link if you are a new user.

**Login**

User Name or E-mail:

Password (case sensitive):

Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

3. From the Home Page, click **Search Records**.

**Development (Buildings Job, Permit or Device)**

Specialized Tasks

- Link your PIN
- Delegate record access
- Upload PVT inspections

Search Records

- View inspection results

Transactions

- Request an inspection
- Self-certify jobs or advance notices
- Delegate record access
- Request gas authorization
- Request plumbing work type sign-off
- Upload documents

---

**Licensee Information**  
[Search for Licensed Professionals](#)

**Development (Buildings Job, Permit or Device)**  
Specialized Tasks  
**[Search Records](#)**  
Transactions

4. Locate the Record for which you would like to upload CD-8 Certification documentation.

This can be done in one of two ways:

- a. *Option 1:* Navigate through your list of Records using the **<Prev, Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.
- b. *Option 2:* Scroll down to the **General Search** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in DOB NOW: *Inspections*.

**Records**

Your Permit/Job/Device records are listed below.

Click on the Record ID Number to view details associated to that record and/or take action.  
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 11-11 of 11 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> 000112	Crane Notice (CN)	140 58	Approved for Use	<a href="#">Action</a>	0

< Prev 1 2 Next >

**b. Option 2** Enter information below to search for records. Select the search type from the drop-down list.

**General Search**

**Search for Records**

5. From the list of Records, click **ID Number** in the row of the applicable Record

**Records**

Your Permit/Job/Device records are listed below.

Click on the Record ID Number to view details associated to that record and/or take action.  
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 11-11 of 11 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> 000112	Crane Notice (CN)	140 58TH STREET Brooklyn NY 11220	Approved for Use	<a href="#">Action</a>	0

< Prev 1 2 Next >

Search for Records Enter information below to search for records. Select the search type from the drop-down list.

**General Search**

**Search for Records**

6. Click **Actions** in the Record Details section.

**Record 04151987:** [Click here for more information](#) [Add to collection](#)  
**Crane Notice (CN)**

**Work Location**  
280 BROADWAY Manhattan NY 10007

**Record Details**

Please review the details of your Record below.

If applicable, use the 'Actions' button to:

- Certify an Objection
- Add a Delegate (to perform certain actions on your behalf)
- Upload Inspection results from an Advance Notice Inspection (Plumbing)
- Provide Buildings with Advance Notice (Plumbing) for Certified Inspections

**Licensed Professional:**  
Thomas Crane  
11 New York Ave #500  
NEW YORK, NY, 10007  
United States  
Business Phone:212-555-5555  
Mobile Phone:212-555-5555  
General Contractor 123456789

[View Additional Licensed Professionals>>](#)

► **More Details**

**Actions**

7. Select the radio button next to **CD8/10E Certification**. Click **Continue Application**.

[Home](#) [Buildings](#) [Select an Online Service](#) | [Search Records](#) | [Access My Records](#)

**Select an Action**

Choose one of the following available actions to perform. Please be advised that licensees are responsible for the accuracy and completeness of any data provided, including uploads by such licensees' delegates.

