

COVID-19 Stringent pre-use inspection check sheet



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Introduction

In situations where as a direct result of COVID-19, it is not possible for a Thorough Examination and Test (TE&T) to be conducted within the prescribed period, the below check list can be used as a general guide for a stringent pre-use inspection. Please refer to manufacturers guide for specific items:

Report of pre-use inspection		Report number:		
Name and address of owner		Date:		
		Location of Inspection:		
Machine type:		Thorough examination due date:		
Model:				
Serial Number:		Safe working load:		
VISUAL CHECKS				
STABILISERS		PASS	FAIL	N/A
Micro switches secure and operate correctly				
Feet secure				
Stabilisers controls operate correctly				
Hydraulic stabilisers operate correctly				
Boom rest micro switch operates correctly				
Hydraulic rams do not retract when machine switched off				
Pivot pins and swing bolts are secure				
Check decals in place and legible				
AXLES WHEELS AND BRAKES		PASS	FAIL	N/A
Axles and steering linkages secure				
Wheels secure, wheel nut torque correct				
Wheel alignments correct				
Tyre condition and pressure acceptable				
Suspension damping operates correctly				
Pivot pins and swing bolts are secure				
Check decals in place and legible				
BASE		PASS	FAIL	N/A
Emergency stop button functions correctly				
Batteries in good condition and terminals secure				
Fuel not contaminated with water				
Hoses not tight, kinked, fouled or leaking				
Engine oil, coolant, air filter and exhaust				
Cables and terminals secure				
Hose connections secure				
Charger/control box secure				
Batteries secure				
Electrolyte levels and specific gravity correct				
Hydraulic oil levels correct				
Pivot pins and swing bolts secure				
Check for any leaks				



LIFTING STRUCTURE	PASS	FAIL	N/A
Check all pins and hydraulic rams			
Check booms/lifting structure for alignment			
Check for deformation, denting or cracks			
Check any guarding is functioning correctly			
Check all decals are in place and legible			
PLATFORM	PASS	FAIL	N/A
Check control decals are in place and legible			
Check integrity of guardrails			
Anchor points are in good condition			
Entry/exit point(s) function and are secure			
Check for any leaks			
MANUFACTURER SPECIFIC ITEMS			
FUNCTION CHECKS			
BASE	PASS	FAIL	N/A
Emergency stop button functions correctly			
Operation of ground and auxiliary controls			
Operation of booms/lifting structure over full range			
Platform remains level over full range			
Operation of manual hand pump			
Operation of tilt sensor			
PLATFORM	PASS	FAIL	N/A
Emergency stop button functions correctly			
Steering operates correctly			
Axles oscillate correctly			
Brakes release and engage correctly			
Reduced elevated drive speed operates correctly			
Operation of all control and auxiliary control functions			
Operation of booms/lifting structure over full range			
Operation of slew is smooth			
Platform remains level over full range			
Load test conducted (Please circle) YES NO			
MANUFACTURER SPECIFIC ITEMS			
Inspector name:	Signature:		
<p>I hereby confirm that to the best of my knowledge the equipment IS/IS NOT* safe to operate at the time of completion of this report.</p> <p>*Delete as applicable.</p>			

If in any doubt that a machine is not safe to use, do not use it and contact the owner for advice.

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