Crane inspection checklist

Overhead and gantry cranes

01 The visit

Crane or hoist (name and tag)

Date

Location

Checked by (printed name)

02 Start of each shift

10 checks

CHECK	OK	FAIL	NOTE
Controls (pendant or radio)	☐	☐	
Upper limit switch, no load, block inched in slowly	☐	☐	
Hoist, trolley and bridge stopping	☐	☐	
Hook, visual	☐	☐	
Hoist chain, visual	☐	☐	
Wire rope, as it pays out	☐	☐	
Air or hydraulic lines, tanks, valves (where fitted)	☐	☐	
Warning signal	☐	☐	
Rated load marking	☐	☐	
Runway and travel path	☐	☐	

03 Monthly, with a written record

5 checks

CHECK	OK	FAIL	NOTE
Hooks: throat opening against the new figure, twist, cracks	☐	☐	
Hoist chains and end connections	☐	☐	
Running ropes	☐	☐	
Operating mechanisms	☐	☐	
Rope reeving	☐	☐	

04 Periodic: every 1 to 12 months, the whole crane

8 checks

CHECK	OK	FAIL	NOTE
Structure	☐	☐	
Sheaves and drums	☐	☐	
Pins, bearings, shafts, gears, rollers, locking and clamping devices	☐	☐	
Brakes	☐	☐	
Load, wind and other indicators	☐	☐	
Power plant (electric, diesel, gasoline)	☐	☐	
Chain drive sprockets	☐	☐	
Electrical apparatus	☐	☐	

05 Slings, before use

3 checks

CHECK	OK	FAIL	NOTE
Wire rope	☐	☐	
Synthetic web	☐	☐	
Alloy chain	☐	☐	

06 Defects and sign-off

Defects found, or no defects

Work orders written

Signature