READY TO INSPECT — FIELD CHECKLIST

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
- [ ] Load test scheduled only through the qualified inspector
  Where the crane was repaired, altered or re-rated, the qualified inspector's load test with rated test weights is on file; the site never improvises a test load.
  No photo required

Access and lockout

- [ ] Floor below barricaded for work at height
  Area under the bridge and runway sections being walked barricaded, people cleared, and a spotter or sign keeping traffic out while anyone is aloft.
  1 photo required
- [ ] Runway conductors and crane disconnect locked and tagged
  Each person going aloft locks the runway and crane disconnects; powered checks run with people down, tools clear, locks off by whoever hung them, then re-locked before anyone climbs.
  1 photo required
- [ ] Fall protection in use on the bridge and runway
  Harness tied off to an anchor rated for it, or the lift's guardrails used, per the site's fall protection plan, with the rescue plan known before anyone climbs.
  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
- [ ] Runway girders, brackets and hangers observed
  Runway beams, column brackets or ceiling hangers and their bolts observed up close for cracked welds, loose nuts and elongated holes; findings flagged for the inspector.
  1 photo required
- [ ] Festoon cable or conductor bar and collectors inspected while dead
  With runway power locked and verified dead, festoon trolleys, cable jacket and strain relief, or bar joints, hangers and collector shoes, checked against the manufacturer's limits.
  1 photo 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

- [ ] Hook throat opening measured against the baseline
  Throat opening measured between the baseline marks or against the manufacturer's dimension on record, beyond the quarterly look; any increase, twist or latch gap referred.
  1 photo required

- [ ] Rope diameter or chain wear measured against the baseline
  Rope diameter at its worst section, or chain gauged over the manufacturer's link span, compared with the new or last recorded value; results sent to the inspector.
  1 photo required

Return to service

- [ ] Crane run through every motion and barricades removed
  People and tools down, covers back on, any remaining locks removed by whoever hung them, each motion run from the floor, barricades down and the operator told.
  No photo required

- [ ] Site observations filed with the inspector's report
  Site's observation record filed with the qualified inspector's periodic report, open findings sent to the inspector and owner, nothing in it recorded as certification.
  No photo required