

# General Crane Annual Inspection Report

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

S/N: \_\_\_\_\_ Year Manufactured: \_\_\_\_\_

## Engine

1. Does the engine start and run smoothly? Yes\_\_\_ No\_\_\_
2. Is oil pressure adequate? Yes\_\_\_ No\_\_\_
3. Is fuel pressure adequate? Yes\_\_\_ No\_\_\_
4. Are fan belts properly adjusted? Yes\_\_\_ No\_\_\_
5. Is the radiator core clean? Yes\_\_\_ No\_\_\_
6. Is there evidence of oil leaks? Yes\_\_\_ No\_\_\_
7. Is engine clutch properly adjusted? Yes\_\_\_ No\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Drum Shaft Assembly

1. Is there excessive wear on brake and clutch system parts, linings, pawls, and ratchets? Yes\_\_\_ No\_\_\_
2. Are friction flanges scored? Yes\_\_\_ No\_\_\_
3. Are drum clutches holding properly? Yes\_\_\_ No\_\_\_
4. Are drum sleeve bearings properly adjusted? Yes\_\_\_ No\_\_\_
5. Are drum brakes holding properly? Yes\_\_\_ No\_\_\_
6. Are all clutch control parts properly lubricated? Yes\_\_\_ No\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Independent Boom Hoist

1. Are brake linings in good condition? Yes\_\_\_ No\_\_\_
2. Is boom hoist operating satisfactorily? Yes\_\_\_ No\_\_\_

3. Does friction brake operate satisfactorily? Yes\_\_\_ No\_\_\_
4. Does ratchet brake operate satisfactorily? Yes\_\_\_ No\_\_\_
5. Is hoist rope properly wound on drum? Yes\_\_\_ No\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Travel Base

1. Are the teeth of ring gear in good condition? Yes\_\_\_ No\_\_\_
2. Is the roller path on ring gear in good condition? Yes\_\_\_ No\_\_\_
3. Are the travel gears inside the travel base in good condition? Yes\_\_\_ No\_\_\_
4. Does the machine steer properly? Yes\_\_\_ No\_\_\_
5. Does the band type travel brake hold satisfactorily? Yes\_\_\_ No\_\_\_
6. Does the ratchet type travel brake hold satisfactorily? Yes\_\_\_ No\_\_\_
7. Are the travel base to axel bolts tight? Yes\_\_\_ No\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Rotating Base

1. Are the rotating gears in good condition? Yes\_\_\_ No\_\_\_
2. Are traveling shaft spur pinion teeth in good condition? Yes\_\_\_ No\_\_\_
3. Is rotating brake in good condition? Yes\_\_\_ No\_\_\_
4. Is the slewing bearing in good condition? Yes\_\_\_ No\_\_\_
5. Are all guards installed on machine? Yes\_\_\_ No\_\_\_

Comments: \_\_\_\_\_

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## Boom

1. Is the hoist rope in good condition? Yes\_\_\_ No\_\_\_
2. Is the pendant in good condition? Yes\_\_\_ No\_\_\_

- |  |              |
|--|--------------|
| 3. Are the main chords of boom in good condition?  | Yes___ No___ |
| 4. Is the lacing of boom in good condition?  | Yes___ No___ |
| 5. Are point sheaves and bearings in good condition?   | Yes___ No___ |
| 6. Are cable guides on point?  | Yes___ No___ |
| 7. Are pins of proper size and all in place? (Includes all excavation equipment and buckets) | Yes___ No___ |
| 8. Are pins at connections locked in with cotter key?  | Yes___ No___ |
| 9. Are boom stops in good condition?   | Yes___ No___ |
| 10. Are boom foot bushings tight?  | Yes___ No___ |
| 11. In addition, a derrick shall be inspected for all of the following:                      |              |
| A. Structural members for deformation, cracks and corrosion?                                 | Yes___ No___ |
| B. Bolts or rivets for tightness?  | Yes___ No___ |
| C. All of the following for wear, cracks and distortion:                                     |              |
| I. Pins?   | Yes___ No___ |
| II. Bearings?  | Yes___ No___ |
| III. Shafts?   | Yes___ No___ |
| IV. Gears?   | Yes___ No___ |
| V. Sheaves?  | Yes___ No___ |
| VI. Drums?   | Yes___ No___ |
| VII. Rollers?  | Yes___ No___ |
| VIII. Locking and clamping devices?  | Yes___ No___ |
| D. Gudgeon Pins?   | Yes___ No___ |
| E. Derrick Hooks?  | Yes___ No___ |

