



EWP (Producer Inspection)



Assessed by: _____

Position: _____

Date: / /20

EWP Model: _____ Serial Number: _____

Date of Manufacture: ____/____/____

Owners Plant Number: _____

This inspection check sheet has been produced to assist Owners of Elevating Work Platforms to meet their obligations.

A complete inspection is required:

- (a) Before commissioning tests
- (b) As often as is necessary to ensure that the Elevating Work Platform is maintained in a safe and satisfactory structural and mechanical condition to ensure the safety of persons working from these machines.

*It is recommended that a routine inspection be done at least **every 3 months** unless the EWP is not in-service and more frequently when the conditions of use are particularly severe or as required by the Manufacturer.*

The items in the following sheet are those that would normally be included in a thorough inspection schedule. *However, items not referred to in this list are not precluded from requiring inspection.*

THIS SHEET IS INTENDED AS A GUIDE ONLY

Persons or organisations conducting testing and inspections are encouraged to develop their own testing and inspection manual. This manual should set out complete details of all testing and inspections carried out and the standards to which the inspections comply.

Please Note:

For ALL Inspection details the Manufacturer’s recommendations & procedures should be adhered to. For further guidance please refer to AS 2550.10 – 2006



EWP – PRODUCERS INSPECTION



Business Name & Address: _____ **Property Name/PIC:** _____

Audit Team: _____ **Audit Date:** ____/____/____

Description (inc. make/model): _____ **Asset ID #:** (If applicable) _____

RISK CALCULATOR	LIKELIHOOD – The likelihood of the exposure causing injury to a person given the frequency of exposure				
	ALMOST CERTAIN <i>Is expected to occur in most circumstances</i>	LIKELY <i>Will probably occur in most circumstances</i>	POSSIBLE <i>Might occur at sometime</i>	UNLIKELY <i>Could occur at sometime</i>	RARE <i>May occur in exceptional circumstances</i>
CONSEQUENCES <i>How severely could it hurt someone</i>					
CATASTROPHIC <i>Death or permanent disability</i>	EXTREME	EXTREME	EXTREME	EXTREME	HIGH
MAJOR <i>Serious bodily injury</i>	EXTREME	EXTREME	EXTREME	HIGH	HIGH
MODERATE <i>Casualty Treatment</i>	EXTREME	HIGH	HIGH	MODERATE	MODERATE
MINOR <i>First aid only, no lost time</i>	HIGH	HIGH	MODERATE	LOW	LOW
INSIGNIFICANT <i>No injuries</i>	HIGH	MODERATE	LOW	LOW	LOW

RISK CLASS	ACTION REQUIRED
OK or Not Applicable	No Foreseeable Risk - OK for now; Review if any equipment/people/materials/work methods or procedures change. Or this particular inspection item is Not Applicable to this workplace
EXTREME	Extreme Risk - Act Now Do something about these risks immediately. Stop the task until the hazard is controlled and the risk managed.
HIGH	High Risk - Act As Soon As Possible. Do something to manage these risks as soon as possible. Consultant with Management
MODERATE	Moderate Risk - Develop a PLAN to manage these risks / note any suggestions on how the risk might be managed.
LOW	OK for now Review if any equipment/people/materials/work methods or procedures change.



IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
ROUTINE INSPECTION					
1. Instructions installed and legible (e.g. safety warnings, rated capacities)					
2. Emergency retrieval systems function properly					
3. Tyre condition to be safe and wheel nuts correctly torqued.					
4. Safety interlocks operate and are correctly set (e.g. outrigger, drive, speed and lift cut outs.)					
5. Ensure all functions operate and speeds are within specification					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
6. Controls return to off when released and clearly labelled.					
7. Emergency stop or “deadman” switches function correctly.					
8. Electrical and hydraulic systems to be in a safe and serviceable condition.					
9. Drive brakes must hold elevating work platform on maximum rated drive slope.					
10. Engine, fuel and exhaust system appropriately guarded, sealed and serviceable.					
11. Safety upgrades complete and no unsafe modifications.					
12. Platform, guardrails and gate latch condition.					
13. Boom turntable slew brake or holding mechanism and slew bearing condition for function and wear.					
14. Ensure all holding valves operate correctly.					
15. Interlocks on extendable and oscillating axles, stabilizers and outriggers.					
16. Electrical cables insulation protection adequate.					
17. Tilt and capacity indicator system operate correctly.					
18. Counterweights securely attached as per specification.					
19. General security (doors, rails, kickplates .)					
20. If the EWP is older than five (5) years have all critical components been inspected to AS 2550.10 6.4.4.2?					
21. If the EWP is older than ten (10) years has a major inspection been conducted to AS 2550.10 6.4.5?					
OPERATING EWP					
22. Are all EWP operators trained and instructed prior to using EWPs?					
23. Is training and instructions recorded?					
24. Is there an instruction manual available for EWP operators?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
25. Are EWP operators instructed to keep the EWP platform free of rubbish and plant material?					
26. Is picking area slashed prior to EWPs entering area?					
27. Is picking area inspected for branches, rocks, mud and holes prior to EWPs entering the picking area?					
28. Are picking bags of a size that does not allow the EWP to be overloaded when full? (operator to be included)					
29. Has a detailed risk assessment been completed for the use of travel restraint systems? Refer AS 2550.10 – 2006 Sections 1.6 and 5.15					
30. If a harness hard point is installed in the EWP bucket are the operators instructed to wear a short travel restraint harness?					
31. Are there any overhead power lines in the picking area?					
32. Is the electrical risk assessed and exclusion zones considered in compliance with the Electrical Safety Act and Regulations 2002?					
ADDITIONAL HAZARDS					
33.					
34.					
35.					
36.					
37.					

RISK ASSESSMENT AND MANAGEMENT RECORD

HIERARCHY OF CONTROLS PLANNED OR IMPLEMENTED

Item #	Date	Identified Hazard	Assessed Risk Level	Control 1 Eliminate	Control 2 Substitute	Control 3 Isolate or Guard	Control 4 Redesign or Engineering	Control 5 Administration	Control 6 PPE

IMPLEMENTATION AND CONTROL SHEET

Item #	RISK MANAGEMENT ACTION REQUIRED	Responsible Person	Cost \$	Target Date	Date Actioned	Revised Risk Level after Action