



**800-362-4601**  
**MAZZELLACOMPANIES.COM**

# OVERHEAD CRANE / HOIST OPERATOR DAILY INSPECTION REPORT

DEPT. NAME / NO.: \_\_\_\_\_

CRANE / HOIST NO.: \_\_\_\_\_

WEEK OF: \_\_\_\_\_

DAY AND SHIFT: \_\_\_\_\_

**INSTRUCTIONS: USE " ✓ " IF THE ITEM IS OK. USE AN " X " FOR DEFECTIVE AND " NA " IF THE ITEM IS NOT APPLICABLE TO THE CRANE OR HOIST THAT YOU ARE WORKING AT.**

ITEM TO REVIEW	MON			TUE			WED			THUR			FRI			SAT			SUN			
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	
All functional operation mechanisms for maladjustment and unusual sound																						
Air / hydraulic lines, valves, and other parts for leakage																						
The crane is not locked out or under maintenance																						
Pendant / remote labels must be visible and legible																						
Ladders / stairs to the crane cab and bridge in good condition																						
The switch on the control panel for the crane is positioned in the remote setting																						
Main line disconnect located																						
Emergency stop and button is working properly																						
Warning horn / bell / light																						
Sheaves in the hook block are in proper condition (look for cracks and wear)																						
Bolts and rivets are not loose																						
Limit (switches and bumpers) devices for operation																						
Bridge, Trolley, Hoist braking system for proper operation																						
Hooks for distortion, wear, cracks, nicks, and gouges																						
Hook latch operation, if used																						
Load chain for gouges, nicks, weld spatter, corrosion, and distorted links																						
Hoist rope. for distortion, corrosion, and broken / cut strands																						
Below the hook, lifting devices (chokers, slings, synthetic slings) in good shape																						
Fire extinguisher within 75 Feet																						
<b>OPERATOR INITIALS</b>	<b>X</b>																					
<b>SUPERVISOR INITIALS</b>	<b>X</b>																					

**DISCLAIMER:** This pre-shift inspection checklist is to be used FOR REFERENCE ONLY and WILL NOT ensure that you are in total compliance with all OSHA, CMAA, and ASME documented standards for overhead crane inspection. Always refer to the following standards to understand the frequencies and inspection criteria for your overhead crane system: OSHA 1910.179; ASME B30.2; ASME B30.10; ASME B30.16; ASME B30.17; ASME B30.20; CMAA #70; CMAA #74; CMAA #78 or contact your local crane service provider if you have any questions or concerns.