INSPECTIONS

Overhead crane daily inspection checklist

The daily pre-use check of an overhead or gantry crane: controls, brakes, limit switch, hook, and hoist chain or rope, signed so it can serve as the monthly record too.

How often: **Daily, before first use** Who: **Crane operator** **About 5 min** **16 items**

Site or area _____ Asset or line _____

Date and time _____ Completed by _____

Before you use it

- OSHA 29 CFR 1910.179(j) divides inspections of cranes in regular service into frequent (daily to monthly) and periodic (1 to 12 months). Operating mechanisms and air or hydraulic systems are checked daily.
- Hooks and hoist chains get a visual check daily and a monthly inspection with a certification record: the date, the signature of the person who inspected and the hook or chain identifier. Running ropes get a thorough inspection at least monthly, with the same kind of record.
- Use this sheet for the daily check. For the monthly record, complete the hook, chain and rope items in full, add their identifiers and keep the signed sheet on file.

Crane

NO.	ITEM	RESULT	NOTES
1	**Scan the crane's tag**	☐ Visited	
2	**Rated load marking legible**	☐ Pass ☐ Fail ☐ N/A	
3	**Area below clear; warning devices work**	☐ Pass ☐ Fail ☐ N/A	

Controls and brakes

NO.	ITEM	RESULT	NOTES
4	**Pendant or radio controls work and are labeled**	☐ Pass ☐ Fail ☐ N/A	
5	**Hoist, trolley and bridge motions respond correctly**	☐ Pass ☐ Fail ☐ N/A	
6	**Upper limit switch stops the hook**	☐ Pass ☐ Fail ☐ N/A	
7	**Brakes hold and stop smoothly**	☐ Pass ☐ Fail ☐ N/A	
8	**No leaks in air or hydraulic lines, tanks or valves**	☐ Pass ☐ Fail ☐ N/A	

Hook and hoist

NO.	ITEM	RESULT	NOTES
9	**Hook free of cracks, deformation and twist**	☐ Pass ☐ Fail ☐ N/A	
10	**Hook safety latch works**	☐ Pass ☐ Fail ☐ N/A	

NO.	ITEM	RESULT	NOTES
11	**Chain or rope free of excess wear, kinks, twist or broken wires**	☐ Pass ☐ Fail ☐ N/A	
12	**Chain or rope seated correctly on the drum and sheaves**	☐ Pass ☐ Fail ☐ N/A	
13	**Hook and chain or rope identifiers (monthly record)**	_____	

Result

NO.	ITEM	RESULT	NOTES
14	**Result**	☐ In service ☐ Removed from service	
15	**Photo of any defect**	☐ Photo taken	
16	**Inspector**	Name _____ Signature _____ Date _____	

Follow-up

For each failed check or reading out of limit: what was found, what was done, and the work order raised for it.

NO.	WHAT WAS FOUND	ACTION OR WORK ORDER	OWNER	DUE

References

- OSHA 29 CFR 1910.179, overhead and gantry cranes
  https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.179

Free to use and adapt. To run it on mobile, with checkpoint scans, readings checked against their limits as they are entered, and photos and signatures attached to the check, see vardian.io/templates/overhead-crane-inspection-checklist.