

MEWP Pre-Use Inspection Check-List

Once checks have been completed operators should sign and date below

These checks should be conducted with reference to the manufacturer's manual		Items checked	
VISUAL CHECKS	Documentation	1. Current Examination Certificate (within last six months)	
		2. Manufacturers' operator manual	
	Wheels / Tyres	3. Wheel security (nuts, retainers loose, damaged & missing)	
		4. Tyre pressure (pneumatic, foam filled or solid)	
		5. Cuts, splits (exposed braiding), damaged rims	
	Engine / Power Source	6. Fluid levels (engine oil, coolant & fuel)	
		7. Battery (electrolyte, security & charging plug condition)	
		8. Fluid leakage around engine	
	Hydraulics	9. Hydraulic fluid level	
		10. Leaks (hoses, pipe connections, rams & cylinders)	
	Hoses and Cables	11. Security & condition (cuts, chaffing, bulges)	
		12. Power track cable trays (free from damage & debris)	
	Structure Boom and Scissor Pack	13. General condition (damage, misalignment & corrosion)	
		14. Weld cracks	
		15. Pins & retainers (security & signs of wear)	
		16. Canopies, guards, engine covers (security & condition)	

FUNCTION CHECKS	Platform or Cage	17. Steps for access egress (secure, undamaged & clear)	
		18. Entrance gate, guard rails & retaining pins	
		19. Harness anchor pins	
		20. Clear of rubbish, debris & obstructions	
	Decals and Signage	21. ID plate, safety, warning & information decals (legible)	
		22. Controls (identification decals & directional arrows)	
		23. Platform loads (SWL, max wind speed & max persons)	
	Using Ground and Platform Controls	24. Security devices (function enable, ignition key & foot switch)	
		25. Emergency stops & emergency lowering system	
		26. All switches, joy sticks, controls (move freely & do not stick)	
		27. Lifting mechanism (raise, lower slew, tele-out & tele-in)	
		28. Travel mechanisms (forward, reverse, steer & brakes)	
		29. Elevated drive speed (reduced or prevented)	
		30. Lights, beacons & warning devices	
31. Alarms (tilt, descent and travel)			
32. Limit switches (load limiter & cab protection)			
33. Pothole protection device (fully deploys & retracts)			
34. Oscillating axle locks, extending axles			

SUPERVISOR	35. Accessories, power to platform & extending decks	
	36. Jack-legs, stabilisers, outriggers & levelling devices	

Sign and date below once checks have been completed
 DEFECTS ARE TO BE REPORTED IMMEDIATELY TO YOUR

SUPERVISOR

Only persons who are trained and authorised by their employer should operate this equipment

Date Operator Supervisor

MEWP Pre-Use Inspection Check-List

Machine Reference No.		Date on Hire	
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If defect found during daily checks mark with X below otherwise mark OK

Date	Name of person completing daily check	OK X = fault	Date	Name of person completing daily check	OK X = fault
Mon			Mon		
Tues			Tues		
Wed			Wed		
Thurs			Thurs		
Fri			Fri		
Sat			Sat		
Sun			Sun		
Date	Weekly supervisor sign off		Date	Weekly supervisor sign off	

If defect noted above with 'X' complete details below:

Item Number	Details of defect found	Date Reported	Engineers name and date repaired
Further Notes:			

ALL FAULTS & DEFAULTS ARE TO BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR
DO NOT OPERATE ANY MACHINE THAT IS IN AN UNSAFE CONDITION