

OVERHEAD CRANE PRE-OPERATIONAL CHECKLIST

(RECORDS ARE NOT REQUIRED)

(SAMPLE FORM)

CRANE NO.	CAPACITY	TYPE	LOCATION	SHIFT 1 2 3
OPERATORS NAME:		INSTRUCTIONS: Check all items. Inspect and indicate as: Satisfactory - S, Unsatisfactory - U, or Not Applicable - NA		
WALK AROUND INSPECTION		S /U/ NA	MACHINERY INSPECTION	S/U/ NA
a	Foundations		a Holding Brake *	
b	Access		b Load Control Brake	
c	Secured Items		c Covers Secured	
d	Walkways/Handrails		d Upper Sheaves *	
e	Bridge, Drive Motor		e Wire Rope *	
f	Bridge Brake *		f Hooks: Cracks, Wear, Deformation, * Throat Opening, Latch Operation	
g	Hydraulics		g Fluid Leaks	
h	Couplers/Connection Rods		h Batteries	
i	End Trucks *		i Electric Motors	
J	Rail Sweeps		J Electric Panels	
k	Windlocks/Chock/Stops		k Runway/Bridge Conductors	
l	Housekeeping		l Runway/Bridge Collectors	
			m Electrical Guards	
			n Festoon System	
			o Warning Tags/Signs	
			p Exposed Electrical Hazards	
			q Trolley Stops *	

OVERHEAD CRANE PRE-OPERATIONAL CHECKLIST (CONTINUED)

(RECORDS ARE NOT REQUIRED)

(SAMPLE FORM)

OPERATOR CAB INSPECTION		S/U/ NA	OPERATION INSPECTION		S/U/ NA
a	Housekeeping		a	Power Supply Relay *	
b	Warning Tags *		b	Manual Reset	
c	Cab Door(s)		c	Stop Button/Control *	
d	Fire Extinguisher		d	Pendant Buttons *	
e	Controls Identification		e	Upper Limit/Main *	
f	Electrical Enclosures		f	Upper Limit/Auxiliary *	
g	Pendant Strain Relief		g	Lower Limit/Main	
h	Visibility/Windows		h	Lower Limit/Auxiliary	
i	Safety Devices		i	Bridge Controls *	
J	Warning/Indicator Light		J	Bridge Brake *	
k	Alarms		k	Trolley Control *	
			l	Main Hook *	
			m	Auxiliary Hook *	
			n	Work Area	
			o	Runway Stops *	
			p	Travel Limit Relays *	

INSTRUCTIONS: Inspect all applicable items each shift of operation. Suspend all operations immediately when observing an unsatisfactory condition for asterisked (*) items. In addition, suspend operation when any unsafe condition is observed and immediately notify supervisor. Other conditions not affecting safety shall be noted under "Remarks" and reported to supervisor.

REMARKS:

PERIODIC CRANE INSPECTION REPORT

(SAMPLE FORM)

MECHANICAL ITEMS						
MAKE:		CAPACITY:		LOCATION:		
STATUS CODE: SR - Should be Replaced NR - Needs Repair R - Repaired SN - See Notes N/A - Not Applicable						
ITEM	OK	CODE		ITEM	OK	CODE
Bridge				- Cam Followers/Guide*		
- Alignment				- Runway End-Stops		
- Girders (camber)				- Railway Sweeps / Safety Lugs		
- Rails				- Energy Absorbing Bumpers		
- Walks, Ladders, Railings				Mono Rail		
- Trucks to Girder Connection				- Girders		
- Trucks				- Girder Supports		
- Wheels, Driver *				- Sway Braces		
- Wheels, Idler *				Misc.		
- Wheels, Bearings *				- Clearances Overhead (3")		
- Axles & Coupling *				- Clearances Lateral (2")		
- Squaring Shaft				Rated Load Markings:		
- Squaring Shaft Bearings				- Each Side of Crane Bridge		
- Squaring Shaft Couplings				- Each Hoist/Load Block		
- Motor Coupling *				Trolley Drive		
- Gear Reducer				- Wheels, Driver *		
- Gear Reducer Oil Seals				- Wheels, Idler *		
- Axle Pinion				- Wheels Bearings *		
- Axle Gear				- Axles & Couplings		
- Runway Alignment				- Motor Couplings *		

