

CAB Training

RTITB & ITSSAR ACCREDITED

LIFT TRUCK TRAINING COURSES

Operator Course Manual



Notes

Notes

Lift Truck Driver Training.

Why do Fork Lift Operators need to be certified?

Under the Health and Safety at Work Act of 1974, and under The Provision and Use of Work Equipment regulations 1998, no one should be permitted to operate a lift truck until they have been selected, trained and authorised to do so.

The responsibility for the safe operation of lift trucks in the workplace lies with both the employers and employees. Managers, supervisors and operators alike must play their part to ensure the safety of those working on or in the vicinity of lift trucks. The Law states that the employer has a duty so far as is reasonably practicable to ensure your safety at work. They must give you the information, instruction and training necessary to ensure that you can do your job safely and keep records of your training. **An Approved Code of Practice (ACOP L117)** is published by the Health and safety Executive to assist employers and trainers to do this.

They must also provide you with the necessary protective clothing free of charge.

You must take care of yourself and others. You must co-operate with your employer in the interests of safety and not interfere with the equipment provided.

Penalties for breaking the law:

1. Summary conviction at a Magistrates Court.

- a. For breaches of sub section 2 to 6 of the Health and Safety at Work Act 1974.
Maximum fine £20,000.
- b. Failing to comply with an Improvement or Prohibition Notice.
Maximum fine £20,000.
- c. For breaches of the remaining sections of the H&S at Work Act and subordinate regulations.
Maximum fine £5,000.

2. Indictment at a Crown Court.

- a. Certain offences involving required licences.
- b. Certain offences involving explosives.
- c. contravention of an improvement or prohibition notice.
Maximum penalty 2 years imprisonment and an unlimited fine.

PLEADING IGNORANCE IS NO DEFENCE.

Types of Training.

Once a candidate has been selected, he/she will undergo 3 types of training. These are Basic, Specific Job and Familiarisation Training.

Basic Training consists of a comprehensive operators course, in this case carried out at the Driver Transport Training's Accredited Training Centre. The course will include the theory of safe operating, practical driving skills and ends with a practical assessment of the operators skills. The course is designed and overseen by the R.T.I.T.B.

Specific Job Training is additional information and practice required to operate safely at a particular site. This may include training on a particular type of machine including the use of its controls, the layout of premises (highlighting danger areas), various attachments in use there and specific site rules.

If a student knows where he will be working, then this training can also be carried out by Driver Transport Training at their centre by pre-arrangement. Nb. both Basic and Specific Job training are completed "off the job".

Familiarisation Training is carried out on the job under normal working conditions. Close supervision by a responsible person is essential to ensure that that the new operator is fully competent and safe at that site.

Always remember that manufacturers are continually updating and designing new equipment and it is the individuals responsibility as well as their employers to ensure that individuals receive additional specific and or familiarisation training before operating any truck.

More importantly to the individual, ensure that you have your employers written consent before operating any truck.

COURSE CONTENT.

Only fully qualified and accredited RTITB Forklift training Instructors/Examiners, who after passing rigorous courses laid down by the relevant training board are able to offer training and certification of employees on employers own premises.

All lift truck courses are mainly practical in nature but do include an element of theory. Trainees must be at least 17 years of age, reasonably fit and able to hear all verbal instructions and audible warning signals. No training can be undertaken by candidates who suffer from vertigo.

On completion of the course all operators will be able to use the lift truck safely and efficiently in accordance with the manufactures handbook and to the standards laid down by the Health & Safety Executive's Approved Code of Practice (ACOP L117). Operators will clearly understand the causes of instability of lift trucks and their loads, be able to carry out routine pre-shift inspections and understand the importance of defect reporting. The operator will be able to replenish the machines energy source and operate it in a variety of environments with varied loads.

On successful completion of the course and the RTITB Skills Test, trainees will receive a certificate confirming their competence to operate the relevant lift truck for the course that they have attended. It must be stressed however that the operator will need to gain experience whilst under supervision in his given workplace and will be required in certain cases to undergo a further period of familiarisation or specific job training depending on the site and equipment being used.

It MUST be stressed that the student cannot operator any fork lift truck without the owners written authority.

The Industrial Lift Truck Drivers Guide.

Health and Safety.

The Health and Safety at Work Act of 1974 etc. states that both employers and employees are responsible for safety at work. Enforcement of this is carried out by the Health and Safety Executive and the Local Authorities. As part of this act, the employee is responsible for looking after the health and safety of themselves as well as other people in the workplace. This means that lift truck drivers are responsible for looking out for pedestrians. They have to co-operate with the management on all aspects of safety and they must not interfere, misuse, abuse, be reckless or modify anything provided for health, safety and welfare. The lift truck operator's code of practice is provided to advise duty holders on how to comply with legislation.

