Overhead Crane Inspection Checklist: Daily Pre-Shift Checks

Frequency	Completed by	Approved by	The checklist
Every shift	Crane operator	Maintenance or production supervisor	35 checks · 5 sections

INSPECTION DETAILS

Site / work location: _____ Crane ID or serial number: _____

Crane type: _____ Control type: _____

Rated load (t): _____ Shift: _____

Date and time: _____

Documents and handover

1.	The rated load is plainly marked on the crane and on each hoist, and can be read from the floor **CRITICAL** Ref.: [1] [2]	◯ Pass ◯ Fail ◯ N/A
2.	The latest periodic inspection report is available and has not expired **CRITICAL** Türkiye: report by an authorised person, yearly unless the standards set another interval. US: periodic inspection at 1- to 12-month intervals. Ref.: [2] [1]	◯ Pass ◯ Fail ◯ N/A
3.	The previous shift's form has been read, and every defect it reported has been corrected Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
4.	The operator has been assigned by the employer to operate this crane **CRITICAL** Ref.: [1] [2]	◯ Pass ◯ Fail ◯ N/A
5.	If the crane has been out of use for a month or more, it was inspected before returning to service **CRITICAL** US: idle 1–6 months needs the frequent and rope inspections; over 6 months also the periodic inspection. Türkiye: authorised-person checks after long periods out of use. Mark N/A for a crane in regular use. Ref.: [1] [2]	◯ Pass ◯ Fail ◯ N/A

Visual checks (crane parked)

6.	No repair is in progress on the crane or runway, and no lock, warning or out-of-order sign is on it **CRITICAL** Locks and signs are removed only by the people who fitted them, once the work has finished. Ref.: [1] [2]	◯ Pass ◯ Fail ◯ N/A
7.	The hook has no cracks, deformation or twist **CRITICAL** OSHA 1910.179 lists for discard hooks with cracks, a throat opening more than 15% above normal, or more than 10° of twist from the plane of the unbent hook. Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
8.	Where a safety latch is fitted, it closes the hook opening **CRITICAL** Good practice to stop a sling slipping off; follow the manufacturer's recommendations. Mark N/A if no latch is fitted. Ref.: [1] [2]	◯ Pass ◯ Fail ◯ N/A
9.	The hoist rope shows no kinks, crushing, unstranding, broken wires or corrosion **CRITICAL** A daily look from the floor. OSHA also requires a thorough inspection of all running ropes at least monthly, with a record. Mark N/A for chain hoists. Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
10.	Hoist chains and end connections show no excessive wear, twist, distorted links or stretch **CRITICAL** Mark N/A for rope hoists. Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
11.	The rope is reeved as the manufacturer specifies, and the parts of the rope are not twisted around each other **CRITICAL** Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
12.	Air and hydraulic lines, tanks and valves show no deterioration or leaks **CRITICAL** Mark N/A for a fully electric crane with no such lines. Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
13.	The load block and the sheaves you can see have no cracks or obvious wear **CRITICAL** Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
14.	Girders and other parts visible from the floor have no deformation, cracks, corrosion or loose bolts **CRITICAL** Anything you can see from the floor; close inspection belongs to the periodic inspection. Ref.: [1]	◯ Pass ◯ Fail ◯ N/A

15.	Trolley stops and bridge and trolley bumpers you can see are in place and undamaged CRITICAL Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
16.	The pendant station is clean and undamaged, and each function is clearly labelled Mark N/A on cab-operated cranes. Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
17.	Ladders, stairs and footwalks to the cab or bridge are clear and undamaged Mark N/A where no one needs to climb to the crane. Ref.: [1]	◯ Pass ◯ Fail ◯ N/A

Function tests (power on, no load)

