Overhead crane checklist

Date _____ **Time** _____

Crane ID and location _____ **Operator name** _____

Shift _____ **Rated capacity (from the tag)** _____

Hoist and rigging	Pass	Fail	N/A
Hook has no cracks, bending, twisting or wear	☐	☐	☐
Hook latch is in place and closes	☐	☐	☐
Wire rope or chain is not kinked, crushed, broken or worn	☐	☐	☐
Rope or chain sits correctly on the drum or in the sprocket	☐	☐	☐
Hoist housing and fasteners are secure, with no leaks	☐	☐	☐
Load block and sheaves turn freely	☐	☐	☐

Controls and brakes	Pass	Fail	N/A
Pendant or remote is undamaged and labeled	☐	☐	☐
Every control works, moves the right way and stops when released	☐	☐	☐
Emergency stop works	☐	☐	☐
Hoist, trolley and bridge brakes hold	☐	☐	☐
Upper and lower limit switches work, tested per the maker's manual	☐	☐	☐

Warnings and area	Pass	Fail	N/A
Horn, bell or lights work	☐	☐	☐
Load rating is visible and readable	☐	☐	☐
Warning labels are on and readable	☐	☐	☐
Runway and travel path are clear of people and objects	☐	☐	☐
Lifting attachments and slings are inspected and match the load	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____