Before starting work.

You must have 'written authorisation' from your employer to operate a lift truck in the working environment. It is the drivers' responsibility to ensure that the lift truck is in good working order before using it. This involves carrying out a pre-shift check and an operational check. The pre-shift check involves examining items such as the forks, mast, chains, wheels, tyres, seat, horn etc. the operational check should include the steering, brakes (both foot and parking), and the hydraulics. If there is a serious fault with the truck, stop immediately and report it.

Driving the truck.

Ground surfaces can affect the truck considerably. Understand what effect they could have and what you can do about it. When preparing to move off, first select the direction you want to go, look around to ensure the area is clear and then release the handbrake. Always travel with the forks as low as is practically possible and tilted back. Ensure that you can see where you're going. In normal circumstances, if the load obscures your view, drive the truck in reverse. When approaching blind bends, doorways or when exiting narrow aisles, sound several short blasts on the horn to attract attention. Always leave at least three truck lengths clearance when following another truck around the warehouse. If driving across railway lines, drainage gullies etc. always cross slowly and if possible, diagonally, this reduces the chance of tipping or losing the load. Ensure that rubbish and packaging is cleared away from areas where the truck is to be driven. If a safety cage is to be used, ensure that it is up to the requirements laid down by the HSE. It must be fixed securely to the forks and a safe method of use must be agreed before starting work. Only authorised persons should be lifted in it.

Stability.

The load should always be against the heel of the forks to ensure the truck's stability, the load stability and also to keep the truck and load as short as possible in confined spaces. Leaving a gap between the load and the heel of the forks is called *undercutting* the load and is sometimes necessary if the forks are longer than the load and there is an obstruction behind it. Undercutting can cause the truck to tip over forwards as will a load that is too heavy or if its centre of gravity is too far forward. Harsh braking, rough use of the hydraulics or handling a live load can also cause the truck to tip over forwards. With the load high up, tilting the load forward will increase the load centre. This, as well as harsh acceleration in reverse can also cause the truck to tip over forwards. Trucks can also tip over sideways, usually because of driving round corners too fast, especially when un-laden. Driving across a slope or having the load offset or uneven can cause a truck to topple over sideways as can not having the forks evenly spaced or side shift centralised, turning with the mast in the air or transporting a live load.

Slopes.

Slopes will affect the stability of the lift truck. Driving a lift truck across a slope may cause it to tip over sideways. When on a slope, the load must always face up the slope so that it cannot slide forward off the forks. With an un-laden truck, the empty forks should face down the slope as this improves traction, stability and adhesion. Normally, you would never park your truck on a slope. In an emergency, if you have to park on a slope, always chock the wheels.

Calculating weights.

Before attempting to lift a load, you should know how much it weighs. It may have the weight printed on it or on the accompanying paperwork. Remember, the net weight is the weight of the product only; the gross weight is the weight of the product, packaging, pallet, etc on the load. In addition to the weight of the load, the load centre must be known. The load centre is the measurement given forward from the front face of the fork arms to the centre of gravity of the load. When the load centre is increased, the amount of weight the truck can lift is reduced. Remember, the weight of the loads left outside can be affected by rainwater or snow

Capacities.

Firstly, the truck must have a rated capacity plate attached to it. This will tell you the maximum weight the truck can lift, the load centre distance and the maximum stacking height. To calculate if a load can be lifted safely, you will need to find out how much the load weighs and where it's centre of gravity is. Take the information on the trucks *rated capacity plate* and multiply the trucks *weight capacity* by the trucks *load centre capacity*. Divide this by the load's *centre of gravity* to find out the *maximum permitted weight* of the load.

Handling loads.

Before attempting to move a load, find out what it is. Is it dangerous or hazardous? Find out how much it weighs, where the load centre is and whether it is secure and stable. Before operating the hydraulics, make sure that the parking brake is on and the truck is in neutral. This ensures that the truck is stable and allows you to concentrate on operating the controls. You should stop the truck a short distance from the stack (150 – 200mm) so that pedestrians cannot walk between the truck and the stack. It also helps with accuracy and reduces possible damage to stacked loads. To comply with the manufacturers stated lifted capacity and ensures the trucks stability, the mast must be vertical and the truck be on level ground. Before lifting a load, you should adjust the forks to suit. With a pallet, there should be equal weight on each fork. However, with metal stillages or cages, the forks should be set as wide apart as possible to prevent the stillage slipping sideways. The recommended way to approach a stack is to stop approximately 150mm away, apply the parking brake and select neutral, adjust the tilt and then raise the forks. When transporting loads, ensure that they are as low as practically possible and that there is sufficient back tilt to cater for the type of load and ground conditions. The term *Free lift* is the distance that the forks can be raised before the mast begins to extend.

