**Essential pre-use checks**

**Prior to every use the following checks must be undertaken:**

1. Inspect hoist for any obvious signs of damaged or missing parts
2. Ensure spreader bar is attached to hoist correctly (fig. 1).

*Fig.1*

**Ensure:**

1. The two pins are

securely located

1. The screw is tight
2. Ensure hoist castors move freely
3. Raise and lower mast to ensure hoist operates freely
4. Ensure hoist legs open and close freely
5. Ensure battery has sufficient charge to complete transfer
6. Check dates on Service and LOLER stickers on hoist. If out of date report to estates
7. If in doubt **DO NOT USE**. Report it to estates and put a sign on the hoist noting the issue, date reported and person reporting it.