

<b>Customer name</b>	
<b>Contract number</b>	

<b>STATUS</b>	Final / On Hire		Off-Hire		Stock Transfer		Thorough Examination		Job sheet	DATE
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<b>PLANT NUMBER</b>		<b>DESCRIPTION / TYPE</b>	
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**CARE MUST BE TAKEN NOT TO TRAP FINGERS WHILE OPENING AND CLOSING THE STAIRWAYS**

**THESE INSTRUCTIONS SHOULD BE FOLLOWED WHEN CHECKING EQUIPMENT**

- Check the general appearance and finish of the whole stairway including side rails.
- Inspect the stairway including individual threads and handrails for any damage, distortion, cracks and security.
- Check the whole stairway is free from corrosion.
- Make sure that the stairway is free from oil and mud. Clean where necessary.
- Inspect that all bolts are in place and in proper condition for the stairway and for the handrails. Check also for any sharp edges present.
- Make sure that the stairway opens properly and that all treads are in the horizontal position. Check stability of stairway.
- Check condition of any the securing device such as trailer clamps, scaffoldfix hooks and slabfix L-shaped are in good working condition, not bent and any threads present are not damaged.
- Check that the handrail fits into the socket securely **and supplied R-Clips are fitted into handrails below all sockets.**
- Checks that the lifting eyes are not bent, damaged or show any signs of wear and are secured.
- Check the condition of the support legs.
- Check that the MGS24 Plant return label, MGS71 Next exam due date and MGS95 Instructions plate on the stairway is legible.
- Check that the plant number and SWL are present on the stairway.
- **Ensure that appropriate handrails are strapped to appropriate stairways.**

**UNDER NO CIRCUMSTANCE MUST THE STAIRWAY BE PAINTED**

**Equipment which displays evidence of incorrect operation should be withdrawn from service.**

	O K	R	COMMENTS
<b>GENERAL APPEARANCE</b>			
Condition of whole stairway			
Corrosion condition			
Cleanliness of stairway			
Bolts and sharp edges			
Operation and stability of stairway			
Condition of securing device			
Proper fit of handrails in sockets with R clips			
Condition of lifting eyes			
Condition of support legs			
Instruction plate & stickers			
Plant number and SWL			
Stairways and handrails			

**Equipment should be cleaned and correctly stored after checking**

CHECKED BY:

DATE:

PRINT	SIGN
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