

REUSABLE RECORD / PRE-USE

Trolley pre-use & defect record

For trained operators under the site procedure. This is not a thorough-examination report, test certificate or installation approval.

Date / shift: _____ Site / bay: _____
 Asset ID / serial: _____
 Product / model / WLL: _____
 Attached hoist / task: _____
 Operator: _____

Check under site instructions	OK / defect / N/A	Notes
Identity, labels and inspection status		
Beam, runway and end stops		
Wheel seating and visible condition		
Suspension and hoist connection		
Retention and visible fasteners		
DG operating chain, hand wheel and drive		
Movement, effort and abnormal noise		
Travel route, clearance and people		

Defect / unusual event: _____
 Isolation tag / safe location: _____
 Reported to / time: _____
 Service / assessment reference: _____

Stop and report

A defect, binding, wheel lift, uncertain support or overdue requirement means stop. Keep the load and area safe under the site procedure. Do not force travel, tighten parts under load or improvise a repair.

Use with guide pp.14-17 and the matching DAESAN manual. A ticked form does not establish that equipment is safe or override a defect.

REUSABLE ENQUIRY / SUPPLY & SERVICE

Trolley, spare parts & service RFQ

Engineering Supplies: 011 493 4355 | info@coopergroup.co.za. Availability, fitment route, documentation and scope are confirmed by quotation.

Company / contact: _____
Telephone / email: _____
Site / delivery branch / required date: _____
New trolley / parts / workshop / site enquiry: _____
Model / capacity / quantity / serial: _____

Specify / attach	Customer requirement
	Hoist model, mass and suspension drawing
	Maximum load and proposed application
	Beam width, thickness, profile and drawing
	Travel route, curves, joints and end stops
	Headroom and operating position
	DG hand-chain reach / measurement basis
	Environment / EX assessment requirements
	Required fitments and supporting records

Part description / drawing revision / callout / quantity:

Fault, incident or previous repair reference:

Identify before ordering

Attach nameplate, whole-unit and affected-part photographs plus the matching drawing. Do not dismantle an unsafe or loaded assembly to obtain a photograph. Similar appearance or an item number alone does not prove compatibility.

Hoist lift and trolley hand-chain reach are separate. Include both for a combined supply. Safety-critical fitment and any EX replacement need the confirmed technical route.

REUSABLE RECORD / HANDOVER

Trolley handover & return-to-use

Record supporting evidence and the responsible decision. This worksheet does not itself approve an installation, certify conformity or release equipment.

Customer / site / asset: _____
 Model / WLL / serial: _____
 Hoist / beam / configuration reference: _____
 Work order / quotation / service reference: _____

Record item	Document / finding / responsible person
Ordered configuration and actual identity	
Matching instructions / configured drawings	
Beam, end stops, connection and fit review	
Inspection / test scope and signed records	
Parts replaced / fitments / approved changes	
Restrictions / defects / corrective action	
Serviceability / release decision reference	
Next checks / due dates / register update	

Responsible site acceptance / release authority: _____
 Name / role / signature / date: _____
 Outstanding actions / owner / due date: _____

Do not release by paperwork alone

Resolve defects and restrictions, confirm the installation and equipment match the records, and complete the checks required by the matching instructions and applicable programme before loading.

Guide pp.20-22 support repair and handover planning. Refer to authorised technical personnel for inspection, testing, alteration or acceptance decisions.