



## Lorry-mounted Cranes Pre-use Checklist

1. The owner of a lorry-mounted cranes (“crane”) should appoint in writing a competent person (who may be the crane operator who is competent for the purpose) to carry out a pre-use check of the crane with the use of this checklist before starting the lifting operation of each shift or working day. The owner should ensure that the competent person (or operator) so appointed is adequately trained and capable of discharging his duties safely.
2. The owner should ensure that a pre-use check covering not less than those items as specified in this checklist has been carried out with relevant results properly recorded in the checklist before starting the lifting operation of each shift or working day.
3. In any event, should any defect (such as twisted/broken wires, hydraulic oil leak, etc.) or abnormality in the crane be found, or should the crane be accidentally damaged, the crane should cease to be used and this should be reported immediately to the responsible person concerned.
4. The crane with defects or damage should be taken out of service until all the defects or damage have been rectified, with endorsement given by the responsible person concerned.
5. Apart from the items covered in the daily pre-use check, a full inspection of the crane shall be carried out at least once a week by a competent person in accordance with the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations, Cap. 59J. Reference should also be made to the relevant code of practice and guidance notes issued by the Labour Department.
6. In this checklist:
  - I. **“Owner”**, in relation to any lorry-mounted cranes, includes the lessee or hirer thereof, and any overseer, foreman, agent or person in charge or having the control or management of the crane, and the contractor who has control over the way any construction work which involves the use of the crane is carried out and, in the case of a crane situated on or used in connection with work on a construction site, also includes the contractor responsible for the construction site.
  - II. A contractor is responsible for a construction site if he is undertaking construction work there or, where there is more than one contractor undertaking construction work at the site, if he is the principal contractor undertaking construction work there.
  - III. **“Competent person”** means a person who is appointed by the owner; and by reason of training and practical experience, competent to perform the duty assigned.



### Disclaimer

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No. SA-CSY-001-16-E  
June 2016



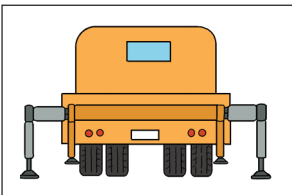
## Lorry-mounted Cranes Pre-Use Checklist

Sheet No.: \_\_\_\_\_/2016

Name of Operator / Competent Person\*: \_\_\_\_\_

Crane Model: \_\_\_\_\_ Vehicle Registration number: \_\_\_\_\_

Items to be checked by Operator / Competent Person – MARK ✓, ✗ or N.A. (Not Applicable) <sup>1,2</sup>

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Date</b>							
<b>1) In Cab</b>							
1.1 Is operation of handbrake in order?							
1.2 Are valid crane weekly inspection report and statutory forms (i.e. LALG-F1, 3 and 5) available?							
1.3 Is valid operator certificate / card available?							
1.4 Are crane manuals and maintenance log book available?							
<b>2) Outriggers</b>							
2.1 Is operation of outriggers(including their locks) in order?							
							



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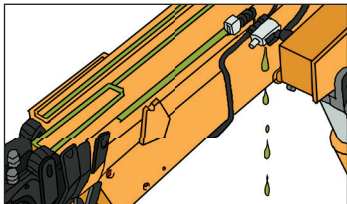
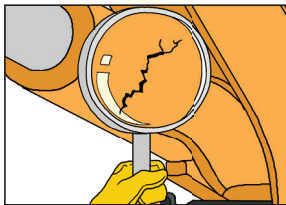
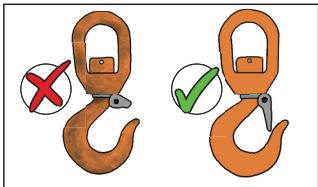
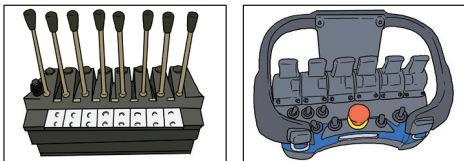
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	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Date</b>							
<b>3) Crane</b>							
3.1 Are condition and inflation pressure of tyres in order?							
3.2 Are hoses and pipework (including outriggers) free from leakages? 							
3.3 Is there obvious damage in crane structure (e.g. cracks or loose screws)? 							
3.4 Are conditions of hook and safety catch in order? 							
3.5 Is operation of control levers / remotes in order? 							



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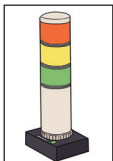
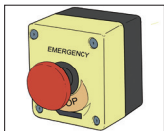
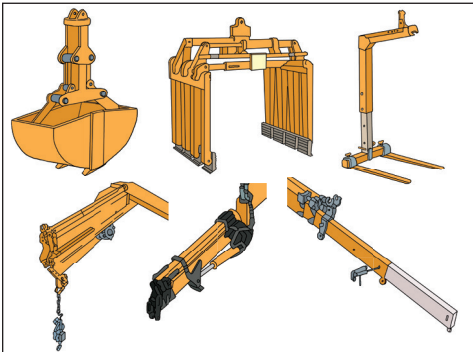
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	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Date</b>							
3.6 Are functional test results in order?							
3.7 Is operation of Automatic Safe Load Indicator (ASLI) in order (in accordance with the manufacturer's instructions)? 							
3.8 Is operation of emergency stop switches, motion limited devices and overload cut-out devices, if fitted, in order? 							
<b>4) Attachments *(if available)</b> (Grab / Winch / Fly-jib / Others: _____, if fitted) <span style="float: right;">* Please select as appropriate</span>							
4.1 Are condition and operation of attachment in order? 							



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	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Date</b>							
<b>5) Others</b>							
5.1 Are sufficient mat or timber blocking of good condition available?							
5.2 Is personal protective equipment (e.g. helmets with chin straps, reflective jackets, etc.) available?							
<b>Result</b>							
Is the lorry-mounted crane safe to use? Yes (all items above are ✓ / N.A.) / No, defect(s) is/are found as follows:							
<b>Signature by operator / competent person * &amp; date</b> * delete as appropriate							



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**Note:** For any above items marked with **X**, please specify the details of defect below for immediate rectification.

Defect	Rectification Date & Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**Remarks:**

1. If there is any “x” in the checklist, the operator / competent person must stop the use of the lorry-mounted crane (“crane”) immediately and report immediately to the person responsible for the safe use of the crane.
2. The most recent two checklists should be kept in the crane and made available for inspection.
3. Compliance with this checklist should not be regarded as exhausting those matters which need to be covered by the relevant safety legislation, nor are they intended to relieve persons undertaking the work of their statutory responsibilities. It is important to note that compliance with this checklist does not of itself confer immunity from the legal obligations.
4. Reference should be made to page 1 of the CIC Safety Alert No. 001/16.



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