Lorry loading.

When loading or unloading a lorry, first ensure that the lorry / trailer cannot move. The parking brake should be on, the keys removed and the wheels chocked. The unloading area should be clear, level and free from uneven surfaces.

Parking.

You should not park your truck blocking fire exits, fire fighting equipment, first aid points, doorways or blind corners. Also, avoid parking on slopes, near electrical boards or switches or on wet, muddy or soft ground. When parking, the forks should be tilted forwards and lowered to the ground to reduce the chance of people tripping over them.

STABILITY.

THERE ARE TWO BASIC WAYS IN WHICH A TRUCK CAN OVERTURN.

LONGITUDINAL (Lengthways).

Caused by:

1. Overturning.
2. Undercutting.
3. Tilting a raised load forward.
4. Lifting or raising the load while facing downhill on a slope.
5. Travelling forward down a slope with a load.
6. Excessive braking when loaded.
7. Erratic use of the speed control.
8. Harsh use of the hydraulic controls.
9. High winds (with a raised load).

LATERAL (Sideways).

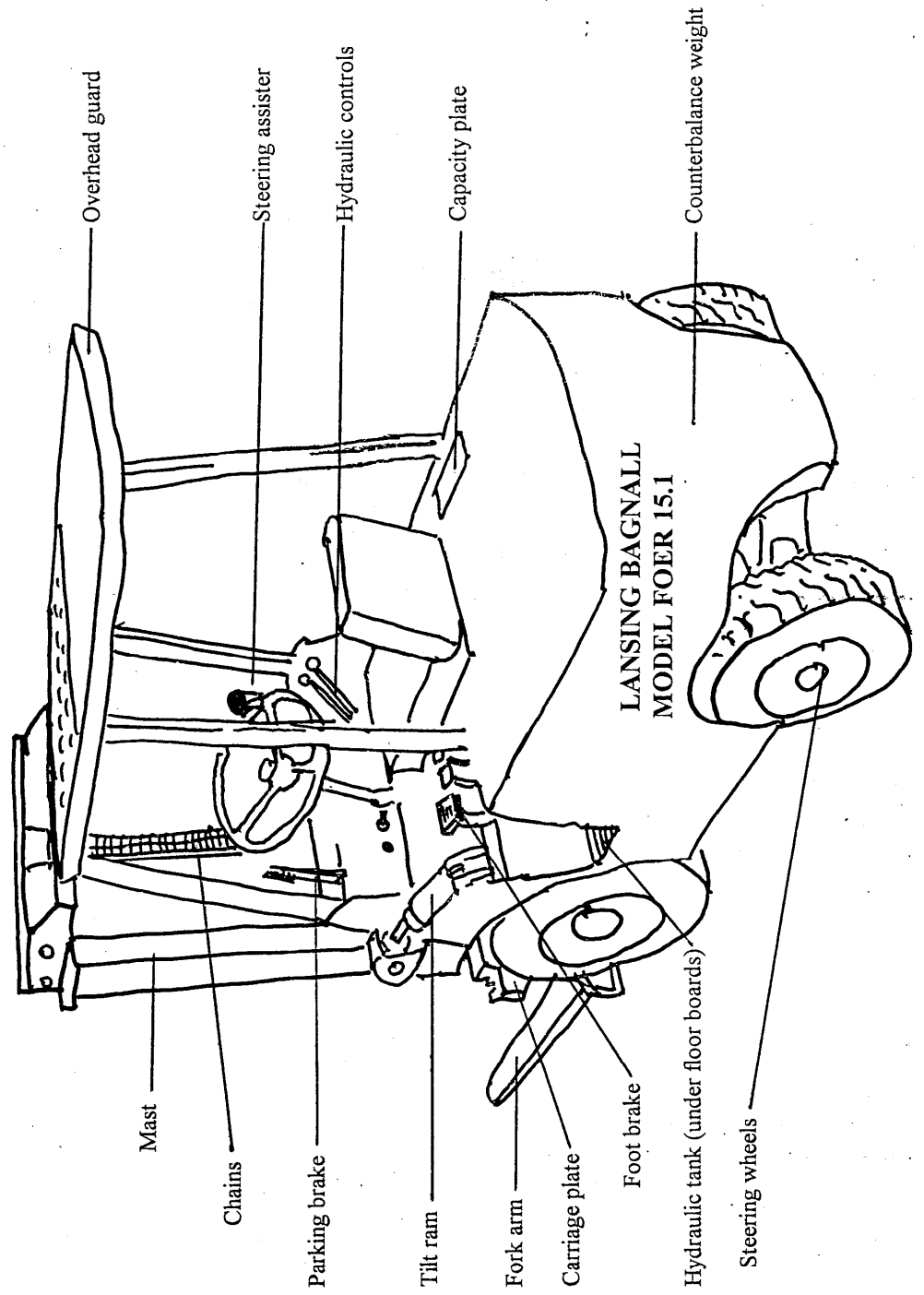
Caused by:

