

It is extremely important to complete a Maintenance Inspection on your Access products at least **once every six months!** The purpose of an inspection is to **prolong the life** of the product, to **protect all operatives** using the step and to **prevent hazards** occurring within the workplace.

It is recommended that an inspection be carried out by a competent person with a good working knowledge of the types of defects or deterioration that could be present.

FRAMEWORK & BRACINGS - look for any twisted framework, broken welds or splits that could affect the steps structural stability.	✓	✗	!
Are all parts of the main steel framework free from bends, twists, breaks, splits, corrosion and other damage?			☹
Are all welded joints in good order?			☹
Are all bolts present & securely fixed?			☹
Are all removable bracings present, securely fixed & free from bends & other damage?			☹
Are all handrails present, securely fixed & free from bends and other damage?			☹
BRAKING SYSTEM - Central Brake: Position the unit on a level surface, lock the lever handle off, then on to make sure both front feet impact the ground and lift back to mobilise the unit. Plunger Castors: Models with 4 self-weight retracting castors should be positioned on a level surface to check that all 4 feet impact the ground when your weight is centralized on the step.			
Lever System - is the Central Lever Braking System in full working order & immobilising the step correctly when in use?			☹
Plunger System - Do all plunger castors retract fully so that all legs impact on the floor?			☹
Are all steel / rubber feet present & free from damage?			☹
TREADS & WORKING PLATFORM - Check all parts of the treads and platform area to ensure they are securely fixed; any PVC covering should be securely fixed down. Ensure that safe access can be gained to the top platform.			
Are all treads present, securely fixed, free from damage and accessible to the top platform?			☹
Is the paintwork clean & free from grease, oil & other chemicals?			☺
Are all Anti-Slip PVC coverings present & free from damage?			☺
Is the platform area free from dints, bends & other damage?			☹
Are all kick plates present & free from damage?			☹
PAINTWORK - Paintwork should be in satisfactory order to ensure that no rust has occurred between welds. The painted areas should be free from all greases, oils or any chemicals to avoid corrosion.			
Is the paintwork clean & free from grease, oil & other chemicals?			☺
Is the paintwork in good general order & free from excessive corrosion?			☺



WHEELS & CASTORS - All wheels & castors should be fixed securely, with no splits or missing rubber.



Are all wheels present, securely fixed & free from damage?



Are all castors present, securely fixed & free damage?



Are all wheels & castors free spinning without excessive play; to allow easy manoeuvrability of the step?



SAFETY MECHANISMS - If the steps have an exit complete with either a chain or gated fitted. Check that the gate can be opened and closed, and any chains are free from rust. Check that the following safety stickers are present... 'Release Lever', 'Do Not Lean Out' and 'Important Notice'. If the step has a reduced axle width or is a Narrow-Aisle step ensure the 'Must Be Supported' label is present.

Are all safety chains securely fixed, free from damage & are fully operable?



Are all safety gates securely fixed, free from damage & are fully operable?



Are all safety stickers in place and legible?



Inspection Comments *(Detail any faults found)*

INSPECTED BY:

SIGN:

DATE:



Factory Repair Service

If you have found **any** faults marked with this symbol, please contact your supplier for further information on our Factory Repair Service.



Contact Supplier

If you have found **any** faults marked with this symbol, please contact your supplier for further information on how to rectify the fault.



Replacement Parts

If you have **only** found faults marked with this symbol, please contact your supplier for further information on purchasing replacement parts.

If you have found **any** faults during the inspection, we recommend that you **remove the unit from operation immediately** until the fault has been rectified.

