

# HOW TO USE LOGBOOKS

## IMPORTANT:

Logbooks must remain with the EWP at all times and must be used by the Operator and Owner of the EWP to record EWP details, safety checks, routine maintenance, and faults found, and the action taken to rectify the faults.

Logbooks should be located on all EWPs in a waterproof pouch that displays a grey statement summary card details the owners name, equip serial number, and dates of the last 6-monthly and/or major inspection.

The following information is provided to assist owners & operators:

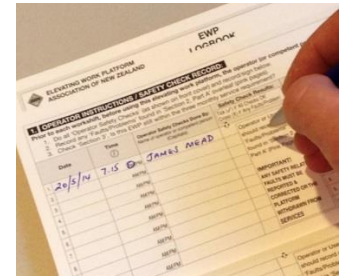
## OPERATOR:

Prior to operating an EWP, each operator (or competent person) must:

1. Do all 'Operator Daily Safety Check' items shown on the front cover and record in 'Section 1' (Operator Safety Check Record).
2. If elevating work platform is found to have any faults or problems, see 'Faulty Equipment Procedure' on the Front cover.
3. Check 'Section 3' to ensure EWP is within service requirement. Max. interval between inspections is 3 months. If the MEWP is for hire, then a routine inspection MUST also occur between hires.



Front Cover



Section 1 – Operator Checks

## OWNER:

At intervals in no case more than 3 months apart, or between hires the owner (or owner's rep) must:

1. Do all 'Owner Routine Maintenance & Safety Checks' on Back cover and record in 'Section 3'.
2. Refer to 'Section 2, Part A' (Faults/ Problems & Action Taken), rectify any reported faults/problems, and record any action taken in 'Section 2, Part B'.



Back Cover



Section 3 – Routine maintenance

## ISSUING LOGBOOK:

At the time the logbook is issued, the owner (or owner's rep) will:

1. Complete inside cover with details i.e. owner of equip, make/model, serial #, name of person issuing logbook, date logbook issued etc.
2. Bring last 'Owner Routine Maintenance & Safety Check'. Details forward from previous logbook ('Section 3').



**LOGBOOK RETENTION:**

S2550.10 requires that previous ‘Operator Safety Checks’ are available for reference for the last 14 days of service or since the last ‘Owner Maintenance & Safety Check’.

**TO COMPLY, OWNER MUST EITHER:**

- Do a new ‘Owner Routine Maintenance & Safety Check’ at the time this logbook is issued (see back cover) and record details in ‘Section 3’ **OR**
- Keep previous logbook showing the last 14 days of ‘Operator Safety Checks’ on machine for inspection (and until such time as the *new* logbook shows the last 14 days of ‘Operator Safety Checks’)

**FAULT RECTIFICATION:**

Before previous logbook is removed from machine, all faults or problems ‘Section 2’ must be **rectified** or **brought forward** into new logbook.

**RECORD KEEPING:**

AS2550.10 requires that all complete ‘Owner Routine Maintenance & Safety Check’ reports, all complete ‘Annual Inspection’ reports and all complete ‘Major Inspection’ reports are retained by management and made available for examination as required.

**IMPORTANT!**

ANY SAFETY RELATED FAULTS MUST BE REPORTED & CORRECTED OR THE PLATFORM MUST BE WITHDRAWN FROM SERVICE IMMEDIATELY.

*Section 2 – Faults & action taken*

For frequently asked questions and to purchase Logbooks and associated EWP stationery at: <http://www.ewpa.org.nz> Safe Use Information Packs to assist with the correct selection and safe use of EWP’s can also be found online.