



# OVERHEAD HOIST LOGBOOK

## Permanent Record

This is a guide to assist in meeting the requirements of subsection 210(3) of *General Regulation 91-191* made under the *Occupational Health and Safety (OHS) Act*.

This permanent record is to be kept with the machine at all times. The data enclosed should be supplemented with the manufacturer's specifications for the specific model of hoist.

**Hoist Owner** \_\_\_\_\_

**Make of Hoist** \_\_\_\_\_

**Unit No.** \_\_\_\_\_

**Model No.** \_\_\_\_\_

**Serial No.** \_\_\_\_\_

**Max. Rating** \_\_\_\_\_

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# Overhead Crane Inspection Requirements

## Daily / Shift Inspection

Overhead cranes must be inspected by the operator on a daily basis when in use as specified in paragraph 211(2)(a) of *Regulation 91-191* with the results recorded in a logbook as specified in subsection 210(3) of *Regulation 91-191*.

## Annual Inspection

A competent person shall inspect a hoisting apparatus every 12 months as specified in subsection 210.01(1) of *Regulation 91-191* and certify in writing that the apparatus meets the manufacturer's specifications as specified in subsection 210.01(2) of *Regulation 91-191*.

*General Regulation 91-191* defines competent as:

- (a) qualified, because of such factors as knowledge, training and experience, to do assigned work in a manner that will ensure the health and safety of persons,
- (b) knowledgeable about the provisions of the *Act* and the regulations that apply to the assigned work, and
- (c) knowledgeable about potential or actual danger to health or safety connected with the assigned work.

Paragraph 207(2)(b) of *Regulation 91-191* requires a hoisting apparatus to be designed, installed, erected, checked, examined, inspected, operated and maintained in accordance with CSA Standard B167-96, "*Safety Standard for Maintenance and Inspection of Overhead Cranes, Gantry Cranes, Monorails, Hoists and Trolleys.*" Therefore, in addition to meeting the manufacturer's specifications, *Regulation 91-191* requires that sections 4.4.4.2; 4.4.5.2 and 4.4.5.3 of CSA Standard B167-96 are followed when conducting the annual inspection. The time frame for inspections required by CSA Standard B167-96 is based on use and service; the more frequently and heavily a crane is used, the more frequently it should be inspected. WorkSafeNB recommends overhead cranes be inspected at the frequency indicated by section 4.4.5.1 of CSA Standard B167-96.

The results of the annual / periodic inspection, including repairs, adjustments and other findings, shall be included in the logbook and made available to an officer upon request.

Canadian Standards Association International  
CSA International, Sales Department  
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[www.shopcsa.ca/onlinestore/welcome.asp](http://www.shopcsa.ca/onlinestore/welcome.asp)

# Overhead Crane Inspection Requirements

## Daily Overhead Crane Inspection

The items listed are intended as a guide for performing daily visual inspections on components that have a direct bearing on the safety of the crane and whose status may change with day to day use. The items listed, but not necessarily restricted to, shall be inspected for defects and observed during operation for defects that may occur.

For a complete inspection list of the unit in use, please consult the manufacturer's recommendations.

<b>Operating controls</b>	Check for malfunction, excessive wear, broken or damaged components, damaged insulation of electrical wire, cables and controls and function labels for operator controls.
<b>Limit switches and stops</b>	Check for malfunction and broken or damaged components.
<b>Warning devices</b>	Check for malfunction.
<b>Hoist rope and chain</b>	Check rope reeving for proper spooling and wire ropes for broken strands, birdcaging, kinking or core protrusion. Check chains for excessive wear and stretched or damaged links.
<b>Trolley rails and wheels</b>	Check for smooth operation and for worn or damaged wheel assemblies and rails.
<b>Bridge rails and wheels</b>	Check for smooth operation, worn or damaged wheel assemblies, damaged rails and missing or loose bolts in support structures.
<b>Hoist block and hooks</b>	Check for stretching, excessive wear, cracks and deformation. Check safety latch for malfunction.
<b>Brakes</b>	Check for malfunction of load brake or controlled lowering device, trolley and bridge wheel brakes.
<b>Access to bridge and cab</b>	Check for damaged ladder rungs, rails, steps, catwalks and railings.
<b>Lighting</b>	Ensure sufficient lighting in cab and operating area.
<b>Housekeeping</b>	Ensure operator travel ways are clear of obstructions.

# Overhead Crane Inspection Requirements

## Daily Visual Inspection

Operator must visually inspect the hoisting apparatus daily in accordance with paragraph 211(2)(a) of *General Regulation 91-191*.

Indicate inspected items with a check. ✓

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