

# ALEXANDER MECHANICAL, INC.

## AERIAL LIFT PRE-USE INSPECTION FORM

AERIAL LIFT PRE-USE INSPECTION CHECKLIST		
Operator Print Name:	Aerial or Scissor Lift ID#	
Unit Type: Scissor Lift / Articulating Boom /Man Lift / 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 override 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 the unit	
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.)	
In windy conditions see manufacturer guidelines <b>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 Facilities Utilities Department for guidance.	
Chemical lines, gas lines, drain lines, utilities	
Overhead obstructions	
Loads (do not exceed capacity)	
Watch for vehicular and pedestrian traffic. Set up barricades if necessary	
<b>If the Aerial lift fails any part of this inspection, remove the key and report the problem to your supervisor. Do not operate. If anything has been jerry-rigged notify your supervisor at once.</b>	