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Machinery Cab

- |   |              |
|---|--------------|
| 1. Is cab in good condition?  | Yes___ No___ |
| 2. Is glass in cab in good condition?   | Yes___ No___ |
| 3. Are operator controls in good condition?   | Yes___ No___ |
| 4. Is air or hydraulic systems deteriorated or leaking?   | Yes___ No___ |
| 5. Is there blistering or abnormal deformation to the outer covering of the hydraulic or pneumatic hose?  | Yes___ No___ |
| 6. Is there evidence of leakage at the surface of flexible hose or its junction with the couplings?   | Yes___ No___ |
| 7. Is there evidence of leakage at the threaded or clamped joints, or excessive abrasion or scrubbing on the outer surface of a hose, rigid tubing, or fitting? | Yes___ No___ |

8. Is capacity chart in machine and visible? Yes\_\_\_ No\_\_\_
9. Is fire extinguisher in cab? Yes\_\_\_ No\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## General

1. Are the cables in good condition? Yes\_\_\_ No\_\_\_
2. Are cables dead-ended properly? Yes\_\_\_ No\_\_\_
3. Are the cable eyes in good condition? Yes\_\_\_ No\_\_\_
4. Is the cable sufficient in length? Yes\_\_\_ No\_\_\_
5. Is the rope reeving in compliance with manufacturers recommendation? Yes\_\_\_ No\_\_\_
6. Are the crane hooks in good condition? Yes\_\_\_ No\_\_\_
7. Are all safety devices in place and operative? Yes\_\_\_ No\_\_\_
8. Are there significant inaccuracies in the load, boom angle, and other indicators over the full range of the indicators? Yes\_\_\_ No\_\_\_
9. Has boom been damaged and repaired? Yes\_\_\_ No\_\_\_

Describe repairs to boom and test procedures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Have all hydraulic and pneumatic pumps and motors been inspected and repaired for the following:

- A. Loose bolts and fasteners? Yes\_\_\_ No\_\_\_
- B. Leaks at joints between connections? Yes\_\_\_ No\_\_\_
- C. Shaft seal leaks? Yes\_\_\_ No\_\_\_
- D. Unusual noises or vibration? Yes\_\_\_ No\_\_\_
- E. Loss of operating speed? Yes\_\_\_ No\_\_\_
- F. Excessive heating of the fluid? Yes\_\_\_ No\_\_\_
- G. Loss of pressure? Yes\_\_\_ No\_\_\_

11. Have all hydraulic and pneumatic valves been inspected and repaired for the following:

- A. Cracks in the valve housing? Yes\_\_\_ No\_\_\_
- B. Improper return of the spool to the neutral position? Yes\_\_\_ No\_\_\_
- C. Leaks at spools or joints? Yes\_\_\_ No\_\_\_
- D. Sticking spools? Yes\_\_\_ No\_\_\_
- E. Proper relief valve pressures as specified by the manufacturer? Yes\_\_\_ No\_\_\_

12. Have all hydraulic and pneumatic cylinders been inspected and repaired for the following:

- A. Drifting caused by fluid leaking past the piston? Yes\_\_\_ No\_\_\_
- B. Rod seals leaking? Yes\_\_\_ No\_\_\_
- C. Leaks at welded joints? Yes\_\_\_ No\_\_\_
- D. Scored, nicked or dented piston rods? Yes\_\_\_ No\_\_\_
- E. Dented case (barrel)? Yes\_\_\_ No\_\_\_
- F. Loose or deformed rod end or connecting joint? Yes\_\_\_ No\_\_\_
- G. Evidence of rubber particles or metal chips on filter the elements of hydraulic filters? Yes\_\_\_ No\_\_\_

13. Have additions or alterations been made to counterweight? Yes\_\_\_ No\_\_\_  
Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Have all defects been repaired or replaced? Yes\_\_\_ No\_\_\_

15. Do all replacement parts have at least the original safety factor? Yes\_\_\_ No\_\_\_

16. Was the annual inspection performed, by a qualified person, in compliance with the applicable ANSI/ASME standards and manufacturer's specifications? Yes\_\_\_ No\_\_\_

17. Is a copy of the inspection maintained on the jobsite for each piece of equipment and readily available? Yes\_\_\_ No\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Inspection Conducted by:** \_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date Completed) \_\_\_\_\_  
(Signature)

**Management Review** \_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date Reviewed/Approved) \_\_\_\_\_  
(Signature)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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This annual inspection report is intended to be an general crane inspection guideline. The list may not be complete for all types and models of equipment. The manufacturer's inspection recommendations and applicable ANSI/ASME/HIOSH standards must be consulted and followed. (Attached are such supporting documents, if applicable.)