

Aerial Lift Pre-Use Inspection Checklist		
Operator Name (print):	Date:	
Unit Type (check appropriate): <input type="checkbox"/> Scissor Lift <input type="checkbox"/> Vertical Lift/Single Person (AWP) <input type="checkbox"/> Articulating Boom <input type="checkbox"/> Other (describe): _____	Lift Make/Model	Responsible Department:
	UMBC Asset Tag (or Serial Number if no Asset Tag)	<input type="checkbox"/> Work reviewed with spotter <input type="checkbox"/> Rescue Plan has been Reviewed
	Location of Use:	<input type="checkbox"/> Operator has complete and up to date training

Instructions: Complete this checklist before the first use of each shift. If the Aerial Lift fails any part of this inspection, remove the key and report the problem to your supervisor. **DO NOT operate.** Never operate an Aerial Lift without a spotter or ground attendant.

Personal Protective Equipment (PPE) Guidelines:

- Hard Hat - Required whenever there is a risk of falling objects or when working around equipment that could potentially strike an operator’s head.
- Safety glasses - Required if work will present a risk of flying objects or debris that could get into the eyes.
- Gloves - Required if work will present a risk of hand pinching, crushing, or cuts/lacerations.
- Fall Protection - Boom lift operators are required to wear appropriate fall protection and complete the Fall Protection Inspection Form For Boom Lifts along with this form prior to lift operation.

Form continues on Page 2.

	INSPECTION ITEMS AND DESCRIPTION	PA SS	FAI L	N/ A
1	The manufacturer’s operations manual is stored on the unit			
2	Operating and emergency controls are in proper working condition (including emergency stop mechanism)			
3	Functional platform drive controls are in proper working condition			

4	Emergency lowering mechanism operates properly			
5	Lower operating controls successfully override the upper controls			
6	Both upper and lower controls are adequately protected from inadvertent operation			
7	Control panel is clean and all buttons/switches are clearly visible			
8	All switch and mechanical guards are in good condition and properly installed			
9	All safety indicator lights work			
10	All drive controls function properly and are accurately labeled			
11	Motion alarms function properly			
12	Safety decals are in place and readable			
13	All guard rails are sound and in place, including basket chains			
14	Work platform and extension slides are clean, dry, and clear of debris			
15	Models with platform extensions: slides in and out freely with functioning safety locking pins			
16	Inspect for defects, including cracked welds, fuel leaks, hydraulic leaks, damaged control cables or wire harness, etc.			
17	Tires and wheels are in good condition with adequate air pressure if pneumatic			
18	Braking devices are operating properly			
19	Oil level/Hydraulic Oil Level/Fuel Level/Coolant Level is acceptable			
20	Battery Charge is acceptable			
21	Outriggers in place or functioning and associated alarms working			

Safety Precautions to Consider/Have/Be Aware Of	Check to Acknowledge
Personal Protection Equipment in use as needed	
Weather conditions are favorable for outdoor lift use - See manufacturer guidelines for use in windy conditions (always lower if lift begins to rock in the wind, do not operate in wind conditions exceeding 28 MPH)	
Floor/ground conditions: drop offs, holes, uneven surfaces, and sloped floors	

Housekeeping: free of debris, floor obstructions, cords, construction materials and supplies	
Location of electrical power cables or panels (keep minimum 10 ft. away) Contact Facilities Management Department for guidance on larger lines or wet conditions.	
Look for chemical lines, gas lines, drain lines, and utilities	
Location of overhead obstructions	
DO NOT exceed load capacity	
Watch for vehicular and pedestrian traffic (set up barricades if necessary)	

Additional Comments

Return completed forms to your manager or supervisor, or retain them in the back pocket of the form binder. Retain completed forms for at least three (3) years.