

GANTRY CRANE INSPECTION

Periodic workplace inspection • New Zealand. Generic inspection aid only — follow manufacturer instructions and applicable inspection requirements

Business / site:		Inspection date:	
Crane ID / location:		Crane type:	☐ Fixed ☐ Mobile ☐ Other
Manufacturer / model:		Rated capacity (SWL):	

Status: S = Satisfactory D = Defect identified N/A = Not applicable

A. Structure and supports

Inspection item	S	D	N/A
Main beams and cross members show no visible damage, distortion or cracking.	☐	☐	☐
Welds, bolted connections and structural joints show no obvious damage or looseness.	☐	☐	☐
Legs, end frames, braces and supports appear secure and undamaged.	☐	☐	☐
No obvious corrosion, excessive wear or unauthorised structural modifications.	☐	☐	☐
Floor, rails, foundations or ground appear stable and undamaged, as applicable.	☐	☐	☐
Access platforms, ladders and guardrails are secure, where fitted.	☐	☐	☐

B. Hoist, lifting mechanism and hook

Inspection item	S	D	N/A
Hoist, trolley and associated components show no obvious damage.	☐	☐	☐
Chain or wire rope shows no obvious wear, kinking, deformation, corrosion or damage.	☐	☐	☐
Hook shows no obvious cracks, deformation or excessive wear.	☐	☐	☐
Hook safety latch is fitted and functions correctly, where required.	☐	☐	☐
Rope, chain and reeving appear correctly positioned and operate as intended.	☐	☐	☐
No obvious fluid leaks, unusual noises, excessive vibration or jerky movement.	☐	☐	☐
Brakes hold and operate as intended during normal functional checks.	☐	☐	☐

C. Wheels, travel and movement

Inspection item	S	D	N/A
Crane wheels, trolley wheels and axles show no obvious damage.	☐	☐	☐
Travel rails, tracks or running surfaces are clear and in suitable condition.	☐	☐	☐
End stops, buffers or travel limits are present and appear undamaged, where fitted.	☐	☐	☐
Crane and trolley travel smoothly without obstruction or abnormal movement.	☐	☐	☐
Wheels and running gear remain correctly aligned during normal movement.	☐	☐	☐

D. Controls and safety devices

Inspection item	S	D	N/A
Pendant or radio controls are in good condition and clearly identified.	☐	☐	☐
Control buttons, switches and direction markings are legible.	☐	☐	☐
Emergency stop operates correctly.	☐	☐	☐
Hoist and travel controls operate in the intended directions.	☐	☐	☐
Limit devices function as required and are checked in accordance with instructions.	☐	☐	☐
Overload protection and other fitted safety devices show no obvious damage.	☐	☐	☐
Audible / visual warnings operate correctly, where fitted.	☐	☐	☐
Visible electrical cables, festoons, plugs and enclosures show no obvious damage.	☐	☐	☐
Electrical isolation switch is identifiable and accessible.	☐	☐	☐

E. Lifting accessories

Inspection item	S	D	N/A
Slings, chains, shackles and other accessories are identifiable and suitable for use.	☐	☐	☐
SWL markings are legible and suitable for the intended lift.	☐	☐	☐
Accessories show no obvious cuts, broken wires, damaged links, deformation or other defects.	☐	☐	☐
Inspection records or tags are current where required by the inspection programme.	☐	☐	☐
Accessories are stored appropriately and protected from damage.	☐	☐	☐

F. Operating area and safe use

Inspection item	S	D	N/A
Operating area, travel path and load movement area are clear of obstructions and people.	☐	☐	☐
Adequate clearance exists from structures, other equipment and services.	☐	☐	☐
SWL and other required warning notices are visible and legible.	☐	☐	☐
Suitable operating and emergency procedures are available.	☐	☐	☐
Operators are trained, competent and authorised for the crane and task.	☐	☐	☐
Loads can be secured and lifted without exceeding rated capacity.	☐	☐	☐

