

# OVERHEAD CRANE START UP AND PRE-SHIFT INSPECTION PROCEDURES

**Before using the overhead crane for the first time every day and any time you experience a shock load, a pre-shift inspection must be conducted and a written checklist must be submitted to your supervisor.**

**Crane:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Shift:** \_\_\_\_\_  
**Inspection Completed By:** \_\_\_\_\_

✓ = Satisfactory      X = Requires Service or Closer Inspection      N/A = Does Not Apply

- \_\_\_ Check for Lockout or Tagout. If a tag or lock is present, do not operate the equipment
- \_\_\_ Check Electrical Disconnect and switch to the off position if possible
- \_\_\_ Check the floor for any leaks, particularly in the area under which the crane has been parked
- \_\_\_ Visually inspect bridge bumpers and end stops
- \_\_\_ Check crane and block capacity
- \_\_\_ Check Pendant Control and ensure that all buttons move freely. Be sure to return to OFF position
- \_\_\_ Make sure that the pendant is properly labeled and all functions are easily identified

**IF ALL OF THESE CHECKS HAVE PASSED INSPECTION, YOU MAY NOW SWITCH THE DISCONNECT TO THE ON POSITION AND CONTINUE ON WITH THE NEXT STEPS.**

## OPERATIONAL CHECKLIST

- \_\_\_ Before conducting operational checks, make sure that the fall zone is clear
- \_\_\_ Operation of all pendant control buttons function as labeled
- \_\_\_ Pendant control restraint is in safe condition. Check for bare wires and loose connections
- \_\_\_ Check block and hook for free movement while in lowered position
- \_\_\_ Test Crane Traveling Brakes. Crane should stop smoothly and should not bind or grab
- \_\_\_ Listen for unusual sounds or vibrations while crane is traveling or braking
- \_\_\_ Visually inspect bridge for anything out of the ordinary
- \_\_\_ Make sure that all safety guards are in place

## RIGGING EQUIPMENT INSPECTION

**ALL RIGGING EQUIPMENT MUST BE INSPECTED EVERY BEFORE EACH USE. TAG OUT AND SET ASIDE ANY QUESTIONABLE RIGGING EQUIPMENT.**

Passed Inspection: \_\_\_\_\_ Did Not Pass Inspection: \_\_\_\_\_

Comments: \_\_\_\_\_  
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