STANDARD OPERATING PROCEDURE (SOP)

SAFE OPERATIONS OF MAN LIFT

(MOBILE ELEVATED WORK PLATFORM - MEWP)

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Document Change Note

Rev. No	Rev. Date	Comments / Changes
00	28-11-2022	New Issue
01	01-09-2025	Revision
		Change in Scope Clause no. 02 Revisited Clause no. 05 • Clause no. 5.2 (Add in Hazard Crushing/trapping /collision) • Clause no. 5.3 (Pre – Mobilization requirement extended) • Clause no. 5.4 (Pre - Placement requirement) • Clause no. 5.5 (Defined Inspection Procedure) • Clause no. 5.6 (Operation of elevating Platform included new safety requirements as per O&M Manual) • Clause no. 5.7 (Detailed Rescue Plan describe) • Clause no. 5.9 (Requirement of Proximity sensor in helmet/FR Coverall & FBH with Anchorage Point) • Clause no. 5.11 (Reference Checklist Revised)

1. PURPOSE

To prevent accidents & Safe execution of work while working at height using Mobile elevated work platforms (MEWP) – Man Lift

2. SCOPE

-This procedure is applicable to all mobile elevated work platform, owned, rent or leased, operated by AMNSIL or its service providers, which are used on AMNSIL site or off-site for business purposes. This is in line with fulfilling the requirement of

2.1. Legal and regulatory requirements

2.2. Project specific safety requirements

2.3. ISO 45001 standard requirements

2.4. AM Fatality Prevention Standard Requirements- Work at Height

3. DEFINITIONS AND ABBREVIATIONS

Man Lift: A mobile equipment consisting of a large cage, bucket or basket at the end of an extensible boom and workers to reach inaccessible places.

A man lift is a kind of crane with a bucket or platform that can hold a person, especially one mounted on a truck (often called a bucket truck). Manlift can be used to lift someone up to heights that can't be reached by most ladders, such as to fix steel structural members/ side sheeting work/ Electrical cable tray fixing etc.

Operator: The person standing at ground to in man basket to operate the equipment for ground movement or a person in the elevated platform (Man basket) operating the equipment using remote panel in the platform (Man basket).

4. RESPONSIBILITIES

Respective Project Heads and the Site Engineers are responsible for implementation of this procedure and its requirement.

Site in- charges are accountable responsible for ensuring that only trained authorized personnel with valid competency from 3rd party operate the man lift.

5. MANLIFT USAGE - SAFETY ASSURANCE PROCES

5.1. GENERAL REQUIREMENTS

Manlifts are commonly used to access heights for short durations and the critical places where other means are not viable. They can be a versatile but also have plenty of limitations and inherent hazards.

Different types of man lift are available with varying range of access heights and lift capacities.

SELECT - The correct type of MEWP to access height (based on condition of work location, duration of task)

MEWP shall not be older than 10 years from the manufacturing year.

CHECK - The location to work

The condition of the equipment (must be inspected before use)

- The working conditions while in use
- Surroundings where such task is being carried out

USE - For intended purpose only

- For intended capacity only
- Adopt correct practices

5.2. HAZARDS

The hazards associated with working at height are:

- Fall of person from height
- Falling objects from height
- Overturning/ collapse of man lift/Tip-Over
- Nip/ pinch points (Including caught between cage and stationery structure)
- Crushing / trapping / collision
- Stuck by structure
- Electrocution
- Explosion

5.3. PRE-MOBILISATION REQUIREMENTS

- Selection of MEWP to be done based on type of task, worksite constraints, ground conditions, site access, proximity to another worker.
- Risk assessment must be completed before MEWP operation and procedures must be developed and implemented to eliminate or mitigate identified risks.
- Trained and authorized personnel to operate MEWP from man basket panel. standby operator/ rescue supervisor at ground to operate ground panel in case of Only emergency to be ensured.
- Adequate illumination needs to be provided over whole working area.
- Work permit needs to be taken prior start of job.
- Prior to operation of any MEWP Pre-Use Inspection must be completed in accordance with manufacturer's specifications. This applies to beginning of every work period, and whenever a new equipment operator takes control of MEWP. Any defects found during pre-use inspection must be reported to supervisor or person in charge of operation for immediate repair. MEWP must also be locked, tagged, and taken out of service.

