

Crane Spare Parts Pre-Purchase Checklist

Company Name:

Project Name:

Equipment Model:

Equipment Serial No.:

Compilation Department:

Date:

Phase 1: Specification and Compatibility Verification (Avoid "Incompatible for Installation")

- 1. Serial No. Tracing: The crane's factory serial number has been recorded and the original design parameters verified.
- 2. Three-way Nameplate Check: Exact consistency of models among the spare part nameplate, physical old part and technical manual.
- 3. Retest of Key Dimensions: Shaft diameter, hole pitch, module and keyway dimensions have been measured and confirmed on site.
- 4. Working Condition Matching: Confirmed environmental applicability including high temperature resistance, rainproof, explosion-proof and anti-corrosion.

Phase 2: Quality and Safety Verification (Avoid "Short Service Life")

- 5. Material Certificate: Raw material chemical composition report provided (for hook head, main shaft, steel wire rope).
- 6. Hardness/Flaw Detection Report: With heat treatment records and ultrasonic flaw detection qualification certificate.
- 7. Safety Certification: Limit device and overload limiter are equipped with type test qualification certificates.
- 8. Brand Traceability: Authorization letter or certificate of origin provided (for imported parts if applicable).

Phase 3: Electrical and Logical Compatibility (Avoid "Maloperation")

- 9. Voltage/Frequency Confirmation: Voltage and frequency of motor, electromagnet and frequency converter are matched.
- 10. Communication Protocol: Compatible with the protocol of existing PLC/frequency conversion system (Profibus/CANopen/Modbus).
- 11. Software Version: Firmware of the intelligent module supports the current control logic.

Phase 4: Commercial and Service Assurance (Avoid "No After-sales Support")

- 12. Delivery Cycle: Confirmed that the stock or customization cycle is within the shutdown tolerance range.
- 13. Technical Support: Provide installation guidance, drawings or remote video assistance.
- 14. Warranty Commitment: Warranty period and fault response time clearly defined.
- 15. Packaging and Logistics: High-precision and fragile parts are equipped with shockproof, moisture-proof and rust-proof packaging.

Final Confirmation

- Technical confirmation completed
- Commercial terms confirmation completed
- Payment terms confirmation completed
- All documents filed and archived

Purchasing Person-in-charge Signature: _____

Technical Person-in-charge Signature: _____

Approver Signature: _____