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# Elevating Work Platform Major Inspection Completion Documentation

EXAMPLE DOCUMENT ONLY

**Make.**

**Model.**

**Serial No.**

**Rego.**

**Job Number**

**Date:**

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## Company Profile

Established xxx the focus and direction of the company is to provide a professional, informative and "hassle free" service support network for owners of equipment under our care, following the requirements as laid out by:

- Manufacturer's
- Workplace Health and Safety, and
- Standards Australia

We proudly support all owners of self propelled and vehicle mounted EWP's throughout Australia. As an independent maintenance provider we have received backing from manufactures through training and product knowledge, manufactures who recognise there is no advantage to having there branded machine "not working".

Our workshop and on-road service technician's are able to provide diagnoses, quotations and repair faults mostly with a rapid response and same day turnaround.

Our business today, which has grown with the industry, both in size and experience over the last ten years, continually strives to be the benchmark for elevating platform maintenance in Australia, with:

- Rapid response time for breakdown maintenance
- Accountability to owners and governing bodies
- Independence without bias
- Confidentiality of sensitive information
- Uniformity, from appearance of personnel to our national identity
- Ability to cover the full spectrum of maintenance from cradle to grave.
- Programmed maintenance, scheduling from one to many in all locations, and
- Listening and adapting to your requirements

The largest specialist service company to the Australian Elevating Work Platform Industry, with over 40 technician's available and covering 4 locations, Access Service Australia is totally independent.

Our Capabilities include,

- Mechanical, electrical, and hydraulic repairs and maintenance
- Fabrication and certified welding.
- Fibreglass repair and electrical KV testing.
- Ultra -sonic, eddie current, and magnetic particle testing
- Estimations, insurance quotations and independent assessment

Always available to assist you with any help you may need,

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# Major Inspection Requirement

## Australian Standard

AS 2550.10—2006

### Major Inspection

The following categories of MEWPs shall be subjected to a major inspection and associated maintenance:

- (a) MEWPs where the enhanced periodic inspection regime has not been carried out and the MEWP has been in use for a period of ten years.
- (b) MEWPs that are to be re-commissioned if imported, and that do not have previous continuous working records as specified
- (c) MEWPs subjected to a 10-year major inspection and have experienced 5 years subsequent use.

Note: For those categories of MEWP listed under items (b) and (c) above, the assessment should be carried out by a Professional Engineer.

The major inspection shall involve examination of those *critical components* identified by the manufacture or a *competent person*. Where necessary, the MEWP shall be stripped down and paint, grease and corrosion removed from *critical components* to allow a complete and thorough inspection.

Particular attention shall be given to the following:

1. Past state of loading and utilization as compared to the MEWP classifications.
2. Future intended state of loading and utilization as required by the user of the MEWP.
3. Structural, mechanical, electrical instrumentation, control and operational anomalies.
4. Non-destructive testing of all nominated critical areas for evidence of cracking due to fatigue and excessive stress
5. Components whose maintenance records indicate repeated failures
6. Controls and emergency stop.
7. Braking systems.
8. Platform levelling systems.
9. Platform, handrails and gate.
10. Adequacy of safety instructions and manuals for operating and maintenance.
11. Manufacture's safety upgrades.
12. Emergency retrieval system.

A written report shall be furnished on completion of the inspection. A *competent person* shall assess the results and-

- (a) Specify the maintenance necessary to ensure its continued safe operation;
- (b) Identify components that require particular attention in subsequent periodic inspections; and
- (c) Determine the reasonable practicability of applying the requirements of the latest edition of AS 1418.10

The MEWP shall not be returned to service until all safety related malfunctions and problems have been corrected.

Following the major inspection, the MEWP shall either be subjected to the programme for inspection and maintenance as part of the periodic inspections specified or reassessed by a competent person within a five-year period. The critical components identified by the assessment shall be inspected.

# Major Inspection Checklist

## Major Inspection Checklist

As per AS 2550.10 chapter 6

### Scope

This sets out a recommended checklist for the satisfactory execution of a major inspection by a competent person on a MEWP.

### Application

This checklist should be supplemented to suit the particular model and type of MEWP under consideration.

