



Pre-Use Inspection Checklist

What is this and why is it so important

This pre-use inspection checklist is an IPAF approved set of actions to take on a daily basis prior to using a Mobile Elevated Work Platform (MEWP), also known as the 'daily checks'.

It is the "hirers" responsibility to ensure that these daily checks take place. By doing so the 'hirer' is helping to ensure the machine is as reliable and as safe as possible.

It's very important that the daily checks are conducted in accordance with the manufacturers manual as each model is different and can require slightly different checks.

The daily checklist consists of 2 categories, Visual Checks and Operating/ Functional Checks.



Documentation

- Current Thorough Examination certificate (within the last 6 month) should be present and usually found on the black box in the cage of a boom or the deck of a scissor lift.
- Manufacturers Operator manual.
- A Rescue Plan, it's really important that operators know the emergency lowering procedure as a minimum requirement.

Wheel / Tyres

- Wheel security (Nuts loose, damaged or missing?).
- Tyre pressure if pneumatic.
- Cuts, splits, chunks missing of foam filled solid tyre, exposed braiding etc.

Engine / Power Source

- Fluid levels of Engine oil, coolant and fuel levels.
- Check leakage on ground and around engine bay.
- Battery, Electrolyte security and charging plug condition.

Hydraulics

- Hydraulic oil level.
- Leaks - Check Hoses, connections, rams and visible cylinders.

Hoses and Cables

- Security and condition, looking for cuts and wear points, bulges in the hoses are a sure sign of imminent leakage.
- Power Track cable trays need to be free from debris and damage prior to operating a telescopic boom as any kind of contamination can lead to very expensive damage being caused.

Outrigger's and stabilizers

- General condition including checking pins and plates.
- Interlocks are engaging.

Chassis Boom and Scissor Pack

- General condition, look for damage, misalignment and condition.
- Cracks in welds (this is important as structural damage can lead to catastrophic consequences when working at height).
- Canopies Guards and Engine cover need checking to ensure that they remain secure and not likely to become detached, especially upon delivery as they are susceptible to coming loose in transit on HGV vehicles.

Platform or Cage (Boom or Scissor)

- Checks the steps used for access / Egress are secure.
- Entrance gate and guard rails should be checked to ensure that they remain secure.
- Check Harness Anchor points are still secure and are undamaged.
- Clear the deck or cage of all debris and rubbish that could have accumulated during the previous working day.

Decals and Signage

- D Plate, safety decals, and all information decals should be clean and undamaged and remain legible.
- Operating instructions on the controls should be legible.
- Platform Load information such as safe working load (SWL) MAX Windspeed and permitted number of people.

Operating/ Functional Checks

Function checks (that are in place to check all the controls are working correctly) should be tested from both sets of controls that exist on the machinery i.e. from the basket/deck of the machine and the ground controls located on the chassis of the machine

- Security device as in a keypad or smartcard type of device.
- Function Enable (footswitch, ignition key, enable switches).
- Emergency stop buttons and emergency lowering system should be tested.
- All switched and function controls move freely without sticking.
- Lifting functions (raise, lower, slew, tele-out, tele-in).
- Travel functions (Steering and driving).
- Elevated drive speed (ensure it is reduced).
- Lights beacons and warning devices.
- Limit switches (decent load and outreach restriction).
- Pothole protection device is deploying and working.
- Oscillating axles locks on the extending axles.
- Accessories, power to platform, extending deck.
- Jacks-legs, stabilisers, outriggers, levelling device all operating as manufacturers handbook.

By failing to keep up to date with all the relevant safety checks you are placing yourself, personnel and dependent upon the application, members of the public at a real risk of serious injury. Working at any height is extremely dangerous and it is essential that any machinery that operates is safe.

In following these checks and in referring to the manufacturers guidelines you are helping to ensure that your machine is in optimal condition and of course doing everything within your power to ensure that it is safe and reliable to use.

Please note: When hiring any form of access platform or working at any height please ensure that you follow all current health & safety advice and legislation. Make sure that you read the manufacturers handbook or in its absence seek appropriate health and safety advice and follow the relevant IPAF & Health and Safety guidelines. [There are some useful links on our website in the H&S section.](#)