**CD8/10E Certification**

Certification of Objections

Manage Delegates

**Continue Application »**

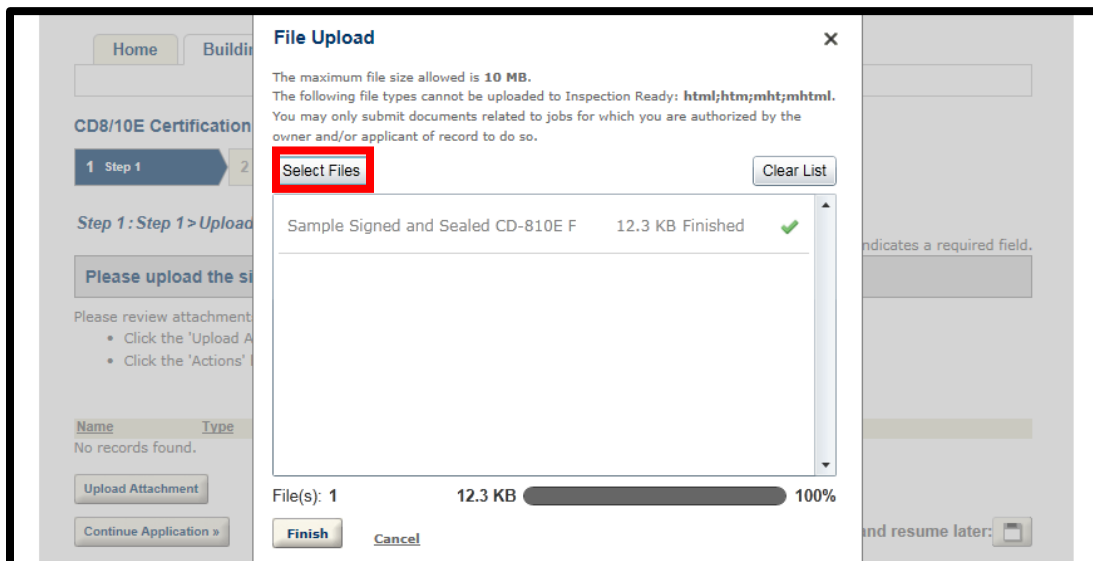
8. To upload the signed and sealed CD8 form, click **Upload Attachment**.

The screenshot shows a web interface for CD8/10E Certification. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with links for 'Select an Online Service', 'Search Records', and 'Access My Records'. Below this is a progress bar with four steps: '1 Step 1' (highlighted), '2 Step 2', '3 Review', and '4 Record Issuance'. The current step is 'Step 1: Step 1 > Upload Form'. A message box states 'Please upload the signed and sealed CD8 form.' with a note '\* indicates a required field.' Below this, instructions ask the user to review attachments and provide two bullet points: 'Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.' and 'Click the 'Actions' button to view attachment details for this Record.' A table with columns 'Name', 'Type', 'Size', 'Latest Update', and 'Action' is shown, with the text 'No records found.' below it. A red box highlights the 'Upload Attachment' button. At the bottom, there is a 'Continue Application »' button and a 'Save and resume later:' option with a floppy disk icon.

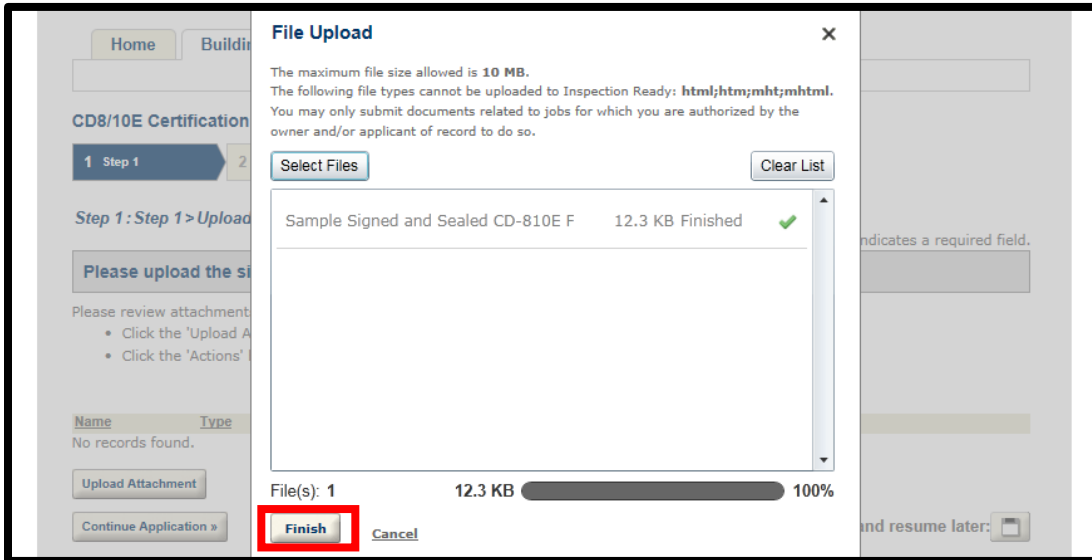
9. The File Upload page will appear. Click **Select Files** to locate the appropriate file(s) from your computer.