- Inspection forms specific to individual pieces of equipment may be created by respective department which owns equipment providing they are equal to, or more stringent, than Pre-Use Inspection suggested by manufacturer. Inspection forms must be kept either on equipment or when completed, on file. An inspection record file shall be created and maintained for 3 years by department responsible for operation and maintenance of MEWP.
- Estimation of total weight of all materials and personnel to be carried, including all protective equipment, and make sure that SWL will not be exceeded.
- Complete checklist based visual inspection of man lift.
- Valid third-party certificate, Certificate of fitness (equipment shall not be older than 10 years from the manufacturing year) and other necessary documents to be checked and verified.
- Working condition of safety helmet with proximity sensor with operator and sky guard/skyline must be checked and verified
- Physical condition of Overhead protection guard to be checked.

5.4. PRE-PLACEMENT REQUIREMENTS AT WORK LOCATION

- Before setting MEWP, work site inspection needs to be done.
- Placement area should be flat and able to stand weight of machine. If it is not flat, or if it has a soft base or has been backfilled etc., need to make sure required ground cover, such as steel plates and/or sleepers, to control hazards associated with loose or unstable ground.
- Checking of environmental conditions, including wind speed, to ensure they are within manufacturer's specifications to be done.
- Set MEWP up as close as possible to work that are required to do, in such a way that it will fully meet operator's requirements but at same time create least possible disturbance to others working close by.
- An observer required to assist operator in positioning MEWP.
- Ensure MEWP position is not on a slope that exceeds manufacturer's recommendations.
- Ensure to put machine in off condition and take out keys from the ground operated panel. This will enable all wheel to get locked.
- Ensure necessary barricades or road marker cones are placed along side of vehicle. Road marker cones should be arranged to keep traffic clear of area where elbow of boom will be operating.
- If MEWP being used is not having outrigger/stabilizer, then after positioning MEWP at required position its drive function shall be off to enable auto locking of individual wheel breaks.

- If MEWP has outriggers, chock front wheels and set outriggers onto a firm surface or appropriate packing. Make sure area is clear of personnel before lowering outriggers/stabilizers. Outriggers need to be fully extended, unless they are also being used to level machine. Never reset outriggers while machine is elevated, because this can cause major instability and allow machine to overturn. Avoid soft ground, sloping surfaces or other conditions that may affect stability of unit.
- Check all necessary safety harnesses and lanyards are on machine and that they comply with relevant standards and are in good working order. Re-check anchor points for lanyards, ensuring they are sound and not bent or broken. Check that lanyards are correct length for their anchor point(s) on machine.
- Check personal protective equipment (PPE) needs for job and make sure all necessary PPE is available and in good condition.
- Ground Control Check-Start-up checks to be done by opening ground compartment and turn select switch to 'ground' and start motor.
    a. Operate each of ground control levers / switch in turn, to make sure what it does, and it is operating properly
    b. Check emergency lowering system before elevating
    c. The ground controls must not to be used while personnel are working in basket
    d. Ground controls should be used only for
        I. checking machine's operation before using machine
        II. carrying out maintenance on machine, or
        III. emergency purposes (e.g. lowering basket).
- Checks from platform – After completion of checks at ground compartment, it is time to test operational performance of machine from basket or platform

a. turn select switch to platform/basket.
b. all required PPE's needs to be wear.
c. make sure self-closing action of platform gate is working.
d. test dead man switches to make sure it is functional
e. test automatic levelling device of bucket.
f. check all alarm systems
g. confirm 'Safe Working Load at Driving' positions, and
h. test each of control levers in basket to make sure all operations are functioning correctly and smoothly.

5.5. USING MAN LIFT

- **Pre-Start Inspection**
    - Pre-operation inspection - it is the responsibility of the operator to perform a pre-operation inspection. The pre-operation inspection is a visual inspection

performed by the operator prior to each work shift. The inspection is designed to discover if anything is apparently wrong with a machine before the operator performs the function tests these checks should include the items listed in the operator's manual, the logbook. If damage or any unauthorized variation from factory delivered condition is discovered, the machine must be tagged and removed from service.

