



Inspection - Crane Operation Checklist

Suspended Load_Operating Mobile or Fixed Hoists on Site - Operating Mobile or Fixed Hoists on Site

Prompt	Establis	Improvem	N/A	Explanation	Comments
Safe working load (SWL) marked on lifting hoist equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safe working load (SWL) marked on lifting hoist equipment.	<input type="text"/>
Auxiliary lifting equipment/ gear used for slinging hoist loads must be marked with a SWL.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Auxiliary lifting equipment/ gear used for slinging hoist loads (any rope, chain, wire rope, shackle, eyebolt, sling or other item used for attaching a load to a hoist, crane or any item of lifting equipment) must be marked with a SWL.	<input type="text"/>
Exclusion zone under and in the path of lifting operations controlled to prevent access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exclusion zone under and in the path of lifting operations controlled to prevent access e.g. barriers, spotters, signage.	<input type="text"/>
OTML-owned auxiliary lifting equipment/ gear used for slinging of hoist loads must be identified, marked or coded and listed in a register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTML-owned auxiliary lifting equipment/ gear used for slinging of hoist loads must be: a) uniquely identified, b) marked or coded to identify its inspection status or when it is next due for inspection, c) listed in a register.	<input type="text"/>
Hoist operators trained and competent and licensed where required. Hoist operated within manufacturers limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hoist operators trained and competent and licensed where required. Hoist operated within manufacturers limits.	<input type="text"/>
Personnel required to sling loads are trained and competent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personnel required to sling loads (where operator required to exercise judgement in the selection of sling, weight of load or its centre of gravity) are trained and competent.	<input type="text"/>
Auxiliary lifting equipment is checked before each use to ensure required maintenance and inspections have been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Auxiliary lifting equipment (hook, block and rigging equipment) is checked before each use to ensure required maintenance and inspections have been carried out. Equipment not damaged or worn. Damaged or defective equipment or equipment outside its inspection date is withdrawn from service and not used.	<input type="text"/>
Supervisor to verify that any person required to operate a hoist is trained and assessed competent in conduct of those operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervisor to verify that any person required to operate a hoist is trained and assessed competent in conduct of those operations?	<input type="text"/>

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Supervisor to verify that any person required to sling or guide a hoist load are trained and assessed competent in conduct of those operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervisor to verify that any person required to sling or guide a hoist load are trained and assessed competent in conduct of those operations?	
Operator/Maintainer conducted a pre-lift load inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conduct pre-lift load inspection. Do not lift unstable or unsecure loads without stabilising or securing them	
Operator/Maintainer checked weight to be lifted to ensure the maximum SWL of hoist is not exceeded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator checked weight to be lifted to ensure the maximum SWL of hoist is not exceeded. Only operate equipment within limits of SWL.	
Operator/Maintainer operates hoist within technical capabilities and limitations for the load/ weight distribution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operate hoist within technical capabilities and limitations for the load/ weight distribution. Do not operate equipment if not trained.	
Operator/Maintainer checked hoist, hook, block and rigging equipment before use for damage or wear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check hoist, hook, block and rigging equipment before use for damage or wear. Damaged or defective equipment removed from service and not used.	
Operator/Maintainer do not sling loads unless trained and assessed competent in conduct of those operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do not sling loads unless trained and assessed competent in conduct of those operations.	
Operator/Maintainer stops work if personnel enter exclusion zone under suspended load?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator stops work if personnel enter exclusion zone under suspended load.	