



## Inspection - Crane Operation Checklist

### Suspended Load\_Operating Mobile or Fixed Cranes on Site - Operating Mobile or Fixed Cranes on Site

Prompt	Establis	Improvem	N/A	Explanation	Comments
Approved Lift Plan in place and being followed as per KCDS 041 Lift Plans for Fixed and Mobile Cranes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved Lift Plan in place and being followed as per KCDS 041 Lift Plans for Fixed and Mobile Cranes.	
Outrigger / stabilizer legs are deployed on mobile cranes including placement of footplates / steel bog mats/ ground support timbers under legs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outrigger / stabilizer legs are deployed on mobile cranes including placement of footplates / steel bog mats/ ground support timbers under legs for additional support and to reduce pressure applied by crane.	
Crane operator always has control of load. No rapid slewing of load leading to uncontrolled swinging or bouncing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crane operator always has control of load. No rapid slewing of load leading to uncontrolled swinging or bouncing.	
Safe working load (SWL) and load chart capacities are marked on lifting equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safe working load (SWL) and load chart capacities are marked on lifting equipment. A crane with a boom that can swing and operate at various extensions and angles has a load chart(s). Bridge and gantry cranes have a maximum rated capacity or SWL marked on the crane	
Auxiliary lifting equipment/ gear used for slinging crane loads must be marked with a SWL?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Auxiliary lifting equipment/ gear used for slinging crane 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.	
Exclusion zone under and in the path of lifting operations controlled to prevent access e.g. barriers, spotters, signage?	<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?	
Crane operators trained and competent and licensed. Crane operated within manufacturers load charts, guidelines, gradient limits, wind speed limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crane operators trained and competent and licensed. Crane operated within manufacturers load charts or guidelines. Crane operated within gradient limits. Crane operated within wind speed limits. Correct counterweights used for selected load chart.	

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Personnel required to sling loads or to direct crane operator in movement of the load 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) or to direct crane operator in movement of the load are trained and competent.	
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 (crane load line, 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.	
OTML-owned auxiliary lifting equipment/ gear used for slinging of crane loads must be uniquely 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 crane 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?	
OTML owned cranes have the following required documentation outlined below?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTML owned cranes have the following documentation: a) Third party/ statutory inspection / test certificates, b) Operating instructions and limitations, c) Load chart, d) Maintenance records – log book or maintenance manual, e) Licensing requirements for operator, f) Crane design registration	
Contracted crane service providers supply OTML with the following documentation below?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contracted crane service providers (for wet hire where the Company supplies the crane, crane operator and support crew) supply OTML with the following documentation: a) Third party / statutory inspection / test certificates, b) Load chart, c) Crane operators, riggers and dogmen qualifications Note: Supplier is responsible for inspecting and maintaining the crane	
Supervisor verifies that any person required to operate a crane is trained and assessed competent in conduct of those operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervisor verifies that any person required to operate a crane is trained and assessed competent in conduct of those operations?	

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Supervisor verifies that any person required to sling or guide a crane load are trained and assessed competent in conduct of those operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervisor verifies that any person required to sling or guide a crane load are trained and assessed competent in conduct of those operations?	<input type="text"/>
Supervisor prepares Life Plan as required for non-standard lifts as per KCDS 041 Lift Plans for Fixed and Mobile Cranes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prepare Lift Plan as required for non-standard lifts as per KCDS 041 Lift Plans for Fixed and Mobile Cranes.	<input type="text"/>
Supervisor obtains test/ inspection certificates and load charts (where required for preparation of Lift Plan) for contracted crane on wet-hire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervisor obtains test/ inspection certificates and load charts (where required for preparation of Lift Plan) for contracted crane on wet-hire.	<input type="text"/>
Supervisor maintains test/ inspection certificates, operating instructions and limitations, and other required documents for OTML owned cranes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervisor maintain test/ inspection certificates, operating instructions and limitations, load charts and maintenance records (log book and maintenance manual) and design registration for OTML owned cranes?	<input type="text"/>
Supervisor ensures traffic controls in place around lifting operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervisor ensures traffic controls in place around lifting operations.	<input type="text"/>
Supervisor ensures traffic controls in place around lifting operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervisor ensures traffic controls in place around lifting operations?	<input type="text"/>
Operator/Maintainer operates crane within technical capabilities and limitations of the crane for the load/ weight distribution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator operates cranes within technical capabilities and limitations of the crane for the load/ weight distribution. Do not operate equipment if not trained.	<input type="text"/>
Operator/Maintainer does not sling loads or direct movement of a crane load unless trained and assessed competent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator does not sling loads or direct movement of a crane load unless trained and assessed competent in conduct of those operations.	<input type="text"/>
Operator/Maintainer follows approved Lift Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator follows approved Lift Plan	<input type="text"/>
Operator/Maintainer ensures position outrigger / stabilizer legs on mobile cranes is in place as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator ensures position outrigger / stabilizer legs on mobile cranes is in place as required including placement of footplates / steel bog mats / ground support timbers for poor ground conditions.	<input type="text"/>

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Operator/Maintainer checks crane load line, hook, block and rigging equipment before use for damage or wear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check crane load line, hook, block and rigging equipment before use for damage or wear. Damaged or defective equipment removed from service and not used. Check correct counterweights fitted to crane for load size.	<input type="text"/>
Operator/Maintainer checks gross load does not exceed crane load chart rating at maximum required lift radii.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator checks gross load does not exceed crane load chart rating at maximum required lift radii.	<input type="text"/>
Operator/Maintainer checks crane turntable or boom truck frame level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator checks crane turntable or boom truck frame level.	<input type="text"/>
Operator/Maintainer checks required boom angle does not exceed safe limits for crane?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator checks required boom angle does not exceed safe limits for crane.	<input type="text"/>
Operator/Maintainer maintains limits of approach to overhead and underground services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator maintains limits of approach to overhead and underground services.	<input type="text"/>
Operator/Maintainer stops work if personnel enter exclusion zone under suspended load?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator stop work if personnel enter exclusion zone under suspended load.	<input type="text"/>