1. Turning at excessive speed.
2. Turning on a ramp or incline.
3. Lifting or raising a load while sideways on a slope.
4. Driving over obstacles, e.g. pieces of wood.
5. Driving into potholes.
6. Operating the truck with incorrect tyre pressures.
7. Picking up a load off-centre to the forks.
8. Incorrect use of the sideshift.
9. High winds (with a raised load).

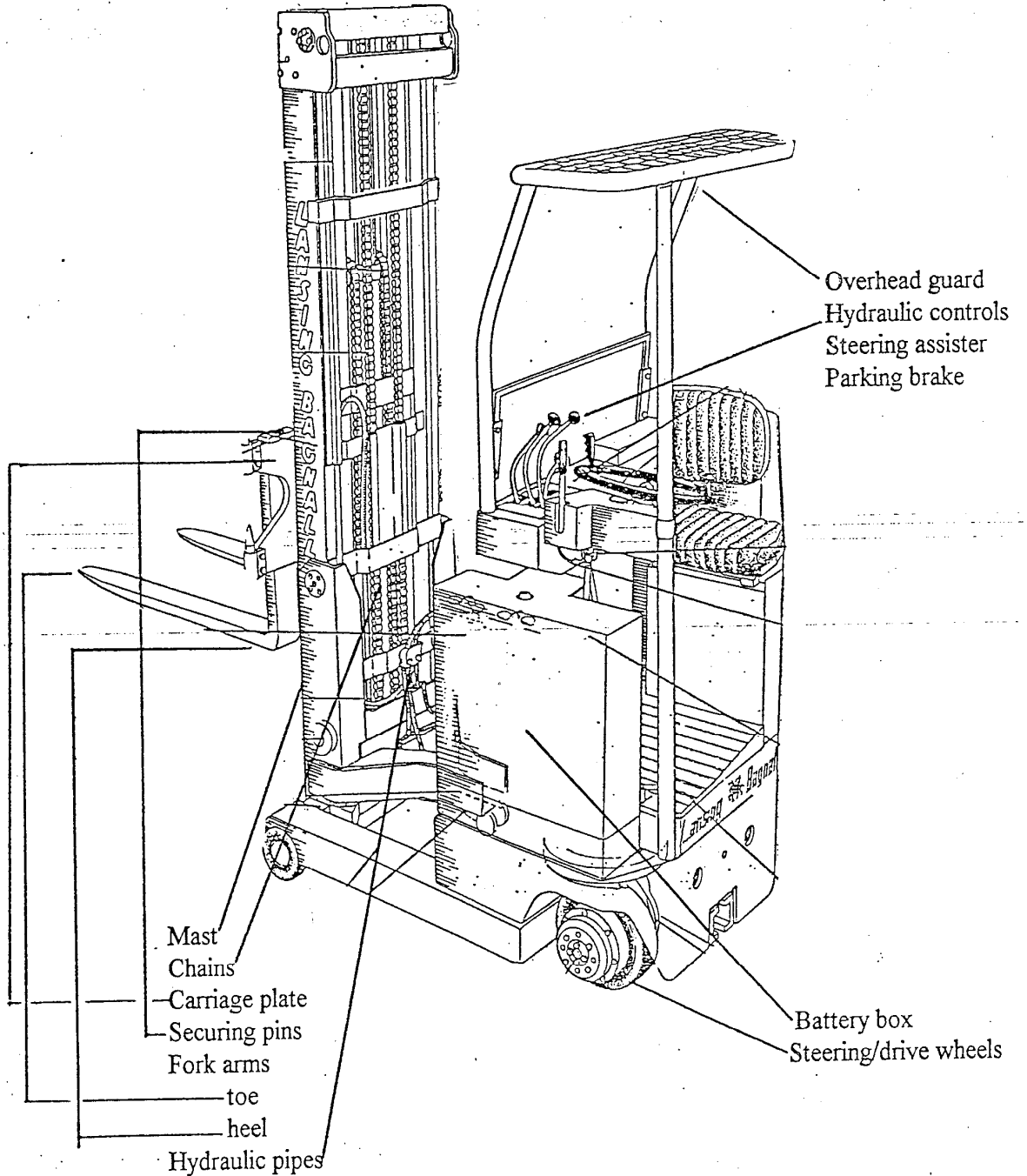
DAILY INSPECTION or PRE-USE CHECK.

