
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>Daily Crane Checks</b>	Number: <b>R13-PR-200-037</b>	
	Owner: <b>Lee Cagle</b>	Revision: <b>0</b>	
	Effective Date: <b>11/19/13</b>	Page: <b>1 of 3</b>	

## 1.0 Purpose

This procedure describes how to properly fill out the *Daily Crane Checks* form (R13-FM-200-064).

## 2.0 Scope

This procedure applies to the *Daily Crane Checks* form and should be followed anytime the form is being filled out.

## 3.0 Responsibility

- Shift Supervisor: Print off form and give it to the Salt Hanger then upon completion of the form, review the completed form, sign-off and forward completed form to maintenance.
- Salt Hanger: Perform check and complete the form.
- Maintenance: Review form, correct any issues with the crane, and forward the signed form to the safety department.
- Safety Department: Review and sign-off completed forms then file them in the cGMP Library.

## 4.0 Safety Considerations

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or the community.

## 5.0 Materials/Equipment



- Black or Blue Pen

## 6.0 Procedure

1. On Monday morning the shift supervisor will print out a *Daily Crane Checks* (R13-FM-200-064) form and give it to the Salt Hanger.
2. All appropriate information is to be filled in before inspecting the crane.
  - The crane number
  - Location of the crane
  - Week Beginning Date
3. The first section of the inspection is a visual inspection. Visually inspect the following items and write ok in the appropriate box if the item is in good condition or an X in the box if item is in poor condition:
  - Control Wand
  - Leaks

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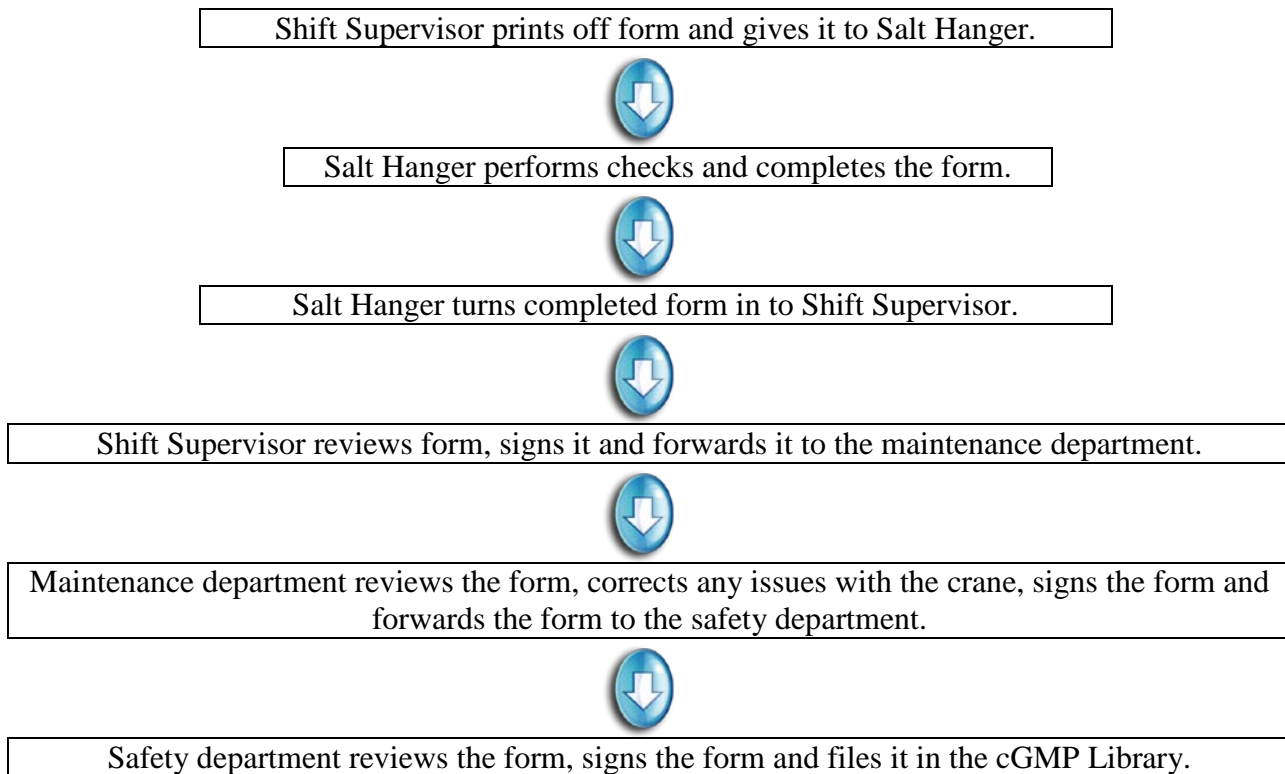
- Hooks
  - Chains / Cables
  - Chain / Cable Reeving
  - Excessive Wear
4. The second section of the inspection is an operational inspection. With the crane functioning check the following points and write ok in the appropriate box if the item is in good condition or an X in the box if item is in poor condition:
- Lift Up
  - Lift Down
  - Traverse In
  - Traverse Out
  - Emergency Stop
  - Excessive Travel
  - Limit Switches
5. The next section is the lubrication block. Cranes should be lubricated once daily. After lubricating the crane place a check in the block, if not needed place N/A in the box.
6. Once the inspection is finished, the Salt Hanger is to initial the log stating that they have performed all above mentioned checks.
7. The bottom section of the form is for the operator to inform maintenance of any areas of the inspection not meeting requirements as well as any work performed on the crane. Please date and initial comments in case further information is needed.
8. Turn completed forms back in to the shift supervisor who will then sign it and forward it to the maintenance department. After review, the maintenance department will sign the form and forward it to the safety department. The safety department will sign the form and file it in the cGMP Library for a period of one year.

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### Crane Check Form Flow Diagram



#### 7.0 Reference Documents

*Daily Crane Checks* (R13-FM-200-064)

#### 8.0 Change Information

New Document

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