



# MEWP - Annual Inspection Worksheet

Asset Number	Serial Number	PC Number	Hour Meter	Make	Model	Date of Inspection
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Prior to starting inspection, complete a **Take 10 Card** and install proper **Lockout/Tagout** devices. Inspect and check each item below. Describe discrepancies on back of this Worksheet and correct immediately.

All MEWPs	Yes	No	NA
All controls operate properly			
All electrical connections tight			
All fluid levels correct; hydraulic, engine oil, hubs, coolant and batteries			
All function and speed cut-outs operated properly			
All locking devices, chains and sheaves for wear, cracks or distortion			
All nuts, bolts, pins, shafts for excessive wear, cracks or distortion			
All retaining pins and/or rings secure			
All shields, bearing, wear pads for excessive wear, cracks or distortion			
Brakes operate properly (Drive and/or Swing)			
Castle nuts secure/cotter pinned			
Check all hydraulic pressures			
Condition of control enclosure and protective boots			
Deck floor / safety tread secure and in good condition			
Emergency stop operates properly (shuts machine off when pressed)			
Engine idle, throttle and RPM's set correctly			
Exhaust and hydraulic system free of leaks			
Fuel and hydraulic caps tight and vents open			
General structural condition including welds			
Grease and lube per service manual			
Ground control override			
Hood doors open and latched properly			
Hydraulic and air filters clean			
Instruction and safety placards/ decals installed and legible			
Verify condition and accuracy of capacity decals			
Instruments, switches, gauges, horn and lights operate properly			
Manual descent and auxiliary power systems operate properly			
No unauthorized modifications			
Oscillating axle operates properly			
Test motion alarm and beacon			
Calibrate platform load sense			
Test secondary guarding			
Test tilt sensor(s)			

All MEWPs	Yes	No	NA
Test function operating times			
Generator / AC cables in good working condition			
Paint and overall appearance good			
Platform installed and secure, gate closes and/ or latches properly			
Relevant FSB's, FSC's and updates incorporated			
Switches and controls sealed properly			
Static strap on machines with non-marking tires			
Tires properly inflated and in good condition			
Wheel motor(s) secure			
Wheel nuts torqued properly			
Drive and operate unit to test all functions			
<b>Stamp inspection date on frame near Mfg serial plate (dd/mm/yy format)</b>			
<b>Operating and Safety Manual in storage compartment</b>			
<b>ANSI/SAIA or CSA Manual of Responsibilities in storage compartment</b>			
Boom Lifts	Yes	No	NA
Axle/outrigger extension and interlocks operate properly			
Brakes operate properly (Drive and Swing)			
Footswitch operates properly (shuts off functions when released)			
Inspect swing bearing for wear and tolerances			
Outriggers/ Stabilizers operate properly			
Platform and boom leveling (articulating booms) systems operate properly			
Retorqued swing bearing bolts			
Alignment decals properly placed			
Adjust or replace boom cables per manufacturer requirements			
Speeds and ramp rates set correctly			
Scissor Lifts	Yes	No	NA
Enable switch operates properly, if so equipped			
Extending platform pivots/slides smoothly and locks properly in place			
Maintenance locks secure and operational			
Proper platform rail pins/bolts installed properly			
Pothole bar switches function properly/cut out the appropriate function			
Pothole bars operate smoothly and lock in place.			

**Verification:** This machine has been thoroughly inspected in accordance with applicable manufacturer procedures, guidelines, manuals, and specifications. All discrepancies have been rectified.

**Inspector's Signature:** \_\_\_\_\_ **Inspector's Name (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_