- The function tests – these are designed to discover any malfunctions in controls & emergency stops before the machine is put into service. The operator must follow the step-by-step instructions to test all machine functions dictated in operators' manual. A malfunctioning machine must never be used. If malfunctions are discovered, the machine must be tagged and removed from service. Repairs to the machine may only be made by a qualified service technician, according to the manufacturer's specifications. After repairs are completed, the operator must perform a pre-operation inspection and function tests again before putting the machine into service.
- Workplace inspection - the workplace inspection helps the operator determine if the workplace is suitable for safe machine operation. It should be performed by the operator prior to moving the machine to the workplace. It is the operator's responsibility to read and remember the workplace hazards, then watch for and avoid them while moving, setting up and operating the machine. This inspection includes identification of hazardous situations like drop-offs or holes, bumps, floor obstructions or debris, sloped surfaces, unstable or slippery surfaces, overhead obstructions and high voltage conductors, hazardous locations, inadequate surface support to withstand all load forces imposed by the machine, wind and weather conditions, the presence of unauthorized personnel, other possible unsafe conditions.

5.6. Operation of elevating work Platform

- **Preparing for an elevation**
  a. Conduct a final assessment of task's requirements: job to be done, operating radius of boom and any workplace hazards that need to be considered.
  b. Make sure all relevant site personnel have been consulted and are familiar with plan of work.
  c. Make sure site is clear of people.
  d. Make sure work plan has identified all potential hazards and includes appropriate control procedures.

e. Make sure all tools and gear required for job, in accordance with job plan, are placed in tool tray of basket and will not hinder opening of platform gate, which will be primary escape route if there is an emergency.

- **Conducting an elevation**

a. Check fitment of safety harness. Check that lanyard length is correct for type of harness and attaching points. Clip harness lanyard to anchor point. Never clip harness lanyard around safety rail. Make sure other personnel working in basket have also fitted and properly secured their safety harnesses.

a. Check that small items such as nuts and bolts cannot get under foot switch, as this would stop it operating.

b. Look up and around. Make sure there are no overhead obstructions or powerlines that might have been overlooked. Remember, 'look up and live'.

c. Moving basket and / or boom of MEWP during operation may introduce or create new hazards, e.g. greater proximity to powerlines. MEWP must be carefully monitored to ensure that its basket and boom are travelling in direction intended.

d. Commence elevation by shifting control lever. Do not operate lift at a high speed, especially if you are in a confined area. Keep in mind that most machines will only move in creep mode after a predetermined height has been reached. speed of lifting, lowering, slewing and telescoping are set by a speed controller on dash panel.

e. Elevate MEWP to full extension required, provided it is safe to do so.

f. Slew boom, where fitted, to make sure that this function operates smoothly.

g. For use of machines in confined / congested areas, specific 'critical use' scheme approval will be required from 'critical lift' competence team. All operation in confined / congested areas should follow "Wait- Watch- Move". In case of accessing confined/congested location, prior discussion and task briefing to be provided by site supervisor/site engineer and separated SOP and work permit to be obtained.

h. When you release a control lever there will be a delay of a few seconds before relevant function stops. This is called 'ramp', and it allows function to slow down to a stop, rather than jerk to a halt. This is most obvious during slewing operations, when jerking machine to a halt could make it unstable.

i. However, if there is an emergency in any situation you must release dead man switch, and function will then come to an immediate stop.

j. DO not use mobile phone while operating MEWP.

- **Moving MEWP**
  a. Never move an MEWP with its outriggers extended.
  b. The following safety measures need to be applied when moving an MEWP:
     - Wherever possible, retract boom section(s) of machine and lower basket.
     - Operator must be wearing your harness and have it attached to anchor point.
     - Make sure boom section is in line with chassis and basket is behind drive wheels. This ensures controls will function in correct way.
     - Check that turntable/basket lock is engaged.
     - Make sure path you are going to travel is clear of obstructions that might hinder a smooth passage.
     - Watch out for people at ground level and make sure travel area is free of pedestrians.
     - Make sure that all warning devices are operating.
     - All MEWP Tyre are Foam Filled. Any doubt on tyre inflation requires replacement of tyre.
     - Make all your steering movements smoothly.
     - Be constantly alert for potholes, obstructions, people, other machinery and any other hazards.
  c. If you are moving a boom MEWP on uneven surfaces, retract boom fully and face it in direction of travel. Look for FWD (forward) arrow on chassis of machine to find out which way is 'forward' for machine. To start machine moving in its forward direction, move control lever on control panel to forward position. If machine starts moving in reverse direction, boom has been placed 180 degrees (or half a turn) from its normal position.
  d. If you are moving an MEWP up or down a hill, always travel with platform pointing up hill.
  e. If you are travelling some distance, always have boom fully retracted and as close as possible to ground without basket scraping. High range speed can be selected for these movements, provided ground surface is even and free of obstructions.
  f. While travelling in open areas using high-speed function, do not release drive lever quickly or sharply switch directions (forward to reverse).
  g. If you are travelling in a confined area, do not use high-speed function and allow a safe distance for stopping.
  h. If you must move an MEWP with an elevated platform:

