

Overhead Crane Preventive Maintenance Checklist

A record template for pre-shift checks, periodic condition review, corrective action, and return-to-service control.

DOCUMENT ID HK-TR-MNT-001	PREPARED BY HAOKCRANES Engineering Editorial Group	TECHNICAL REVIEW Crane Mechanical & Safety Review Group	REVISION 2026-06-14 / Rev. 1
-------------------------------------	--	---	--

Crane ID / serial	_____	Location	_____
Date / shift	_____	Inspector	_____

Pre-Shift Functional Check

Inspection item	OK	Defect / measurement	Action / owner
Hook, latch, block, visible wire rope or load chain	[]		
Pendant or remote controls and direction labels	[]		
Emergency stop, warning devices, and operational brakes	[]		
Upper and lower limits; travel limits where applicable	[]		
Runway, travel path, end stops, and buffers	[]		
Oil leakage, loose guards, damaged cables, abnormal sound or vibration	[]		

Periodic Condition Review

Inspection item	OK	Defect / measurement	Action / owner
Brake lining, air gap, springs, linkage, and holding performance	[]		
Drum, rope guide, sheaves, rope anchorage, and reeving	[]		
Wheel flange, rail joints, end-carriage fasteners, and skewing evidence	[]		
Contactors, terminals, collectors, festoon cables, fans, and enclosure seals	[]		
Structural connections, weld indications, platforms, ladders, and guards	[]		
VFD fault history, overload records, repeated alarms, and operator reports	[]		

Defect and Corrective Action Register

Defect / location	Risk	Corrective action	Owner / close date
Defect 1	[]		
Defect 2	[]		
Defect 3	[]		
Defect 4	[]		
Defect 5	[]		
Defect 6	[]		
Defect 7	[]		
Defect 8	[]		

Reviewed by	_____	Review date	_____
Return to service	Authorized / Restricted / Isolated	Authorization	_____

Important: This template does not replace the crane manual, applicable inspection standard, local regulation, site procedure, or qualified-person assessment.