

OVERHEAD CRANE/HOIST  
DAILY INSPECTION CHECKLIST



Dept./Div: \_\_\_\_\_ Crane #: \_\_\_\_\_ Bldg. # \_\_\_\_\_ Date: \_\_\_\_\_

Operator/Inspector Name: \_\_\_\_\_

	PASS	FAIL	Comments
Check Periodic Inspection Tag Note: If the tag is missing or the inspection due date has expired or is illegible, the equipment must be removed from service. Contact the hoisting and rigging inspector to schedule an inspection.			
Locate crane main disconnect switch			
Locate pendant controls or controllers with selector (up, down, east, west, north, south)			
Check wire rope or chain for damage *documented 30 day inspection required (check rope/chain for worn, cut, kinked, crushed, spooling or bridged cable)			
Check hook *documented 30 day inspection required (bent, spread, cracked and safety latch)			
Check upper limit switch (hook block stop)			
Check for reverse reeving (hoist cable direction)			
Check brake system (trolley, bridge and hoist)			
Check trolley and bridge travel (Make sure stops are in place and limits working. Make sure travel path is clear of obstructions)			
Check hoisting gearing system (any unusual noises)			
Check rails during operation (unusual wear and tear)			
Check lubrication (leaks, excess grease)			
Review weight limits (weight to be lifted must be calculated or measured if unknown)			
Inspect rigging equipment to be utilized (slings, shackles, guide ropes, use personnel protection equipment)			

CAUTION: If any malfunctions or unusual noises are observed, stop using the crane/hoist and contact your supervisor or safety coordinator immediately.

NOTE: Personnel using material handling equipment must be trained and qualified for that specific type of equipment.