This scissor lift safety program was developed jointly by Tulane’s Office of Environmental Health & Safety (OEHS) and the Tulane Athletics Department. Implementation of this program is acknowledged below:

James J. Balsamo  
Director  
Office of Environmental Health & Safety  
9/22/11  
Date

Justin Newell  
Director of Facilities  
Athletics Department  
9/20/11  
Date
# Tulane University Athletics Department
## JLG Electric Scissor Lift Safety Program

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Purpose</td>
<td>1</td>
</tr>
<tr>
<td>II. Scope</td>
<td>1</td>
</tr>
<tr>
<td>III. Definitions</td>
<td>1</td>
</tr>
<tr>
<td>IV. References</td>
<td>2</td>
</tr>
<tr>
<td>V. Responsibilities</td>
<td>2</td>
</tr>
<tr>
<td>VI. Training</td>
<td>3</td>
</tr>
<tr>
<td>VII. Inspections &amp; Maintenance</td>
<td>5</td>
</tr>
<tr>
<td>VIII. Standard Procedures</td>
<td>6</td>
</tr>
<tr>
<td>IX. Recordkeeping</td>
<td>9</td>
</tr>
<tr>
<td>Appendix A: Scissor Lift Training Certification Form</td>
<td>10</td>
</tr>
<tr>
<td>Appendix B: Pre-Use Inspection Checklist (JLG Walk-Around Inspection Form)</td>
<td>12</td>
</tr>
<tr>
<td>Appendix C: Periodic Inspection Checklist (JLG Frequent Inspection Report)</td>
<td>14</td>
</tr>
<tr>
<td>Appendix D: Annual Inspection Checklist (JLG Annual Machine Inspection Report)</td>
<td>16</td>
</tr>
</tbody>
</table>
Tulane University Athletics Department
JLG Electric Scissor Lift Safety Program

I. PURPOSE:
This program has been established to:
• Ensure the safe operation of the scissor lifts used by the Athletics Department.
• Ensure that affected personnel (including students) understand and comply with this written program and the manufacturer’s safety procedures related to scissor lifts.
• Assign responsibilities to personnel which are necessary for successful implementation of this scissor lift safety program.

II. SCOPE:
This program applies specifically to the two electric scissor lifts (JLG Models 3369 and 3969) owned and operated by the Tulane University Athletics Department and is strictly limited to these two units. The model 3369 unit can extend to 33 feet in height and has a load capacity of 1000 pounds; the model 3969 unit can extend to 39 feet in height and has a capacity of 750 pounds. The “JLG Operators and Safety Manual” applies to both units. Only certified scissor lift operators are authorized to operate or ride on these two scissor lifts.

III. DEFINITIONS:
• Certified Operator: Only certified operators are authorized to operate or ride on scissor lifts. Certified operators may include employees, students, and student workers. Certification of scissor lift operators consists of classroom instruction, hands-on training and a hands-on evaluation by a competent trainer. Once a person has successfully completed all three steps, they are considered to be a certified operator and shall be issued a training certification card by the competent trainer.

• Competent Trainer: A contractor, equipment vendor, safety consultant, or Athletics Department employee who is experienced with the scissor lift and knowledgeable in its safe operation. A competent scissor lift trainer shall be capable of providing classroom instruction, hands-on training and a hands-on evaluation for operator certification as outlined by this program.

• Rated Work Load: The designated capacity of the scissor lift as specified by the manufacturer. The JLG model 3369 unit has a load capacity of 1000 pounds whereas the 3969 unit has a capacity of 750 pounds. The total combined weight of personnel and equipment shall not exceed these figures.

• Scissor Lifts: Any powered, mobile device that has a personnel work platform which is mechanically raised vertically above the carriage by means of controls on the work platform.
IV. REFERENCES:
- Tulane University EHS Policies & Procedures Manual – Section 24, Part IV (B), Powered Industrial Trucks: http://tulane.edu/oehs/upload/PPMFullWebA.pdf#page=234
- OSHA Standard - Scaffolds 29 CFR 1926.451 and 1926.452(w)
- ANSI/SIA, Self-Propelled Elevating Work Platforms (A92.6- 2006)
- Best Practices of General Training & Familiarization for Aerial Work Platform Equipment

V. RESPONSIBILITIES:
A. Athletics Department
1. Designate individuals responsible for the implementation of this safety program within the Athletics Department.
2. Ensure that all affected personnel (including students) who are responsible for use, maintenance, and operation of scissor lifts comply with this program.
3. Ensure that adequate funding is available to support this program.
4. Ensure affected personnel receive training appropriate to their assigned tasks.
5. Maintain documentation of scissor lift training, inspections and maintenance.
6. Take prompt corrective action whenever unsafe conditions, work practices, or equipment is observed.

