

WEEKLY JIB CRANE MAINTENANCE CHECKLIST

HSCRANE

Crane ID/No.:
Location/Dept:

Week Of:
Op. Hours:

Maint. Tech:
Reviewed By:

Instructions: Weekly inspections require hands-on checks and minor servicing. Lock Out / Tag Out (LOTO) procedures **MUST** be followed when inspecting electrical components or entering the travel path. Mark [OK] for Good, [ACT] for Action Required, or [FIX] if Fixed on the spot.

NO.	MAINTENANCE TASK & FOCUS AREA	OK	ACT	FIX	FINDINGS / PARTS USED
1	Lubrication of Moving Parts Apply correct grease to the slewing bearing, hinge pins, and hoist gear. Check trolley wheels and chain/wire rope for adequate lubrication. Do not over-grease.	☐	☐	☐	
2	Electrical System & Cables Inspect the control panel, pendant cable, and power festoon system. Look for cracked insulation, exposed wires, loose terminal connections, or dust buildup in cabinets.	☐	☐	☐	
3	Running Mechanism Wear Inspect trolley wheels and the bottom flange of the jib beam. Look for metal shavings, uneven wear (crabbing), or scoring which indicates misalignment.	☐	☐	☐	
4	Welds and Bolted Connections Use a flashlight to inspect major load-bearing welds (pillar base, boom hinge). Flaking paint often hides hairline cracks. Re-torque any loose anchor bolts.	☐	☐	☐	
5	Control System Verification Test all buttons on the pendant. Listen to the contactors in the panel—they should snap crisply, not hum or buzz. Verify warning horns/lights are operational.	☐	☐	☐	
6	Maintenance Log Update Ensure all findings, including parts replaced (e.g., limit switches, grease cartridges) and pending work orders, are properly documented in the crane's logbook.	☐	☐	☐	

Maintenance Technician Signature & Date

Safety Officer / Manager Sign-off