

Pre-use Inspection Guidance

Pre-use inspection is a vital part of equipment operations – it's one of the most effective ways of **identifying evolving issues** and therefore protecting the **safety of operators, pedestrians and aircraft**.

You'll find guidance on inspecting some of the common components found on most GSE below, but remember, your equipment may have additional components and the guidance given in the manufacturer's operating manual should always be followed.

External condition



- Check the condition of the roof (as applicable), battery covers and engine covers.
- Check doors and access panels. They should be fitted securely and free from damage.
- Check the bodywork for signs of damage and rust.
- Check for sharp edges and protrusions
- Check for oil, fuel and water leaks.
- Check that nothing has been left on top of the machine (for example on the roof of vehicles or at the top of steps).

Oil and coolant



- Check the levels of all oil and coolant relevant to the equipment.
- Levels should comply with the manufacturer's guidance.
- Always ensure the engine is off and cool before checking levels – use sight glasses if fitted.

Electrical isolators



- Confirm that electrical isolators engage and disengage properly.
- Confirm that when engaged, electrical isolators shut off power to the equipment

Covers and panels



- Check that all doors, covers and access panels close and lock securely.
- Panels should be free from damage and there should be no sharp edges or protrusions.

Lights



- Check that lights are fitted securely.
- Check that all working lights are correctly directed.
- Check for damage.
- Check that all lights (including beacons) function as required.

Wheels and tyres



- Check for missing or loose wheel nuts.
- Check wheel rims for damage and distortion.
- Tyres should be checked for signs of damage.
- Confirm tread depths and tyre pressures.
- Check for foreign bodies in tyres: nails, debris etc.
- On double-wheeled vehicles, check for potential FOD between the tyres.

Foot and handholds



- Check that all foot and hand holds are damage free and securely fitted.
- Check for protrusions and sharp edges
- Footholds should be checked for water/ice.
- Check that anti-slip coverings are intact.

Driver's seat and operating position (as applicable)



- Check that the driver's seat is securely fitted and that it can be suitably adjusted, locking into place where required.
- Check that access to controls and pedals is not obstructed by debris/cockpit items.
- Mobile phones/tablets/radios should be correctly stowed/craddled in-line with airport policy.

Seat belt



- Check that the seat belt is securely fitted.
- Check the belt for tears and sign of wear.
- The belt should extend and retract freely, and it should lock when tugged at an angle.
- The clip should fasten and unfasten freely.

Controls and instruments



- Check that all pedals, controls, levers, switches and buttons are free from damage.
- Check that all labels and visual indicators are clear and legible.
- Check that all controls function as required.
- Check gauges and instrument lights for damage and readability.

Audible and visual warning devices



- Check that all automated audible warning (such as reversing sirens) function.
- Check that the horn functions (as applicable).
- Check that the warning beacon functions and is damage free and clean.
- In vehicles, ensure that warning lights on the dashboard go out after initial start-up.

Hydraulics



- Check that hydraulic-driven parts run to their end positions and back again.
- Visually check hydraulic rams, seals and couplings for signs of damage or leaks (do not touch!).
- Visually check all hydraulic pipes and hoses for signs of damage or leaks (do not touch!).
- Check that the hydraulic oil level is within its optimal range.
- Check that the hydraulic oil filler cap is securely fitted.

Steering (rider-operated vehicles)



- Check for excessive play in the steering (ideally, move the vehicle forward, do not test the steering while the vehicle is stationary).
- Turn the wheel to full lock in both directions and check for stiffness

Steering (pedestrian-operated equipment)



- Check for damage to handholds on the tiller.
- Check for excessive play in the tiller arm pivots.
- Check for stiffness when moving the tiller arm left and right (ideally, move the equipment forward, do not test the steering while the vehicle is stationary).
- Check that front axle steering pivots articulate properly.

Drive and braking



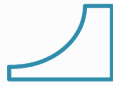
- Engage forward and reverse to check for smooth operation and positive response to the controls (you may prefer to use an assistant when reversing).
- Check that acceleration is smooth and controlled – note and report any hesitancy.
- Check that the brakes slow the vehicle in a straight and controlled manner – there should be no snatching or grabbing.
- Check that there is resistance in the brake pedal – it should not travel to the floor.

Park brake



- Check that the parking brake is capable of holding the vehicle stationary when applied.
- Where applicable, check that regenerative parking brake systems activate and deactivate.

Chocks



- Where applicable, check that the required number of chocks are stowed onboard (in the correct place).
- Check the condition of the chocks.
- As applicable, check the condition of chock tethers

Safety signage and decals



- All safety signage and decals should be clean, unobstructed and legible.

Battery

(as applicable)



- Check that the battery is securely stowed.
- Visually check for leaks and corrosion.
- Visually check that cables are not kinked or trapped, frayed or generally in poor condition.
- Check that protective covers close and lock into place.
- Check that there is sufficient power in the battery for the shift.

Fuel filler cap

(as applicable)



- Check for signs of damage or distortion in the filler cap/panel.
- Checks for signs of leaks or seepage.
- Check that the vehicle is carrying sufficient fuel for the shift.

Safety rails

(as applicable)



- Check for signs of damage or distortion.
- Check that all rails are securely fitted.
- Retractable rails should retract and extend freely and should lock in their extended and stowed positions.
- Check bolts and tension springs for general condition.

Buffers



- Check that buffers are securely fitted in all relevant locations.
- Check buffers for signs of damage/wear

Sensors

(as appropriate)



- Check all sensors are free from damage.
- Ensure all sensors are unobstructed and clean.
- Check that all audible systems linked to sensors respond appropriately.

Couplings



- Check that coupling eyes are not distorted or cracked.
- Check coupling points for signs of damage and distortion.
- Ensure that all coupling locking mechanisms engage and disengage properly.

Glazing and Mirrors



- Check that all glazing is clean, clear and free from chips and damage.
- Check that mirrors are clean, free from damage and securely attached to the vehicle.

RTITB Airside - Global Training Consultancy

www.rtitb-airside.com
solutions@rtitb-airside.com

UK +44 1952 520 239
India +91 9999 169 400

