Scissor Lift Pre-Use Inspection Checklist

Unit: _____ Date: _____ Shift: _____ Operator: _____

Pre-operation inspection (before each work shift)	OK	Repair
Make sure the operator's, safety and responsibilities manuals are complete, legible and stored in the platform container.	☐	☐
Confirm all decals are legible and in place.	☐	☐
Check for hydraulic oil leaks and correct oil level; top up if needed.	☐	☐
Check for battery fluid leaks and correct fluid level; add distilled water if needed.	☐	☐
Inspect electrical components, wiring and cables for damage, missing parts or unauthorized changes.	☐	☐
Inspect hydraulic hoses, fittings, cylinders and manifolds.	☐	☐
Inspect tires and wheels.	☐	☐
Inspect limit switches, alarms and horn.	☐	☐
Inspect brake release components.	☐	☐
Inspect scissor pins and their retaining fasteners.	☐	☐
Inspect the battery pack and its connections.	☐	☐
Inspect the platform entry gate.	☐	☐
Inspect the pothole guards.	☐	☐
Inspect the lanyard anchorage points.	☐	☐
Inspect the platform overload components.	☐	☐
Check the whole machine for cracked welds or structural components.	☐	☐
Make sure the side rails are installed and their bolts fastened.	☐	☐
Make sure the chassis trays are closed and latched and the batteries are connected.	☐	☐
If you must raise the platform to inspect the machine, put the safety arm in place first.	☐	☐

Function tests (before use)	OK	Repair
Pick a test area that is firm, level and free of hazards.	☐	☐
At the ground controls, push in the red Emergency Stop: no functions should operate.	☐	☐
From the ground controls, raise and lower the platform using the lift enable button; the descent alarm should sound while lowering.	☐	☐
Raise the platform about 2 ft and test auxiliary lowering with the auxiliary lowering knob; the platform should come down.	☐	☐
At the platform controls, push in the red Emergency Stop: no functions should operate.	☐	☐
Press the horn button: the platform alarm and chassis alarm should sound.	☐	☐
Without holding the function enable switch, move the control handle: nothing should move.	☐	☐
With the function enable switch held, raise the platform: it should rise and the pothole guards should deploy.	☐	☐
Test steering: the steer wheels should turn in the direction shown on the control panel.	☐	☐
Test drive in both directions: the machine should stop abruptly when the handle returns to center.	☐	☐
Test the drive tilt cutout from the ground with the platform controller, not from inside the platform.	☐	☐
Test elevated drive speed; if it is too fast with the platform raised, tag the machine and remove it from service.	☐	☐
Test the pothole guards: once deployed they should not move when pressed on either side.	☐	☐

Workplace and guardrails	OK	Repair
Look for overhead obstructions and high-voltage conductors at the work area.	☐	☐
Check wind and weather conditions before use.	☐	☐
Check that the guardrail system is in place before working on the lift.	☐	☐

Defects found / action taken:

Signature: _____

Sources (checked 2026):

Genie GS-1530/32, GS-1930/32, GS-2032, GS-2632, GS-3232, GS-2046, GS-2646, GS-3246, GS-4046 Operator's Manual, ANSI/CSA, Eighth Edition, Fourth Printing (Part No. 1296776GT) - https://manuals.genielift.com/Operators/english/1296776.pdf

Working Safely with Scissor Lifts (OSHA Hazard Alert, OSHA 3842) - https://www.osha.gov/sites/default/files/publications/OSHA3842.pdf

Free from www.warehousemachines.com. The manufacturer's manual and data plate always come first.