

Weekly Overhead Crane Pre-Use Check Sheet

Week Number :		Make :		Capacity :		Fleet No. :	
Motive Power :		Working Department :			Supervisor Name :		

Item Check	Checks to Make	Mon		Tues		Wed		Thurs		Fri		Sat		Sun		Date Reported
		Good	Defect	Good	Defect	Good	Defect	Good	Defect	Good	Defect	Good	Defect			
1	Tag Out	Has the crane been isolated														
2	Capacity Plate	Is it present														
3	Decals	Present & Clear														
4	Control Unit	Damaged / Decals														
5	Gantry Runners	Free from obstructions														
6	N S E W Controls	Working Order														
7	Crane Brakes	Working Order														
8	Bumpers / End Stops	Present / Working Order														
9	Hoist Controls	Working Order														
10	Hoist Limit Switches	Working Order														
11	Hook	Damaged / Safety Catch														
12	Attachment	Damaged / Capacity Plate														
13	Wire Rope	Bird Caging Etc														
14	Drum	Free from tangles														
15	Lights	Working Order														
16	Siren	Working Order														
17	Scales	Working Order														
18	Emergency Stop	Working Order														
19	Oil Leaks	Nothing Present														
Operator Signature :																
Supervisor Signature :																

NOTE: Manufacturers operators handbook must be consulted for a full inspection checklist

Designed by Paul Hennessey for Adapt (UK) Training Services Limited. For further copies of this form please visit www.adapt-training.co.uk