

Scissor lift | Pre-shift check

Site/company: _____ Operator: _____

Date: _____ Time/shift: _____ Hour meter: _____

Machine ID: _____ Make/model: _____

Power: Electric / Diesel / Other: _____ Indoor / Outdoor rating: _____

Use before each shift. Follow the machine handbook and site procedure; add model-specific checks below. Tick one result per item: Pass / Defect / N/A (not applicable). An unchecked item is not a pass.

A. VISUAL CHECKS - parked, lowered and switched off	Pass	Defect	N/A
01 Defects cleared; handbook, capacity and safety labels readable.	☐	☐	☐
02 Tyres, wheels, fixings and chassis: condition and security.	☐	☐	☐
03 Scissor arms, pins, retainers and safety prop: visible condition.	☐	☐	☐
04 Platform floor, rails, toe boards and entry gate sound/secure.	☐	☐	☐
05 Extension deck, rollers and locking arrangement sound.	☐	☐	☐
06 Hoses, cables, cylinders: no damage/leaks; fluid level correct.	☐	☐	☐
07 Controls, guards, covers and fitted anchor points sound.	☐	☐	☐
08 Fitted pothole guards, stabilisers and footpads undamaged.	☐	☐	☐
B. POWER SOURCE - relevant items only	Pass	Defect	N/A
09 Battery secure/charged; cables sound; no damage or leaks.	☐	☐	☐
10 Charging lead disconnected/stowed; battery checks complete.	☐	☐	☐
11 Engine models: fuel/fluids, hoses/belts and leaks per handbook.	☐	☐	☐
C. FUNCTION CHECKS - clear, authorised test area	Pass	Defect	N/A
12 Ground/platform controls, enables and both emergency stops.	☐	☐	☐
13 Raise/lower and extension-deck operation/locks function.	☐	☐	☐
14 Steering, drive, brakes and speed restrictions function.	☐	☐	☐
15 Horn, descent/motion alarms and fitted warning lights work.	☐	☐	☐
16 Tilt/overload protection: prescribed handbook checks only.	☐	☐	☐
17 Fitted pothole/stabiliser interlocks: prescribed checks only.	☐	☐	☐
18 Emergency lowering operates by the safe handbook method.	☐	☐	☐
19 No abnormal noise, vibration or leaks during function checks.	☐	☐	☐
D. WORKPLACE AND RESCUE - before use	Pass	Defect	N/A
20 Rescue plan, trained ground assistance and communication.	☐	☐	☐
21 Ground, overhead/electrical hazards and exclusion area checked.	☐	☐	☐
22 Wind/weather, load/deck/occupant limits and required PPE checked.	☐	☐	☐

Additional handbook/site checks and results: _____

Defects / item numbers / action (continue on a referenced sheet if needed):

Reported to: _____ Date/time: _____

☐ Checks satisfactory - safe to use ☐ DO NOT USE - isolated / VOR

Operator signature: _____ Instructor (if training): _____

If unsafe or unsure: stop, park safely, report and prevent use. Attach a VOR (Vehicle Off Road) notice and follow site isolation procedures. Return to service only after authorised clearance. Record clearance separately.

Keep clear of the scissor mechanism. Never bypass safety devices or improvise tilt/overload tests. Do not enter beneath a raised platform without the prescribed support and isolation. Use safe handbook test methods. This sheet does not replace maintenance or thorough examination.