

# OVERHEAD CRANE INSPECTION FORM

NCS Form 028

OSHA regulations (Section 1910.179) requires overhead crane operators to conduct a daily safety check of their hoists or cranes prior to use at the beginning of each shift during which a crane is used. Visual inspections shall be limited to that which can be made from a catwalk, floor, or other safe observation point.

## Safety Is Everyone's Responsibility!

<input type="checkbox"/>	<b>SAFETY EQUIPMENT</b> – Is all required safety equipment present & in use?
<input type="checkbox"/>	<b>I AM TRAINED AND AUTHORIZED TO USE THIS EQUIPMENT?</b>

### AREA CHECKOUT: BEFORE YOU TOUCH THE CONTROLS

<input type="checkbox"/>	<b>I KNOW WHERE THE CRANE DISCONNECT SWITCH IS LOCATED.</b>
<input type="checkbox"/>	<b>THERE ARE NO WARNING SIGNS ON OR NEAR THE PUSH BUTTON PENDANT OR CONTROLS.</b>
<input type="checkbox"/>	<b>THERE ARE NO PEOPLE WORKING ON THE CRANE OR IN THE RUNWAY TRAVEL AREA.</b>
<input type="checkbox"/>	<b>THERE ARE NO PEOPLE WORKING IN THE AREA, THAT THE LOAD YOU ARE GOING TO PICKUP WILL TRAVEL?</b> - If so, they must be warned, and asked to move if the load will travel over their location.
<input type="checkbox"/>	<b>THE AREA WHERE YOU WILL SET THE LOAD DOWN IS LARGE ENOUGH AND/OR CLEARED OF OBSTRUCTIONS? THERE ADEQUATE CRIBBING MATERIAL, IF REQUIRED.</b>
<input type="checkbox"/>	<b>DO YOU HAVE THE PROPER SLINGS &amp; OTHER BELOW-THE-HOOK DEVICES REQUIRED TO PROPERLY ATTACH AND PICK UP THE LOAD?</b>
<input type="checkbox"/>	<b>THE LOAD PLUS ALL BELOW-THE-HOOK DEVICES IS LESS THAN OR EQUAL TO THE RATED CAPACITY OF THE CRANE.</b>

### PRELIMINARY EQUIPMENT CHECKOUT: BEFORE YOU TOUCH THE CONTROLS

<input type="checkbox"/>	<b>NO LOOSE, BROKEN, OR DAMAGED PARTS OF THE HOIST, TROLLEY, BRIDGE, RUNWAY, OR ELECTRIFICATION SYSTEMS</b>
<input type="checkbox"/>	<b>THE WIRE ROPE IS REEVED PROPERLY AND IS SEATED IN THE DRUM GROOVES PROPERLY</b>
<input type="checkbox"/>	<b>THE BOTTOM BLOCK IS NOT TWISTED</b> – No Two Lengths of Wire Rope Touch
<input type="checkbox"/>	<b>THERE ARE NO ITEMS CONTACTING OR CLOSE TO ANY OPEN POWER SOURCE – ENCLOSURES ARE PROPERLY CLOSED</b>
<input type="checkbox"/>	<b>THERE ARE NO WIRES PULLED FROM STRAIN RELIEFS OR BUSHINGS</b>
<input type="checkbox"/>	<b>THE PUSHBUTTON PENDANT CONTROLS HAVE NO DAMAGE – CRACKS, TORN BOOTS, OR MISSING LABELING</b>
<input type="checkbox"/>	<b>THE CONTROLS HAVE THE A.N.S.I. REQUIRED WARNING TAG</b>

### EQUIPMENT CHECKOUT: (POWERED)

<input type="checkbox"/>	<b>WITH PUSHBUTTON OFF – CHECK FOR PROPER OPERATION AND BUTTON FEEL</b> - EACH BUTTON SHOULD OPERATE SMOOTHLY WITH NO STICKING AND, WHEN RELEASED, RETURN TO THE OFF POSITION AUTOMATICALLY.
<input type="checkbox"/>	<b>WITH PUSHBUTTON ON – THE CRANE WARNING DEVICE IS OPERATING PROPERLY (IF APPLICABLE).</b>
<input type="checkbox"/>	<b>PUSH “UP” BUTTON – THE HOIST HOOK RAISES</b>
<input type="checkbox"/>	<b>UPPER LIMIT SWITCH FUNCTIONING PROPERLY</b>
<input type="checkbox"/>	<b>ALL OTHER PUSHBUTTONS &amp; CONTROLS HAVE PROPER FUNCTION AND DIRECTION</b>