### Non-Destructive Checks

A non-destructive testing checklist specified by the manufacturer or competent person, or both, should be prepared and used to supplement this checklist. Such a list should specify the critical areas requiring inspection, the inspection procedure and the acceptance criteria.

<b>Manufacturer</b>		<b>Owner</b>	
<b>Model No.</b>		<b>Aust Standard</b>	
<b>Serial No.</b>		<b>Hours</b>	
<b>Truck Type</b>		<b>Rego</b>	

<b>Item</b>	<b>Task</b>
<b>1</b>	<b>General</b>
1.1	Verification of Serial No. <i>Check against records and engraved serial no.</i>
1.2	Completion of manufacturers safety upgrades <i>Must be confirmed with the manufacturer</i>
1.3	Modification to the latest standard <i>Where practical and after consultation</i>
1.4	Manuals <i>Provide copy of operators manual if not available</i>
1.5	Manufacturer's specification plates and decals <i>Check details are correct</i>
1.6	Logbooks <i>Check for existing problems and service history</i>

<b>Item</b>	<b>Task</b>
<b>2</b>	<b>Safety Items</b>
2.1	Operating, installed and (decals) legible
2.1.1	General operating instructions <i>Ensure correct information for the unit available</i>
2.1.2	Emergency operating instructions <i>Correct information, follow procedure and check accuracy</i>
2.2	Emergency retrieval system operates correctly <i>Auxiliary lower, and manual lower system operational</i>
2.3	Safety interlocks <i>Such as tilt sensor, cage weighing and axle extension sensors</i>
2.3.1	Stabilizer interlocks <i>Micro-switches and / or pressure transducers work and when unit raised stabilizer function is cut out</i>
2.3.2	Boom interlocks ( micro and/or proximity switching ) <i>Cut out works, both operational and safety back up for boom envelope systems, and drive cut outs</i>
2.3.3	Motion interlocks <i>Micro-switches both operational and safety, ie deck extend and height cut outs if fitted</i>
2.4	Hazard warning fitted as applicable <i>Strobe lights</i>
<b>3</b>	<b>Indicators / Alarms</b>
3.1	Level indicators alarms function correctly <i>Tilt and Leg Light systems alarm</i>
3.2	Load indicators / limiters function correctly (if fitted) <i>Basket load limiting correct</i>
3.3	Hour meter operational
3.4	Motion alarms <i>Audible and correct, down and drive alarms</i>
3.5	Other <i>Chain break, axle retracted, outside of envelope alarms</i>
<b>4</b>	<b>Controls</b>
4.1	Lower controls return to off and correctly labeled <i>Lower controls operate correctly, and instructions legible</i>
4.2	Lower controls isolate upper controls <i>Base control overrides platform controls</i>
4.3	Upper controls return to off and correctly labeled
4.4	Stabilizer controls (if fitted) operate correctly
4.5	Emergency controls operate correctly
4.6	Emergency stop/dead-man functions correctly
4.7	Other controls fitted operate correctly

<b>Item</b>	<b>Task</b>
<b>5</b>	<b>Function Speeds</b>
5.1	Functions operate correctly
5.2	Speeds set to specification
5.3	Platform leveling system operates correctly
<b>6</b>	<b>Hydraulics</b>
6.1	All hydraulic hoses in serviceable condition and routed correctly <i>All leaks to be repaired, unserviceable hoses to be replaced</i>
6.2	System relief valves set to specification (Record on <b>Functional Testing Sheet</b> )
6.3	Load holding valves operate correctly <i>Conduct load test on all counterbalance valves</i> (Record on <b>Load Testing Sheet</b> )
6.4	Accumulators inspected in accordance with AS/NZS 3788 <i>If inspection not cost effective seek replacement</i>
6.5	Hydraulic cylinders in serviceable condition <i>No leakage internal or external—failed cylinders to be repaired</i>
<b>7</b>	<b>Electrics</b>
7.1	Electrical looms adequately installed and protected <i>Spiral wrap and guards in place</i>
7.2	Electrical switches secured and operational <i>Top and bottom boxes, key switches and toggle's and buttons</i>
7.3	Work lights function correctly (if fitted) <i>Driving lights</i>
7.4	Rotating beacons operate correctly (if fitted) <i>Strobes or other warning lights</i>
<b>8</b>	<b>Mechanical Condition</b>
8.1	Chains/wire ropes adequate condition and tensioned <i>Refer to manufactures guidelines on testing and adjustment procedure</i>
8.2	Sprockets/sheaves guarded as necessary <i>Check condition of pulleys and guards for wire rope applications</i>
8.3	Braking systems operational and hold load <i>Must hold EWP on max rated slope with SWL in basket</i>
8.4	Pivot points adequately lubricated, secured and no excessive clearance <i>Retaining mechanisms in place for pins, bearings not worn</i>
8.5	Slew bearing condition within tolerance, bolts replaced <i>As per enclosed procedure</i>
8.6	Slew drive condition satisfactory <i>Check for correct meshing adjust as necessary</i> <i>Slew brake operational</i>

