

EWP Compliance Records Checklist

The records every EWP owner should hold for each machine — and why complete files make inspections cheaper and resale easier.

WHY RECORDS MATTER

An EWP with a complete history file is faster to inspect, easier to sell and simpler to defend in an audit. A machine with missing records forces inspectors to assume the worst. Use this checklist to audit what you hold for each unit in your fleet.

IDENTITY & OWNERSHIP

- ☐ Manufacturer's plate details recorded — make, model, serial number, rated capacity
- ☐ Date of manufacture confirmed from the plate or manufacturer documentation
- ☐ Proof of purchase and, for used machines, the history file received from the previous owner
- ☐ Registration papers for road-going truck-mounted units

OPERATING RECORDS

- ☐ Operator logbook with daily pre-start checks recorded
- ☐ Operator competency records (high-risk work licence where required for the machine class)
- ☐ Incident and defect reports, including events that did not lead to repairs

INSPECTION & MAINTENANCE RECORDS

- ☐ Routine and annual inspection reports, filed in date order
- ☐ 10-year major inspection report — and evidence of when the next one falls due
- ☐ Maintenance and servicing history, including hydraulic and drive-line work
- ☐ Structural repair records, with the repairer's documentation and post-repair testing
- ☐ NDT and load test reports where these have been performed
- ☐ For insulated units: current dielectric test certificate and liner test records

FLEET-LEVEL VIEW

Unit: _____	Next annual due: _____	Next major due: _____
Unit: _____	Next annual due: _____	Next major due: _____
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For a live version of this table, use the free Fleet Compliance Tracker at www.ewpaustralia.com.au/tools — it calculates due dates automatically and keeps the register in your browser.

IF RECORDS ARE MISSING

- Start the file today — a partial history that begins now is worth more than none.
- Ask previous owners, service agents and inspection providers for copies of past reports.

Where the machine's inspection history cannot be established, have its status assessed by a competent person rather than guessing.

