



UMBC Crane and Hoist Frequent Inspection Checklist

Instructions:

1. Operators shall utilize this inspection form to document daily (or pre-use) and monthly inspections of all cranes, hoists, and other miscellaneous lifting devices. Daily (pre-use) inspections shall be visual and conducted from floor level.
2. Promptly report any unsatisfactory or unsafe conditions to management and remove the equipment from service.
3. Managers - Retain completed checklists for three (3) years.

Note: Cranes that sit idle from 1-6 months require a daily and monthly inspection prior to operation. Cranes that sit idle for more than 6 months require a periodic (annual) inspection, followed by a daily (pre-use) inspection prior to operation.

Crane Location and ID: _____

Responsible Department: _____

Operator Name: _____

Date of Inspection: _____

Inspection Frequency		Inspection Item	Hazards to Check For	OK	Not OK	N/A	Comments
Daily	Monthly						
X	X	Controls and Operating Mechanisms	Maladjustment, improper function, controls not clearly marked				
X	X	Hydraulic and Air System Components (Lines, Valves, Tanks, Drain Pumps)	Deterioration, degradation, leaks				
X	X	Crane Hooks	Cracks or other deformation				
X	X	Chains and End Connections	Wear, twist, distortion				

X	X	General Safety Conditions	Poor lighting, poor environmental conditions (temperature, wind, rain), poor housekeeping (clutter, debris, slip/fall hazards)				
	X	Structural Members	Deformation, cracks, corrosion				
	X	Pins, Bearings, Wheels, Shafts, Gears, Rollers, Lock/Clamp Devices, Bumpers, Stops	Excessive wear, cracks, distortion				
	X	Brake System (Parts, Linings, Pawls, Chain Sprockets, Ratchets)	Excessive wear or improper operation				
	X	Sheaves and Drums	Cracks, excessive wear				
	X	Bolts, Nuts, Pins, Rivets	Loose or missing				
	X	Controllers, Master switches, Limit Switches, Contacts, Push Button Stations	Signs of pitting or deterioration				
	X	Indicators (Load, Wind, Other)	Improper operation				
	X	Power Plant (Gas, Diesel, Electric)	Poor performance				
	X	Stops	Stops not in place at the limit of travel of trolley				

	X	End Connections	Corrosion, cracks, bending, wear, improper application				
	X	Hook	Gouges, nicks, corrosion, cracks or other deformation				
	X	Hook	Hook throat opening increase by 5% (not to exceed ¼ inch) more than the normal throat opening measured at narrowest point				
	X	Hook	Bending or twisting from the plane of unbent hook				
	X	Chain	Excessive drive chain stretch				
	X	Chain – Test under load in lifting and lowering direction	Not feeding smoothly into and away from sprockets				
	X	Chain	Chain binding, jumping, or making unusual noise				
	X	Chain – Slacken chain and move adjacent links to one side	Excessive wear or stretching				