<input type="checkbox"/>	<b>NO WEAR (NO MORE THAN 10%) – ANYWHERE ON HOOK (PARTICULARLY IN THE SADDLE AREA)</b>
<input type="checkbox"/>	<b>NO BENDING OR TWISTING</b>
<input type="checkbox"/>	<b>NO CRACKS</b>
<input type="checkbox"/>	<b>SAFETY LATCHES ARE IN PLACE &amp; FUNCTIONAL</b> - Not distorted or out of the throat. Spring functioning
<input type="checkbox"/>	<b>HOOK NUT (IF VISIBLE) IS TIGHT &amp; LOCKED TO HOOK</b>
<input type="checkbox"/>	<b>HOOK ROTATES FREELY</b> – No GRINDING FEELING OR SOUND OBSERVED
<input type="checkbox"/>	<b>NO STRUCTURAL DAMAGE</b>
<input type="checkbox"/>	<b>NO CRACKS IN ANY COMPONENT</b>
<input type="checkbox"/>	<b>CAPACITY MARKINGS PRESENT</b>
<input type="checkbox"/>	<b>SHEAVES ROTATE FREELY</b> – No GRINDING FEELING OR SOUNDS
<input type="checkbox"/>	<b>SHEAVES ARE SMOOTH</b> – NO DEEPENED GROOVES OR WIRE ROPE PATTERN WORN INTO THE SEAT AREA OR WORN FLANGES
<input type="checkbox"/>	<b>SHEAVE GUARDS ARE INTACT &amp; UNBROKEN</b> – NO PART OF SHEAVE GUARD IS IN CONTACT WITH WIRE ROPE OR SHEAVE
<input type="checkbox"/>	<b>NO REDUCTION IN DIAMETER</b>
<input type="checkbox"/>	<b>NO BROKEN WIRES</b>
<input type="checkbox"/>	<b>NO KINKING, CUTTING, CRUSHING, UNSTRANDING, OR THERMAL DAMAGE</b>
<input type="checkbox"/>	<b>NO CRACKS, GOUGES, NICKS, WELD SPLATTER, CORROSION, OR DISTORTION IN ANY LINK</b>
<input type="checkbox"/>	<b>NO WEAR AT CONTACT POINTS</b> – IF WEAR IS SUSPECTED, FURTHER INSPECTION BY QUALIFIED PERSON REQUIRED
<input type="checkbox"/>	<b>SMOOTH OPERATION THROUGH CHAIN SPROCKET</b> - IF ROUGHNESS OR JUMPING IS OBSERVED, FURTHER INSPECTION BY A QUALIFIED PERSON IS REQUIRED.
<input type="checkbox"/>	<b>BRIDGE &amp; TROLLEY MOTOR BRAKES OPERATE PROPERLY</b>
<input type="checkbox"/>	<b>THERE IS LITTLE OR NO HOOK DRIFT WHEN RELEASING “UP” OR “DOWN” CONTROLS</b>
<input type="checkbox"/>	<b>TROLLEY &amp; BRIDGE TRACK PROPERLY</b>
<input type="checkbox"/>	<b>NO LOOSE ITEMS ON CRANE THAT COULD FALL OR ANY EXCESSIVE OIL LEAKS FIRE</b>
<input type="checkbox"/>	<b>EXTINGUISHER IS AVAILABLE &amp; IN GOOD CONDITION</b> - (ON CAB OPERATED CRANES) <b>EMERGENCY</b>
<input type="checkbox"/>	<b>MEANS OF EGRESS IS AVAILABLE &amp; IN GOOD CONDITION</b> - (ON CAB OPERATED CRANES) <b>AIR OR</b>
<input type="checkbox"/>	<b>HYDRAULIC LINES ARE IN GOOD CONDITION</b>
<input type="checkbox"/>	<b>ALL BELOW-THE-HOOK DEVICES (INCLUDING SLINGS) ARE IN GOOD CONDITION</b>

**ITEMS TO CONSTANTLY OBSERVE DURING CRANE USAGE**

- X ALL OPERATING MECHANISMS ARE FUNCTIONAL AND FREE FROM MALADJUSTMENT**
- X LOAD IS RIGGED PROPERLY**
- X THERE IS NEVER ANY LESS THAN TWO FULL WRAPS OF WIRE ROPE ON DRUM**
- X HOIST BRAKES CHECKED EACH TIME A LOAD APPROACHING THE RATED LOAD IS HANDLED** – RAISE THE LOAD A FEW INCHES AND APPLY BRAKES

\* THIS LIST IS NOT INTENDED TO BE 100% COMPLETE. THIS LIST SHOULD BE MODIFIED FOR EACH HOIST OR CRANE IN YOUR FACILITY IF NECESSARY .

**Remember: Accidents Can Be Prevented**

OPERATOR \_\_\_\_\_

DATE \_\_\_\_\_