18.	The runway disconnect can be reached from the floor and can be locked in the open position Ref.: [1] [2]	◯ Pass ◯ Fail ◯ N/A
19.	Pendant buttons and rope controls return to off as soon as they are released CRITICAL Mark N/A on cab-operated cranes. Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
20.	The emergency stop stops all crane motions CRITICAL Mark N/A if the crane has no emergency stop. Ref.: [2] [1]	◯ Pass ◯ Fail ◯ N/A
21.	The gong or other warning signal works and can be heard on the floor CRITICAL OSHA requires one except on floor-operated cranes. Mark N/A if none is fitted on a floor-operated crane. Ref.: [1] [2]	◯ Pass ◯ Fail ◯ N/A
22.	The hoist raises, lowers and stops the empty hook smoothly in response to the controls CRITICAL Listen for unusual noise and watch for jerking, which can point to maladjustment or wear. Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
23.	When the control is released, the hoist brake holds the empty hook without it creeping down CRITICAL Ref.: [1]	◯ Pass ◯ Fail ◯ N/A

24.	The upper limit switch stops the block when tested with no load at slow speed **CRITICAL** Inch the block into the limit or run it slowly. If it fails, tell the appointed person immediately. Never use this switch as an operating control. Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
25.	The bridge travels smoothly in both directions, without jerking or unusual noise **CRITICAL** Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
26.	The trolley travels smoothly in both directions, without jerking or unusual noise **CRITICAL** Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
27.	Bridge and trolley brakes stop the motion without unusual drift **CRITICAL** Mark N/A where these motions have no brake fitted. Ref.: [1]	◯ Pass ◯ Fail ◯ N/A

Before the first lift

28.	The loads planned for this shift are within the crane's rated load **CRITICAL** Ref.: [1] [2]	◯ Pass ◯ Fail ◯ N/A
29.	Slings and other lifting accessories are suitable for the load, marked and undamaged **CRITICAL** Slings and accessories also need their own inspection under your procedures. Ref.: [2] [1]	◯ Pass ◯ Fail ◯ N/A
30.	The load path is clear of obstructions, no one is on the load or hook, and loads will not pass over people **CRITICAL** Ref.: [1] [2]	◯ Pass ◯ Fail ◯ N/A
31.	Where the operator cannot see the whole load path, a trained signaller is assigned **CRITICAL** Mark N/A where the operator sees the whole load path. Ref.: [2]	◯ Pass ◯ Fail ◯ N/A
32.	Where cranes share a runway or their work areas overlap, measures to prevent collisions are in place **CRITICAL** Mark N/A for a single crane with no overlapping work area. Ref.: [2] [1]	◯ Pass ◯ Fail ◯ N/A

Result

33.	Every defect found has been reported in writing to the supervisor and the next operator Ref.: [1]	◯ Yes ◯ No ◯ N/A
34.	If a critical check failed, the crane is tagged out of service and will not be used until corrected CRITICAL Ref.: [1]	◯ Yes ◯ No ◯ N/A
35.	Notes and defects found	Note: _____

Critical check: if it fails, stop and correct it before work continues.

SIGN-OFF

Operator		Supervisor	
Name:	.....	Name:	.....
Signature:	.....	Signature:	.....
Date:	.....	Date:	.....

Legal basis and references

[1] United States: OSHA 29 CFR 1910.179, Overhead and gantry cranes — (b)(5), (b)(8): marking, designated operators; (c)–(g), (i): access, stops, brakes, controls, disconnect, warning signal; (j): frequent, periodic and idle-crane inspections; (l): repairs; (m): ropes; (n): handling the load, upper limit switch test.

[2] Türkiye: İş Ekipmanlarının Kullanımında Sağlık ve Güvenlik Şartları Yönetmeliği (Resmî Gazete, 25.04.2013) — Art. 7 and Annex III: periodic inspection of bridge cranes, records; Art. 8: assigned users; Annex I 2.3, 2.4, 2.11, 2.13, 3.2.2, 3.2.3: stopping, emergency stop, warnings, maintenance with energy off, load markings, unintended release; Annex II 3.1.3, 3.1.4, 3.2.1, 3.2.3: people under loads, accessories, collisions, signaller.

Fill in this checklist on your phone. Scan to download FindRisk: run the checklist, add photos, score risks and share a PDF report in minutes.

Version 1 · Updated November 10, 2026 · findrisk.net/checklists/overhead-crane-inspection-checklist/