

Crane Pre-use / Frequent Inspection Form

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URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/hoistingFormInspectPreuseCrane.pdf>

ENVIRONMENT, SAFETY & HEALTH DIVISION

This form is used to document the pre-use / frequent inspection required for all cranes, hoists, and miscellaneous lifting devices at the beginning of each shift (see [Hoisting and Rigging: Equipment Requirements](#) [SLAC-I-730-0A21S-035]).

Crane #	Custodian	Hoist Type										Building #									
Requirements 1. Operators must perform this inspection (from floor level only) before each shift and submit the form to the equipment custodian. 2. Equipment found unsafe must be removed from service. Report any deficiencies immediately to the custodian. 3. Custodians maintain completed forms. <i>Note: cranes over one ton, idle for more than six months, must have a periodic inspection by the crane and hoist inspector before use in addition to this pre-use inspection.</i>		Inspected by																			
		Date																			
		✓ = Satisfactory, U = Unsatisfactory, N = Not Applicable																			
1.	Inspection stickers: check for current annual and quarterly stickers and all other required safety markings.																				
2.	Upper limit switch (if equipped): lower hook slightly, then raise hook slowly into switch, to check operation.																				
3.	All operating mechanisms: check for proper operation of all functions, hoist brake, bridge, trolley, pendant station (if equipped), hoist control chain or lever.																				
4.	Hoist rope or load chain: lower hook to above floor level, check visually for any broken wires, kinking, crushing, birdcaging, corrosion. Check load chain for bent, or stretched, cracked, scored, or heat damaged links.																				
5.	Hook / hook block and supporting hook (if equipped): check for excessive throat opening, bent/twisted elements, hook swivels freely, safety latch operational, and rope sheaves or chain sprockets for signs of wear or malfunction.																				
6.	Spooling: check spooling of wire rope onto all sheaves and drums. Check load chain spooling onto sprockets and into chain bucket (if equipped).																				
7.	Electric, air, or hydraulic: check festoons, collectors, pendant controls, lights, strain relief, wiring for exposed conductors, and for any leaky hoses, tanks, or valves.																				
8.	Hoist support: fasteners, beams, trolley, gantry structure/wheels, and jib structure, engine hoist components. Hoists must be supported by an approved and engineered anchorage (portable hoists) or beam/gantry equal to or more than hoist capacity.																				