

PRE-OPERATIONAL CHECKLIST FOR

Advanced defined purpose lift truck



NAME	DATE	CRANE No	CAPACITY	T
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All the items in the "ITEMS TO BE CHECKED" column must be checked by operators before operating equipment.

Indicate whether each item is in a serviceable condition (using a tick) or not (using a cross), or mark as not applicable (NA) if the item is not fitted to your particular model of lift truck. If defective, comment on the exact nature of the defect and do not operate until reported and corrected. A new checklist then needs to be filled in and retained indicating that all parts are serviceable.

PRE-START ITEMS TO BE CHECKED	☒	COMMENTS
HOOK		
NOT BENDING, TWISTING OR STRETCHING OPEN		
SAFETY LATCH – IS ATTACHED		
SAFETY LATCH – SPRING TENSIONING WORKS		
ALL HOOK ASSEMBLY LOCK PINS AND BOLTS SECURE		
IF HOOK HAS BEARINGS, DOES IT ROTATE FREELY		
HOOK BLOCK		
SAFE WORKING LOAD NOTICE		
CHEEK PLATES CONDITION AND BOLTED SECURELY		
SHEAVE PIN SWIVELS FREELY		
SHEAVE WHEEL GROOVE - NO ROPE IMPRINT VISABLE		
HOIST WIRE ROPE		
CONDITION (KINKING, BROKEN WIRES)		
ATTACHMENT TO TROLLEY SECURE? (DEAD END)		
UPPER LIMIT SWITCH (ANTI TWO-BLOCK) VISIBLE?		
LOAD LIMITING DEVICE VISIBLE?		
HOIST DRUM		
CONDITION OF THE DRUM SURFACE		
SPOOLING ON THE DRUM IS NEAT		
ROPE GUIDE NOT DAMAGED BY LOAD SWING		
STEEL WIRE ROPE ATTACHMENT SECURE		
HOIST MOTOR		
CASING CONDITION & OIL LEAKS		
MOUNTING ATTACHMENT TO TROLLEY IS SECURE		
ELECTRICAL CONNECTIONS & GLANDS		
TROLLEY FESTOONED POWER CABLES		
CONDITION OF CABLES RUBBER COATING		
CONDITION OF GUIDE-RAIL		
GUIDE-RAIL SLIDER CLAMPS MOVE FREELY ON THE RAIL		
ELECTRICAL SYSTEM		
GENERAL CRANE ELECTRICAL FITTINGS CONDITION		
DOWN-SHOP LEADS CONDITION		
ISOLATION SWITCH FREELY ACCESSIBLE		
TROLLEY		
CONDITION OF THE MAIN TROLLEY STRUCTURE		
WHEEL ASSEMBLY AND RAIL SWEEPS CONDITION		
TRAVEL MOTOR CASING CONDITION		
TRAVEL MOTOR OIL LEAKS		
CONDITION OF THE BUFFERS (BUMPER)		
GIRDER (BRIDGE)		
SAFE WORKING LOAD NOTICE IS VISIBLE		
CROSS TRAVEL RAIL CONDITION AND OBSTRUCTIONS		
CROSS TRAVEL RAIL CONNECTIONS (FISHPLATES)		
END OF RAIL NOT DAMAGED BY EXCESSIVE BUMPING		
ATTACHMENT TO END CARRIAGE (BOLTS & WELDING)		

Continued overleaf

PRE-START ITEMS TO BE CHECKED (CONTINUED)	✘	COMMENTS
END CARRIAGE		
CONDITION OF STRUCTURE		
LONG TRAVEL MOTOR CASING AND OIL LEAKS		
WHEEL ASSEMBLY AND RAIL SWEEPS		
CONDITION OF THE BUFFERS (BUMPER)		
GANTRY		
LONG TRAVEL RAIL FISHPLATES, BOLTS AND WELDING		
LONG TRAVEL END OF RAIL NOT DAMAGED		
STRUCTURAL CONDITION		
BOLTS AND SECUREMENT		
WELDING POINTS		
PENDANT CONTROL		
CASING CONDITION		
BUTTONS		
ELECTRICAL CABLE		
SUSPENSION CABLE (SECURELY ATTACHED ABOVE)		
FESTOONED CABLE CONDITION		
FESTOONED CABLE RAIL & SLIDERS		

START-UP ITEMS TO BE CHECKED	✘	COMMENTS
ISOLATION SWITCH WORKS		
SIREN OR HOOTER WORKS		
EMERGENCY STOP BUTTON WORKS		
HOST MOTOR WORKS		
HOIST BREAKS WORK		
UPPER LIMIT SWITCH WORKS		
CROSS TRAVEL MOTOR WORKS		
CROSS TRAVEL BREAKS WORK		
LONG TRAVEL MOTOR WORKS		
LONG TRAVEL BREAKS WORK		

IN-OPERATIONAL ITEMS TO BE CHECKED	✘	COMMENTS
HOIST BREAK HOLDS WITH A LOAD ATTACHED		

OPERATOR SIGNATURE

DATE

**Never rush an inspection.
Remember: your reputation is on the line!**

**Never use
damaged or malfunctioning equipment.
Report all faults to your supervisor**

**Never use equipment you're not trained to operate
Contact us at +27 (0) 12 661 6721 or visit us at
www.hretd.co.za for quality in-service training**