- NOTE:::** ALL CHECKS SHOULD BE IN ACCORDANCE WITH MANUFACTURES HANDBOOK AND INSTRUCTIONS.
- FORKS:** CHECK FORK ARMS ARE NOT TWISTED AND ARE LEVEL - CHECK FOR CRACKS, CHIPS, SPLINTERING or BITS MISSING.
- CYLINDERS:** CHECK FOR SIGNS OF HYDRAULIC LEAKS.
- CHAINS:** CHECK FOR MISSING LINKS, RUST and ALL SECURING PINS ARE IN PLACE AND THEY ARE ADEQUATELY GREASED.
- BATTERIES:**CHECK THEY ARE SECURELY STOWED AND FILLER CAPS FITTED AND SECURE.
- HYDRAULICS:** LEAVE MAST FULLY EXTENDED FOR 30 SECONDS AND CHECK THAT MAST DOES NOT START TO CREEP DOWNWARDS.
- NOTE:::** ALWAYS CHECK HYDRAULIC OIL BEFORE USING ANY CONTROLS. BECAUSE HYDRAULIC OIL WILL THEN IN THE HYDRAULIC SYSTEM.THEREFORE GIVING A FALSE READING IN THE HYDRAULIC FLUIDTANK.

ELECTRIC COUNTERBALANCE LIFT TRUCK. COMPONENT PARTS.



LIFT TRUCK COMPONENT TERMINOLOGY





They make fast work out of lifting, loading and unloading, stacking, and transferring crates, drums, pallets, and other materials. But, forklifts can be dangerous if not operated properly.

Drivers and colleagues can be hurt (or killed) by forklifts that tip over or fall off loading bays,

or by collisions or falling loads.



In fact, more than 200 serious injuries a year are caused by improper forklift operations. Nearly 1,000 other workers require time off due to injury.

1. Know how your forklift operates.
2. Understand the load characteristics: weight, size, shape etc.
3. Drive safely (plan your route).
4. Load and unload safely.
5. Learn and follow the manufacturers and company safety rules and procedures.



The HSE requires that only “Trained” and “Authorised” personnel operates forklifts. **Do not operate a FLT if you have not been trained or authorised.**

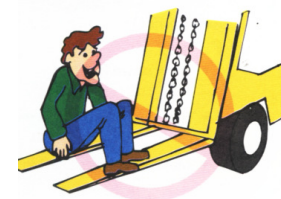
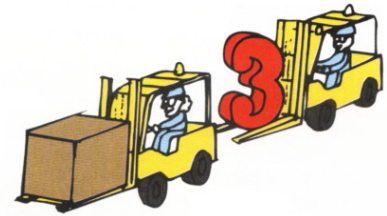
You and your forklift make a powerful team. **Before using any forklift, be sure you:**

- Have been properly trained.
- Read your operator’s manual and follow the instructions.
- Read the forklift data plate to see how heavy a load it can carry – and stay within that range.
- Follow all the manufacturers and your company’s inspection procedures.



Follow the rules of the “Road to Safety”.

1. Never tilt a load while moving.
2. Stay at least three vehicle lengths behind the vehicle ahead.
3. Keep out of pedestrian lanes and walk ways.
4. Always give the right-of-way to pedestrians.
5. Slow down, stop, and sound the horn at intersections and blind spots.
6. Use the mirrors on your vehicle, plus those on the walls and ceilings to see around corners.
7. Follow your company policy on the use of a hard hat, protective gear, and seat belt.
8. Do not use unapproved forklifts in areas that have flammable or explosive materials.
9. Keep arms, hands, and legs inside the forklift.
10. Stay away from edges of ramps, platforms, and elevated docks.
11. Avoid sharp turns.
12. Keep a clear view of where you’re going; drive in reverse (except up slopes) if the load obstructs your view – always look before reversing.
13. Don’t drive up to a person standing in front of a bench, table, wall, or other fixed object.
14. Don’t let anyone stand or walk under the elevated part of the forklift – full or empty.
15. Obey speed limits and other road signs, including floor markings.
16. Remember, this is not a car, it’s a specialised machine.
17. Don’t let anyone ride on the forklift or use it to lift people unless it is specifically designed for that purpose or has an approved basket or lifting cage.
18. Don’t reach through the mast.
19. Don’t drive the forklift on to public roads unless you hold the correct licence and the truck is also licensed.



