

OVERHEAD CRANE/HOIST AND TUGGER PRE-USE INSPECTION FORM

Type of Crane: Cab Mounted Pendant Operated Permanently Mount Fixed Hoist
 Remote/Radio Controlled Air Powered Tugger Other _____

Project Name/Location:	Crane Manufacturer:
Description of Work:	Type of Crane:
Date:	Serial Number:
Qualified Operator:	Signature:
Contractor Operator NCCCO Card # & Date:	Date of last crane annual inspection

NOTE: This is a general inspection. Each manufacturer has different wear indicators and inspection criteria.

ALWAYS check the manufacture's inspection criteria.

Check the items below prior to each shift. Note: Y-satisfactory, N – deficient (provide work order # for corrective actions, N/A – not applicable to equipment inspected)	Y	N (WO #)	N/A
Controls – Up, Down, East, West, North, & South as applicable. Ensure when function is activated, it corresponds with the directional markings on the controller. Example: Hoist motion up goes “Up” and “Down” goes down. Make sure no functions will work with the E-stop in. Make sure the bridge end trucks start and stop together.			
Limit Switches - Check that the upper limit (anti two block device) stops the lifting motion of the hoist load block prior to contacting any part of the hoist.			
Brakes: Trolley, bridge, & hoist. Check that there is no load drift, hoist must hold load without drift.			
Trolley & Bridge Travel – Make sure stops are in place and limits working (if equipped with travel limits). In addition, make sure travel path is clear of obstructions.			
Hoist – and Fixed Mounted Hoist -Run hoist through full range of motions, all the way up & down, and that it moves smoothly. Check for any signs of oil leakage on the hoist and on the floor beneath the hoist. Listen for any unusual sounds from the hoist mechanism when operating the hoist.			
Hoist Rope - Check for signs of damage (end connections, excess wear, twists, etc.). Worn, cut, kinked, crushed, spooling, or bird-caged cable. Check that the rope is properly reeved and not twisted			
Hooks & Safety Latches - Bending, spreading, cracks, and safety latch is present and working. Check for excessive wear			
Load Capacity on Hoist & Beam: Verify that the load capacity is clearly marked on hoist & supporting beam. Verify the total weight of the lift does not exceed the capacity of the hoist or beam. (Total Weight = weight of the rigging + weight of the lift object)			
Reeving - Check all running ropes for correct reeving, proper spooling.			
Power Unit – Check for deterioration or leakage in lines, tanks, valves, drain pumps and other parts of air or hydraulic systems.			
Air Tugger -Correct size for the load to be lifted, correctly installed and properly secured, wire rope inspected, eye at working end of wire rope is fastened properly to itself, area around tugger has proper barrier in place, air hoses have safety pins and whip restraints installed and a note tag on air isolation valve (do not operate) in place with the operators name and contact information.			
Verify Monorail/Crane Track/Travel Path is Free of Obstructions & Personnel Hazards			
Verify Personnel Using Crane Equipment are Trained and Qualified to the Levels Required for the Specific Type of Equipment			

IF ANY MALFUNCTIONS OR UNUSUAL NOISES ARE OBSERVED BEFORE OR DURING USE, STOP USE OF THE CRANE AND CONTACT YOUR SUPERVISOR IMMEDIATELY.

- Operator knows where electrical disconnect is located, its labeled correctly and no safety issues
- Critical lift plan will be required if hoisting personnel by use of personnel baskets, lift exceed rating on crane or using more than one hoist or crane to make a lift.

Moving and/or/lifting loads around identified specific hazardous systems or over critical assets such as turbines, generators, exciters, heaters, natural gas lines, cable trays, etc. require station management notification prior to the lift being made.

Check box below that is relevant if making a lift around specific hazards systems or critical assets.

- Notification has been communicated to station management that lifts are to be made over critical assets such as turbines, generators, exciters, etc.
- Notification has been communicated to station management that lifts are to be made near or over specific hazardous systems such as over high voltage cable trays, MCC's, transformers, ammonia, hydrogen, natural gas systems and/or other identified specific hazards prior to making the lift.
- TECO's Safe Work Practices have been reviewed
- No housekeeping issues observed prior to use

Comments: _____

NOTIFY IMMEDIATE SUPERVISOR OF ANY ITEMS REQUIRING ATTENTION PRIOR TO OPERATING EQUIPMENT

OPERATOR SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

- No housekeeping issues or crane issues at end of shift noted
- Form Submitted to Tampa Electric Supervisor at end of shift Date: _____ Time: _____
Rep: _____