

INDUSTRY GUIDANCE – MEWP RECORDS

Overview:

Proper documentation and record-keeping are essential for ensuring the safe operation and maintenance of Mobile Elevating Work Platforms (MEWPs).

Comprehensive records must be maintained on all MEWPs to track significant events related to safety, inspections, and servicing. These records provide a clear history of the MEWP's condition and must be easily accessible, written in plain English, and transferred with ownership. By maintaining detailed and accurate records, owners, operators and service providers can ensure compliance, enhance safety, and extend the lifespan of the equipment. These records must be transferred with ownership of the MEWP.

- Logbook -The minimum records that shall be retained in the logbook, which must be kept with the MEWP, are entries of:
 - daily pre-operation reports for at least the last 14 days of operation, or since the last routine inspection
 - a summary statement of the last routine inspection
 - a summary statement of the last major inspection
 - a summary statement of the last six-monthly inspection
 - action taken or repairs carried out to fix faults or damaged parts.

Each logbook entry must be signed by the responsible person making the entry and should contain details of that person's identification and qualifications

- Documentation stating that the MEWP has been inspected by a competent person and is in a safe and satisfactory condition, and documents to support this statement, must be readily available.
- The checks, adjustments, replacement of parts, repairs and inspections performed, and all irregularities or damage concerning the unit's safe use, must be recorded.
- In addition, all complete routine inspection reports, all complete periodic inspection reports, all complete major inspection reports, and all critical component overhaul reports shall be maintained and made available for examination as required.
- Deviations from manufacturer's instructions, including justification, must be recorded.
- Any external service provider working on MEWPs must also keep records of work they have undertaken

References:

AS2550:10, 6.6 Records

Worksafe Mobile Elevating Work Platforms Best Practise Guide, 5.1 Logbook and registers