- make sure that tools, equipment and personnel do not exceed SWL of machine, and keep all tools in a tool bag away from door
- be constantly aware of overhead obstructions such as powerlines, services, people, surrounding structures and other machinery.
- travel at creep speed with utmost caution, staying alert to make sure surface is flat with no gradients or speed humps etc.
- maintain a good look out for ground conditions such as potholes, soft, unstable or rough surfaces and anything that will make machine unstable.
- never travel over rough or uneven ground if ground surface has potholes or is uneven, lower machine to increase its stability
- if machine is truck mounted, check that tyres are inflated to correct pressure
- do not move an elevated EWP across slope of a hill unless slope is extremely gentle (only 1 or 2 degrees), and
- the dead man switch (foot switch) is a safety device and should only be used if control levers fail to stop machine or in other emergencies. If there is an emergency, release foot switch and machine will come to an immediate (and very abrupt) stop.

- **After moving MEWP**
  a. Check all gauges, lights and switches to make sure they are functioning correctly.
  b. Check emergencies stop controls.
  c. Check emergency lowering systems (tap, lever, press button, etc.) to make sure they are still operational and have not seized or been broken. And
  d. Before trying to elevate a trailer or truck-mounted MEWP, make sure cradle pin or basket strap has been removed.

- **Other operational issues**
  a. Do not climb out of machine while it is elevated, except in an emergency.
  b. Do not carry loads on handrails unless this is specified by manufacturer.
  c. Do not stand on handrails. Operator must stand with both feet firmly on platform floor.
  d. Do not use machine as earth lead for an electric welder. This can cause serious damage to machine and may result in a major malfunction.
  e. Do not put a bolt or wedge on dead man switch to keep it pressed. This foot switch is a safety device which is there for protection, so do not abuse it.

Some foot switches now have a time delay built in, to prevent interference with their proper operation.

f. If movements do not stop when controller is brought to neutral, and only way you can stop motion is to release foot switch, there has been a major malfunction with platform controller.
g. Do not think that there may simply be something caught in workings of lever and jiggle lever back and forth to clear problem. If you do this, controller may fail completely and cause machine to react violently, resulting in serious injury or death.
h. Instead, hit red button (emergency stop) immediately to disable machine, and have someone on ground switch machine to its ground controls and bring you down or lower you using emergency lowering tap or valve
i. If you are working with an MEWP on an upper floor of a multi-story building, make sure floor can stand weight of machine by checking with site engineer.
j. Be wary of darkened areas and fading daylight. If this happens, stop work and get enough portable lighting over whole working area.
k. Watch out for changing weather conditions, and especially wind, storms and lightning.
l. If you are working at height and motor of machine stops and cannot be restarted, call someone at ground level to lower you down.
m. If you are working at height and platform/basket drops slightly for no apparent reason, machine has developed a fault. Stop work immediately, lower basket to ground and have machine repaired or replaced.
n. If rubber tyre of a truck-mounted MEWP without outriggers/stabilizers starts sinking into ground, operation should be stopped, boom must be retracted and lowered, and further assistance must be sought.

- **Shutting down MEWP - Lowering machine**
  a. Before lower machine operator needs to look around and under basket to make sure area is clear of people, obstructions and any other hazards.
  b. If people are present, sound horn to get their attention and indicate to them that machine will be lowering.
  c. While people not using MEWP should not be under or close to machine, and should be kept away with barricades etc.
  d. Lower boom slowly and carefully.

