



# Aerial (Scissor) Lift Pre-Use Inspection Report

(INSTRUCTIONS: All boxes are to be checked for response, click to initiate checkmark if N/A or discrepancies leave blank and fill in comment)

Employee: _____ Department: _____	Equipment # _____ Hour Meter _____ Location of use: _____	Date: ___/___/___ Time: ___:___ am <input type="checkbox"/> pm <input type="checkbox"/>
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Mark **every** Box below. Leave blank If it requires attention or is less than Ideal. Mark  If it meets county standards.

### Walk Around Visual Inspection I:

- Check for Structural damage (see column on right)
- Check for cracked welds
- Check for damaged control cables
- Check under vehicles for fluid leaks/irregularities

- Check Oil
- Check Hydraulic Oil Level
- Check coolant level
- Check Fuel if not electric
- Check battery and cables

### Lift Inspection:

- Check Operating and emergency controls are in proper working condition
- Check EMO button or Emergency Stop Device
- Check Functional Upper Drive Control Interlock: i.e. foot pedal, spring interlock, or two hand control
- Check Emergency Lowering function operates
- Check Both upper and lower controls are adequately protected from inadvertent operation
- Check All switch and Mechanical guards are in good Condition and properly installed.
- Check All Safety Indicator Lights work
- Check Drive control function properly & accurately labeled (up, down, right, left, forward, back)
- Motion Alarms are functional
- Guardrails & anchor points are in place & secure
- Check Work platform & extension slides are clean, dry, Clear of debris.
- Check Braking devices are operating properly.

### DRIVER NARRATIVE (200 CHARACTERS MAX)

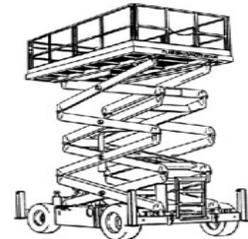
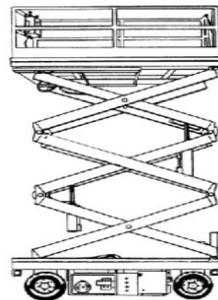
### SAFETY PRECAUTIONS

- Follow all safety precautions as outlined in the manufacture's operators manual
- Check for Personal Fall Arrest and Protective Equipment
- In windy conditions see manufactures guidelines (>25 MPH) or lift begins to rock lower **immediately**
- Check floor conditions: Drop-offs, holes, uneven Surfaces, and or sloped floors.
- Check housekeeping: Debris, floor obstructions, cords, Construction material and supplies.
- Check Electrical power cables or panels. (minimum 10 feet away) If larger lines or wet conditions contact Property Maintenance for guidance.
- Check Chemical lines, Gas lines, Utilities
- Check for Overhead Obstructions
- Check Loads Do Not Exceed Capacity
- Check for Vehicular and Pedestrian Traffic

### INSPECTION DIAGRAM:

Mark all exterior damage where it is located on the sketch below or using the identifying letter from this key:

- KEY-
- |                         |            |
|-------------------------|------------|
| A- Scratched or scraped | E- Loose   |
| B- Broken               | F- Flat    |
| C- Cracked              | D- Dented  |
|                         | G- Missing |



**SCISSOR LIFT  
AERIAL WORK PLATFORM**

the lift fails any part of the inspection remove "KEY" (**LOCK OUT TAG OUT**) and report to your Supervisor Immediately. Only Certified Service Technicians are Authorized to make repairs to lifts.

**ALL SERVICE IS TO BE DOCUMENTED**