

PRE-OPERATIONAL CHECKLIST FOR A

# cabin controlled steel wire rope overhead crane



NAME  DATE  CRANE No  CAPACITY  T

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 crane. 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.

**PERSONAL PROTECTIVE EQUIPMENT REQUIRMENTS**

Overall, hard hat, safety shoes, hand protection gloves



**PRE-START ITEMS TO BE CHECKED**





**COMMENTS**

PRE-START ITEMS TO BE CHECKED		COMMENTS
<b>HOOK</b>		
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		
<b>HOOK BLOCK</b>		
SAFE WORKING LOAD NOTICE		
CHEEK PLATES CONDITION AND BOLTED SECURELY		
SHEAVE PIN SWIVELS FREELY		
SHEAVE WHEEL GROOVE - NO ROPE IMPRINT VISABLE		
<b>HOIST WIRE ROPE</b>		
CONDITION (KINKING, BROKEN WIRES)		
ATTACHMENT TO TROLLEY SECURE? (DEAD END)		
UPPER LIMIT SWITCH (ANTI TWO-BLOCK) VISIBLE?		
LOAD LIMITING DEVICE VISIBLE?		
<b>HOIST DRUM</b>		
CONDITION OF THE DRUM SURFACE		
SPOOLING ON THE DRUM IS NEAT		
ROPE GUIDE NOT DAMAGED BY LOAD SWING		
STEEL WIRE ROPE ATTACHMENT SECURE		
<b>HOIST MOTOR</b>		
CASING CONDITION & OIL LEAKS		
MOUNTING ATTACHMENT TO TROLLEY IS SECURE		
ELECTRICAL CONNECTIONS & GLANDS		
<b>TROLLEY FESTOONED POWER CABLES</b>		
CONDITION OF CABLES RUBBER COATING		
CONDITION OF GUIDE-RAIL		
GUIDE-RAIL SLIDER CLAMPS MOVE FREELY ON THE RAIL		
<b>ELECTRICAL SYSTEM</b>		
GENERAL CRANE ELECTRICAL FITTINGS CONDITION		
DOWN-SHOP LEADS CONDITION		
ISOLATION SWITCH FREELY ACCESSIBLE		

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

**Continued overleaf**

PRE-START ITEMS TO BE CHECKED (CONTINUED)		COMMENTS
<b>TROLLEY</b>		
CONDITION OF THE MAIN TROLLEY STRUCTURE		
WHEEL ASSEMBLY AND RAIL SWEEPS CONDITION		
TRAVEL MOTOR CASING CONDITION		
TRAVEL MOTOR OIL LEAKS		
CONDITION OF THE BUFFERS (BUMPERS)		
<b>GIRDER (BRIDGE)</b>		
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)		
<b>END CARRIAGE</b>		
CONDITION OF STRUCTURE		
LONG TRAVEL MOTOR CASING AND OIL LEAKS		
WHEEL ASSEMBLY AND RAIL SWEEPS		
CONDITION OF THE BUFFERS (BUMPERS)		
<b>GANTRY</b>		
LONG TRAVEL RAIL FISHPLATES, BOLTS AND WELDING		
LONG TRAVEL END OF RAIL NOT DAMAGED		
STRUCTURAL CONDITION		
BOLTS AND SECUREMENT		
WELDING POINTS		
<b>CABIN</b>		
CONDITION AND SECURENESS OF STRUCTURE		
VISIBILITY (WINDOW CONDITION)		
INTERIOR FREE FROM OBSTRUCTIONS		
SEAT CONDITION		
CONDITION OF CONTROLS		
AIR CONDITIONING UNIT		

START-UP ITEMS TO BE CHECKED		COMMENTS
ISOLATION SWITCH WORKS		
SIREN OR HOOTER WORKS		
EMERGENCY STOP BUTTON WORKS		
HOIST 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 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**