Scissor lift checklist

Date _____ **Time** _____

Site or location _____ **Operator name** _____

Lift make, model and unit number _____ **Hour meter reading** _____

Walk around the machine	Pass	Fail	N/A
Operator's manual and load rating plate are on the machine and readable	☐	☐	☐
Platform floor, guardrails, midrails and toe boards are secure and undamaged	☐	☐	☐
Entry gate or chain closes and latches	☐	☐	☐
Scissor arms, pins and pivot points show no cracks, bends or missing parts	☐	☐	☐
Hydraulic hoses, cylinders and fittings are free of leaks	☐	☐	☐
Tires and wheels are in good condition, with no cuts or missing lug nuts	☐	☐	☐
Battery is charged and connections are tight, or fuel and fluid levels are correct	☐	☐	☐
Maintenance lock or safety prop is stowed and works, where fitted	☐	☐	☐
Decals, warnings and control labels are in place and readable	☐	☐	☐

Test the controls	Pass	Fail	N/A
Ground controls work and override the platform controls	☐	☐	☐
Platform controls work, and each moves the lift the way its label says	☐	☐	☐
Emergency stop works at both stations	☐	☐	☐
Emergency lowering works	☐	☐	☐
Horn, alarms and lights work	☐	☐	☐
Tilt alarm or level sensor works	☐	☐	☐
Drive and steering work, and the brakes hold	☐	☐	☐

Check the work area	Pass	Fail	N/A
Floor is firm and level, with no holes, drop-offs, ramps or debris	☐	☐	☐
Overhead obstructions and power lines are identified and kept clear	☐	☐	☐
Area around the lift is barricaded, or a spotter is in place	☐	☐	☐
Wind and weather are within the machine's limits	☐	☐	☐
Operator is trained on this lift and has read the manual	☐	☐	☐
Load and people on the platform are within the rated capacity	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com