

Construction Hoist Pre-use Check

A construction hoist pre-use record covering equipment identity, landing protection, visible condition, authorised function checks and defect handover.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

For construction goods or passenger hoists within their approved use. This is not a patient-hoist checklist, load test, erection acceptance or LOLER thorough examination.

HSE distinguishes operator pre-use checks from formal inspection and thorough examination. Construction hoists require suitable planning, maintenance and competent operation; checks must follow the specific hoist instructions.

2. Equipment and scope

Hoist ID, model and location *

Competent person and authorisation *

Manufacturer or approved procedure reference *

Work or inspection scope and exclusions *

3. Hoist configuration

Approved hoist use * (choose one)

☐ Goods only ☐ Passengers and goods

Rated capacity and posted restrictions *

Landings in use and access arrangement

Current examination and inspection references *

4. Pre-use checks

Landing gates and enclosure visibly intact * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Car gates and interlock checks completed under procedure * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Mast, ties and fixings visibly checked within safe access * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Controls, stops and communications checked under procedure * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Travel path and loading area clear * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Function-check record and limitations

Record the permitted functional check and observed result using the machine instructions. State any test not performed and the reason.

5. Handover

Use decision * (choose one)

☐ Available within recorded limits ☐ Restricted use ☐ Out of service

Restrictions, isolation and person informed * (if applicable)

Repair or follow-up job reference

Condition and defect evidence (photos: attach, or note the file names)

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

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