



## SAFETY POLICY AND PROCEDURE MANUAL

### NUMBER 10.0 – HOISTING EQUIPMENT

#### ATTACHMENT B – MONTHLY CRANE INSPECTION FORM

Number: 10.0 Issued: 7/2018 Revised: 1/2023 Page 1 of 1

MONTH/YR \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ CRANE NUMBER \_\_\_\_\_

The following items have been visually inspected:

Pass	Fail	
<input type="checkbox"/>	<input type="checkbox"/>	Controls and all operating mechanisms are in proper working order
<input type="checkbox"/>	<input type="checkbox"/>	No Cracks, deformation and damage of hooks, and latch is properly functioning
<input type="checkbox"/>	<input type="checkbox"/>	Hoist chains, wire ropes and slings: Check for kinking, crushing, nicks, gouges, distortion, frayed, stretched, wear, corrosion and other damage
<input type="checkbox"/>	<input type="checkbox"/>	Upper-limit switch/device - Raise block to highest position - Make sure hoist shuts down before block reaches hoist
<input type="checkbox"/>	<input type="checkbox"/>	Audible and/or visual warning device are working when crane is in use
<input type="checkbox"/>	<input type="checkbox"/>	All guards are in place
<input type="checkbox"/>	<input type="checkbox"/>	Load ratings are visible
<input type="checkbox"/>	<input type="checkbox"/>	Brake system (trolley and bridge)
<input type="checkbox"/>	<input type="checkbox"/>	No vibration or unusual noise/sounds in hoist drive
<input type="checkbox"/>	<input type="checkbox"/>	Pendant buttons/switches are labeled and operate properly (N-W-S-E)
<input type="checkbox"/>	<input type="checkbox"/>	Main and master switches are labeled, have lock-out capability, and is accessible
<input type="checkbox"/>	<input type="checkbox"/>	Crane operating area is clearly marked

Notes: \_\_\_\_\_

The crane is safe to use: Yes ☐ No ☐

Inspection visually performed by: \_\_\_\_\_ (Maintenance) Date \_\_\_\_\_  
(Print Name) (Signature)

Approved by: \_\_\_\_\_ (Facility Leader) Date \_\_\_\_\_  
(Print Name) (Signature)