



SWIVO™

Periodic PPE Inspection Form

SWIVO 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 about 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

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

REQUIRED MATERIALS

- A new, unused SWIVO for comparison
- Documentation of product history from the user

USER INFORMATION

NAME

ASSOCIATION

E-MAIL

PHONE

ADDRESS

PRODUCT INFORMATION

PRODUCT NAME

LOT NUMBER

MANUFACTURE DATE

MODEL NUMBER

DATE OF PURCHASE

DATE OF FIRST USE

LAST INSPECTION

VISUAL INSPECTION

- Check that the product number is present and legible.	☐	☐	☐
- Check that the CE certification mark is present and legible.	☐	☐	☐
- Visually compare the device with a new device and confirm there are no modifications	☐	☐	☐
- Check condition of device. Check for damages (ex. dents, deep scratches, cracks, signs of yielding or excessive wear, sharp edges, deformation).	☐	☐	☐
- Check for the presence of dirt or foreign objects that can affect or prevent normal operation such as grit, sand, rocks, and debris.	☐	☐	☐
- Check all bolts, screws, and pins to be sure they haven't loosened.	☐	☐	☐
- Verify spring pins are present and in place.	☐	☐	☐
- Verify that the gate and sleeve close, lock, and function properly.	☐	☐	☐
- Verify that the swivel top rotates normally, and the swivel axle bolt has not loosened.	☐	☐	☐
- Verify smooth rotation of the sheaves and security of the main axle bolt.	☐	☐	☐
- Verify that the sideplate rotates normally and the button operates properly. The button must not be impaired by dirt, ice, corrosion, etc.	☐	☐	☐
- Set Screw Inspections: Each set screw is located above the button(s). The top of the set screw must be even with or below the surface of the body of the pulley. If the set screw is covered by epoxy or sealant, the sealant must be even with or below the surface of the body of the pulley	☐	☐	☐

RESULTS

DISPOSITION ☐ PASS ☐ MONITOR ☐ FAIL

INSPECTION DATE

REASON FOR INSPECTION

NEXT INSPECTION DATE

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.