Elevating work platform annual or third party inspection checklist

If you own or manage the operation of elevating work platforms (EWPs) you are responsible for their maintenance, inspection and necessary testing. You must keep records of all tests, inspections and maintenance for each EWP unit in operation.

This checklist should be suitable to record inspections and annual inspections for most EWPs used in the agriculture industry. If needed you can add to or change this checklist based on the specific inspection requirements of your EWPs and the manufacturer’s recommendations.

Maintenance and inspections should be completed in accordance with the manufacturer’s recommendations or, if they are not available, the recommendations of a competent person, and should be done at least annually.

The inspection type and how often inspections are required will depend on the manufacturer’s information and how the EWP is used. Inspections often required are:

* pre-operational or daily checks
* routine and/or pre-harvest inspections (routine inspections should be completed at intervals not longer than three months)
* annual or third party inspections
* major inspections.

Annual inspections (also known as third party inspections) are assessments conducted by an independent automotive or engineering tradesperson. This person must be someone who does not normally operate the EWP and is provided with the authority to:

* request an EWP be provided for inspection
* withdraw an EWP from service if repairs are required.

For further guidance, download the *Managing the risks of plant in the workplace code of practice 2013* (the code)at worksafe.qld.gov.au.

For detailed guidance on the maintenance and inspection of EWPs refer to *Australian Standard 2550.10 Cranes, hoists and winches – Safe use Part 10: Elevating work platforms*.

|  |  |
| --- | --- |
| Type and model: | Manufacture date: |
| Serial no or ID no: | Design registration number (if known): |
| Owner details: | Manufacturer’s details (if known): |
| Supplier’s details (if known): |
| Safe working load: kg |
| Date of inspection: | Safe working incline: degrees |
| Inspected by: | Maximum platform height: m |

|  |  |  |  |
| --- | --- | --- | --- |
| **Items to be checked** | **Satisfactory/**  **unsatisfactory** | | **Repairs/comments** |
| **Basket** |  | |  |
| Check rails and gate |  | |  |
| Padding in good condition and secure |  | |  |
| Check for corrosion |  | |  |
| Clear of debris |  | |  |
| Harness attachment point |  | |  |
| **Controls** |  | |  |
| Operational controls clearly marked for function and direction of operation |  | |  |
| Check control levers/pedals and cables/linkages are secure and free from damage |  | |  |
| Controls operate freely and return to neutral |  | |  |
| Protected from accidental operation |  | |  |
| Emergency lowering control accessible at ground level |  | |  |
| Slope indicator/alarm fitted |  | |  |
| Emergency stop provided and functioning correctly |  | |  |
| **Hydraulic systems** |  | |  |
| Hydraulic system relief valve set to correct pressure |  | |  |
| Hose burst protection fitted to boom cylinder |  | |  |
| Hoses secured to prevent damage |  | |  |
| Flexible hoses in good condition |  | |  |
| Steel lines in good condition |  | |  |
| Check for leaks |  | |  |
| Cylinders are secure and free from damage |  | |  |
| Check pumps are secure |  | |  |
| Oil tank is securely mounted and free from damage |  | |  |
| **Structure** |  | |  |
| Check for any cracks include any cleaning or removal of covers as required |  | |  |
| Boom |  | |  |
| Levelling bar |  | |  |
| Chassis |  | |  |
| Boom pivot post/frame |  | |  |
| Pins and pin bosses |  | |  |
| All hydraulic cylinder mounts |  | |  |
| Slew ring |  | |  |
| Basket mount |  | |  |
| Mounting brackets (e.g. engine mounts and hydraulic tank mounts) |  | |  |
| Steering linkages and cylinders |  | |  |
| Suspension pivots/shackles |  | |  |
| All welds |  | |  |
| Corrosion |  | |  |
| Broken or loose bolts |  | |  |
| **General** |  | |  |
| Tyres and rims free of damage, ballast weights secure if fitted |  | |  |
| Tyre pressure, check water ballast if required |  | |  |
| Missing or loose wheel nuts |  | |  |
| Check wheel bearings and wheel drive motors |  | |  |
| Check steering system or caster wheel mounting and pivot bearings |  | |  |
| Pins and bushes for wear |  | |  |
| Retainers are fitted to pins |  | |  |
| Check fluid levels and complete services as required (oil and filter changes) |  | |  |
| Pins have been greased |  | |  |
| Engine fluid leaks |  | |  |
| Exhaust for holes and loose brackets or clamps |  | |  |
| Check operation of warning lights or alarms where fitted |  | |  |
| Check fitted auxiliary equipment (e.g. air systems for pruning shears)  This may include specific maintenance and inspection requirements separate to the EWP |  | |  |
| Check for unauthorised modifications or unsatisfactory repairs |  | |  |
| **Operation** |  | |  |
| Run machine and check for correct operation of all controls including emergency stop, return to neutral and emergency boom lowering valve |  | |  |
| Details of items that must be repaired before returning to service: | | Repairs completed by: | |
| Details of work to be scheduled: | | Date to be completed by: | |
| Next service due: | |  | |
| Next routine inspection due:  **Note:** No more than 3 months from the date of this inspection | |  | |
| Details entered into log by: | |  | |
| Additional comments: | | | |