B. Scissor Lift Operators
1. Follow the procedures described in this program.
2. Attend all training required by this program.
3. Immediately report any unsafe conditions or concerns related to scissor lift safety to Director of Facilities, Athletics.

C. Office of Environmental Health and Safety (OEHS)
1. Assist the Athletics Department in developing this written program and implementing its provisions.
2. Periodically review and update this written program.
3. Periodically evaluate the overall effectiveness of this program.
4. Investigate injuries and incidents related to scissor lift usage.
5. Maintain safety training database.
VI. TRAINING:
A. General

1. All personnel (including staff, students, student workers) shall be certified before operating or riding on a scissor lift. To become a certified scissor lift operator, personnel shall successfully complete a training program consisting of classroom training, hands-on training and a hands-on evaluation. All scissor lift training shall be provided by a competent trainer.

2. A competent trainer may be a contractor, equipment vendor, safety consultant, or someone in the Athletics Department who is experienced with the scissor lift and knowledgeable in its safe operation. The competent trainer shall be provided with a copy of this written scissor lift safety program and the JLG Operators and Safety Manual and be familiar with the contents. As a minimum, the classroom training and hands-on training/evaluation shall include the specific elements detailed below.

3. The competent trainer shall provide and issue training certificates/cards to all certified scissor lift operators. (See Appendix A-Scissor Lift Training Certification Form) All scissor lift training records shall be maintained by the Athletics Department. Copies of safety training documentation should be forwarded to the OEHS.

B. Classroom Training

Classroom training shall include the following areas:
- A review of the JLG Operators and Safety Manual and this written scissor lift safety program. (Both documents shall be stored in a weather-resistant compartment on each lift)
- Pre-start and periodic inspections (See Appendices B & C-Inspection Forms)
- Annual maintenance (See Appendix D-Annual Inspection Form)
- Purpose and function of all operating controls
- Hazard recognition and avoidance (including factors affecting stability)
- Applicable safety rules and regulations
- Standard operating procedures
- High wind situations and use of the wind speed monitoring equipment

C. Hands-on Training and Hands-on Evaluation

1. In addition to classroom training, all trainees shall successfully complete hands-on training and a hands-on evaluation before being allowed to operate a scissor lift independently. Trainees shall be given adequate supervision, an opportunity to operate the scissor lift and time to learn basic operating skills.

2. The hands-on training and evaluation shall be completed using the following general procedures:
   a. Choose a safe location that is open, away from vehicle and pedestrian traffic, has a flat surface on solid ground. If necessary, barricade area with orange cones or equivalent to keep vehicles and pedestrians out of the training area.
b. Review basic features and operating controls including:
   i. Ground Control Station
   ii. Platform Control Station
   iii. Platform/Ground Select switch
   iv. Emergency Stop switch
   v. Manual Lowering
   vi. Deck (platform) extension
   vii. Safety systems (guardrail gate)
   viii. Battery charging ports

c. Review site specific working conditions/hazards/safety concerns:
   i. Ramps/Slopes
   ii. Overhead obstructions
   iii. Pedestrian traffic areas
   iv. Vehicle restricted areas (unstable surface, narrow aisles, etc)
   v. Battery charging area
   vi. Personal protective equipment (battery filling)
   vii. Use of the wind speed monitoring equipment

d. Allow trainee to learn/practice actual operation of the equipment while supervised. After the trainee gets comfortable with the equipment operation, begin the hands-on evaluation.

e. Initial scissor lift operator training shall be documented using the “Scissor Lift Training Certification Form” in Appendix A.

D. Refresher Training

1. Refresher training for certified lift operators shall be completed annually and whenever any of the following occur:
   • The operator has been observed using the scissor lift in an unsafe manner.
   • The operator has been involved in an accident or a near-miss incident.
   • The operator has received an evaluation that reveals the operator is not using the scissor lift safely.
   • The operator is assigned to operate a different type of equipment.
   • A condition in the workplace changes in a manner that could affect safe operation of the equipment.

