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**CRANE INSPECTION AND MAINTENANCE**

LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

CAPACITY: \_\_\_\_\_ SPAN: \_\_\_\_\_ TYPE: \_\_\_\_\_

MFG. SER. NO.: \_\_\_\_\_ PLANT ID NO.: \_\_\_\_\_

LOCATION	COMPONENT & LOCATION	CONDITION								CORRECTIVE NOTES
		FREQUENT	PERIODIC	OKAY	ADJUST	REPAIR	REPLACE	LUBRICATE	CLEAN	
<b>BRIDGE/MONORAIL</b>	MOTOR		O							
	BRAKE & HYDRAULICS	O								
	CONTROL PANELS		O							
	CONTROL OPERATION	O								
	RESISTORS		O							
	LIGHTS	O								
	TROLLEY CONDUCTORS		O							
	RUNWAY COLLECTORS	O								
	REDUCER	O								
	COUPLINGS	O								
	LINE SHAFT BEARINGS	O								
	WHEELS	O								
	WHEEL GEARING	O								
	WHEEL BEARINGS	O								
	GIRDER CONNECTIONS		O							
	ALIGN. & TRACKING		O							
	TROL. RAILS & STOPS		O							
	GUARDS & COVERS	O								
BUMPERS		O								
RAIL SWEEPS		O								

NOTE: IF NOT APPLICABLE DRAW A LINE THROUGH THE ITEM.

LOCATION	COMPONENT & LOCATION			CONDITION						CORRECTIVE NOTES
	COMPONENT	FREQUENT	PERIODIC	OKAY	ADJUST	REPAIR	REPLACE	LUBRICATE	CLEAN	DESCRIBE, INITIAL, AND DATE WHEN CORRECTED
CAB	MASTER SWITCHES	O								
	MAINLINE DISCONNECT	O								
	WARNING DEVICE									
	FIRE EXTINGUISHER	O								
MAIN HOIST	MOTOR		O							
	HOLDING BRAKE	O								
	ELEC. CONTROL BRAKE	O								
	CONTROL PANELS		O							
	CONTROL OPERATION	O								
	RESISTORS		O							
	UPPER LIMIT SWITCH	O								
	MECH. LOAD BRAKE	O								
	REDUCER	O								
	COUPLINGS	O								
	UPPER SHEAVES		O							
	ROPE DRUM		O							
	* WIRE ROPE	O								
	BOTTOM BLOCK	O								
	HOOK & LATCH	INSPECT IN ACCORDANCE WITH FORM BELOW								
* DENOTES: WIRE ROPE MUST HAVE AT LEAST TWO WRAPS OF WIRE ROPE ON THE DRUM.										
AUXILIARY HOIST	MOTOR		O							
	HOLDING BRAKE	O								
	ELEC. CONTROL BRAKE	O								
	CONTROL PANELS		O							
	CONTROL OPERATION	O								
	RESISTORS		O							
	UPPER LIMIT SWITCH	O								
	MECH. LOAD BRAKE	O								
REDUCER	O									

NOTE: IF NOT APPLICABLE DRAW A LINE THROUGH THE ITEM.

LOCATION	COMPONENT & LOCATION			CONDITION						CORRECTIVE NOTES
	COMPONENT	FREQUENCY	PERIODIC	OKAY	ADJUST	REPAIR	REPLACE	LUBRICATE	CLEAN	DESCRIBE, INITIAL, AND DATE WHEN CORRECTED
AUXILIARY HOIST (CONT.)	COUPLINGS	O								
	UPPER SHEAVES		O							
	ROPE DRUM		O							
	* WIRE ROPE	O								
	BOTTOM BLOCK	O								
	HOOK & LATCH	INSPECT IN ACCORDANCE WITH FORM BELOW								
	* DENOTES: WIRE ROPE MUST HAVE AT LEAST TWO WRAPS OF WIRE ROPE ON THE DRUM.									
TROLLEY	MOTOR		O							
	BRAKE	O								
	CONTROL PANELS		O							
	CONTROL OPERATION	O								
	RESISTORS		O							
	TROLLEY COLLECTORS	O								
	REDUCER	O								
	COUPLINGS	O								
	WHEELS	O								
	WHEEL GEARING	O								
	WHEEL BEARINGS	O								
	BUMPERS		O							
	RAIL SWEEPS		O							

NOTE: IF NOT APPLICABLE DRAW A LINE THROUGH THE ITEM.