G. Documentation and maintenance

Inspection item	S	D	N/A
Manufacturer's operating and maintenance instructions are available.	☐	☐	☐
Required inspection, examination and certification records are available and current.	☐	☐	☐
Planned maintenance is up to date.	☐	☐	☐
Previous defects and corrective actions have been addressed.	☐	☐	☐
Repairs, changes or modifications have been appropriately assessed and documented.	☐	☐	☐

Defects and corrective actions

Defect / finding	Required action / risk	Responsible person	Due date	Closed

Overall outcome

☐ Satisfactory ☐ Corrective action required ☐ Unsafe — taken out of service pending assessment / repair

Comments / restrictions: _____

Inspector name: _____ Signature: _____ Date: _____

Reviewer / action close-out: _____

Important: This is a generic workplace inspection aid, thus may not identify every hazard, defect, or requirement relevant to a particular crane or its use. It is not a certification or professional advice. Using it does not certify that a crane is safe or fit for use or replace the manufacturer's requirements; inspection, examination, or testing by a competent person; or any inspection, testing, or certification required by applicable law or relevant approved codes of practice and standards.

It is recommended the user adapt this checklist to the manufacturer's requirements and the crane's configuration, condition, environment, and intended use. The user is responsible for: ensuring the crane is safe to operate; checks or inspections by a competent person; acting on the results; and complying with applicable law. Using this checklist does not transfer any of those responsibilities to the author of this checklist. If a check identifies a defect, or there is any doubt that the crane can be operated safely, the crane must be taken out of service until a competent person confirms it is safe.

To the maximum extent permitted by law, the author and its directors, employees, and contractors give no warranty that this checklist is complete or suitable for any purpose. They are not liable in contract, tort (including negligence), under statute, or otherwise for any loss, damage, or liability arising from its use..

GANTRY CRANE PRE-START CHECK

Operator check before use • Complete at the start of the shift / before use as required

Business / site:		Date / time:	
Crane ID / location:		Operator:	
Rated capacity (SWL):		Shift / job:	

Tick one response for each item: ☐ OK ☐ Defect ☐ N/A

1. Visual checks

Check	OK	Defect	N/A
Crane structure, legs, beams and visible connections show no obvious damage.	☐	☐	☐
Hook, safety latch, chain / wire rope and lifting attachment show no obvious defects.	☐	☐	☐
Pendant / radio controls, cables and visible electrical components are undamaged.	☐	☐	☐
Area, travel path and load path are clear; no people or obstructions in the danger area.	☐	☐	☐
Slings and lifting accessories are suitable, identifiable and free of obvious defects.	☐	☐	☐

2. Function checks

Check	OK	Defect	N/A
Controls and direction markings are clear; controls respond correctly.	☐	☐	☐
Emergency stop is accessible and functions correctly.	☐	☐	☐
Hoist and travel movements operate smoothly with no unusual noise or movement.	☐	☐	☐
Brakes and fitted warning devices operate as intended during normal checks.	☐	☐	☐
Limit devices are checked only as required by the manufacturer's instructions / site procedure.	☐	☐	☐

3. Ready to use

Check	OK	Defect	N/A
Load weight is known or reliably established and will not exceed the crane or accessory rating.	☐	☐	☐
Required operator authorisation, instructions and task controls are in place.	☐	☐	☐
No unresolved defect, warning, isolation or out-of-service tag affects the crane.	☐	☐	☐

Defects / action taken

Pre-start decision

☐ Safe to use ☐ Do not use — isolate / tag out and report defect

Operator signature: _____ Time: _____

Stop and report: If a safety-critical defect is found, do not operate the crane. Prevent use, report the defect and follow the site's isolation and repair process. Do not attempt repairs or bypass safety devices unless authorised and competent.

Note: This short pre-start check does not replace any checks specified by the manufacturer, site procedure or applicable inspection requirements.