Rules of the road.

1. **Make sure** you won't hit overhead lights, wires, pipes, sprinklers, or opening doors.
2. **Don't pass** at intersections or blind spots.
3. **Drive slowly** over dock plates. Make sure they are secured with bolts or pins.
4. **Watch out** for holes, grease, or uneven surfaces on the floor.
5. **Cross railroad** tracks diagonally if possible.
6. **Try not to** run over loose objects.
7. **Slow down** for turns.
8. **Stop before** going into reverse.
9. **Make wide** turns to avoid tipping over.



On slopes.

- **Go up and down** slopes slowly the correct way.
- **Point the load uphill** if the slope grade is more than 10%.
- Note: As a general rule, it is wise to travel with the load uphill.
- **Keep the load** only as high as necessary to clear the road surface so it doesn't have far to fall.

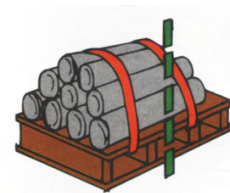


Parking.

- **Park away** from traffic, preferably on a flat surface, if you have to park on a slope, chock the wheels.
- **Don't block** aisles, doors, exits, fire extinguishers, electrical panels, or access to stairs.
- **Lower the forks** to the floor and tilt them flat.
- **Put controls** in neutral, turn off the machine, and set the brake.
- **Remove** the key.

Loading.

- **Check the load.** Make sure it's
 - within the trucks rated capacity.
 - stable and centred – stack and / or tie loose or uneven loads.
- **Use the proper lift** fixture for specific loads, such as a carpet spike or drum grappler.



To pick up the load.

- **Set the forks** wide and high enough to go under the load.
- **Drive into** the loading position.
- **Put** the load squarely on the forks.
- **Drive under** the load until it touches the carriage slightly.
- **Lift the load.** Tilt it back before travelling.

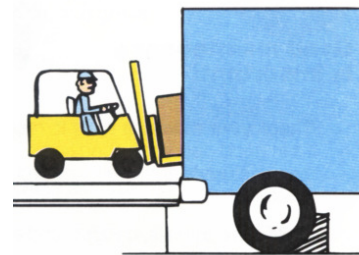


As you carry.

- **Keep the forks** low – 150 – 200mm (4 – 6 inc) above the ground.
- **Carry** loads low and tilted back.
- **Don't carry** anything on the overhead guard.
- **Do not** raise or lower the load while moving.

Unloading.

- Turn the forklift slowly into position.
- Go straight into trailers or railcars.
- If you're unloading onto a truck:
 - Make sure the truck's rear wheels are chocked, with brakes on.
 - Make sure the dock plate is secure and won't move.
 - Position the load, tilt it forward, then release it.
- If your unloading onto a rack or stack:
 - Tilt the load forward.
 - Raise and position the load to the correct height. Be sure to check overhead clearance levels.
 - Move it slowly into position.
 - Lower it onto the rack or stack.
 - Pull the forks back slowly.
 - When stacking, know how high you can safely stack materials.



After unloading, **always** back out slowly, looking over your shoulder.



Give your partner a daily check-up.

Good maintenance is important!!!

- Check your machine daily to make sure it's in good operating condition. Follow all manufacturer's and company procedures carefully.
- Be sure all dials, gauges, and equipment work properly.
- Check tyre condition and air pressure if appropriate.
- Check for water and oil leaks, particularly in the hydraulic system.
- Test brakes, steering, horn, warning lights, backup alarms, and other controls.
- Make sure the fire extinguisher is in place and properly serviced.
- Check for cracks at the heel of the forks.
- Look for bent or damaged forks – this usually means a serious safety problem.
- Never attempt to alter or repair the forks yourself. They either need to be replaced, or repaired by the manufacturer.
- Clean your truck at the start or end of each shift to remove dust, dirt, and grease.
- Use non-combustible cleaning agents on the forklift.
- Don't drive a forklift if anything is sparking, smoking, or if any temperature gauges register above normal. Report the problem.