<b>Item</b>	<b>Task</b>
8.7	Slew lock fitted and operational
8.8	Counterweights secured, bolts checked
8.9	Guarding adequate, no exposed rotating items
8.10	Wear pads within tolerance <i>Test as per manufacturers guidelines</i>
<b>9</b>	<b>Structural</b>
9.1	Structurally free from deformation <i>Bent booms or scissor arms to be replaced</i>
9.2	Critical areas free of cracks <i>Crack testing to be done on all load bearing points</i>
9.3	Corrosion absent and surface condition protected <i>All structural areas free from rust</i>
9.4	Platform condition and guardrails adequate <i>Guardrails secure, and free from cracks</i>
9.5	Platform gates self closing and latching
9.6	Platform floor condition adequate <i>Safe, no trip hazards, and secure</i>
9.7	Travel rests satisfactory (boom type) <i>Boom rest present and boom hold down adequate</i>
9.8	Personnel access adequate and slip resistant
<b>10</b>	<b>Tests</b>
10.1	Function test <i>As per functional load test sheet enclosed</i>
10.2	Load test <i>SWL test in all positions as per sheet enclosed</i>
10.3	Brake test <i>Hold on the rated slope, with SWL in basket</i>
<b>11</b>	<b>Additional Requirements for Self Propelled MEWPs</b>
11.1	Drive Brakes hold MEWP on rated gradient <i>Unit will slow and stop on a slope as per manufactures specifications</i>
11.2	Drive wheels axles and tyres adequate condition and correct specification <i>Deep cuts through steel belt, tyre to be replaced</i>
11.3	Wheel nuts correctly torqued
11.4	Extendible or oscillating axles function correctly and interlocked <i>Check axle operation, cutouts work when not extended</i>
11.5	Slope alarm operates correctly <i>Tilt alarm and/or leg light system cut outs</i>
11.6	Motion alarms operate correctly
11.7	Audible warning device operational
11.8	Engine, fuel and exhaust systems appropriately guarded sealed and serviceable

<b>Item</b>	<b>Task</b>
11.9	Batteries adequately secured and with correct specification <i>Check weight of batteries correct, for the unit</i>
11.10	Onboard battery charger secured and adequately isolated form chassis <i>Tag and test</i>
11.11	Safety prop installed labeled and functional (scissor type MEWPs)
11.12	Condition of lifting eyes and tie down points adequate <i>To be included in the crack test procedure, ensure decals fitted</i>
11.13	Harness anchor points satisfactory (boom type MEWPs) <i>To be included in the crack test procedure, ensure decals fitted</i>
<b>12</b>	<b>Additional Requirements for Insulated MEWPs</b>
12.1	Insulation marking fitted
12.2	LV cover insulation fitted and in proper condition
12.3	Boom insulator surfaces in good condition
12.4	Fiberglass boom condition in good order
12.5	Basket leveling rod's condition
12.6	Vehicle access adequate
12.7	Basket emergency egress facility available and operational (eg basket tilt or escape hatch)
12.8	Earthing system installed
12.9	Electrical insulation acceptance test
12.10	Hydraulic creep test
12.11	Stability test
<b>13</b>	<b>Additional Requirements for Pedestrian Controlled MEWPs</b>
13.1	Parking brake holds load on rated gradient
13.2	Batteries adequately secured and correct specification
13.3	Onboard battery charger secured and adequately isolated form chassis



## Function Testing - Boom Type

**Test shall demonstrate that :**

The elevating work platform can operate smoothly for all motions whilst carrying the rated load at the rated speeds. All safety devices work correctly and the manufacturer's maximum permitted speeds and pressures are not exceeded.

