

**Table 2 – Inspection and Maintenance Log**

<b>Inspection Date:</b>		<b>Inspected By:</b>	
<b>Components:</b>	<b>Inspection:</b> (See Section 1 for <i>Inspection Frequency</i> )	<b>User</b>	<b>Competent Person<sup>1</sup></b>
Winch General (Figure 2)	Inspect all screws, bolts and nuts. Ensure they are securely attached and tight. Check to see if any bolts, nuts or other parts are missing, or have been substituted or altered in any way. Inspect covers, housings, guards, etc. Ensure they are free of cracks, dents, or other damage.	<input type="checkbox"/>	<input type="checkbox"/>
8101000 Series (Figure 2)	Check operation of the winch in high and low speed positions; it must crank up and down freely. Stiff or rough operation may indicate a worn gear or bearing. Inspect the ratchet brake. With the brake engaged, the drum should be prevented from paying off cable. The spring must be in place and undamaged. The ratchet brake lever must fully engage the teeth on the drum, the drum teeth must be in good condition. Inspect for oil in the gearbox by removing plug on top and tilting unit so oil can be seen through hole. Inspect for oil leaks.	<input type="checkbox"/>	<input type="checkbox"/>
	Check operation of the handle over speed brake as follows: 1. Over level ground set up support structure and winch as it will be used. 2. By raising or lowering the winch cable, position the lifting hook to approximately chest height. 3. Remove the winch crank handle and have someone hold the ratchet brake lever in its disengaged position, such as when lowering a load. 4. Pull down sharply on the lifting hook to engage the over speed brake. 5. If the brake fails to engage or noticeable brake slippage occurs, remove from service and return to an authorized service center for repair.	<input type="checkbox"/>	<input type="checkbox"/>
(Figure 11)	Check operation of the drum over speed brake as follows: 1. To test the drum over speed brake, remove the handle over speed brake assembly. Using a snap ring pliers, remove the ring (D) that retains the handle over speed brake assembly on the low speed shaft. Remove the brake assembly (G), taking care not to damage the pawl springs on the back side of the brake. Note: If damage exists on the shaft such as a nick or corrosion, repair the damaged area using a file or emery cloth before removing the brake assembly. 2. With the handle over speed brake removed, on level ground, set up the support structure and winch as it will be used. To test the drum over speed brake, remove the crank handle and disengage the ratchet brake, then pull down sharply on the winch cable to engage brake. 3. If the brake fails to engage or slippage of more than one inch occurs (a small amount of brake slippage is normal), remove the winch from service immediately and return to an authorized service center for repair. 4. If the brake functions properly, reassemble the handle over speed brake (G). Ensure the pawls are in place and the "A" side is showing on each pawl. Reinstall the retaining ring onto the shaft. Test the handle over speed brake for proper operation using the method given in "Check operation of the handle over speed brake" above.	<input type="checkbox"/>	<input type="checkbox"/>
	Inspect the level wind (J) assuring that it moves freely and applies pressure against the line. If the plastic wear pad (I) needs to be replaced, return the winch to an authorized service center.	<input type="checkbox"/>	<input type="checkbox"/>
8102000 Series (Figure 2)	Check operation of the free-wheel mode and the drum over speed brake as follows: 1. Engage free-wheel mode by connecting the crank handle to the free-wheel shaft and rotating the handle counterclockwise. The winch line should pay out freely. Pull down sharply on the winch line with the winch in the free-wheel mode to engage the brake. 2. The brake must lock and hold. If the brake fails to engage or slippage of more than one inch occurs (a small amount of brake slippage is normal), remove the winch from service immediately and return to an authorized service center for repair.	<input type="checkbox"/>	<input type="checkbox"/>
(Figure 13)	Inspect the shear pin (B). The shear pin should retain one complete wrap (A) of line on the drum. If the shear pin is broken or missing the unit must be returned to an authorized service center for repair.	<input type="checkbox"/>	<input type="checkbox"/>
(Figure 12)	Inspect the impact indicator (C) on the snap hook. If the hook is in the indicated mode, return the winch to an authorized service center for repair.	<input type="checkbox"/>	<input type="checkbox"/>
(Figure 14)	Inspect the level wind (A) assuring that it moves freely and applies pressure against the line. If the plastic wear pad (B) needs to be replaced return the winch to an authorized service center.	<input type="checkbox"/>	<input type="checkbox"/>
Crank Handle Screws (Figure 2)	Removable Crank Arm (K) must lock positively into each of the drive hubs and be free of cracks, bends, or other damage. Check that each handle on the crank arm is tight. Use Loctite 262 or equivalent thread lock on the anchor screws if required to keep them tight. Do not use unless the crank arm is fully functional.	<input type="checkbox"/>	<input type="checkbox"/>
Connecting Hook (Figure 2)	Connecting hook (A) must not be damaged, broken, distorted, or have any sharp edges, burrs, cracks, worn parts, or corrosion. Ensure the connecting hook works properly. Hook gate must move freely and lock upon closing. Hook must swivel freely.	<input type="checkbox"/>	<input type="checkbox"/>
Wire Rope:	Inspect entire length of wire rope assembly starting at the hook. Always wear protective gloves when inspecting wire rope. Inspect for broken wires by passing the wire rope through gloved hands, flexing it every few inches to expose breaks. Inspect for kinks, cuts, crushed burned areas, corrosion, or other damage. Wire rope with serious damage must be removed from service.	<input type="checkbox"/>	<input type="checkbox"/>
Synthetic Rope:	Inspect for concentrated wear, frayed strands, broken yarns, cuts, and abrasions. The line must be free of knots, excessive soiling, heavy paint buildup, and rust staining throughout its length. The line must be free of ultraviolet damage, indicated by discoloration and the presence of splinters and slivers on the rope surface. All of the above factors are known to reduce rope strength. Damaged or questionable rope must be replaced by an authorized service center.	<input type="checkbox"/>	<input type="checkbox"/>