COMPONENT & LOCATION				CONDITION						CORRECTIVE NOTES
LOCATION	COMPONENT	FREQUENCY	PERIODIC	OKAY	ADJUST	REPAIR	REPLACE	LUBRICATE	CLEAN	DESCRIBE, INITIAL, AND DATE WHEN CORRECTED
<b>MISCELLANEOUS</b>	GEN. COND. & HSKPG.	O								
	RUNWAY RAILS - SPAN		O							
	RUNWAY RAILS - JOINTS		O							
	RUNWAY RAILS - WEAR		O							
	MAIN CONDUCTORS		O							
	PUSH-BUTTON STATION	O								
	CABLE REELS	O								
	GRABS&ATTACHMENTS	O								
	CAP. & WARN. SIGNS	O								
	WIND ANCHORS	O								
	RATED LOAD MARKED/ EACH SIDE	O								
	PUSH BUTTON CLEARLY & LEGIBLY MARKED	O								
REMARKS: Inspect in accordance with manufacturer's recommendations, or in the absence, consult the applicable ANSI Standard for the crane and ANSI B30.10 Standard for Hooks.										
INSPECTION FREQUENCY										
NORMAL USE		HEAVY USE			SEVERE USE					
FREQUENT		MONTHLY			WEEKLY - MONTHLY			DAILY-WEEKLY		
PERIODIC		YEARLY			SEMIANNUALLY			QUARTERLY		
COMMENTS:										
INSPECTOR/REVIEWER:										
ELECTRICAL INSPECTOR: _____										
CRANE INSPECTOR: _____										
MAINTENANCE FOREMAN: _____										

NOTE: IF NOT APPLICABLE DRAW A LINE THROUGH THE ITEM.

## HOIST INSPECTION SCHEDULE AND MAINTENANCE REPORT FOR UNDERHUNG – HAND CHAIN OPERATED

LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

CAPACITY: \_\_\_\_\_ TYPE: \_\_\_\_\_

MFG. SER. NO.: \_\_\_\_\_ PLANT ID NO.: \_\_\_\_\_

LOCATION	COMPONENT & LOCATION	CONDITION								CORRECTIVE NOTES
	COMPONENT	FREQUENCY	PERIODIC	OKAY	ADJUST	REPAIR	REPLACE	LUBRICATE	CLEAN	DESCRIBE, INITIAL, AND DATE WHEN CORRECTED
<b>OPERATING MECHANISM</b>	VISUAL	O								
	GEARS		O							
	BEARINGS		O							
	ROLLERS		O							
	LOCKING/CLAMPING DEVICES		O							
	PAWLS		O							
	PAWL SPRINGS (BRAKE MECH.)		O							
	FRICITION BRAKE		O							
	FRICITION DISCS		O							
	PINONS		O							
	SHEAVES		O							
	CAM OR RATCHET		O							
	ADJUSTMENTS		O							
	UNUSUAL SOUNDS	O								
	LOAD SPROCKETS		O							
	IDLER SPROCKETS		O							
	HAND CHAIN WHEELS		O							
<b>CHAIN</b>	CLEAN	O								
	LUBRICATED	O								
	DEFECTS	O								
	STRETCHING		O							
	REEVING	O								
	ATTACHMENTS		O							

LOCATI ON	COMPONENT	FREQUE NY	PERIODI C	OKAY	ADJUST	REPAIR	REPLAC E	LUBRIC ATE	CLEAN	DESCRIBE, INITIAL, AND DATE WHEN CORRECTED
<b>MISCELLANEOUS</b>	LOAD BLOCK		<input type="radio"/>							
	SUSPENSION HOUSING		<input type="radio"/>							
	CLEVISES		<input type="radio"/>							
	YOKES		<input type="radio"/>							
	SUSPENSION BOLTS		<input type="radio"/>							
	SUPPORTING STRUCT.		<input type="radio"/>							
	TROLLEY (IF USED)		<input type="radio"/>							
	CAP. & WARNING SIGNS		<input type="radio"/>							
	BOLTS, NUTS & RIVETS		<input type="radio"/>							
	RATED LOAD MARKED/ EACH SIDE	<input type="radio"/>								
	PUSH BUTTON CLEARLY & LEGIBLY MARKED	<input type="radio"/>								
	HOOK & LATCH	INSPECT IN ACCORDANCE WITH ANSI B30.10								
	REMARKS:									
INSPECTION FREQUENCY										
NORMAL USE			HEAVY USE			SEVERE USE				
FREQUENT		MONTHLY			WEEKLY - MONTHLY			DAILY-WEEKLY		
PERIODIC		YEARLY			SEMIANNUALLY			QUARTERLY		
COMMENTS:										
INSPECTOR/REVIEWER:										
HOIST INSPECTOR: _____										
MAINTENANCE FOREMAN: _____										

