



EWP Safe Use Information Pack

PART 3 - PRE OPERATIONAL INSPECTION CHECKLIST:

A following checklist is provided for users who require a separate itemised record of the Logbook Pre-Use Inspection (Safety Checks) conducted by the operator (or other site personnel) prior to using an EWP in their work place.

NOTE: The checklist is a copy of the 'Operator Daily Safety Checks' in the logbook and should not be used as a substitute when the user is conducting their daily pre-operational checks.

SITE/LOCATION DETAILS		
Company:		
Site Name & Location		
Name of Person Conducting Inspection:		
Position/Title:	Phone No:	
Signature:	Date:	
PLANT DESCRIPTION		
EWP Type (Please tick one)		
Vertical Lift	Scissor Lift	Boom Lift
Make:		
Model:		
Plant No:		
Serial Number:		
BEFORE CHECKING / OPERATING MACHINE	Tick	Comments:
1. Before checking/operating disconnect 240v power (battery charger/extension cords etc).		
2. Check manufacturers operating instructions (or equivalent) on machine and familiarise yourself with them before operating machine.		
PRE START CHECKS	Tick	Comments:
3. Visually check chain and cable mechanisms for slackness and damage.		
4. Chassis, scissor, boom sections, outrigger/stabiliser legs for cracks/damage/security (incl. keeper plates, keeper pins, bolts, nyloc nuts etc). Check level bubble(s) not damaged (as fitted).		
5. Tyres for correct inflation, steering linkages, tyres, wheels, wheel nuts, castors damage/security. NOTE: Most self-propelled EWPs have solid or foam filled tyres.		
6. Hydraulic hoses and fuel system for leaks/damage (look for puddles on ground).		
7. All fluid levels (engine oil to main/aux engines, radiator, fuel and hydraulic tank etc).		
8. Cables, wiring, visible limit switches, battery charger (as fitted) for damage. Conduct ELCB 'Push Button' Test (as fitted). Test tag in date.		
9. Warning, operation, safety and SWL signs legible incl. elect hazard, controls, wind rating.		
10. Condition of PPE (Personal Protection Equipment) ie harness(es), lanyard(s), energy absorber(s) etc. Ensure attachment points secure, no cracks/damage.		



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PRE START CHECKS	Tick	Comments:
11. Platform & Handrails - no damage, handrails 100% secure, self closing action of doors working. No grease or debris on floor. Slide out deck(s) (as fitted) smooth operation, latches ok.		
12. Check controls not damaged and return to neutral / central position when released. Emergency stops, deadman, upper and lower controls. NOTE: Check upper and lower controls		
13. Do any other pre start checks specified by the manufacturer.		
14. Visually check all fibreglass components for cracks especially where bonded to boom.		
OPERATIONAL CHECKS - MACHINE STARTED	Tick	Comments:
15. Check operation of following: BEWARE! Allow for 'overrun' (time delay) when testing controls and brakes (refer manufacturer operator instructions)		
- Emergency stops and deadmans as fitted at both upper and lower controls (machine should stop when deadman button or foot control is released).		
- Controls at ground (raise/lower/slew etc).		
- Controls at platform (fwd/rev/raise/lower/slew etc).		
- Safety features and lockouts incl. outriggers, drive/elevation cut out, high/low speed change over, pothole protection system, etc.		
- Brakes check no excessive run on (incl. slew brake as fitted). BEWARE! Some machines have a time delay before brakes apply.		
16. Check operation of platform emergency descent and/or operator retrieval system (as fitted). Ensure valves/control returned to 'normal operating' position (as per manufacturers manual).		
17. Check operation of flashing lights and audible alarms.		
18. Do any other operational checks specified by manufacturer.		
FAULTY EQUIPMENT PROCEDURE – If EWP was found to have any faults see procedure below:		
1. Tag the equipment with a 'DO NOT OPERATE' tag to warn others that the equipment is faulty. 2. Advise your supervisor of the faults with the equipment. 3. Advise the OWNER of the equipment that it is faulty and needs attention. 4. Record details of fault in 'Section 2 (Part A)' of logbook provided with the EWP.		