

INDUSTRY GUIDANCE – SIX MONTHLY INSPECTIONS

Overview:

Mobile Elevating Work Platforms (MEWPs) must undergo six-monthly inspections to comply with the Best Practice Guidelines for Mobile Elevating Work Platforms issued by WorkSafe NZ.

Extract from MEWP BPG 5.4: *“A competent person must thoroughly examine the MEWP after an accident, incident, or major repair or modification, or at least every 6 months. The competent person must have access to the manufacturer’s approved maintenance manual for the type of MEWP being certified.”*

A competent person is a person who has acquired, through education, training, qualification or experience or a combination of these, the knowledge and skill enabling that person to perform the task required. When selecting personnel to operate, supervise, maintain, inspect, perform rescues, and transport MEWPs, it is essential to ensure they are appropriately trained, qualified, and experienced for their specific roles to maintain safety, compliance, and operational efficiency.

A competent person for six-monthly inspections should hold multiple competencies, they must be a Competent Operator and a Competent Person for conducting maintenance and periodic inspections.

Competent Operator of a MEWP

A competent person should:

- Be able to safely and correctly perform the tasks required of them.
- Be able to identify when they cannot perform a task due to insufficient knowledge or skill.
- Be able to communicate effectively.
- Be able to provide appropriate records of training, qualification and experience –
 - An employer or principal, who tells someone to use a MEWP, must make sure that the operator is adequately trained by a competent person and can demonstrate their competency before using any equipment.
 - The operator must get training on the type of MEWP they will be using.
 - The operator must be supervised during the training period until the person is considered competent to operate the MEWP.
- Be physically able to undertake the appointed tasks.
- Be able to identify and manage the risks of a task.
- Be able to recognize unsafe practices.
- Have the knowledge to assess a task and follow a work plan.
- Be able to recognize activities or tasks that lie outside their competence.
- Understand how the MEWP and its equipment are to be used safely.
- Know the risks of using a MEWP and the possible incidents that could occur.
- Know that the MEWP should not be used as a crane or personnel lift unless specifically designed for that purpose.
- Be able to implement the work plan and the rescue plan.

- Know the inspection and maintenance requirements to ensure the MEWP is in a suitable working condition, including pre-use checks.
- Know how to access the inspection and maintenance documentation, for example in the logbook.
- Be able to implement exclusion zones as necessary to keep the MEWP separate from pedestrians, machinery and vehicles.
- Know the requirements to operate near hazards, including power lines.

Competent person(s) for Conducting Maintenance:

In addition to the requirements of a competent operator, a competent person for maintenance should

- Be familiar with the MEWP (its controls, functionality and operating limits)
- Be able to operate the equipment safely.
- Be able to understand the manufacturer's service and maintenance information.
- Have a suitable trade qualification or significant trade experience, such as (but not limited to), Automotive engineering, Automotive electrical, Diesel Mechanic or Hydraulics
- Be able to identify faults and defects.
- Be able to conduct functional checks and maintenance as defined by the manufacturer.
- Be able to verify if the MEWP is in a safe working condition.
- Know and understand the inspection requirements provided as set out in AS2550.10 and the Manufacturer's instructions.
- Be involved in continual education/professional industry development and training.
- Have the ability to be kept informed on updates from the industry, manufacturers, regulator and other bodies that influence their work.

Competent person(s) for Conducting Periodic Inspections (6 monthly inspections):

In addition to the requirements of a competent person conducting maintenance, a competent person for periodic inspections should:

- Know and understand the inspection requirements provided as set out in AS2550.10, AS/NZ1418.10 and the Manufacturer's instructions.
- Have their competency verified by CBIP for inspection or be able to display the same or a higher level of competence such as the EWPA Registered Inspector Program.

If the competent person is employed by a MEWP Manufacturer or Manufacturer's authorised dealer, they do not need to be registered with CBIP or RIP. However, they must demonstrate and be able to provide evidence that they are at the same, or higher levels of competency. Additionally, the Manufacturer or Manufacturer authorised dealer's employee is authorised to inspect only equipment that is directly manufactured and/or sold by the Manufacturer's authorised dealer. Evidence supporting a PCBU's identification of a competent person in this manner should be recorded.

Six-Monthly Inspection - Operational Test and Check:

Extract from MEWP BPG:

“This inspection should include:

- *all elements of the periodic inspection described in Section 6.4.4.1 of AS 2550.10: Cranes, Hoists and - winches – Safe Use Elevating Work Platforms*
- *the routine inspection described in Section 5.3 of these guidelines*
- *any inspection or maintenance recommended by the manufacturer.*
- *Any faults must be fixed before the MEWP can be certified and used again.”*

Examples of items an inspection should cover are:

- all functions and their controls for speed, smoothness of operation and limits of motion
- all emergency and safety devices, including interlocks and emergency lowering devices
- base or ground controls, including the provisions for overriding of upper platform controls
- adjustment, wear and damage on all chain and cable mechanisms
- lubrication of all moving parts, inspection of filter elements and fluid levels
- visual inspection of structural members and welds
- visual inspection (and measurements as necessary) of critical parts, such as brakes, gears, fasteners, pins, shafts, wire ropes, sheaves, locking devices, all guardrails and guarding, anchor points, all attachments and connections, electrical contractors and all other equipment
- condition and security of wiring harnesses and electrical components
- condition and security of hydraulic hoses and components, including checking for leaks
- all ancillary equipment, e.g. work lights and power outlets
- signage, including warning signs, decals and control markings
- wear on tyres and damage to wheel rims
- corrosion (rust)
- testing of load management systems in accordance with manufacturer’s instructions
- hydraulic creep testing
- ensure the correct operator’s manual is supplied and that it is legible
- ensure a logbook is supplied and that it is legible. The logbook should be checked for any recorded faults and rectified as applicable
- identify and report any unauthorized alterations or modifications
- written report must be provided after the inspection.

Do not operate the MEWP until all safety-related faults have been identified, documented, and resolved.

This checklist is not exhaustive. Always follow the manufacturer’s guidelines and relevant standards for a thorough inspection.

References:

- AS2550:10, 6.3.3 and 6.3.4
- <https://www.worksafe.govt.nz/topic-and-industry/working-at-height/mobile-elevating-work-platforms/mobile-elevating-work-platforms/> - section 5
- silvercard.co.nz
- EWPA Registered Inspector Program