

# MANAGEMENT OF MEWPS CHECKLIST

(SEE OVERLEAF FOR GUIDANCE ON USING THIS FORM)



## Machine Compliance

1. Is your machine designed to lift people eg CE Marked to EN280 standard for MEWPs?  YES  NO
2. Are all manufacturer Safety Notices on this MEWP completed?  YES  NO
3. Are there any unauthorised third party modifications or attachments on this machine?  YES  NO
4. Is there proof of a current 6-month Certificate of Thorough Examination carried out by a qualified person on the MEWP?  YES  NO

Certificate Expiry Date: \_\_\_\_\_ Name of Examiner: \_\_\_\_\_

Company Name: \_\_\_\_\_ Qualification of Examiner: \_\_\_\_\_

5. Is the manufacturer's operator instruction manual on the MEWP?  YES  NO
- In Hard Copy?  YES  NO
- Electronically?  YES  NO

## Operator Compliance

6. Does your operator hold a current Certificate of Training / Operator Card for the correct MEWP category?  YES  NO

Name of Operator: \_\_\_\_\_

Date of Training: \_\_\_\_\_

Category of MEWP: \_\_\_\_\_

7. Is your operator familiar with the model of MEWP being used?  YES  NO

Name of Operator: \_\_\_\_\_

MEWP Make and Model: \_\_\_\_\_

Date of Familiarisation: \_\_\_\_\_

## Planning and Supervision

8. Have you carried out a task specific risk assessment?  YES  NO

By Whom: \_\_\_\_\_

Date: \_\_\_\_\_

9. Have you implemented and communicated the control measures in the risk assessment to the relevant parties?  YES  NO

By Whom: \_\_\_\_\_

Date: \_\_\_\_\_

## Emergency Planning

10. Have you communicated your emergency plan to the relevant parties?  YES  NO

By Whom: \_\_\_\_\_

Date: \_\_\_\_\_

11. Do you have a competent Nominated Person on site who could operate the MEWP at ground controls?  YES  NO

Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

## Technical Support

12. Do you have Technical Support measures in place? ie service call-outs, general technical support?  YES  NO

Company Name: \_\_\_\_\_ After Hours Phone Support  YES  NO

Contact Details: \_\_\_\_\_ After Hours Call-out Support  YES  NO

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Site: \_\_\_\_\_

Signature: \_\_\_\_\_

Task: \_\_\_\_\_

Date: \_\_\_\_\_

## Guidance notes for using this check list

1. Lifting equipment must be fit for purpose. CE Certificate of Conformity to EN280 standard may be used for proof of compliance for MEWPs (lifting people)
2. Completion of Manufacturer Safety Notices can be verified by the user of the MEWP using the serial number of the MEWP. The serial number is stamped on the data plate of the MEWP and is available for download via the Height for Hire QR code. E.g. Genie has a website search facility for checking completion of Manufacturer Safety Notices <http://www.genielift.co.uk/en/sales-and-support/bulletin-campaigns/index.htm>
3. Only manufacturer approved attachments should be used on MEWPs and lifting equipment e.g. secondary guarding, pipe cradles etc. Availability of operating instructions or load charts from the manufacturer for the attachment is an indication of whether it is an approved attachment. Unauthorised modifications should not be carried out on MEWPs or lifting equipment.
4. The GA1 sample form may be used as a 6-month Certificate of Thorough Examination. The Certificate of Thorough Examination must be carried out by a competent person who has theory knowledge, practical knowledge and experience of verifying that the MEWP manufacturer's settings are correct. Typically the competent person will have served their time as a construction plant fitter, attended manufacturer's training and will hold a current CAP card. All certificates should be dated and signed off by the person carrying out the Thorough Examination. MEWP Certificates for Height for Hire MEWPs are available via QR codes.
5. Written operating instructions must be available on the MEWP. The MEWP operator should consult the MEWP operating instructions for guidance on Pre-Use Checks and safe operation of the specific model of MEWP. The Pre-Use checks are required as and when the MEWP is used and are in addition to the weekly inspection required for MEWPs, which should take place at the beginning of each week.
6. MEWP user should have current proof of MEWP training on the correct category of MEWP. Training is the responsibility of the employer/site management.
7. MEWP user should be familiar with the model of MEWP being used. Familiarisation is the responsibility of the employer/ site management.
8. Task specific risk assessment is the responsibility of the MEWP user and site management. Risk assessment should be specific to the task, environment and people. Factors to consider include height and reach required, number of people to be lifted, SWL in basket, ground conditions, load bearing capacity of ground, power source of MEWP, weather conditions, risk of collision, crushing against overhead structures, use of remote controls, use of spotters and banksman, blind spots and crush zones, use of harness and PPE, working over water, hazardous substances, other moving equipment at ground level or overhead, overhead power lines, live equipment, rescue planning, lone worker considerations, after hours working, traffic management, loading / unloading from delivery vehicles, crane lifting MEWP into position. This list is not exhaustive.
9. Hazards identified must be reduced in so far as is reasonably practicable. The employer/site management must identify and implement the relevant control measures required. Procedures must be effectively communicated to relevant parties.
10. An Emergency Plan must be in place and effectively communicated to all relevant parties. After hours working should be considered when drafting Emergency Plans. Consider carrying out controlled emergency drills using empty baskets to check the effectiveness of the Emergency Plans. Basket-to-Basket Rescue should be thoroughly risk assessed and practiced at ground level. Check what is available with Emergency Services in your local area before making them part of your plan.
11. Is there a Nominated Person familiar with operating the MEWP at ground and basket level available? Are they a calm person competent to assess the situation? Can they speak fluent English? Are they able to follow instructions from a competent person? Do they have a fully charged mobile phone (Smart Phone)? Do they have access to contact details for Technical Support personnel who can advise/ support them during emergency lowering? Do they have the correct MEWP knowledge/Operator Licence? Ground controls for rescue can be complex on specialised machines and ground staff will need Familiarisation Training and practice of emergency lowering.
12. If in doubt call Technical Support immediately when a problem is identified. The MEWP operator must contact Technical Support directly. Simple issues can be made complex without sufficient knowledge.

Further guidance is available from:

1. [www.hsa.ie](http://www.hsa.ie)
2. [www.hse.co.uk](http://www.hse.co.uk)
3. <http://www.hse.gov.uk/pubns/geis6.htm>
4. [www.ipaf.org](http://www.ipaf.org)