Procedure Conducted Boom Type MEWP		
Main Function Relief Pressure		
Primary Down Relief Pressure		
Primary Boom Extend Relief Pressure		
Secondary Boom Down Relief Pressure ( if applicable)		
Primary (Top) Boom	Up	Time
	Down	
Primary (Top) Boom	Extend	Time
	Retract	
Secondary (lower) Boom	Up	Time
	Down	
Turntable Rotate		360 Deg Time
Elevated Drive Speed		Time
Braking Distance Full Speed with SWL		Distance
Turntable Bearing Wear as per Test Procedure		Up/Down
		Sideways
Platform Rotate	180 Deg	Time
Battery Test		Under load
Boom Safety Envelope, operational alerts for just outside of envelope		Top Boom Raise
		Top Boom Lower
		Secondary Boom Raise
		Top Boom Extend
Boom Safety Envelope, system cut outs for exceeding operational alert system		Top Boom Raise
		Top Boom Lower
		Secondary Boom Raise
		Top Boom Extend
High speed drive cut-out for elevated drive		Primary Boom Raise
		Secondary Boom Raise
		Primary Boom Extend

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## Load and Stability Testing

Whilst the machine was on a level surface, in a cordoned off area, we introduced an overload using a suspended test weight, rigged under the basket.

Using the base controls we have checked the MEWP stability at its point of furthest outreach, and slewed into its worst position. During that time monitoring any drop in the test load, which would indicate a possibility of a faulty load holding valve, and any lift in the tyres off the ground which would indicate a problem with stability.

Whilst Stability Testing is not a requirement in non insulated EWP's unless there has been a change to the original certified design, a serious accident or a replacement of a major component which may have altered the stability, we have found it a necessary part of the major inspection if just only to double check the integrity of the machine in its worst possible position.

If we have found a problem with your machine, be it a leaking cylinder or stability issue, you would be aware of this and with your permission the problem would have been rectified, or we would have not issued a completion certificate.

The following is a list of Cylinders which have been load tested, failure is represented as either an internal or external leak and indicated by creep. If a cylinder has failed you would have been made alerted and a repair would have been initiated after consultation.

<b>Cylinder</b>
Top or Primary Boom Cylinder
Bottom or Secondary Boom Cylinder
Jib Cylinder
Extension Cylinder (boom)
Slave Cylinder
Lift Cylinder (scissor type)
Master Cylinder
Deck extension
Outrigger Cylinder FR
Outrigger Cylinder FL
Outrigger Cylinder RR
Outrigger Cylinder RL

## List of Significant Repairs

<b>Manufacturer</b>		<b>Owner</b>	
<b>Model No.</b>		<b>Aust Standard</b>	
<b>Serial No.</b>		<b>Hours</b>	

	<b>Description</b>	<b>Notes</b>
All	Slew bolts and chassis bolts	Replaced
2	Hydraulic hose assembly	Replaced
	Rotary Coupling	Resealed
	Filter Kit	Replaced
	Pilot line hoses	Replaced
	Telescopic Cylinder	Resealed
	Lift Cylinder	Resealed

### List of Significant Components Replaced

<b>Qty</b>	<b>Part No.</b>	<b>Description</b>	<b>Notes</b>
40		Hydraulic Oil	Replaced
1	50ZOFC624	37 LTR Accumulator Set	Replaced
4	02A018	Wear Pad	Replaced
6	02B010	Wear Pad	Replaced
4	02B012	Wear Pad	Replaced
12	03A014	Wear Pad	Replaced
4	03A015	Wear Pad	Replaced
4	53ADUM030040	Bush	Replaced
1	91A0300061001	Pin	Replaced
1	57ZDoublePlun	Air Plunger, Double	Replaced
1	91A055032300	Pin, Fly Jib	Replaced
2	53ADUM055060	Bush	Replaced
4	53ADUM055030	Bush	Replaced
2	53ADUM055040	Bush	Replaced
1	77LevelBoltKit	Levelling Bolt Kit	Replaced
2	02B011	Wear Pad	Replaced

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## Declaration by Inspecting Organisation

I hereby certify that the Mobile Elevating Work Platform identified above has been inspected in accordance with the requirements of AS2550.10 and has been found to be in a safe and serviceable condition at the time of inspection.