And while you're inspecting, always keep your hands away from parts that can move.

Maintenance is very important.

Keep maintenance records neat and up-to-date. Report any problems to your supervisor and let a trained mechanic fix them. Place a **“Do Not Operate”** tag or sign on the forklift and remove the keys so that no one else can use it.

**Daily Inspection or
Pre-Use Checks**

Item	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Shift							
Fork Arms							
Carriage							
Stop Bolts							
Load Back Rest							
Mast and Rollers							
Chains/Securing Pins							
Lift Cylinders							
Wheels (nuts & rims)							
Tyres (condition & pressures)							
Overhead Guard							
General Bodywork							
Capacity Plate							
Check Fuel/Battery/Oil & Water							
Check Hydraulic Oil Tank (before using hydraulic controls)							
Check Oil Hoses for Leaks							
Check Seat for Security & Condition							
Check Horn							
Check Beacon Flashing							
Check all Warning Lights							
Start the Truck							
Check ALL Brakes							
Check Hydraulic Controls							
Park Truck and report any faults to supervisor							
Faults to be logged in fault report book							
Sign Inspection Log book if truck is serviceable							

Lift truck Fault reporting log.

Truck Fleet Number/Serial Number.....

Date	Fault Found	Operator Signature	Supervisor Signature	Date Repaired	Engineer Signature

FILLING INSTRUCTIONS AND SAFETY NOTES FOR LIFTING CALOR REFILLABLE CYLINDERS USED ON FORK LIFT TRUCKS.

Electric Dispenser Pump and Hand Operated Pump Siting, Installation and Maintenance of Fuel Storage Tanks.

The above should be carried out in accordance with the following publications:

Code of Practice No 1 – Installation and Maintenance of Fixed Bulk LPG Storage at Consumers

Premises – Published by LPGITA.

Code of Practice No 20 – Automotive LPG Refuelling Facilities Published by LPGITA.

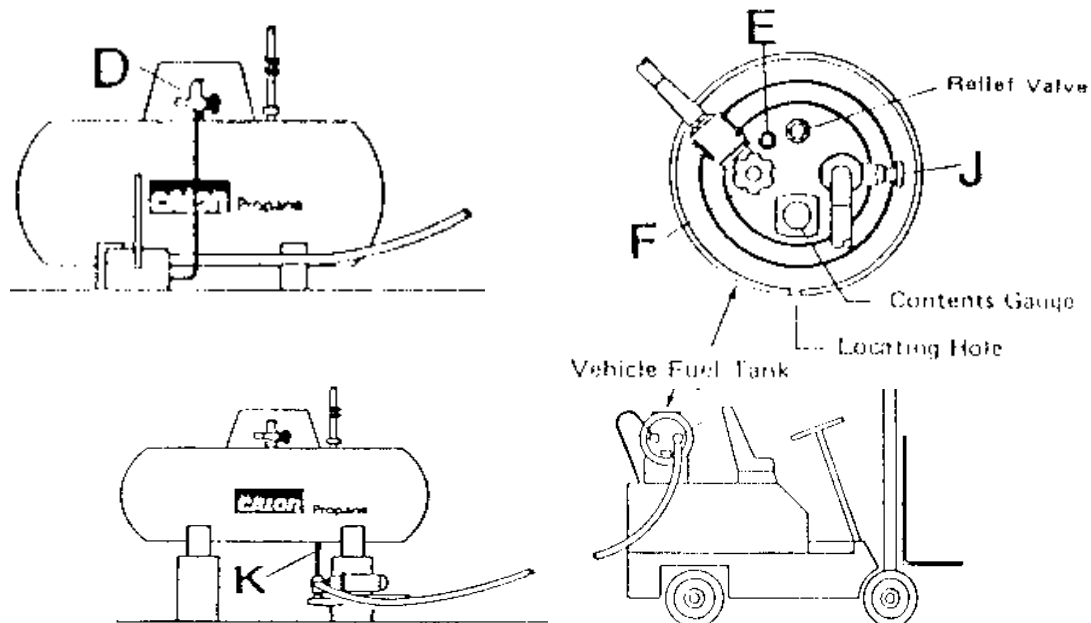
HS/G34 – The Storage of LPG at Fixed Installations – Published by HMSO.

Guidance Note CS4 – Keeping of LPG in Cylinders and similar Containers – Published by HMSO.

