

# Materials Hoist - 3 Monthly Check List

Work Order: \_\_\_\_\_

Novocastrian Rentals P/L ABN 27 110 725 623

Contract #: \_\_\_\_\_ Hoist Type: \_\_\_\_\_

Hoist ID: \_\_\_\_\_

Customer: \_\_\_\_\_

Inspector: \_\_\_\_\_

Address: \_\_\_\_\_

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

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

All of the following items must be marked with a tick before the Hoist is placed back in use

## Conveyor & Hoist Rentals Installation Checks

- Hoist, Platform and Ties are not in the NO GO Zone for power lines. [ ]
- Hoist base on uncompromised firm level ground [ ]
- Hoist structure including mast, undamaged and not out of plane [ ]
- Hoist adequately tied to the structure [ ]
- All ties, braces, clips and other fittings used are secure [ ]
- Operator's guard in place (if fitted) [ ]

## Conveyor & Hoist Rentals Safety & Controls Checks

- Tampering of Hoist or components not apparent. [ ]
- Load capacity signs in place [ ]
- "No riding" signs in place [ ]
- "Operator's Licence Required" signs in place [ ]
- Drive and Over-speed Governor Pinions in good condition [ ]
- Pendant lead, housing and buttons in good condition [ ]
- Hoist motion, in Manual Mode, stops immediately when a button is released [ ]
- Hoist does not descend unintentionally when button is released [ ]
- Hoist Automatic Mode operation is correct [ ]
- Emergency Stop button locks and stops Hoist [ ]
- Upper Working-Limit terminal switch actuator in place, operation checked [ ]
- Down Working-Limit terminal switch operation checked [ ]
- Platform reaches upper level required [ ]
- Gate Interlock system operational if installed (Gate open disables the Hoist) [ ]
- Signalling system functioning (if fitted) [ ]

## Customer / Operator Responsibilities

- Hoist base barricaded to prevent entry of unauthorised personnel [ ]
- All floors guarded to 1.8m high 800mm from any moving Hoist part [ ]
- Current Tag on lead [ ]
- Operating Instructions in place [ ]
- Log Book in place and in use [ ]
- Other: \_\_\_\_\_ [ ]

\_\_\_\_\_  
Signed for and on behalf of Client

\_\_\_\_\_  
Printed name of Signatory

\_\_\_\_\_  
Signed for and on behalf of Conveyor  
& Hoist Rentals P/L

\_\_\_\_\_  
Printed name of Signatory