- **Stowing machine**
  a. Once platform is lowered, drive machine to its designated parking area, place it in a safe position, keep basket at 5-6 Mtr height from ground and turn everything off.

b. Remove harness, stow it in a safe, dry place, dismount from machine, remove tools and equipment from basket and lock control panel doors.

- **Securing site**
  a. Secure machine against unauthorized use. Removing keys and keeping basket above reach of man height.

5.7. Rescue Plan

- Training on rescue operation to be provided to all operator and rescue supervisors.
- One rescue supervisor is compulsory near machine while machine is in operation and use. Rescue supervisor should be present in near vicinity of machine to attend emergency requirement on real time basis.
- Walk-talky (with good battery condition) should be available with operator and rescue supervisor.
- In most of machines 3 modes of operations are available from ground station.
  a. Emergency – all functions are enabled if overload and /or bucket levelling errors are not present
  b. By-pass – used for bucket levelling and calibration only.
  c. Recovery mode – All function will be disabled, only boom in & out function is enabled. All persons on bucket will have to anchored safety belt, sit down on bucket and follow instructions of rescue supervisor. This operation will be used only when there is clear visibility of any obstacle and no hindrance in all 6 directions of bucket movement. Failure of upper control functions while elevated - Where normal upper control functions fail and operator is incapable of lowering MEWP using upper controls, operator will ask for help from rescue supervisor to use auxiliary controls from ground station to lower boom safely to ground.
- Failure of lower ground controls - Where lower ground controls fail to allow machine operation due to overload or bucket levelling protection, then rescue supervisor will decide to use 'Recovery' function from ground station when all 6 directions are free from any obstacle or rescue to be enabled using another means.
- Failure of ALL normal and auxiliary lowering functions
  a. Use of a Secondary MEWP
  b. Platform-Installed Self-Rescue System: If platform controls are not responding and there are no other workers in area who can help, a platform-installed self-rescue system should be used.

5.8. MAINTENANCE

- Maintain man lift according to manufacturer's recommendations.
- Perform any operator level maintenance that you are authorized to conduct (authorized by the Original Equipment Manufacturer).
- This would include ensuring that the man lift is left in a clean condition, and all tools, rubbish and other equipment is removed from the basket/platform and parked correctly.

5.9. MINIMUM PPE REQUIREMENT

Head Protection	Helmet with Proximity sensor for Operator	Hand Protection	As per job requirement
Eye protection/Body Protection	Safety glasses/Fire resistant Full Body Coverall	Foot Protection	Safety shoes
Fall protection	Full body safety harness with anchorage point		

5.10. INSPECTIONS - CHECKING, CORRECTIVE AND PREVENTIVE ACTION

There are several different types of man lift inspections. Inspections must be performed by personnel qualified to inspect specific make and model of man lift.

- Inspections performed on an interval of less than a year
- Inspection schedule as per the OEM manual
- If out of service for longer than 3 months, or
- If environmental conditions require inspections
- Prior to deployment and monthly inspections by AMNS P&M Heavy Equipment dept. using the checklist – (As per Clause 5.11)

- Pre-start inspections performed at the beginning of each shift by operator using operator daily checklist - AMNS/Project/SOP/HSEM/01/F02
- All man lift shall be inspected once in six months by Competent Person as per regulatory requirements and certificates (F10)/ color code as per AMNS Quarter color coding shall be made available along with the equipment
- All man lift shall be verified for their valid certificates along with the operator licenses (If applicable) prior to hiring

5.11. TRAINING

There are many types of training for the different groups that use the man lift. These include man lift operators, man lift users, personnel who maintain and repair man lift, as well as training for supervisors.

5.11.1. OPERATOR TRAINING

Man lift training by authorized providers for each type/ classification of equipment is required.

- In addition to proper and safe operation of the specific man lift, training shall cover:
- Proper selection of the correct man lifts for the task
- How to perform a site risk assessment, including rescue planning
- User (Occupant) training
- Operator competency training

5.11.2. OCCUPANT TRAINING

Training is required for occupants on a man lift platform to verify safe use of equipment. At least one of occupants have instruction on operating the man lift in an emergency. This instruction does not give the occupant authorization to operate the controls at any time except in an emergency.

