SITE survey. APP

SITE SURVEY REPORT

# MEWP Pre-use Inspection

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| Prepared for | Seafront Retail Properties Ltd |
| Date | 3 Oct 2026 |
| Site | Wellington Square Shopping Centre, Hastings |
| Prepared by | R. Doyle |

FORM

# MEWP Pre-use Inspection

## 1. Record details and scope

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| **Project** | Wellington Square Shopping Centre, Hastings: atrium lighting |
| **Site or premises address** | Wellington Square Shopping Centre, Hastings |
| **Client or organisation** | Seafront Retail Properties Ltd |
| **Record date** | 3 Oct 2026 |
| **Person completing the record** | R. Doyle, electrician |

This is a trained operator pre-use record. It is not a thorough examination certificate, rescue training or a substitute for the manufacturer instructions and site assessment.

HSE recommends daily visual checks, inspections and servicing based on the manufacturer instructions and the risks of the MEWP. HSE also calls for a rescue plan that is practised and someone on the ground who knows how to operate ground controls. A pre-use check is separate from formal inspection or thorough examination. Sources: The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER): a MEWP lifts people, so regulation 9 requires a thorough examination at least every 6 months unless it follows a written scheme of examination. IPAF and Construction Plant-hire Association (CPA) best practice guidance covers pre-use checks, rescue planning and safe use.

## 2. Machine and operator

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| **MEWP asset ID, make and model** | Scissor lift SL-31, 10 m electric scissor lift |
| **Where the MEWP is working (GPS)** | Centre atrium, east end by unit 14 · 50.856600, 0.579520 (TQ 81650 09512, ±18 m) |
| **MEWP type and operating configuration** | Static vertical, indoor use only, platform extension in. Maximum working height 10 m, platform load 230 kg, one person indoors. |
| **Maximum working height from the data plate or manual (m)** | 10.00 |
| **Platform safe working load (kg)** | 230 |
| **Trained and authorised operator** | R. Doyle, operator card checked, site authorisation SR-MEWP-07 |
| **Manufacturer instructions reference** | Maker's operator manual in the platform box, daily check section |
| **Examination and maintenance references** | Thorough examination TE-SL31-0526. Hire company service sticker June 2026. |
| **Ground person familiar with rescue and lowering arrangements** | B. Evans, ground person, shown the ground controls and emergency lowering before use |

## 3. Pre-use checks

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| **Visible structure, platform, guardrails and access checked** | Acceptable |
| **Tyres or tracks, leaks and power source checked** | Acceptable |
| **Controls, emergency stops and lowering checked to instructions** | Acceptable |
| **Ground conditions, overhead hazards and work area assessed** | Action needed |
| **Action, limitation or reason not applicable** | Tiled atrium floor checked for load on the centre drawings. Two floor box lids on the route. Route set to avoid them and barriers round the work area. Highest fittings, the uplighters on the clerestory sill above unit 14, measured from a photo against the shop door: within the machine's 10 m working height. |
| **Height of the highest point to reach (m)** | 5.10 |

**Height of the highest point to reach (m): measuring photo**




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| **Working height to spare (m)** | 4.90 |
| **Load limits and operating restrictions reviewed** | Acceptable |
| **Planned platform load: people, tools and materials (kg)** | 125 |
| **Planned load against the safe working load** | Within the SWL |
| **Assessed fall protection and rescue arrangements available** | Acceptable |

**Supporting photos**





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| **Checks acceptable** | 5 |
| **Action needed** | 1 |
| **Not checked** | 0 |

> A check needs action. Do not use the MEWP until the defect is put right or a competent person has agreed it is safe, and tell the supervisor.

## 4. Defects and restrictions

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| **Defects and limitations** | No machine defects. Work area restriction only. |
| **Steps taken to prevent unsafe use** | Not needed. |
| **Defects reported to** | Centre duty manager, S. Ward |
| **Site rescue plan reference** | Rescue plan RP-WS-02, emergency lowering from the ground |
| **Operator and ground-person briefing record** | Operator and ground person briefed together at 06:30, before the centre opened. |

## 5. Actions and review

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| **Are further actions required?** | No |
| **Outstanding limitations and information to pass on** | Work only before 09:00 opening. |
| **Record status** | Ready for review |
| **Reviewed by** | S. Ward, centre duty manager |
| **Date reviewed** | 3 Oct 2026 |

**Author signature**




Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.