



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									
VISUAL CHECKS	Documentation	1	Statutory examination / periodic inspection in date	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		2	Manufacturer's operator manual with the machine	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		3	Rescue plan in place and name of nominated ground rescue person identified	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Wheels/tyres	4	No missing loose or damaged nuts, and retainers	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		5	Tyre pressure (pneumatic, foam filled or solid)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		6	Condition (no cuts, splits, exposed braiding, damaged rims)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Engine/power source	7	Fluid levels (engine oil, coolant, fuel)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		8	No fluid leakage on ground and around engine	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		9	Battery (electrolyte, connections, terminals, security and charging plug condition)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Hydraulics	10	Hydraulic fluid level	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		11	No leaks (hoses, pipe connections, rams, cylinders)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Hoses and cables	12	Security and condition (no cuts, chaffing, bulges)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		13	Power track cable trays (free from damage and debris)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Outriggers, stabilisers	14	General condition, pins/retainers, footplate	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		15	Spreader plates (present, condition, secure for travel)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		16	Interlocks (functioning, engaged)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Chassis, boom and scissor pack	17	General condition (no damage, misalignment, corrosion)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		18	No cracks in weld	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		19	Pins, retainers and chains (good condition, secure)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Platform or cage	20	Canopies, guards, engine covers (security and condition)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		21	Steps for access/egress secure (undamaged, clear of debris)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		22	Entrance gate, guard rails and retaining pins	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		23	Harness/ lanyard anchorage points	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		24	Clear of rubbish, debris and obstructions	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
	Decals and signage	25	Secondary Guarding	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		26	ID/ compliance plate, safety, warning and information decals (all present, legible)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		27	Controls (identification decals, directional arrows clearly marked)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
		28	Platform loads (SWL, max. wind speed, max. number of persons clearly marked)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗								
FUNCTION CHECKS	Using Ground (G) and Platform(P) controls	29	Security device (power isolator, keypad, smart card)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	
		30	Function enable works correctly (ignition key, foot switch, hold to run device)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		31	Emergency stops and emergency / auxilliary lowering system are fully functional	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		32	All switches, function controls (move freely, return to neutral, operate as expected)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		33	Elevating functions (raise, lower, slew, tele-out, tele-in)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		34	Travel functions (forward, reverse, steer, brakes)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		35	Elevated drive speed activates when platform is raised (reduced or prevented)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		36	Lights, beacons, warning devices	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		37	Audible alarms (tilt, descent and travel)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		38	Interlock, limit switches (e.g. descent, SWL, outreach, rotation)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		39	Pothole protection device (fully deploys and retracts)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		40	Oscillating axle locks and extending axles operate correctly	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		41	Accessories, power to platform, extending decks	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		42	Jacks-legs, stabilisers, outriggers, levelling devices	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		43	Secondary guarding (function, operation, reset)	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗	✓ / ✗
		Initialled:	Initialled:	Initialled:	Initialled:	Initialled:	Initialled:	Initialled:									

ALL FAULTS OR DEFECTS (✗) TO BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR

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

OPERATOR NAME(S) AND PAL CARD NUMBER(S):

MEWP DAILY RECORD OF INSPECTION					
Machine Ref No.				Date on hire	
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		
Tue			Tue		
Wed			Wed		
Thur			Thur		
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 & Date Repaired	
Further notes:					