2. Refresher training includes the hands-on training and hands-on evaluation; it does not include the classroom training.

3. Refresher training can be conducted by a competent trainer or a by an experienced certified operator who is designated by the Athletics Department.

4. Refresher training shall be documented using the form in Appendix A.
VII. INSPECTIONS & MAINTENANCE:

A. General
Any scissor lift with an identified safety issue shall be immediately removed from service. In order to remove a scissor lift from service, the operator shall remove the keys and place an “Out of Service” tag near the operator control panel. Operators shall immediately report any unsafe scissor lift conditions to Director of Facilities, Athletics. When a scissor lift has been removed from service, the operator shall give the keys to Coordinator of Video Operations for safekeeping. The Athletics Department is responsible for ensuring the necessary arrangements are made for repair.

All inspections, maintenance, and repairs shall be performed in accordance with the manufacturer’s instructions. A copy of the JLG Operators and Safety Manual is stored in a weather-resistant compartment on each lift.

B. Pre-Use and Periodic Inspections
1. All scissor lifts shall be inspected by the certified operator prior to each use. When a unit is used multiple times in a one day period, only one pre-use inspection is required. Pre-use inspections shall be documented using an appropriate checklist similar to the one in Appendix B. Completed pre-use inspection checklists shall be kept on file by the Athletics Department for a period of not less than one year.

2. Scissor lifts also require more extensive periodic inspections every 3 months or after 150 hours of use whichever occurs first. Periodic inspections shall be documented using an appropriate checklist for the scissor lift similar to the one in Appendix C. Completed periodic inspection checklists shall be kept on file by the Athletics Department for a period of not less than one year. (NOTE: As noted in section 2.7 of the JLG Operators and Safety Manual, lift batteries require quarterly maintenance.)

C. Maintenance (Annual Inspection)
1. The manufacturer’s instructions regarding maintenance shall be followed. This includes a documented annual inspection. (See Appendix D and the JLG Operators and Safety Manual.) Completed annual inspection checklists and other maintenance documentation shall be kept on file by the Athletics Department for the entire ownership of the lift.

2. Only authorized personnel shall perform scissor lift repairs and adjustments. All maintenance work shall be conducted by a qualified mechanic.

3. Certified scissor lift operators are not authorized to perform the annual inspection or any maintenance work except for the following basic activities:
   • Replacing/disconnecting/connecting batteries
   • Adding water to batteries
   • Replacing light bulbs
   • Replacing stickers and decals.

4. Modifications and additions that may affect the capacity or safe operation of a scissor lift are strictly prohibited without the manufacturer’s written approval. Capacity, operation, and maintenance instruction markings shall be changed as necessary if the
manufacturer provides a written approval of the modification. OEHS shall be notified before modification takes place and provided with a copy of the manufacturer’s written approval.

5. All replacement parts shall be the same design as the original or an equivalent design as designated by the manufacturer.

D. Battery Charging and Filling
1. Battery charging is permitted only in designated areas. The battery charging area shall be adequately ventilated to avoid the build-up of hydrogen gas during battery charging.
2. Warning signs shall be posted at battery charging locations that state “CAUTION-BATTERY CHARGING STATION, NO SMOKING OR OPEN FLAMES” (or equivalent).
3. A 10 lb ABC fire extinguisher shall be located within 20 feet of the battery charging area.
4. When adding water to batteries, the following personal protective equipment (PPE) at a minimum shall be worn: Safety goggles or face shield w/ safety glasses. Use of acid resistant gloves and apron is recommended.
5. Suitable flushing facilities (eyewash station or garden hose) shall be readily available in the battery filling area (accessible within 10 seconds).

E. Wind Speed Meter
1. Wind speed meters shall be calibrated annually by the manufacturer, vendor or other equipment calibration service.
2. A calibration sticker shall be placed on the unit to indicate the calibration date and the next calibration due date.
3. The Athletics Department is responsible for maintaining calibration records and ensuring the wind speed meters are properly maintained and operated.

VIII. STANDARD PROCEDURES:
A. General Safe Work Practices
1. Scissor lift operators shall not wear any loose clothing or any accessory (scarf, necktie, etc.) that can catch in moving parts.
2. If the scissor lift becomes disabled, a “out of service” tag or equivalent shall be attached to the controls inside the platform in a conspicuous location. The key shall be given to supervisory personnel.
3. Scissor lift devices with known, reported deficiencies shall not be operated until repairs are made and equipment is authorized for use.