**Inspecting Organization**

**Company ABN**

**Authorized Representative :**

**Signature**

**Date**

The following inspection and test reports have been provided and form part of the major inspection requirements

Report	Description	Organization	Report Number	Date
1.	Examination of structural mechanical components as per the Major Inspection Checklist.			
2.	Non destructive testing of critical structural mechanical components			
3.	Function test			
4.	Load test			
5.	Stability test			
6.	Electrical insulation acceptance test	NA		
7.	Accumulator inspection	NA		

A list of major component that were replace and major repairs undertaken on this MEWP is attached in the following sheets.

### DECLARATION BY OWNER

I acknowledge receipt of this major inspection documentation. I further state that I have correctly represented the prior and anticipated future use of this MEWP to the inspecting organization and have specified the necessary upgrades and modifications necessary to ensure that risks associated with its use (including maintenance and repair) are minimized as far as reasonably practicable

Owners authorized representative \_\_\_\_\_

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## Maintenance necessary to ensure continued safe operation

### Maintenance

A preventative maintenance program shall be established and shall be based on the working environment, and the frequency and severity of use of the MEWP.

When components are replaced, replacements shall be identical or equivalent to the original components.

Where past experience has shown particular problems with a MEWP, a specific rectification program shall be initiated.

All safety-related malfunctions and problems shall be corrected before the MEWP is returned to service.

### General

Inspections shall be carried out at a frequency to enable the MEWP to be kept in a safe and satisfactory condition. Inspections shall be carried out in conformance with this Standard, AS 2550.1, and instructions written in accordance with this Standard. All such work shall be noted in the records.

The following inspections are applicable:

- (a) Pre-operational inspection - required for all MEWPs
- (b) Routine inspection and maintenance - required for all MEWPs
- (c) Periodic inspections - required for all MEWPs
- (d) Enhanced periodic inspection
- (e) Major inspection - required for those MEWP, not subject to an enhanced periodic inspection regime.

A person shall either implement an enhanced periodic inspection after the first 5 years of service or continue with periodic inspections followed by a major inspection by the end of the 10<sup>th</sup> year. Regardless of the option chosen, all critical components shall have been inspected by the end of the 10<sup>th</sup> year.

### Routine inspection

Routine inspection and maintenance shall be based upon the working environment, and the frequency and severity of use of the MEWP while in service. The inspection shall be carried out at no more than three-monthly intervals unless the MEWP is not in-service.

It shall not be inferred that dismantling of any part is necessary during this inspection but opening of covers (for example, limit switch covers), which are required for service and inspection purposes, shall be included.

The inspection procedure shall include verification that the current logbook and operators' manual/s are available on the MEWP and that this documentation is up-to-date.

The inspection shall include all items specified in instructions written in accordance with this *Standard* for routine inspections. These should include the following:

- (a) All functions and their controls for speed, smoothness of operation and limits of motion.
- (b) All emergency and safety devices including interlocks and emergency lowering devices.
- (c) Base of ground controls including the provisions for overriding of upper controls.
- (d) All chain and cable mechanisms for adjustment, wear and damage.
- (e) Lubrication of all moving parts, inspection of filter element/s and fluid levels.
- (f) Visual inspection of structural members and welds.
- (g) Visual inspection, and measurements as necessary, of critical components such as brakes, gears, fasteners, pins, shafts, wire ropes, sheaves, locking devices, all guardrails and guarding, all attachments and connection, electrical contactors and all ancillary equipment.
- (h) Signage, including warning signs, decal and control markings.
- (i) Wear on tyres and damage to wheel rims.
- (j) Corrosion.

*A written report shall be furnished on completion of the inspection. The MEWP shall not be returned to service until all safety-related malfunctions and problems have been corrected.*

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# MAJOR INSPECTION CERTIFICATE

This is to certify that the following machine has been  
*'Ten Year Inspected'* in accordance with  
*'Australian Standard AS 2550.10-1994 Section 10.4'*.

● **Machine Manufacturer:**  
● **Model:**  
● **Serial Number:**  
**Date of Inspection:**  
**Reference Number:**

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Certified by:

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