

Overhead crane and hoist quarterly maintenance checklist

A quarterly overhead crane round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. 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: The maintenance mechanic or a designated operator recording an observational round — this is not the periodic or rated-load inspection, which a qualified or certified inspector performs. When: Every quarter as an interim observation between the qualified inspector's scheduled inspections, catching wear items so they can be referred, not certified, on this walk.

Load path

- ☐ **Hook, throat and latch observed**
Hook lowered to eye level, checked for visible deformation, wear or cracks; safety latch present and springing closed; anything questionable referred to the qualified inspector. 2 photos required
- ☐ **Chain or wire rope condition observed**
Load chain or wire rope run out and looked over for kinks, broken wires, stretch, corrosion or gouges; reeving seated in the sheaves; findings noted, not graded. 2 photos required

Brakes and limits

- ☐ **Hoist brake holding observed**
With a light test load, hoist stops and holds without drift when the control is released — observed behavior only, not a rated-load brake test. 1 photo required
- ☐ **Upper limit switch response observed**
Hoist run up carefully to confirm the upper limit stops travel before two-blocking; not forced, and any failure to stop reported at once. 1 photo required

Controls and travel

- ☐ **Pendant, controls and e-stop observed**
Pendant or radio buttons matching their labeled motions, no sticking, e-stop dropping power when pressed, warning device sounding. 1 photo required
- ☐ **Trolley and bridge travel observed**
Trolley and bridge tracking smoothly the length of the runway, no lurching or slipping, end bumpers and stops in place. 1 photo required