**CHECKLIST FOR ELEVATOR PRIOR MAINTENANCE**

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| --- | --- | --- | --- | --- |
| Vessel: |  |  | Date: |  |
| Port / Location: |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | | **Tick (√)** |
| 1. | Has a JHA been completed? |  |
| 2. | This work and isolation of the equipment will not affect safety or ships operation. |  |
| 3. | Has the job to be carried out been discussed with Chief Engineer and permission obtained? |  |
| 4. | Confirm carrying out maintenance only when the elevator is stationary and locked out. |  |
| 5. | Confirm that the elevator is locked out until maintenance /repairs are completed? |  |
| 6. | Are poster and warnings about the elevator trunk are posted at every landing? |  |
| 7. | If entering the elevator trunk or shaft, has the enclosed space entry permit been completed? |  |
| 8. | If working inside elevator trunk or shaft, appropriate PPE is being utilized. |  |
| 9. | Is an override key for the elevator landing doors available in an emergency? |  |
| 10. | Has a stand by person been assigned and informed about the work to be undertaken? |  |
| 11. | All posters and warnings to be removed on completion. |  |

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| --- | --- | --- | --- | --- | --- |
| I am satisfied that all precautions that have been taken are adequate and that safety arrangements will be maintained for the duration of the work. | | | | | |
| Person In Charge |  | Time |  | Date |  |
| Chief Engineer Signature |  | Time |  | Date |  |
| Master Signature |  | Time |  | Date |  |