READY TO INSPECT — FIELD CHECKLIST

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.

Before the round

- [ ] Floor below the crane barricaded for the round
  Area under the hook path and bridge travel barricaded or cordoned, people cleared, and the operator and area supervisor told the crane is out of production use.
  1 photo required
- [ ] Rated capacity markings legible from the floor
  Rated capacity marked on the crane and on each hoist or load block, readable from the floor where it is operated, and matching the inspector's report.
  1 photo required
- [ ] Operators' pre-use check records reviewed
  Operator pre-shift or daily check records since the last round reviewed, open defects noted and carried onto this walk for a closer look.
  No photo required

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
- [ ] Load block and hook swivel observed
  With the pendant e-stop pressed or the crane disconnect open, and nobody at the controls, hook turned by hand on its swivel; block, sheave guard and nut retainer checked, roughness referred.
  1 photo 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
- [ ] Lower limit or drum wraps observed with the hook unloaded
  Where a lower limit is fitted, it stops the empty hook; otherwise rope wraps are confirmed left on the drum at the lowest working hook height, never run into a chain slack-end stop.
  No 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

- [ ] Pendant cord, strain relief or radio case observed
  Pendant enclosure uncracked, cord jacket intact and the strain relief carrying the weight, or the radio transmitter case, belt and stop button undamaged.
  1 photo required

- [ ] Festoon or conductor bar tracking observed from the floor
  Festoon cables or conductor bar and collectors watched through full travel from the floor: cables hanging free, no snagging, no arc marks or sparking visible.
  1 photo required

Close out

- [ ] Findings referred and defective crane tagged out
  Each questionable observation sent to the qualified crane inspector and owner; a finding on hook, rope, brake, limit or stop tags the crane out of service under the site's procedure.
  No photo required

- [ ] Crane parked and returned to the operator
  Hook raised to its parked height, pendant hung or radio stored, barricades taken down, and the operator told the crane is available or tagged out.
  No photo required