NOTE: IF NOT APPLICABLE DRAW A LINE THROUGH THE ITEM.

**HOIST INSPECTION AND MAINTENANCE FORM  
FOR UNDERHUNG -ELECTRIC OR AIR-POWERED HOIST**

LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

CAPACITY: \_\_\_\_\_ TYPE: \_\_\_\_\_

MFG. SER. NO.: \_\_\_\_\_ PLANT ID NO.: \_\_\_\_\_

LOCATION	COMPONENT & LOCATION	CONDITION								CORRECTIVE NOTES	
		FREQUENCY	PERIODIC	OKAY	ADJUST	REPAIR	REPLACE	LUBRICATE	CLEAN		
IDLER SPROCKETS	GEARS		O								DESCRIBE, INITIAL, AND DATE WHEN CORRECTED
	BEARINGS		O								
	LOCKING/CLAMPING DEVICES		O								
	LIMIT DEVICES	O									
	MOTOR WEAR		O								
	LOAD BRAKE		O								
	ELECTRIC APPARATUS (IF ANY)		O								
	CONTROLLER CONTACTS (IF ANY)		O								
	SHEAVES		O								
	ADJUSTMENTS		O								
	UNUSUAL SOUNDS	O									
	LOAD SPROCKETS		O								
	IDLER SPROCKETS		O								

COMPONENT & LOCATION				CONDITION						CORRECTIVE NOTES
LOCATION	COMPONENT	FREQUENCY	PERIODIC	OKAY	ADJUST	REPAIR	REPLACE	LUBRICATE	CLEAN	DESCRIBE, INITIAL, AND DATE WHEN CORRECTED
CHAIN/WIRE ROPE	CLEAN	O								
	LUBRICATED	O								
	DEFECTS	O								
	STRETCHING		O							
	REEVING	O								
	* ATTACHMENTS		O							
	END CONNECTION		O							
	* DENOTES: IF WIRE ROPE IS USED, MUST HAVE AT LEAST TWO WRAPS OF WIRE ROPE ON THE DRUM.									
MISCELLANEOUS	LOAD BLOCK		O							
	SUSPENSION HOUSING		O							
	CLEAVISES		O							
	YOKES		O							
	SUSPENSION BOLTS		O							
	SUPPORTING STRUCT.		O							
	TROLLEY (IF USED)		O							
	CAP. & WARNING SIGNS		O							
	BOLTS, NUTS & RIVETS		O							
	RATED LOAD MARKED/ EACH SIDE	O								
	PUSH BOTTON CLEARLY & LEGIBLY MARKED	O								
	HOOK & LATCH	INSPECT IN ACCORDANCE WITH HOOK FORM								
REMARKS:										
INSPECTION FREQUENCY										
NORMAL USE			HEAVY USE			SEVERE USE				
FREQUENT		MONTHLY			WEEKLY - MONTHLY			DAILY-WEEKLY		
PERIODIC		YEARLY			SEMIANNUALLY			QUARTERLY		
COMMENTS:										
INSPECTOR/REVIEWER: HOIST INSPECTOR: _____ ELECTRICAL INSPECTOR: _____ (IF ELECTRIC OPERATED) MAINTENANCE FOREMAN: _____										

NOTE: IF NOT APPLICABLE DRAW A LINE THROUGH THE ITEM.

