OVERHEAD CRANE
MONTHLY INSPECTION CHECKLIST

CRANE HUB GLOBAL | FIELD CHECKLIST | CHG-OC-002

EQUIPMENT NAME / IDENTIFIER (SN)	CRANE / HOIST TYPE	RATED CAPACITY
INSPECTION DATE	**LOCATION / SITE**	**INSPECTOR NAME**

MONTHLY INSPECTION / ITEMS 01-10

S = Satisfactory | U = Unsatisfactory | N/A = Not applicable

#	INSPECTION ITEM	NOTES	S	U	N/A
01	Load rating marked on each side of crane/hoist and legible from floor		☐	☐	☐
02	Warning labels clean and legible		☐	☐	☐
03	Hooks free from deformation, cracks, bends, and excessive thread damage		☐	☐	☐
04	Hook safety latch present and functioning properly		☐	☐	☐
05	Hook attachment and securing means in acceptable condition		☐	☐	☐
06	Hoist chains and end connections free of excessive wear, twist, distortion, or stretch		☐	☐	☐
07	Running rope and end connections free of wear and broken strands		☐	☐	☐
08	Wire ropes and chains correctly reeved and seated in drum grooves		☐	☐	☐
09	No loose, broken, or damaged parts on hoist, lever, trolley, bridge, runway, beam clamp, or electrical systems		☐	☐	☐
10	Load block, drums, and sheaves free of deformation		☐	☐	☐

Mark one result per item. Record any unsatisfactory condition on page 2.

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MONTHLY INSPECTION / ITEMS 11-20

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#	INSPECTION ITEM	NOTES	S	U	N/A
11	End stops properly positioned		☐	☐	☐
12	No loose items that could fall		☐	☐	☐
13	Pendant controls undamaged; labels present and legible		☐	☐	☐
14	Pendant controls operate properly and travel in intended direction		☐	☐	☐
15	Operating mechanisms free of maladjustment and unusual sounds		☐	☐	☐
16	Air/hydraulic lines, tanks, valves, drain pumps, and related parts free of deterioration or leakage		☐	☐	☐
17	Hoist, bridge, and trolley brakes operate properly		☐	☐	☐
18	Trolley and bridge remain on track and travel smoothly		☐	☐	☐
19	Little or no hook drift when controls are released in either direction		☐	☐	☐
20	Limit devices and switches function properly when checked without a load		☐	☐	☐

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DEFICIENCIES / CORRECTIVE ACTIONS / FOLLOW-UP

EQUIPMENT STATUS

- ☐ No deficiencies
- ☐ Deficiencies reported
- ☐ Removed from service

INSPECTOR SIGNATURE

SUPERVISOR / REVIEWER SIGNATURE

SAFETY NOTE

If any inspection item is unsafe, do not operate the equipment; notify the supervisor and follow the employer's lockout/removal-from-service process. Follow manufacturer-specific guidance.
This CHG field-use checklist is not an OSHA-issued form and is not a substitute for required inspections.