

# Single Man Aerial Work Platform Inspection Checklist

Parts 1 & 2 shall be completed by the first person who uses the lift for each work shift. If any defects are found, remove the key, tag the lift out of service and contact your supervisor. Please keep completed forms on file in the affected department for 3 years + the current year.

**Part 1:** Visual assessment - unless otherwise noted, the operator is looking for obvious damage and missing or loose parts. Operator shall record the date and place their initials next to each item that passes. If an item does not pass, follow the instructions above and describe the defect at the bottom of the form in the space provided.

Items to Assess if Applicable	Date	Initials	Date	Initials
Hazard/information labels (present and legible)				
Breather cap is in place	Same		Same	
Oil fluid and battery charging levels	Same		Same	
Electrical cables, wiring, and other electrical components (fraying/exposed)	Same		Same	
Power box, cylinder, and hoses for leaks	Same		Same	
Guardrails and gate or chain	Same		Same	
Lift chain and idler wheels	Same		Same	
Sequencing cables and pulleys	Same		Same	
Outriggers and pads	Same		Same	
Whole unit for dents/damage/corrosion/cracks in welds, etc.	Same		Same	
All pins, welds, bolts, and fasteners are in place	Same		Same	
Cleanliness of battery connections and terminals	Same		Same	

**Part 2:** Function assessment - to be completed following the visual assessment assuming everything passed. Operator to follow each of the steps placing their initials next to each one if the machine passes.

Items to Assess if Applicable	Date	Initials	Date	Initials
1. Connect power source (if applicable) and turn ground control key (or basket control key if that is all the unit has) to the "ON" position. The power light should come on.	Same		Same	
2. Install one outrigger. Check interlock display to ensure that outrigger's light is lit. Complete this for each of the outriggers.	Same		Same	
3. Level machine with the screw jacks on the outriggers, raising the machine's wheels just off the floor. Verify by checking the bubble meter on the base and adjusting as needed.	Same		Same	
4. Depress E-stop at ground controls. Release E-stop on basket controls by turning while pulling. Raise basket using basket controls. Nothing should happen. Depress E-stop at basket controls and release E-stop at ground controls. Raise basket using ground controls. Nothing should happen. <b>Note:</b> If no ground controls are present, depress E-stop at basket controls and raise basket using basket controls. Nothing should happen.	Same		Same	
5. With both emergency stop buttons released, loosen one outrigger until the corresponding light on the interlock display goes out. Try raising the basket at both the ground and basket controls. Nothing should happen. Put outrigger back in place until the interlock display light comes on. Repeat this step with remaining outriggers. <b>Note:</b> If no ground controls are present, there will just be one E-stop and testing will only occur on the basket controls.	Same		Same	
6. Raise the basket up a couple of feet, disconnect the power source, depress auxillary platform lowering button on the basket controls. Lift should lower completely. Reconnect the power source and complete these steps testing the same button at the ground controls (if applicable) and the manual lowering valve at the base.	Same		Same	

Description of any defects found: \_\_\_\_\_