SITE survey. APP

SITE SURVEY REPORT

Scissor Lift Inspection Checklist

Prepared for	Larkfield Construction Ltd (main contractor)
Date	20 Oct 2026
Site	Unit 7, Hollowell Park, Daventry
Prepared by	N. Fairbairn

FORM

Scissor Lift Inspection Checklist

1. Inspection details

Project	Unit 7, Hollowell Park, Daventry: warehouse fit-out, scissor lift check (completed example)
Site address	Unit 7, Hollowell Park, Welton Road, Daventry NN11
Client or main contractor	Larkfield Construction Ltd (main contractor)
Location (GPS)	52.2671, -1.1503
Inspection date	20 Oct 2026
Inspected by	N. Fairbairn
Time of the check	07:20
Rules that apply	UK: LOLER 1998 and PUWER 1998
Reason for the check	Pre-use, start of shift
Where the lift will work	Aisles 3 to 6, high-bay lighting and cable tray, 8 m to the underside of the haunch

> This is an operator or supervisor check before use. It is not a thorough examination (UK) or a frequent or annual inspection (US), and it does not replace the manufacturer's operator manual. Check each item the way the manual describes. Wind, slope and load limits come from the machine's plate and manual, not from this form.

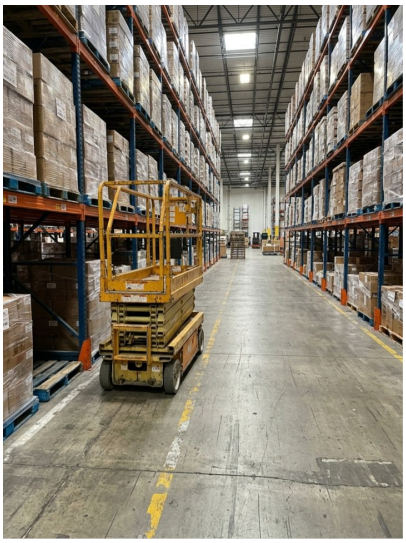
> UK (LOLER 1998 and PUWER 1998). A scissor lift lifts people, so LOLER regulation 9 requires a thorough examination at least every 6 months, or under an examination scheme, and after exceptional circumstances. A hired machine must come with evidence of its last thorough examination. HSE also asks for daily visual checks to the manufacturer's instructions, and for a safety-critical defect to take the machine out of service.

2. Machine and operator

Fleet or asset number	SL-EXAMPLE-14
Owner or hire company	Brookfield Access Hire Ltd
Make	Example Lift Co
Model	EL-3246 electric scissor
Serial number	EXAMPLE-SN-0014
Power	Electric (battery)

Rated for	Indoor use only
Platform capacity from the plate	320 kg
Maximum persons from the plate	2
Maximum platform height from the plate	9.75 m
Date of the last thorough examination (UK) or frequent or annual inspection (US)	18 Jun 2026
Report or certificate reference	Brookfield thorough examination report TE-EXAMPLE-0614
Days since then	124
Evidence of the last examination or inspection with the machine?	Yes

Photo of the machine



Operator	N. Fairbairn
Operator training card or certificate	Powered access operator card, static vertical category, card PA-EXAMPLE-221
Card expiry date	31 Mar 2028
Operator familiarised on this make and model?	Yes
Person on the ground who can use the ground controls and emergency lowering	K. Adeyemi (electrical supervisor), shown the ground controls and emergency lowering on 19 Oct

3. Visual checks before start-up

Scissor arms, pins and pin retainers	Acceptable
Pothole protection bars	Acceptable

Platform guardrails, toe boards and entry gate or chain	Acceptable
Extension deck	Acceptable
Tyres and wheels	Acceptable
Outriggers or levelling jacks, if fitted	Not applicable
Battery, charger and cables	Acceptable
Hydraulics	Acceptable
Decals, capacity plate and operator manual on board	Acceptable
Platform floor and anchorage points	Acceptable

Photos of any defect



Visual checks needing action	0
Not checked	0

4. Function tests

Ground controls: raise and lower	Pass
Ground control emergency stop	Pass
Emergency lowering (manual descent)	Pass
Platform controls: enable switch, drive, steer, raise and lower	Pass
Platform emergency stop	Pass
Descent alarm	Pass

Tilt alarm and cut-out	Fail
What needs doing, or why not checked	Tested as the manual describes: no tilt alarm and the platform kept rising with the machine out of level. Lowered straight away from the ground controls.
Brakes	Pass
Pothole guards deploy when the platform is raised	Pass
Drive speed limited with the platform raised	Pass
Horn, beacon and any overload warning	Pass

Photos: controls and any failed test



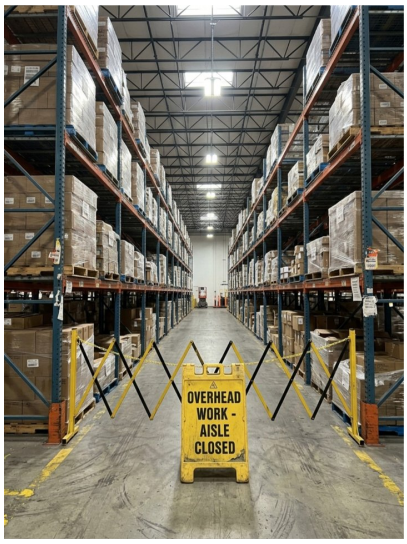
Function tests failed	1
Not checked	0

5. Worksite checks

Floor or ground firm and level, able to carry the machine	Acceptable
Slope across the work area within the manufacturer's limit	Acceptable
Holes, floor openings, edges and drop-offs covered or barriered	Acceptable
Overhead: beams, sprinklers, ducts, lights and cables	Acceptable
Work area barriered from people and vehicles	Acceptable

Rescue plan agreed with the ground person	Acceptable
Will the lift be used outdoors?	No

Photos of the work area



Worksite checks needing action	0
Not checked	0

6. Result

Items failed or needing action	1
Items not checked	0
Result	Not safe: tagged out of service
How it was taken out of service, and who was told	Do not use tag fixed to the platform controls, key removed and held in the site office key safe. Site manager told at 07:40, Brookfield called at 07:45.
Tag number	DNU-EXAMPLE-031

> HSE: put reported problems right quickly, and take the machine out of service if the item is safety critical.

Operator name	N. Fairbairn

Operator signature

N. Fairbairn

7. Actions and sign-off

Items needing action	1
Result	Action needed before the lift is used

Actions 1: Repair the tilt sensor or swap the machine, and give a written repair note before it is used again.

Action	Repair the tilt sensor or swap the machine, and give a written repair note before it is used again.
Priority	Urgent: do not use
Who will do it	Brookfield Access Hire Ltd
Due by	21 Oct 2026
Status	Open

Actions 2: Move the aisle 3 lighting to SL-EXAMPLE-09 for today; repeat this check on it before use.

Action	Move the aisle 3 lighting to SL-EXAMPLE-09 for today; repeat this check on it before use.
Priority	Before next use
Who will do it	K. Adeyemi
Due by	20 Oct 2026
Status	Done, checked
Actions still open	1
Decision	Hire company to repair or replace the machine
Date of the repeat check	21 Oct 2026
Summary	SL-EXAMPLE-14 failed the tilt alarm test: no alarm and no lift cut-out with the machine out of level. All other checks passed. Tagged out, key removed, hire company called. Work moved to another lift after its own pre-use check.
Supervisor name	R. Whitlock
Supervisor signature	