

Overhead crane and hoist annual maintenance checklist

The annual overhead crane service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against ASME B30 crane and hoist standards, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: Building maintenance recording a fuller observational pass; the periodic inspection and any rated-load test are performed and certified by a qualified or certified crane inspector, whose report governs. When: Once a year, coordinated with the qualified inspector's periodic inspection — the site documents its own observations and confirms the inspector's findings are on file, it does not certify the crane.

Inspector coordination

- ☐ **Qualified inspector's periodic inspection confirmed on file**
Current periodic inspection and any rated-load test report from the qualified or certified inspector located and logged; this walk references it and records observations, it does not certify. 1 photo required

Structure and runway

- ☐ **Bridge, girder and end trucks visually inspected**
Bridge girder, end trucks and connections observed for cracks, deformation and loose or missing fasteners; anything suspect flagged for the qualified inspector. 2 photos required
- ☐ **Runway rail and stops visually inspected**
Runway rail, splices, clips and end stops observed along their length for alignment, loosened hardware and wear; observations recorded for the inspector's follow-up. 2 photos required

Mechanism observations

- ☐ **Hoist, sheaves and drum observed**
Sheaves, drum and rope anchorage or chain sprocket observed for wear and proper seating; lubrication condition noted; unusual noise or play reported. 1 photo required
- ☐ **Brake and limit observations recorded for the inspector**
Hoist and travel brake holding and all limit and e-stop responses observed and logged; rated-load brake testing left to the qualified inspector, its result taken from the inspection report. 1 photo required