Occupant training will cover:

- The requirement to use fall protection and the location of fall protection anchors.
- Factors including how their actions could affect stability.
- Safe use of man lifts accessories they are assigned to use.
- Site-specific work procedures occupants must follow related to the operation of the man lift.
- Hazards related to the task at hand and their avoidance, to include any applicable site risk assessment.
- General knowledge of man lifts controls and safety-related items specified by the manufacturer, including emergency shutdown and lowering procedures, to the extent required to lower the man lift safely to the ground/stowed position.
- Manufacturer's warnings and instructions.

5.12. MAINTENANCE AND REPAIR PERSONNEL TRAINING

S. No.	Title	Location	Retention period
01	Third party inspection certificate of the man lift	HSE Department/ Project site	Completion of Project
02	Periodic inspection reports	HSE Department/ Project site	Completion of Project
03	Operator Competency certificate	HSE Department/ Project site	Completion of Project
04	Operator periodic training	HSE Department/ Project site	Completion of Project

5.11. Reference Documents.

- AMNS-Project-SOP-HSEM-01-F01 Man lift inspection checklist
- AMNS-Project-SOP-HSEM-01-F02 Daily inspection checklist by operator

AM/NS INDIA	Man Lift Inspection Checklist	AMNS/Project/SOP/HSEM/01/F01
		Rev: 01
		Date: 01 Sep 2025
		Page 1 of 1

Name of Contractor: Date :

Serial No.: Area :

Model No. : Location:

Sl. No.	Description	YES / NO/ NA	Comments
1	Is the Manlift having valid third party test / inspection certificate and the copy available for review?		
2	Is operator familiar with the operation of manlift and have been trained to operate?		
3	Is the operator filling the daily inspection checklist?		
4	Do all controls levers have identification marking and free from any defects?		
5	Is the emergency switch location clearly identified and in working condition?		
6	Is maximum number of persons allowed displayed?		
7	Is an over load warning system working?		
8	Is the swing mechanism in working condition and warning alarm functional while in swing motion?		
9	Is the machine marching flashing light in working condition?		
10	Is the power unit control panel (Basket) is working condition? All control switches/ levers functioning properly?		
11	Is the power unit control panel (Engine Side) is working condition? All control switches/ levers functioning properly?		
12	Any oil leak (hydraulic parts, Engine and fuel tank) is observed?		
13	Boom structure condition while full expansion (damage, crack and jamming/ jerking while extending).		
14	Does work platform has gate in good condition, toe boards; surface is defect free, having guardrails in good condition?		
15	Are out riggers working properly? Any leaks detected on out rigger jacks?		
16	Outriggers level indicator available and working?		
17	Is the break system in working condition?		
18	Are all electrical cables and accessories free from damage?		
19	Are all tyres free from damage?		
20	Is emergency rescue system is in working condition (when engine fails)?		
21	Is the Fire Extinguisher available?		
22	Is sky guard/sky liner installed and in working condition?		
23	Is Rescue supervisor available along with walkie – Talkie?		
24	Is it available Run over protection guard and side protection guard?		
22	General condition:		

Inspection by: Designation:

Signature:

AM/NS INDIA	**Daily inspection checklist of Man Lift by Operator**	AMNS/Project/SOP/HSEM/01/F02
		Rev: 01
		Date: 01 Sep 2025
		Page 1 of 1

Name of Contractor: Serial No.: Model No.: Month & Year:

No.	Description	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Emergency switch location marked?																															
2	Maximum number of persons allowed displayed?																															
3	Warning alarm functional while in swing motion?																															
4	Machine marching flashing light / alarm in working condition?																															
5	Any oil leak (hydraulic parts, Engine and fuel tank)?																															
6	Boom structure condition (damage, crack and jamming/ jerking while extending).																															
7	Work platform gate in good condition, toe boards; surface is defect free, having guardrails in good condition?																															
8	Are out riggers working properly?																															
9	Is the brake system in working condition?																															
10	Are all electrical cables and accessories free from damage?																															
11	Are all tyres free from damage?																															
12	Is emergency rescue system is in working condition (when engine fails)?																															
13	Is the Fire Extinguisher available?																															
14	Any defect / rust cracks in equipment body?																															
15	Is sky guard/sky liner installed and in working condition?																															
16	Is Rescue supervisor available along with walkie – Talkie?																															
17	Is it available Run over protection guard and side protection guard?																															
	Operator Signature																															

All OK / YES = ✓ **NO = X**