



# CAPTO™ Periodic PPE Inspection Form

CAPTO should have a periodic inspection performed by a competent person at least once every 12 months, after any exceptional event(s), or if there is any doubt to the condition of the product. For each inspection, CMC recommends this Periodic PPE Inspection Form be completed, signed, and archived for the life of the product. In case of retirement, destroy the device to prevent further use.

### REFERENCE DOCUMENTS, available at [cmcpro.com](http://cmcpro.com)

- CAPTO User Manual
- CAPTO Inspection Procedure
- CAPTO Periodic PPE Inspection Form (this document)

### REQUIRED TOOLS & EQUIPMENT DOCUMENTATION

- A new, unused CAPTO for comparison
- 2m of rope within the acceptable parameters for the CAPTO (see the back of the device or User Manual)
- Documentation of product history from the user

### USER INFORMATION

NAME

PHONE

ASSOCIATION

ADDRESS

E-MAIL

### PRODUCT INFORMATION

PRODUCT NAME

DATE OF PURCHASE

LOT NUMBER

DATE OF FIRST USE

MANUFACTURE DATE

LAST INSPECTION

MODEL NUMBER

### INSPECTION

PASS    MONITOR    FAIL

#### VISUAL INSPECTION

- Check that the product number is present and legible.  PASS     MONITOR     FAIL
- Check that the CE certification mark is present and legible.  PASS     MONITOR     FAIL
- Visually compare the device with a new device and check to make sure that there are no missing or modified parts.  PASS     MONITOR     FAIL
- Carefully inspect the entire device for signs of damage such as dents, deep scratches, cracks, yielding or excessive wear. Check for any sharp edges, especially in the areas of the rope path.  PASS     MONITOR     FAIL

#### CAM MOVEMENT

- Ensure the cam rotates freely, with minimal friction, and closes by itself when released in the open position.  PASS     MONITOR     FAIL
- Verify that the cam does not have excessive ( $\geq 1\text{mm}$ ) play about its axle by pulling and pushing radially from the pivot point.  PASS     MONITOR     FAIL
- Inspect the rivet of the Cam Axle (back of device) for looseness or damage. Ensure that there is no play of this joint.  PASS     MONITOR     FAIL
- Verify there are no exposed threads on the cam set screw and that it sits flush or below the cam.  PASS     MONITOR     FAIL

**SIDE PLATE RELEASE LATCH / SIDE PLATE MOVEMENT AND FUNCTION**

- While holding the Moving Side Plate closed, manually manipulate the latch. Ensure the Side Plate Release Latch moves freely with minimal friction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Verify the Side Plate Release Latch returns to the closed position when released from the open position.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Inspect the rivet of the Side Plate Release Latch for looseness or damage. Ensure that the Side Plate Release Latch is firmly attached to the Moving Side Plate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- When opening the Moving Side Plate, verify that it takes two defined motions of the Side Plate Release Latch to open the device fully. If the latch function becomes impaired, apply lubricant as indicated in the User Manual under Carrying, Storage, and Transport.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Check the latch pins (2) in the Chassis. Check that they are flush with the surface of the Chassis and ensure they are not excessively worn where they contact the Side Plate Release Latch.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Verify that when the Moving Side Plate is fully open that the cam is also brought to its fully open position.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Inspect the rivet of the Moving Side Plate for looseness or damage. Ensure that the Moving Side Plate is firmly attached to the Cam Axle. Play that could prevent the closing of the Moving Side Plate is unacceptable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Close the Moving Side Plate by pushing it into the closed position. The Side Plate Release Latch should make two successive clicks and securely lock the Moving Side Plate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**PULLEY ASSEMBLY**

- Ensure that the sheave can rotate with minimal friction.
- Radial play of the sheave greater than 1mm is unacceptable.
- Verify that the Pulley Flange is firmly attached to the Device, and does not rotate when twisted by hand.

**FUNCTION CHECK**

- Install CAPTO on an anchored rope within the acceptable diameter range as indicated on the device or within the User Manual.
- Ensure CAPTO moves freely towards the anchor, and grabs the rope when pulled away from the anchor.

**RESULTS**

DISPOSITION     PASS     MONITOR     FAIL

INSPECTION DATE

NEXT INSPECTION DATE

REASON FOR INSPECTION

COMMENTS

INSPECTOR NAME     INSPECTOR SIGNATURE


By performing a periodic inspection and signing periodic inspection forms, you are declaring yourself as a competent person and assuming responsibility for the implementation of the inspection processes and proper disposition of the PPE.

Check the CMC website [Safety and Recall Notices](https://www.cmcpro.com/safety-and-recall-notice/) page for additional information.  
<https://www.cmcpro.com/safety-and-recall-notice/>

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