*Please Note:*

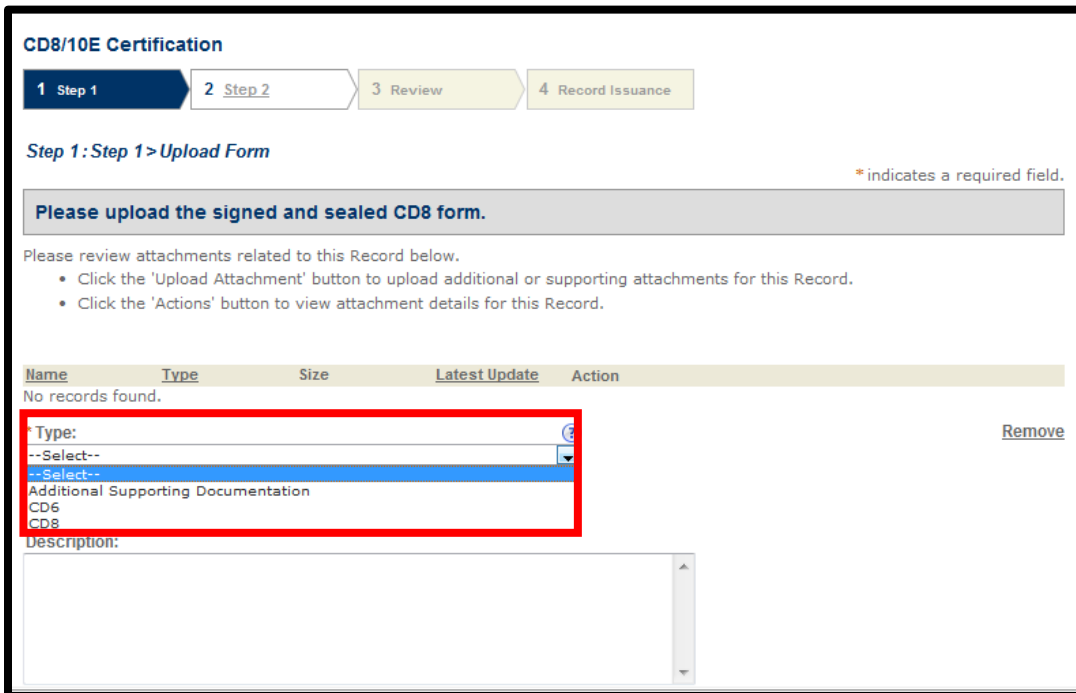
- *Microsoft Silverlight is required to upload documents in DOB NOW: Inspections. If you are having problems with Google Chrome we recommend switching to Internet Explorer.*
- *Multiple documents can be uploaded for a single Certification.*
- *The maximum file size allowed is 10 MB.*
- *DOB signatures and/or official seals must be visible in the uploaded file. If the document has a raised seal, the seal should be made visible by using a pencil to shade over the raised portion of the seal prior to scanning and uploading.*



10. Once the file has uploaded, click **Finish**.



11. Select CD8 from the **Type** dropdown.





12. The **Description** field is optional.

**CD8/10E Certification**

1 Step 1 | 2 Step 2 | 3 Review | 4 Record Issuance

Step 1: Step 1 > Upload Form \* indicates a required field.

**Please upload the signed and sealed CD8 form.**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

\* Type:  Remove

File:  
Sample Signed and Sealed CD-810E Form.docx

**Description:**

Save Upload Attachment Clear All

Continue Application » Save and resume later:

13. Click **Save**.

**CD8/10E Certification**

1 Step 1 | 2 Step 2 | 3 Review | 4 Record Issuance

Step 1: Step 1 > Upload Form \* indicates a required field.

**Please upload the signed and sealed CD8 form.**

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
No records found.				

\* Type:  Remove

File:  
Sample Signed and Sealed CD-810E Form.docx

**Description:**

**Save** Upload Attachment Clear All

Continue Application » Save and resume later:

14. Upload additional attachments if necessary by clicking **Upload Attachment** and repeating the previous steps to upload the document. Click **Continue Application**.

