

# OVERHEAD CRANE PRE-OPERATIONAL CHECK

Crane#

Checks with power off		What to check for	✓ or ✕
1	<b>Oil leaks</b>	No visible leaks on floor beneath hoist, trolley or bridge gearboxes.	
2	<b>Disconnect Switch</b>	Accessible, clearly labeled & not locked out.	
3	<b>Conductor Bars</b>	Not damaged, sagging, pulling apart. Supports not bent or twisted.	
4	<b>Collectors</b>	Aligned and properly seated in conductor bars.	
5	<b>Pendant Festoon</b>	Track not bent or damaged, trolleys move freely, cable loops equal height.	
6	<b>Pendant Cable</b>	No knots, torn outer insulation, exposed wiring. Strain relief securely attached.	
7	<b>Pendant / Remote</b>	Clearly labeled. No damage, torn button boots or sticking buttons.	
Checks with power on		What to check for	✓ or ✕
8	<b>Emergency Stop</b>	Run hoist up & press e-stop. Hoist must stop! E-stop must stay latched.	
9	<b>Pendant / Remote</b>	Each button functions properly. Try each button and each speed.	
10	<b>Hoist - Slow / Fast</b>	No unusual noises. Hook stops immediately without <b>any</b> drift.	
11	<b>Upper Limit</b>	Functions properly. Test in slow speed first.	
12	<b>Trolley - Slow / Fast</b>	Operates smoothly no unusual noises. Stops without excessive drift. If equipped, travel limit switches function properly.	
13	<b>Trolley Festoon</b>	Track not bent or damaged, trolleys move freely, cable loops equal height.	
14	<b>Bridge - Slow / Fast</b>	Operates smoothly no unusual noises. Stops without excessive drift. If equipped, travel limit switches function properly.	
15	<b>Anti-Collision</b>	Must prevent uncontrolled contact between cranes. (Check slow speed first)	
16	<b>Lower Block</b>	Has capacity markings. No damage / wear to body or sheaves.	
17	<b>Hook &amp; Latch</b>	No stretch, twist, gouges, nicks or arc-strikes. Hook turns freely and latch is secure and functions properly.	
18	<b>Lower Limit</b>	Hook stops above floor. 5 wraps of rope must remain on the drum.	
19	<b>Wire Rope/rope guide</b>	No damage, distortion, permanent bends, broken wires, loose stranding. Wire rope is well lubricated. Rope guide is functioning properly.	
Comments:			

Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Overhead Crane Post-Operational Check		✓ or ✕
20	<b>Parked Crane in Designated Area</b>	
21	<b>Raised Hook to a Safe Height and Pressed E-Stop</b>	
22	<b>Secured Pendant or Returned Remote to Designated Spot</b>	
21	<b>Turned Disconnect Switch Off</b> (recommended by CSA B167)	
22	<b>Stored Rigging Properly</b>	
23	<b>Dated &amp; Signed daily log book</b>	
Comments:		

Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_