

SITE SURVEY REPORT

MEWP Pre-use Inspection

Prepared for	Seafront Retail Properties Ltd
Date	3 Oct 2026
Site	Wellington Square Shopping Centre, Hastings
Prepared by	R. Doyle

FORM

MEWP Pre-use Inspection

1. Record details and scope

Project	Wellington Square Shopping Centre, Hastings: atrium lighting
Site or premises address	Wellington Square Shopping Centre, Hastings
Client or organisation	Seafront Retail Properties Ltd
Record date	3 Oct 2026
Person completing the record	R. Doyle, electrician

This is a trained operator pre-use record. It is not a thorough examination certificate, rescue training or a substitute for the manufacturer instructions and site assessment.

HSE recommends daily visual checks, inspections and servicing based on the manufacturer instructions and the risks of the MEWP. HSE also calls for a rescue plan that is practised and someone on the ground who knows how to operate ground controls. A pre-use check is separate from formal inspection or thorough examination.

2. Machine and operator

MEWP asset ID, make and model	Scissor lift SL-31, 10 m electric scissor lift
MEWP type and operating configuration	Static vertical, indoor use only, platform extension in
Trained and authorised operator	R. Doyle, operator card checked, site authorisation SR-MEWP-07
Manufacturer instructions reference	Maker's operator manual in the platform box, daily check section
Examination and maintenance references	Thorough examination TE-SL31-0526. Hire company service sticker June 2026.
Ground person familiar with rescue and lowering arrangements	B. Evans, ground person, shown the ground controls and emergency lowering before use

3. Pre-use checks

Visible structure, platform, guardrails and access checked	Acceptable
Tyres or tracks, leaks and power source checked	Acceptable
Controls, emergency stops and lowering checked to instructions	Acceptable

Ground conditions, overhead hazards and work area assessed	Action needed
Action, limitation or reason not applicable	Tiled atrium floor checked for load on the centre drawings. Two floor box lids on the route. Route set to avoid them and barriers round the work area.
Load limits and operating restrictions reviewed	Acceptable
Assessed fall protection and rescue arrangements available	Acceptable

Supporting photos



4. Defects and restrictions

Defects and limitations	No machine defects. Work area restriction only.
Steps taken to prevent unsafe use	Not needed.
Defects reported to	Centre duty manager, S. Ward
Site rescue plan reference	Rescue plan RP-WS-02, emergency lowering from the ground
Operator and ground-person briefing record	Operator and ground person briefed together at 06:30, before the centre opened.

5. Actions and review

Are further actions required?	No
Outstanding limitations and information to pass on	Work only before 09:00 opening.
Record status	Ready for review
Reviewed by	S. Ward, centre duty manager

Review date

3 Oct 2026

Author signature

A handwritten signature in dark blue ink that reads "R. Doyle". The letters are cursive and slightly slanted to the right.

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.