The screenshot shows a web interface for 'CD8/10E Certification'. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with links for 'Select an Online Service', 'Search Records', and 'Access My Records'. A green success message states: 'The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.' Below this is a progress bar with four steps: '1 Step 1' (active), '2 Step 2', '3 Review', and '4 Record Issuance'. The current step is 'Step 1: Step 1 > Upload Form'. A grey box contains the instruction: 'Please upload the signed and sealed CD8 form.' Below this, there are instructions to review attachments and a list of actions: 'Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.' and 'Click the 'Actions' button to view attachment details for this Record.' A table lists the attachments:

Name	Type	Size	Latest Update	Action
Sample Signed and Sealed CD-810E Form.docx	CD8	12.30 KB	09/15/2015	<a href="#">Actions</a> ▼

At the bottom, there are two buttons: 'Upload Attachment' and 'Continue Application »', which is highlighted with a red box. To the right of the 'Continue Application' button is a 'Save and resume later:' option with a document icon.

15. Type the number of the CD you are certifying in the **CD Used** field. Check the **checkbox** to indicate acceptance of the CD Affirmation, and click **Continue Application**.

The screenshot shows a web application interface for CD8/10E Certification. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with links for 'Select an Online Service', 'Search Records', and 'Access My Records'. Below this is a progress indicator with four steps: '1 Step 1', '2 Step 2' (highlighted in dark blue), '3 Review', and '4 Record Issuance'. The current step is titled 'Step 2: Step 2 > CD Info and Affirmation'. A note indicates that an asterisk (\*) denotes a required field. The main section is titled 'CD Info and Affirmation' and contains a sub-section 'CD8/10E CERTIFICATION'. A text input field labeled '\* CD Used:' contains the number '8'. Below this is an affirmation statement: '\* I hereby state that I have completed the foundation inspection for CD indicated above. I understand and agree that by personally checking the below checkbox and then clicking the "Continue Application >>" button I am electronically signing this affirmation. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.:' A checkbox with a checkmark is checked. At the bottom left is a button labeled 'Continue Application >>' and at the bottom right is a 'Save and resume later:' option with a document icon.

16. Click **Continue Application**.

Home Buildings

Select an Online Service | Search Records | Access My Records

**CD8/10E Certification**

1 Step 1 | 2 Step 2 | **3 Review** | 4 Record Issuance

**Step 3: Review**

**Continue Application »** Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

CD8/10E Certification

**Please upload the signed and sealed CD8 form.** Edit

Please review attachments related to this Record below.

- Click the 'Upload Attachment' button to upload additional or supporting attachments for this Record.
- Click the 'Actions' button to view attachment details for this Record.

Name	Type	Size	Latest Update	Action
<a href="#">Sample Signed and Sealed CD-810E Form.docx</a>	CD8	12.30 KB	09/23/2015	<a href="#">Actions</a> ▼

**CD Info and Affirmation** Edit

CD8/10E CERTIFICATION Edit

CD Used: 8

17. The confirmation message below will display on the screen.

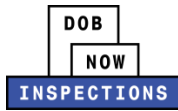
**CD8/10E Certification**

1 Step 1 | 2 Step 2 | 3 Review | **4 Record Issuance**

**Step 4: Record Issuance**

**Your record has been successfully submitted.**  
Please print your record and retain a copy for your records.

Thank you for using our online services.  
**Your Record Number is CD8-15-000002.**



### *Outcomes of a CD-8 Certification*

The Cranes and Derricks Unit will review all documents submitted for a CD-8 Certification. Based on this review, the Unit will accept or reject the documentation provided for the Certification.

When the Certification is:

- **Received:**
  - An email is sent to all Registered Users on the Record stating that the Certification documentation was received.
  
- **Accepted:**
  - An email is sent to all Registered Users on the Record stating that the documentation submitted was reviewed and the Certification was accepted.
  
- **Rejected:**
  - An email is sent to all Registered Users on the Record stating that the documentation submitted was reviewed and the Certification was rejected.
  - The email will contain comments as to why the Certification was rejected.