

Pre-Use and Monthly Inspection Checklist for Overhead Cranes and Hoists

Crane Name:	Location:
Name of Person Inspecting:	Signature:

Pre-Use Inspections: Use this checklist as a guide to conduct pre-use overhead crane and hoist inspections. If an item is OK and no problem is detected mark a X. For damage or repairs annotate on the comment section.

IF ANY PART OF THIS INSPECTION FAILS: - DO NOT USE THE EQUIPMENT OR ATTEMPT TO MAKE REPAIRS - REPORT THE PROBLEM TO

		DATE:									
#	Inspection Item	Mark	N/A	Mark	N/A	Mark	N/A	Mark	N/A	Mark	N/A
1	Ensure load rating is marked on each side of the crane or hoist and										
2	Check that warning labels are clean and legible.										
3	Check hooks for deformation, cracks, bends, and excessive thread										
4	Check that the hook safety latch is in place and functioning properly.										
5	Check hook attachment and securing means.										
6	Check hoist chains and end connections for excessive wear, twist, distortion interfering with proper function, or stretch.										
7	Check running rope and end connections for wear, broken strands, etc.										
8	Check that wires, ropes, and chains are reeved and seated in the drum										
9	Ensure there are no loose, broken, or damaged parts on the hoist, lever, trolley, bridge, runway, beam clamp, or electric systems.										
10	Check for deformation of load block, drums, and sheaves.										
11	Check placement of ends stops.										
12	Ensure there are no loose items that could fall.										
13	Verify pendant controls are not damaged (check for damage or missing										
14	Ensure all pendant controls are operating properly and moving in the										
15	Check all functional operating mechanisms for maladjustment and										
16	Check for deterioration or leakage in lines, tanks, valves, drain pumps and other parts of air or hydraulic systems.										
17	Check hoist, bridge, and trolley braking system for proper operation.										
18	Ensure trolley and bridge are on-track and functioning smoothly.										
19	Check for little or no hook drift when releasing controls in the up or										
20	Ensure the limit devices and switch is functioning properly without a										

COMMENTS: