



# MEWP PRE-USE INSPECTION CHECKLIST

MACHINE: \_\_\_\_\_

WEEK COMMENCING: \_\_\_\_\_

All checks should be conducted in accordance with the manufacturer's manual

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY						
<b>VISUAL CHECKS</b>	<b>Documentation</b>	1 Current thorough examination certificate (within last six months)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		2 Manufacturer's operator manual	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		3 Rescue plan	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
	<b>Wheels/tyres</b>	4 Wheel security (nuts, retainers: loose, damaged, missing)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		5 Tyre pressure (pneumatic, foam filled or solid)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		6 Cuts, splits, exposed braiding, damaged rims	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
	<b>Engine/power source</b>	7 Fluid levels (engine oil, coolant, fuel)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		8 Fluid leakage on ground and around engine	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		9 Battery (electrolyte, security and charging plug condition)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
	<b>Hydraulics</b>	10 Hydraulic fluid level	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		11 Leaks (hoses, pipe connections, rams, cylinders)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
	<b>Hoses and cables</b>	12 Security and condition (cuts, chaffing, bulges)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		13 Power track cable trays (free from damage and debris)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
	<b>Outriggers, stabilisers</b>	14 General condition, pins/retainers, footplate	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		15 Spreader plates (present, condition, secure for travel)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		16 Interlocks (functioning, engaged)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
	<b>Chassis, boom and scissor pack</b>	17 General condition (damage, misalignment, corrosion)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		18 Cracks in weld	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		19 Pins, retainers and chains (security, signs of wear)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		20 Canopies, guards, engine covers (security and condition)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
	<b>Platform or cage</b>	21 Steps for access/egress (secure, undamaged, clear)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		22 Entrance gate, guard rails and retaining pins	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		23 Harness anchor points	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		24 Clear of rubbish, debris and obstructions	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
	<b>Decals and signage</b>	25 ID plate, safety, warning and information decals (legible)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		26 Controls (identification decals, directional arrows)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		27 Platform loads (SWL, max. wind speed, max. number of persons)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗						
		<b>G</b>	<b>P</b>	<b>G</b>	<b>P</b>	<b>G</b>	<b>P</b>	<b>G</b>	<b>P</b>	<b>G</b>	<b>P</b>	<b>G</b>	<b>P</b>	
<b>FUNCTION CHECKS</b>	<b>Using Ground (G) and Platform(P) controls</b>	28 Security device (power isolator, keypad, smart card)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		29 Function enable (ignition key, foot switch, hold to run device)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		30 Emergency stops and emergency lowering system	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		31 All switches, function controls (move freely, do not stick)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		32 Lifting functions (raise, lower, slew, tele-out, tele-in)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		33 Travel functions (forward, reverse, steer, brakes)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		34 Elevated drive speed (reduced or prevented)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		35 Lights, beacons, warning devices	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		36 Alarms (tilt, descent and travel)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		37 Limit switches (e.g. descent, load, outreach, rotation)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		38 Pothole protection device (fully deploys and retracts)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		39 Oscillating axle locks, extending axles	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		40 Accessories, power to platform, extending decks	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		41 Jacks-legs, stabilisers, outriggers, levelling devices	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		<b>ALL FAULTS OR DEFECTS (*) TO BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR</b>		Initialled:	Initialled:	Initialled:	Initialled:	Initialled:	Initialled:	Initialled:				
Only persons who are trained and authorised by their employer should operate this equipment.														
<b>OPERATOR NAME(S) AND PAL CARD NUMBER(S):</b>														