

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

Equipment Name, Type, and Identifier (SN):	Location:	Date:
Name of Inspector:	Signature:	

Monthly Inspections: Use this checklist to conduct monthly overhead crane and hoist inspections. Inspections must be documented on this checklist (returned to supervisor), marked on an inspection tag, or in an inspection log.

Pre-Use Inspections: Use this checklist as a guide to conduct pre-use overhead crane and hoist inspections. Documented inspections are not required.

Only trained and authorized personnel may inspect and operate this equipment. If an item is defective, mark an **X** and provide details in the **COMMENTS** section below. If an item is OK and no problem is detected mark a **√**.

IF ANY PART OF THIS INSPECTION FAILS:

- **DO NOT USE THE EQUIPMENT OR ATTEMPT TO MAKE REPAIRS**
- **REPORT THE PROBLEM TO YOUR SUPERVISOR**

Caution: This checklist may not feature all items on your equipment. Always follow the equipment manufacturer's inspection and operating guidelines.

#	Inspection Item	Mark	N/A
1	Ensure load rating is marked on each side of the crane or hoist and legible from the floor.		
2	Check that warning labels are clean and legible.		
3	Check hooks for deformation, cracks, bends, and excessive thread damage.		
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 grooves properly.		
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 labels).		
14	Ensure all pendant controls are operating properly and moving in the right direction.		
15	Check all functional operating mechanisms for maladjustment and unusual sounds.		
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 down position.		
20	Ensure the limit devices and switch is functioning properly without a load on the hook.		

COMMENTS: