Pre-use Inspection

Checklist for Floor-operated Cranes

Includes overhead and gantry cranes

Facilities CRN#: **PC#:** **Hoist Type:**

Crane Custodian: **Bldg:** **Room:**

Requirements

A. Operators must perform a pre-use inspection (once per shift) for the items listed below.

B. Any equipment found to be unsatisfactory must be removed from service.

C. Operators must notify the equipment custodian, who will submit a Facilities service request to the crane inspector (call x8901). Continued use may be permitted if authorized by the crane inspector in notes/comments.

D. Custodians must keep completed checklists on file for a minimum of 5 years.

Inspected by:																							
Date:																							

#	Equipment Description and Inspection Criteria	✓ = Satisfactory, U = Unsatisfactory, N = Not Applicable																					
1	**Operating mechanism –** Check for proper operation and adjustment and note any unusual sounds or noise due to chain binding or bearing squeal																						
2	**Limit switch –** Test upper-limit switch. If the hoist has a lower-limit switch, test it with no load before lowering any load that could bring the lower-limit switch into operation.																						
3	**Air or hydraulic systems** – Check for leaks (as applicable) all along the air or hydraulic system, including tanks, valves, pumps, and lines (visual inspection from floor level only)																						
4	**Hoist braking** – Confirm that the brakes are functioning																						
5	**Hooks & hook latches** – Check for: excessive throat opening, bent or twisted elements, and sticky swivel or rough surfaces. Check latches (if present) for damaged spring, bent or missing hardware. Check self-locking hooks (if present) for proper operation and locking.																						
6	**Hoist ropes and end connections** – Check for rope distortions such as kinking, crushing, upstanding, birdcaging, main strand displacement or core protrusion; corrosion, broken or cut strands. Note number, distribution, and type of visible broken wires.																						
7	**Spooling –** Check ropes for proper spooling on drum(s) and sheave(s)																						
8	**Festoon or trolley wiring** – When applicable, ensure wire collects and moves freely																						
9	**Bridge** – Look for loose items or obstructions (visual inspection from floor level only)																						

Notes/comments: