



# AERIAL LIFT PRE-USE INSPECTION FORM

AERIAL LIFT PRE- USE INSPECTION CHECKLIST			
Operator Print Name and Sign		Aerial or Scissor Lift ID#	
<b>Unit Type</b> <input type="checkbox"/> Scissor Lift <input type="checkbox"/> Articulating Boom <input type="checkbox"/> Man Lift <input type="checkbox"/> Other _____		Date	Location of Use
#	Inspection Item and Description	P/F/NA	
1	Operating and emergency controls are in proper working condition, EMO button or Emergency Stop Device		
2	Functional upper drive control interlock (i.e. foot pedal, spring lock, or two hand controls)		
3	Emergency Lowering function operates properly		
4	Lower operating controls successfully over ride the upper controls		
5	Both upper and lower controls are adequately protected from inadvertent operation.		
6	Control panel is clean & all buttons/switches are clearly visible (no paint over spray, etc.)		
7	All switch & mechanical guards are in good condition and properly installed		
8	All Safety Indicator lights work		
9	Drive controls function properly & accurately labeled (up, down, right, left, forward, back)		
10	Motion alarms are functional		
11	Safety decals are in place and readable		
12	All guard rails are sound and in place, including basket chains		
13	Work platform & extension slides are clean, dry, & clear of debris		
14	Work platform extension slides in and out freely with safety locking pins in place to lock setting on models with extension platforms.		
15	Inspect for defects such as cracked welds, fuel leaks, hydraulic leaks, damaged control cables or wire harness, etc.		
16	Tires and wheels are in good condition, with adequate air pressure if pneumatic		
17	Braking devices are operating properly		
18	The manufacturer's operations manual is stored on MEWP (in all languages of the operators)		
19	Oil level, Hydraulic Oil Level, Fuel Level, Coolant Level		
20	Battery Charge		
21	Outriggers in place or functioning. Associated alarms working		
Safety Precautions (Have, Look For, or be Aware of)			Check to Confirm
Personal Protection in use. (Harness, lanyard, hardhat etc.)			
<b>In windy conditions see manufacturer guidelines or if not in guidelines then...if lift begins to rock in the wind lower the lift</b>			
Floor conditions: Drop offs, holes, uneven surfaces, and sloped floors.			
Housekeeping: Debris, floor obstructions, cords, construction material and supplies.			
Electrical power cables or panels, (minimum 10 feet away). If larger lines or wet conditions contact EH&S or the Electrical shop for guidance. Insolated small lines in dry conditions 3 feet away.			
Chemical lines, gas lines, drain lines, and utilities.			
Overhead obstructions			
Loads (do not exceed capacity)			
Watch for vehicular and pedestrian traffic. Set up barricades if necessary.			
<b>Comments</b>			
<b>IF THE AERIAL LIFT FAILS ANY PART OF THIS INSPECTION, REMOVE THE KEY AND REPORT THE PROBLEM TO YOUR SUPERVISOR. DO NOT ATTEMPT TO MAKE REPAIRS UNLESS YOU ARE A TRAINED AND AUTHORIZED SERVICE PERSON. ALL SERVICE IS TO BE DOCUMENTED. IF ANYTHING HAS BEEN JERRY-RIGGED NOTIFY YOUR SUPERVISOR AT ONCE.</b>			