PERIODIC CRANE INSPECTION REPORT (CONTINUED)

(SAMPLE FORM)

ITEM	OK	CODE		ITEM	OK	CODE
- Gear Reducer				- Drum Grooving		
- Gear Reducer Oil Seals				- Drum Shafts		
- Axle Pinion				- Motor Pinion		
- Axle Gear				- Motor Gear		
- Cam Followers/Guides *				- Intermediate Pinion		
- Energy Absorbing Bumpers				- Intermediate Gear		
- End Stops				- Drum Pinion		
Hoist (M - Main) (A - Auxiliary)				- Drum Gear		
- Hook				- Hoist Case Bearing		
- Hook Bearing				- Mechanical Load Brake*		
- Sheaves *				- Friction Disc*		
- Sheave Bearings *				- Pawl *		
- Equalizer Sheave *				- Pawl Shifter		
- Rope/Chain				- Ratchet or Band		
- Rope Anchors				- Motor Coupling *		
				- Hoist Case Coupling *		
Needs Immediate Action:						
Notes:						
<u>Circle One:</u> PASS FAIL						
INSPECTOR (print): _____ SIGNATURE: _____ DATE: _____						

Items with * to be inspected prior to use as part of the Pre-Operational check and lubricated as needed. All other items to be inspected and lubricated annually.

OVERHEAD CRANE PERIODIC INSPECTION REPORT
(SAMPLE FORM)

ELECTRICAL ITEMS						
MAKE:		CAPACITY:		LOCATION:		
STATUS CODE: SR - Should be Replaced NR - Needs Repair R - Repaired SN - See Notes N/A - Not Applicable						
ITEM	OK	CODE		ITEM	OK	CODE
Brakes				- Trolley Motor rings		
- M.H. Brake Shoes & Disc				- M.H. Motor Bearings		
- M.H. Brake Linings *				- M.H. Motor Brushes *		
- M.H. Brake Linkage				- M.H. Motor Rings		
- M.H. Brake Coil				Misc		
- A.H. Brake Shoes & Discs						
- A.H. Brake Lining *						
- A.H. Brake Linkage						
- A.H. Brake Coil						
- Trolley Brake Shoes & Disc						
- Trolley Brake Lining *				Controls		
- Trolley Brake Linkage				- For Magnetic Control		
- Trolley Brake Coils				- Master Switches		
- Hydraulic Brake Bleeder *				- Push-button Station		
Motors				- M.H. Contactors		
- Bridge Motor Bearings				- A.H. Contactors		
- Bridge Motor Brushes *				- Trolley Contactors		
- Bridge Motor Rings				- Bridge Contactors		
- Trolley Motor Bearings				- M.H. Overhead Relays		
- Trolley Motor Brushes *				- A.H. Overhead Relays		

OVERHEAD CRANE PERIODIC INSPECTION REPORT (CONTINUED)

(SAMPLE FORM)

ITEM	OK	CODE		ITEM	OK	CODE
Controls (continued)				Resistors		
- Trolley Overhead Relays				- M.H. Resistors		
- Bridge Overhead Relays				- A.H. Resistors		
- M.H. Limit Switch Contacts				- Trolley Resistors		
- A.H. Limit Switch Contacts				- Bridge Resistors		
For Manual Drum Control				Mainline		
- M.H. Finger Tips*				- Mainline Switch		
- M.H. Segments *				- Fuses (Sizes)		
- A.H. Finger Tips *				- Power Wiring		
- A.H. Segments *				- Control Wiring		
- Trolley Finger Tips *				- Trolley Collectors *		
- Trolley Segments *				- Runway Collectors *		
- Bridge Finger Tips *				- Bridge Conductors		
- Bridge Segments *				- Runway Conductors		
Needs Immediate Action:						
Notes:						
Circled One: PASS FAIL						
INSPECTOR (Print): _____ SIGNATURE: _____ DATE: _____						

Items with * to be inspected prior to use as part of the Pre-operational check and lubricated as needed.
All other items to be inspected and adjusted annually.