B. Wind/Weather
Scissor lifts by nature are not very stable because the width of their base compared to the height they extend makes them unstable in even the gentlest winds. Wind and weather conditions must be evaluated prior to use a scissor lift; lift usage and extension height are dictated by wind and weather conditions.
1. The scissor lift operator shall check the wind and weather forecast for the expected scissor lift use period via a reputable source of real time weather information such as

2. Weather conditions should be re-evaluated no more than an hour before using the lifts.
3. Before getting onto the lift, the lift operator shall use a wind speed meter to confirm that wind speed is within the safe parameters of operation. **The highest speed recorded (gust) while taking a reading shall be considered the current wind speed.** The reading should be taken in an area unprotected from the wind so that the results are not skewed.

4. If the ground level wind speed is above 25 miles per hour, the lifts shall stay on their lowest setting. **Scissor lifts shall not be raised when winds exceed 25 mph.** (NOTE: This value is more restrictive than the lift manufacturer’s recommendation.)

5. Below are the acceptable wind speed ranges, as well as the height at which the lift may be operated at for each range:

<table>
<thead>
<tr>
<th>Wind Speed (mph)</th>
<th>Allowable Lift Height (ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 6</td>
<td>Full</td>
</tr>
<tr>
<td>7-12</td>
<td>22</td>
</tr>
<tr>
<td>13-17</td>
<td>16</td>
</tr>
<tr>
<td>18-25</td>
<td>11</td>
</tr>
<tr>
<td>&gt;25</td>
<td>Grounded</td>
</tr>
</tbody>
</table>

6. The lift operator shall take continuous wind speed readings as the lift is extended and adjust the lift height as necessary.

7. If the lift operator or ground personnel note an increase in wind speed while the lift is in an elevated position, the wind speed shall be checked with a meter and the height of the lift adjusted accordingly.

8. Wind & weather conditions should be monitored continuously. If possible, the wind meter should be attached to the lift’s personnel platform and visible to the lift operator.

9. In the event that lightning is observed and thunder is heard, the lift shall be lowered completely. Wait at least 30 minutes from the time the lightning was observed or thunder heard and as wind conditions allow before resuming use of the lift.

C. Safe Work Practices Before Lift Operation

1. The certified operator shall check wind and weather conditions as described above.
2. The certified operator shall conduct a documented pre-use inspection of the scissor lift using the checklist in Appendix B.
3. Before the lift is started, the operator shall walk completely around the machine to ensure everyone and everything is clear of the machine. If necessary, take measures to protect bystanders by using barricades, having another person keep bystanders at a safe distance or by other means.
4. Guardrails shall be installed and access gates or openings shall be closed before raising the platform.
5. Verify that the total combined weight of personnel, supplies and equipment does not exceed the capacity of the scissor lift. (JLG 3369 has a capacity of 1000 lbs; JLG 3969 has a capacity of 750 lbs.)
D. Safe Work Practices During Lift Operation

4. Attention shall be given towards the direction of travel, clearances above, below and on all sides.
5. Lift personnel shall not sit or climb on the guardrails of the scissor lift.
6. Supplies and equipment shall not extend outside the platform.
7. Planks, ladders or other devices shall not be used on the work platform.
8. The scissor lift shall not be placed against another object to steady the elevated platform.
9. The scissor lift shall not be used as a crane or other lifting device.
10. The scissor lift shall not be operated on grades, side slopes or ramps that exceed the manufacturer's recommendations.
11. The speed of the scissor lift shall be limited according to the conditions of the ground surface, congestion, visibility, slope, location of personnel and other factors that may cause hazards to other nearby personnel.
12. Stunt driving and horseplay shall not be permitted.
13. The area surrounding the elevated platform shall be cleared of personnel and equipment prior to lowering the elevated platform.
14. Lift operators shall call for assistance if the platform or any part of the machine becomes entangled.
15. The operator shall maintain a clear view of the path of travel and a safe distance from other obstacles such as: debris, drop offs, holes, depressions, slopes, and overhead hazards. The following approach distances to energized electrical lines shall be maintained:

<table>
<thead>
<tr>
<th>Voltage Range (Phase to Phase)</th>
<th>Minimum Safe Approach Distance (ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 300 V</td>
<td>Avoid contact</td>
</tr>
<tr>
<td>Over 300 V to 50 KV</td>
<td>10</td>
</tr>
<tr>
<td>Over 50 KV to 200 KV</td>
<td>15</td>
</tr>
<tr>
<td>Over 200 KV to 350 KV</td>
<td>20</td>
</tr>
<tr>
<td>Over 350 KV to 500 KV</td>
<td>25</td>
</tr>
<tr>
<td>Over 500 KV to 750 KV</td>
<td>35</td>
</tr>
<tr>
<td>Over 750 KV to 1000 KV</td>
<td>45</td>
</tr>
</tbody>
</table>

E. Safe Work Practices After Lift Operation

Safe shutdown shall be achieved by utilizing a suitable parking area, placing the platform in the stowed position, placing controls in neutral, turning off electrical power, and taking the necessary steps to prevent unauthorized use.

*Always position the Emergency Stop switch to the OFF position (pushed in) when the machine is not in use. Failure to do so may cause unnecessary drainage of power from batteries.*
IX. RECORDKEEPING:
The Athletics Department is responsible for maintaining the following records:
  o A listing of all scissor lifts owned and operated by Athletics Department.
  o Operator training records for ten years. (Use Appendix A or equivalent) The training record must include:
    § Name of operator
    § Date of training
    § Name of competent trainer
    § Competent trainer affiliation
    § Model of scissor lift
  o Pre-use and periodic inspection records for one year
  o Annual inspection records and other maintenance documents for the entire ownership of the lift.

Copies of all training records should be forwarded to the Office of Environmental Health & Safety (OEHS) for permanent record retention. The OEHS shall retain a record of scissor lift training (forwarded by the Athletics Dept) indefinitely.
Appendix A

Scissor Lift Training Certification Form

Initial certification as a scissor lift operator requires successful completion of classroom instruction (general training) as well as hands-on (familiarization) training and evaluation by a competent trainer. Classroom training includes a review of this scissor lift safety program, the JLG Operators Manual, standard operating procedures, and other related safety concepts. The hands-on/familiarization training shall be specific to the scissor lift that shall be used. Each trainee shall be given an opportunity to operate the scissor lift and time to satisfactorily demonstrate basic operating skills.

Annual refresher training for previously certified scissor lift operators requires only the familiarization training.

Check applicable training:
_____ Initial certification training (includes classroom and familiarization training)
_____ Refresher training for previously certified operators (familiarization training)

Check applicable model of scissor lift(s) used in training:
_____ JLG Model 3369
_____ JLG Model 3969

Familiarization training shall include a hands-on evaluation and a review of the following items:
   a. All safety placards and warnings
   b. All switches, drive mechanisms, adjustments, and controls
   c. The functional operation of the lift
   d. All gauges, horns, and lights
   e. Battery charging procedures and basic maintenance
   f. Pre-use and periodic equipment inspection
   g. Work area hazards and unsafe conditions
   h. Use of wind speed meter

________________________________________
Trainee Name (PRINT)          Trainee Signature          Date

________________________________________
Trainer Name (PRINT)          Trainer Signature          Date

Trainer Affiliation (Name of company/organization)
Appendix B

Pre-Use Inspection Checklist*
(JLG Walk-Around Inspection Form, Models 3369 & 3969)

*Done by certified scissor lift operator prior to use of scissor lift
## Walk-Around Inspection Form

**Model(s):** 3369e/3969e

### Pre-Start Inspection

ANSI Standard A92.5 requires that users perform a Pre-Start inspection of this machine before use each day or at the beginning of each shift. Check each item below. Indicate in the appropriate space as each item has been checked. If the item is found to be not acceptable, discontinue the inspection, remove unit from service, and notify the proper personnel. The unit must not be operated until all discrepancies have been corrected.

