GC13 MEWP handover and inspection report

Company name		**Project title**	
Location		**Contract no.**	
Equipment type and model		**Unique identification no.**	
Plant owner's name		**Plant user's name**	

	General	**Comments/actions**
1.	Is the boom/scissor structure, including pins, in good condition?	
2.	Is the operator's manual provided securely with the MEWP?	
3.	Are all boom operations fully functional?	
4.	Does the plant clearly display all appropriate rated capacity (safe working load)?	
5.	Are all moving parts protected by fully operating and suitable guards?	
6.	Is the ground/basket switching of controls operating correctly?	
7.	Are all controls, including emergency stops, clearly identified and marked?	
8.	Is the plant generating excessive noise, fumes or other exhaust gases?	
9.	Are edge protection and handrails suitable and secure?	
10.	Are the brakes and steering fully functional?	
11.	Is the horn clearly audible?	
12.	Are the wheels/nuts, tyres or tracks intact and securely in place?	
13.	Are the directional travel instructions (decals) clearly identified on the body?	
14.	Is there a hand-tool storage facility?	
15.	Are extending axles or outriggers, where fitted, in good condition?	
16.	Are fuel, engine/hydraulic oils and coolant levels adequate, and not leaking?	
17.	Is the item provided with secured special gas cylinders if LPG powered?	
18.	Is the battery in good condition, including leads and, where available, water levels?	
19.	Are running and working lights functioning?	
20.	Have the hours run been recorded on receipt?	
21.	Other *(please state)*	
	Lifting equipment	**Comments/actions**
22.	Is certificate of thorough examination in date (six months)?	
23.	Are ancillary items (and safety harnesses) in good order?	
24.	Other *(please state)*	
	Safety critical items	**Comments/actions**
25.	Does plant have suitable attachment points for safety harnesses?	
26.	Are all hold-to-run safety controls working correctly?	
27.	Is plant fitted with working travelling and tilt alarms, clearly audible at 10 m?	
28.	Is the maximum gradient displayed or inclinometer provided where required?	
29.	Is the emergency lowering function enacted and operational?	
30.	Can a portable drain earth be attached when working in substations?	
31.	What is the maximum gradient for safe operation and is it displayed?	
32.	What is the maximum wind speed for safe operation and is it displayed?	
33.	Does the plant have a suitable fire extinguisher in a convenient location?	
34.	Is plant fitted with fire or exhaust spark suppression systems for work in tunnels, etc.?	

Comments

I have carried out the above checks where appropriate and have established to the best of my knowledge that this item is/is not* in safe working order *(*delete as applicable)*.

Name		**Position**		**Signature**		**Date**	

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