

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

Instructions: Complete this checklist before use of any MEWP/Aerial Lift. 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.
- Eye Protection - Required if work will present a risk of flying objects or debris that could get into the eyes.
- Gloves/Hand Protection - Required if work will present a risk of hand pinching, crushing, or cuts/lacerations.
- Personal Fall Protection - Appropriate fall protection must be utilized according to the MEWP manufacturer, ANSI, and OSHA requirements.

Form continues on Page 2.

	INSPECTION ITEMS AND DESCRIPTION	PASS	FAIL	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 (if equipped)			
10	All drive controls function properly and are accurately labeled			
11	Motion alarms function properly (if equipped)			
12	Safety decals are in place and readable			
13	Work platform and extension slides are clean, dry, and clear of debris			

14	Models with platform extensions: slides in and out freely with functioning safety locking pins			
15	Inspect for defects, including 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	Oil level/Hydraulic Oil Level/Fuel Level/Coolant Level is acceptable			
19	Battery Charge is acceptable			
20	Outriggers in place or functioning and associated alarms working			
	Fall Protection Items	PASS	FAIL	NA
21	MEWP guardrails are in place, intact and in good condition (no cracks, missing components/rails, rust, degradation)			
22	Anchor Points on MEWP are in place, intact, and in good condition (no cracks, rust, degradation)			
23.	If Using Personal Fall Protection:			
23A	Full Body Harness: Free of cuts, burns, abrasions, fraying, excessive soiling, or other excessive wear and tear			
23B	Hardware: includes D-rings, buckles, keepers, and back pads. Inspect for damage, distortion, sharp edges, burrs, cracks, and corrosion.			
23C	Webbing: No cuts, burns, tears, abrasions, frays, heavy soiling, discoloration			
23D	Stitching: No pulled, cut, missing, or frayed stitching			
23E	Labels: Labels are in place and legible			
23F	Overall condition is acceptable and free from degradation, damage or defect			

Job Site Safety Conditions and Precautions to Review	Check to Acknowledge
Personal Protective Equipment in use as needed	
Appropriate Communication Methods are in place (Verbal, Cell Phone, Radio)	
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)	

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