<table>
<thead>
<tr>
<th>Y = YES (Passed)</th>
<th>N = NO (Failed)</th>
<th>C = CORRECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Battery Charger - No damage, properly secured.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Drive Cut-out Limit Switch (3969 Electric) - Properly secured, no visible damage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. High Drive Cut-out Limit Switch - Properly secured, no visible damage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Lift Cylinder - Properly secured, no visible damage, no loose or missing parts, no evidence of leakage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Steer Cylinder - Properly secured, no visible damage, no loose or missing parts, no evidence of leakage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Wheel and Tire Assembly, Left Front - Properly secured, no visible damage, no loose or missing bolts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Spindle and Tie Rod, (left front) - No loose or missing parts, no visible damage, properly secured.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Sissor Arms and Sliding Wear Pads - Properly secured, no visible damage, no loose or missing parts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Battery Installation - Proper electrolyte level, cables secured, no damage or corrosion, Hold-downs secure.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Safety Prop - Stored securely, no missing parts, no visible damage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Side Cover, Hydraulic Tank - No loose or missing parts, no visible damage, properly secured.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Hydraulic Filter - No visible damage, properly secured, no evidence of leakage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Hydraulic Reservoir - No visible damage or missing parts, no evidence of leaks, Recommended hydraulic fluid level on level indicator on tank. Breather cap secure and working.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Drive Hub, Brake and Hub Left Rear - No loose or missing parts, no visible damage, no evidence of leakage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Wheel and Tire Assembly, Left Rear - Properly secured, no visible damage, no loose or missing bolts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Ladder - No damage, securely attached.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Tilt Switch - Properly secured, no loose or missing parts, no visible damage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Frame - No visible damage, no loose or missing parts.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Y = YES (Passed)</th>
<th>N = NO (Failed)</th>
<th>C = CORRECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>20. Motor and Hydraulic Pump - Properly secured, no visible damage, no loose or missing parts, no evidence of leakage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Wheel and Tire Assembly, Right Rear - Properly secured, no visible damage, no loose or missing bolts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Ground Controls - Properly secured, no loose or missing parts, no visible damage, placards secure and legible, control switches return to neutral position. Control markings legible, manual in manual storage box.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Drive Hub, Brake and Hub Right Rear - No loose or missing parts, no visible damage, no evidence of leakage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Control Valve - No loose or missing parts, unsupported wires or hoses, damaged or broken wires.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Side Cover, Control Valve - No loose or missing parts, no damage, properly secured.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Safety Prop - Stored securely, no missing parts, no visible damage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Controller Cover - No loose or missing parts, no visible damage, properly secured.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28. Battery Installation - Proper electrolyte level, cables secured, no damage or corrosion, Hold-downs secure.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. Spindle and Tie Rod Assembly (right front) - No loose or missing parts, no visible damage, properly secured.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30. Wheel and Tire Assembly (left front) - Properly secured, no visible damage, no loose or missing parts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31. Handrails Installation - All railings securely attached, no missing parts, no visible damage, chains in proper working order.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32. Control Console - Switches and control lever properly secured, no loose or missing parts, no visible damage, placard secure and legible, control lever and switches return to neutral, control lever lock functions properly, emergency stop switch functions properly, control markings legible.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33. Platform Assembly - No loose or missing parts, no visible damage, platform extension operates properly.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Upon Completion of the Above Inspection

Refer to the applicable operators and safety manual for the remaining parts of the pre-start inspection which includes cleanliness, decals, placards, operators & safety manuals, battery/fuel, hydraulic oil and functional check.

The undersigned certifies that this machine has been inspected per each area of inspection and any and all discrepancies have been brought to the attention of the owner/user and corrected prior to any use of the machine.

**User/Operator Authorized Signature:** ___________________________  **Date:** ___________________________  **3124224 06-05-01**
Appendix C

Periodic Inspection Checklist*
(JLG Pre-Delivery and Frequent Inspection Report)

*Done by certified scissor lift operator every 3 months or after 150 hours of operation
# SCISSOR LIFT
## Pre-Delivery and Frequent Inspection Report

**JLG Account Holder Name & Address**

**Product Owner/User Name & Address**

**INSPECTION TYPE:**
- [ ] Pre-Delivery (Previous Inspection Date)
- [ ] Frequent (Previous Inspection Date)

**PRE-DELIVERY . . . . .** The Dealer/Owner must perform a Pre-Delivery Inspection of this machine prior to each delivery by sale, lease, or rental.

**FREQUENT . . . . .** The Owner must perform, by a qualified mechanic, a Frequent Inspection of this machine every three months or 150 hours of operation, whichever comes first.

