



Altivate Action

LIFTING PLATFORMS MAINTENANCE CHECKLIST

No	Task	Checked	Required Action
	General		
1	Check all components are free from dust and corrosion.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Pit area		
2	Check for excess oil/grease at bottom of guides.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
3	Check the pit area is clean, dry and free from debris.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
4	Check operation of prop and safety contact.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
5	Pit stop switch – check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Controller		
6	Check cabinet is clean, dry and free from dust.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
7	Check contactors.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Drive system (general)		
8	Check components for wear.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
9	Check lubrication.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
10	Check condition of motor.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
11	Check guarding in place.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Screw and nut drive system		
12	Check condition and lubrication of screw and nut and correct lubricant used. Check condition of waste lubricant.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
13	Check correct alignment of threads at joints in the screw.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
14	Check wear on drive nut.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
15	Check condition, setting and operation of safety nut and safety contact.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Brake		
16	Check braking system.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
17	Check parts for wear. Check stopping accuracy.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Hydraulic drive system		
18	Checks as appropriate to hydraulic jack, power unit and rupture/restrictor valve	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
19	Check lowering valve.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
20	Check hand pump (if fitted).	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
21	Check pressure relief valve.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
22	Check hose and pipework.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Anti-creep device		
23	Check operation	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Hydraulic power unit.		
24	Check hydraulic fluid level	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
25	Check tank and valve unit for leakage.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
26	Check valve block filters.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	

Concept to Completion

Flexibility in Design & Personalised Service

No	Task	Checked	Required Action
	Hydraulic jack		
27	Check for oil leakage and waste oil collection.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
28	Check fixing to platform frame or piston head pulley.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
29	Hand winding and rescue system	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
30	Check parts are available e.g. hand-winding wheel.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
31	Check notices displayed/ available.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
32	Where system relies on batteries in the event of power failure, check battery health.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Pulley(s)		
33	Check condition and grooves for wear.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
34	Check bearings for abnormal noise and/or vibrations.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
35	Check guarding.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
36	Check lubrication.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Landing entrances		
37	Check operation of landing locks.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
38	Check doors for free running. Check door guiding.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
39	Check door gaps.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
40	Check emergency unlocking device.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
47	Check doors self-close (relock?).	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
48	Check doors self-lock when no power.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
49	Cabin door (if any) Check door closed contact or lock.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
50	Check doors for free running. Check door guiding.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
51	Check door gaps.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
52	Check wire rope or chain when used for integrity.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
53	Check passenger door protective device.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
54	Check lubrication.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
55	Check door reversal device and record force required to prevent doors closing.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
56	Check and record kinetic energy of closing doors.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Lighting		
57	Check operation and adequate lighting levels to platform and landings.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
58	Check emergency lighting.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Guide shoes		
59	Check guide shoes/rollers for wear.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
60	Check fixings.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
61	Check lubrication where required.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Electric wiring		
62	Check insulation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Trailing flexes		
64	Check terminations.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
65	Check condition.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Final limit switch		
66	Check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Motor run time limiter		
67	Check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Motor overload protection		
68	Check setting.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Electric safety devices		
69	Check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
70	Check electric safety chain.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
71	Check correct fuses are fitted.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	

No	Task	Checked	Required Action
	Lifting platform		
72	Check normal and emergency lighting.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
73	Check control buttons, key switches, visual and audible indicators (if fitted).	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
74	Check fixings of panels and ceiling.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
75	Check safety edges around sides and on carriage.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
76	Check safety edges under platform (where applicable).	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
77	Check functionality of overload device (if fitted).	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
78	Safety gear and overspeed governor	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
79	Check moving parts for free movement and wear.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
80	Where safety gear engaged by slack rope, check actuation mechanism.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
81	Check lubrication.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
82	Check fixings. Check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
83	Check safety contact.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Suspension ropes/ chains/ belts		
84	Check for wear and condition.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
85	Check ropes against wire discard criteria, condition and nominal diameter.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
86	Check lubrication only where intended.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
87	Check even tensions.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
88	Check elongation (sufficient car over-travel/counterweight under-travel).	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
89	Check condition monitoring devices and any system counting the number of cycles.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Suspension ropes/ chains/ belts terminations		
90	Check for deterioration and wear.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
91	Check fixings.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
92	Check correct fitting according to type (check fixing correctly tightened where rope grips used).	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Guides		
93	Check for correct lubricant and, if required, film of oil where required on all guide surfaces.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
94	Check alignment.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
95	Check fixings.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
96	Check alignment.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Internal surfaces of well		
97	Check surfaces are smooth, flush and undamaged.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
98	Check clearances to lifting platform.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Floor level		
99	Check stopping accuracy at landing.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
100	Record worst case.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Emergency alarm device		
101	Check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
102	Check operation with electrical supply disconnected.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
	Landing controls and indicators		
103	Check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N/A	
104	Check keys witch operation (if fitted).	<input type="checkbox"/> Y <input type="checkbox"/> N/A	