## HOOK INSPECTION SCHEDULE AND MAINTENANCE REPORT FOR HOOKS

CRANE LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_ MODEL #: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ HOIST CAPACITY: \_\_\_\_\_ SERIAL  
#: \_\_\_\_\_

HOOK LOCATION:            MAIN: \_\_\_\_\_            AUXILIARY: \_\_\_\_\_  
(CHECK ONE)

### INSPECTION FREQUENCY

	NORMAL USE	HEAVY USE	SEVERE USE
FREQUENT	MONTHLY	WEEKLY-MONTHLY	DAILY-WEEKLY
PERIODIC	YEARLY	SEMIANNUALLY	QUARTERLY

COMPONENT	FREQUENT	PERIODIC	CONDITION						CORRECTIVE NOTES
			OK	ADJUST/RE PAIR	REPLACE	LUBRICATE	CLEAN	DESTROY	
BENT OR TWISTED 10 DEGREES FROM THE PLANE	O			NA	NA	NA	NA		
INCREASED THROAT OPENING EXCEEDING 15%	O			NA	NA	NA	NA		
WEAR EXCEEDING 10% OF ORIGINAL DIMENSION	O			NA	NA	NA	NA		
THROAT OPENING EXCEEDING 15% OF ORIGINAL OPENING	O			NA	NA	NA	NA		
LATCH (IF ANY)	O								
HOOKS ARE UNPAINTED	O			NA	NA	NA	NA		
NICKS AND GOUGES	O								
* DISASSEMBLE HOOK		O							
RETAINING NUTS	O								
COLLARS		O							
PINS		O							
WELDS		O							
RIVETS		O							

**REMARKS:**

\* DENOTES: HOOK DISASSEMBLY, INSPECTION AND NONDESTRUCTIVE TEST (IF REQUIRED): HOOK, RETAINING NUT AND BEARINGS, SHALL BE DISASSEMBLED FROM THE BLOCK AND THOROUGHLY INSPECTED. THE HOOK AND RETAINING NUT SHALL BE VISUALLY INSPECTED FOR THREAD WEAR AND CORROSION DAMAGE. CRANE HOOKS SHALL BE DISASSEMBLED AND VISUALLY INSPECTED. IF THE HOOK IS SUBJECTED TO SEVERE SERVICE NONDESTRUCTIVE TEST SHALL BE CONDUCTED AT LEAST ANNUALLY. BLOCK BEARING PLATE SHALL BE VISUALLY INSPECTED FOR CRACKS, WEAR, OR OTHER DAMAGE. BEARINGS SHALL BE INSPECTED FOR UNUSUAL WEAR AND FREE ROTATION. ALL COMPONENTS SHALL BE LUBRICATED AS REQUIRED DURING ASSEMBLY. WHEN A NONDESTRUCTIVE TEST IS PERFORMED THE ENTIRE HOOK AND RETAINING NUT SHALL BE NONDESTRUCTIVELY TESTED FOR STRUCTURAL DEFECTS.

NONDESTRUCTIVE TEST PERFORMED: YES OR NO  
(CIRCLE ONE)

TYPE OF NONDESTRUCTIVE TEST PERFORMED (CHECK ONE):

\_\_\_ DYE PENETRANT TESTING

\_\_\_ MAGNETIC PARTICLE TESTING

\_\_\_ RADIOGRAPHY (X-RAY)

\_\_\_ ULTRASONIC TESTING

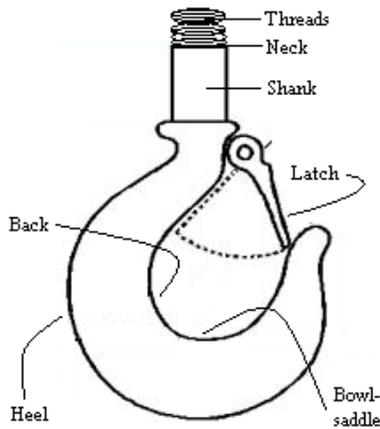
\_\_\_ OTHER: \_\_\_\_\_

NOTE: ATTACH COPY OF NONDESTRUCTIVE TEST IF PERFORMED.

HOOK INSPECTOR: \_\_\_\_\_

MAINTENANCE FOREMAN: \_\_\_\_\_

**MEASUREMENTS**



SHANK HOOK

**HOOK POSITIONS**

SHANK

BACK/HEEL

BOWL-SADDLE

\*THROAT

ORIGINAL DIAMETER

EXISTING DIAMETER

PERCENT OF CHANGE

**\* DENOTES:**

MARK HOOK AS NOTED ON THE RIGHT WITH TWO TRAM MARKS. MEASURE BETWEEN THE TWO POINTS TO DETERMINE IF THE THROAT OPENING HAS INCREASED.