Check each item below. (Refer to Operators & Safety, Service & Maintenance Manuals for specific information regarding inspection procedures and criteria.) Indicate in the appropriate space as each item has been performed. If the item is found to be not acceptable, describe each discrepancy in the comments space at the bottom of the form. Use additional paper if necessary. Immediate action must be taken to correct all discrepancies. The owner shall not place the machine in service until all discrepancies have been corrected.

### FUNCTIONS & CONTROLS

1. Control levers, switches, gauges and instruments operate properly, including options (horn, lights, etc.).
2. Decals properly locate controls in place. Check condition of control enclosures and protective boot/guards.
3. Emergency stop switches at ground & platform control stations operate properly. (Shut off controls & engine).
4. Lift, drive & speed cut-outs operate properly.
5. Manual descent auxiliary power system operates properly.
6. Function button if equipped, operates properly. (Disables functions within 3 seconds).
7. Brakes operate properly.
8. Machine functions operate properly at both ground & platform controls (lift, manual descent, etc.).

### PLATFORM ASSEMBLY

1. Platform installed & secure.
2. Platform extension deck & related components secure & undamaged.
3. Platform rails installed & secure, midrail chain/gate and bars installed & latch properly.

### SCISSOR ARMS

1. Scissor arms free of damage, cracks and distortion.
2. Arms safety props operational.
3. Cylinder pins, pivot pins & attaching hardware secure & undamaged.
4. Arms pins, wear pads & attaching hardware secure & undamaged.

### CHASSIS

1. Wheel rim nuts torqued properly.
2. Check tires for proper inflation, damage & wear.
3. Steer, drive & axle components secure & undamaged.
4. Outriggers/stabilizers operate properly.
5. Hydraulic tray & battery/engine compartment covers open & latch properly.
6. Static strap in place. (If applicable)

### POWER SYSTEM

1. Engine idle, throttle & RPM set properly.
2. Fluid levels correct, hydraulic tank, engine oil, torque hubs, coolant & batteries.
3. Air & fuel filter clean.
5. Exhaust system free of leaks. (Gas/diesel units only)
6. Pumps & motor secure, undamaged & free of leaks.

### HYDRAULIC/ELECTRICAL SYSTEM

1. All cylinders free of leaks and damage.
2. Hydraulic filter clean.
3. Hydraulic oil level in tank correct.
4. Hydraulic tank cap tight & vent open.
5. All hydraulic fittings & lines secure, free of damage, chafing & leaks.
6. All electrical connections tight, no corrosion or abrasions.

### MANUALS & DECALS

4. Capacity decals in place, secure & legible at both ground & platform stations.
5. All instructions & safety placards installed & legible.

### GENERAL

1. Lift is free of unauthorized modifications or additions.
2. Paint and overall appearance.
3. Applicable Safety Bulletins completed.
4. Inspect general structural condition including all wheels.
5. Grease and lubricate per Service & Maintenance Manual.
6. Is Annual Inspection due?
7. If machine ownership has changed complete attached Owner Update form and return to JLG.

### COMMENTS:

The undersigned certifies that this machine has been inspected, per each area of inspection, and any and all discrepancies have been brought to the attention of the Owner/User, and that all discrepancies have been corrected prior to any further use of this machine.

**JLG Account Holder:**

**Authorized Signature** / 
**Printed Signature** / 
**Date**

**Owner/User:**

**Authorized Signature** / 
**Printed Signature** / 
**Date**

*Form No.: 3104108 - CSF464 - 3/16/2005*
Appendix D
Annual Inspection Checklist*
(JLG Annual Machine Inspection Report)

*Done annually by qualified mechanic
**SCISSOR LIFT**

**Annual Machine Inspection Report**

**JLG Account Holder Name & Address**

**Product Owner/User Name & Address**

<table>
<thead>
<tr>
<th>Y=Yes (Passed)</th>
<th>N=No (Failed)</th>
<th>C=Corrected</th>
<th>NA=Not Applicable</th>
<th>T</th>
<th>I</th>
<th>C</th>
<th>N</th>
<th>E</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUNCTIONS &amp; CONTROLS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. All joysticks/toggle controls return to &quot;off&quot; or neutral position when released.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Dismantles properly lock controls in place. Check condition of control enclosures and protective boots/ guards.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Emergency stop switches at the platform &amp; control stations arrest all platform movements.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Lift, drive &amp; speed cut-outs operate properly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Manual descent auxiliary power system operates properly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Function enable system operates properly. (Disables functions within 3 seconds, if equipped).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Brakes operate properly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLATFORM ASSEMBLY**

