

# Attachment #4 – Crane Pre-Use Checklist

## Overhead Travelling Crane Pre-Use Checklist

Week commencing:

Location:

Item Check	Checks to make	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Date defect reported
		good	defect	good	defect	good	defect	good	defect	good	defect	good	defect	good	defect	
Tag Out	Has the crane been isolated															
Capacity Plate	Is plate present															
Decals	Present and clear															
Control Unit	Damaged?															
Gantry Runners	Free from obstructions															
NESW Controls	Working order															
Crane Brakes	Working order															
End Stops	Working order															
Hoist Controls	Working order															
Hoist Limit switches	Working order															
Hook	Undamaged/safety catch															
Attachment	Undamaged/Capacity plate															
Wire Rope	Birdcage															
Drum	Free from tangles															
Lights	Working order															
Siren	Working order															
Scales	Working order															
Emergency Stop	Working order															
Oil Leaks	Nothing present															
	Inspected by:															