

SAMPLE CHECKLIST FOR OVERHEAD TRAVELLING CRANE

This checklist provides the basic requirements for safe operations of a overhead travelling crane. Overhead travelling crane users should consult manufacturers, suppliers and owners on operations and safety requirements and address any concerns before using the equipment. This checklist is non-exhaustive and users are recommended to make the necessary customisation to suit your work processes and conditions at the workplace.

S/N	Items		Remarks
1	Power supply data: voltages, frequency is correct with the power source	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Bolted connections in particular high-tensile bolts on end carriage (high-tensile washers checked for correct fit: bevel facing bolt head/ nut)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Guide roller spacing adjusted, screwed connection (torque) checked	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Crane, crab and runway end buffers installed and correctly positioned	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Crane and crab end approach dimensions checked (according to layout drawing)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Hook height checked (according to layout drawing) and reset if necessary	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Gearbox checked for leaks, air vent screws fitted	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Chain/ rope reeving, rope mounting checked (rope wedge, rope clamp)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	Chain/ rope lightly oiled	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	Chain/ rope and cable deflectors mounted (if part of crane equipment)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	Emergency and operating limit switches (for lifting and lowering) adjusted and operational	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12	Long and cross travel limit switches adjusted and operational	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13	Optical crane distancing adjusted (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14	Control pendant height and remote control strain relief (if applicable) checked	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15	Control panel symbols match actual crane travel movements	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16	Direction of movement symbols attached (for remote control units only)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17	Accessibility, marking and availability of "mains connection switches" and "emergency-off switches"	<input type="checkbox"/> Yes <input type="checkbox"/> No	

18	Check protective earth conductor along entire length for correct marking and connection checked	<input type="checkbox"/> Yes <input type="checkbox"/> No	
19	Cable entry glands in terminal boxes correctly wired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
20	Control and regulating devices (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
21	Overload cut-off devices (load measuring devices if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
22	Relay settings	<input type="checkbox"/> Yes <input type="checkbox"/> No	
23	Resistor settings	<input type="checkbox"/> Yes <input type="checkbox"/> No	
24	Check and tighten terminals (not clamp terminals, however)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
25	Safety distances to other parts of the building and machinery are maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No	
26	Smooth running over splices in the runway and of power supply lines	<input type="checkbox"/> Yes <input type="checkbox"/> No	
27	Brake check carried out: lifting and lowering	<input type="checkbox"/> Yes <input type="checkbox"/> No	
28	Brake check carried out: long and cross travel	<input type="checkbox"/> Yes <input type="checkbox"/> No	
29	Speed checks: lifting, lowering, long and cross travel	<input type="checkbox"/> Yes <input type="checkbox"/> No	
30	Paint coat checked and touched up where required	<input type="checkbox"/> Yes <input type="checkbox"/> No	
31	Operation of wind drift safety device (for cranes operating outdoors) tested	<input type="checkbox"/> Yes <input type="checkbox"/> No	
32	Cable drum (for cranes with load handling attachments) checked	<input type="checkbox"/> Yes <input type="checkbox"/> No	
33	Warning devices (if available)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
34	A valid Lifting Machine (LM) certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	
35	Manufacturer Operating & Maintenance Manual	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Inspected by: Crane Operator	Supervised by: Lifting Supervisor
Signature / Date	Signature / Date