<table>
<thead>
<tr>
<th>Y=Yes (Passed)</th>
<th>N=No (Failed)</th>
<th>C=Corrected</th>
<th>NA=Not Applicable</th>
<th>T</th>
<th>I</th>
<th>C</th>
<th>N</th>
<th>E</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Platform installed &amp; secure.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Midrail chain or gate installed &amp; latches properly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Extend deck properly installed &amp; functions properly, locks at full extension &amp; retraction.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Platform roll pins installed properly. Fold-down rails (if equipped) installed properly. No loose or missing parts.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SCISSOR ARMS**

<table>
<thead>
<tr>
<th>Y=Yes (Passed)</th>
<th>N=No (Failed)</th>
<th>C=Corrected</th>
<th>NA=Not Applicable</th>
<th>T</th>
<th>I</th>
<th>C</th>
<th>N</th>
<th>E</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Scissor arms free of damage, cracks and distortion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Safety gear installed &amp; operational.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Inspect all nuts, bolts, shafts, shafts, bearings, &amp; locking devices for proper installation, tightness, excessive wear, cracks or distortion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Cylinder pins, bearings &amp; attaching hardware secure, undamaged, no excessive wear.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Arm pins, bearings, and attaching hardware secure, undamaged, no excessive wear.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Arm pads &amp; sliding blocks secure &amp; undamaged, no excessive wear.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CHASSIS**

<table>
<thead>
<tr>
<th>Y=Yes (Passed)</th>
<th>N=No (Failed)</th>
<th>C=Corrected</th>
<th>NA=Not Applicable</th>
<th>T</th>
<th>I</th>
<th>C</th>
<th>N</th>
<th>E</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Wheel rim nuts torqued properly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Proper tires installed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Tires free of gouges and excessive wear, no cords showing and if pneumatic, properly inflated. Tire bead properly sealed around rim.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Oscillating axle &amp; hydraulic cylinders operate properly. (If applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Steer, drive &amp; axle components secure &amp; undamaged.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Leveling legs or stabilizers operate properly. (If applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Platform Protection system deploys &amp; retracts properly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Static strap is in place. (If applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HYDRAULIC/ELECTRICAL SYSTEM**

<table>
<thead>
<tr>
<th>Y=Yes (Passed)</th>
<th>N=No (Failed)</th>
<th>C=Corrected</th>
<th>NA=Not Applicable</th>
<th>T</th>
<th>I</th>
<th>C</th>
<th>N</th>
<th>E</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Hydraulic tank cap tight &amp; vent open.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. All hydraulic fittings &amp; lines secure, free of damage, chaffing &amp; leaks.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. All electrical connections tight, no corrosion or abrasions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Instruments, switches, gauges, horn &amp; lights operate properly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Switches &amp; controls sealed properly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. All hydraulic pressures properly adjusted.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MANUALS & DECALS**

<table>
<thead>
<tr>
<th>Y=Yes (Passed)</th>
<th>N=No (Failed)</th>
<th>C=Corrected</th>
<th>NA=Not Applicable</th>
<th>T</th>
<th>I</th>
<th>C</th>
<th>N</th>
<th>E</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Capacity decals in place, secure &amp; legible, at both platform &amp; ground stations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. All safety &amp; instructional decals installed, secure &amp; legible.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL**

<table>
<thead>
<tr>
<th>Y=Yes (Passed)</th>
<th>N=No (Failed)</th>
<th>C=Corrected</th>
<th>NA=Not Applicable</th>
<th>T</th>
<th>I</th>
<th>C</th>
<th>N</th>
<th>E</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Lift is free of unauthorized modifications or additions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Paint and overall appearance.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Applicable Safety Bulletins completed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Inspect general structural condition including all welds.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Drive &amp; operate machine to test all machine functions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. If ownership has changed update Owner Update form and sent to JLG.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS:**

The undersigned certifies that this machine has been inspected per each area of inspection, and any and all discrepancies have been brought to the attention of the Owner/User, and that all discrepancies have been corrected prior to any further use of this machine.

JLG Account Holder: ____________________________

Authorized Signature: _________________________

Printed Signature: ____________________________

Date: ____________

Owner/User: ________________________

Authorized Signature: _________________________

Printed Signature: ____________________________

Date: ____________