Safety Rules:

No smoking, naked lights or other sources of ignition should be permitted in the vicinity of the refuelling site and signs to this effect must be displayed. The area must be kept free from grass, weeds, rubbish and other readily ignitable materials. Suitable Fire extinguishers (Dry Powder) should be sited adjacent to the installation. Protective rubber gloves should be provided and worn at all times when refuelling is taking place.

VEHICLE CYLINDER REFUELLING INSTRUCTIONS.



1. Park truck, set brake and switch off engine. Close Service Valve 'F' on cylinder.
2. Check by Contents Gauge that cylinder is not already full.
3. Remove Filler Valve Dust Cap.

4. Connect the Filling Nozzle to the Filler Valve on the cylinder by means of the union connection (normal right – hand thread). Ensure that the Vent Valve (if fitted) is closed.
5. Open Valve ‘K’ underneath storage tank (electric pump) or Valve ‘D’ on top of storage tank (hand pump) as appropriate.
6. Open Valve ‘J’ on end of Filling Hose and note reading of Contents Gauge on cylinder. If this indicates $\frac{3}{4}$ (70%) or above, open Fixed Level Gauge Valve ‘E’ on cylinder, switch on electric pump, or operate hand pump, and commence filling. When a visible spray of LPG issues from the Fixed Level Gauge Valve ‘E’ immediately close Filler Valve ‘J’ on end of hose and cease filling.
7. With Valve ‘J’ closed, open Vent Valve (if fitted) and allow the small amount of gas trapped in the Filling Connection to escape. Do not attempt to break this connection until all gas flow has ceased from the vent valve.
8. Disconnect Filler Hose from cylinder and stow correctly. Finally replace dust cap on cylinder.
9. Keep Valve ‘K’ underneath storage tank (or Valve ‘D’ on top of tank) closed at all times when the installation is not in use.
10. If the Fork Lift Truck cylinder is removed for filling, this should be done with the cylinder in the horizontal position, with the locating hole in the shroud positioned at the lowest point.

NOTES:

- (i) When refuelling, truck must be at least 3m (10ft) from storage tank.
- (ii) It is important that the filling hose should be inspected prior to use on every occasion, as damaged hoses can result in serious incidents. If any damage is detected, do not use the hose, and immediately contact your nearest Service Office for assistance.
- (iii) Do not drop the Filling Connection or drag the hose along the ground. This will result in damage to the union and subsequent leakage.
- (iv) Never fill beyond the Max Level ‘F’ (or 80 %) on the Contents Gauge, or after liquid spray emerges from the Fixed Level Gauge when the valve is opened.

If, for any reason, the cylinder has been inadvertently overfilled, it is essential that the truck engine should be run to reduce the quantity of gas in the cylinder to the correct amount before the truck is left unattended.

Safety Data Information Sheet

Substance Identification Number :

1978

PROPANE.

HAZCHEM Code 2WE

General:

Commercial propane is supplied as a liquid under pressure in various sizes of steel cylinders, or in bulk for storage in steel pressure vessels on site. Containers are equipped with a handwheel valve and the outlet is fitted with a gas-tight plastic plug for transportation. The gas is stented to provide a characteristic odour.

Physical Data:

Boiling Point -40° C (approx).
Vapour pressure at 15° C 7.5 bar (g).
Vapour Density (air = 1) 1.56 at 0° C.
Specific Gravity (water = 1) 0.51 at 15.6° C.
Flammable Limits in air 2.2 – 9.5% by volume.
Auto-ignition Temperature 460° C (approx).
Volume of gas per unit volume of liquid = 274.

SAFETY INFORMATION.

Warning:

Flammable gas – No smoking or naked lights – Keep container in well ventilated place –
Liquid may cause frostbite.

Health Hazards:

Eye: Contact by liquid can cause burns similar to frostbite. If affected, immediately flush eyes with plenty of water for at least 15 minutes. Get immediate medical attention.
For protection, wear chemical goggles.

Skin: Contact by liquid can cause burns similar to frostbite. If affected, immediately wash area with cold water for at least 15 minutes. Get immediate medical attention.
For protection, wear gloves and impervious clothing.

Inhalation: Asphyxiant in high concentrations. At lower concentrations, lack of oxygen will cause dizziness, nausea, increased depth and frequency of breathing, and ultimately unconsciousness. If affected, immediately remove patient to uncontaminated area. If patient has stopped breathing, commence artificial respiration. Summon immediate medical attention. For protection, if ventilation is inadequate, the use of positive pressure air line respirator is required.

ACTION IN CASE OF FIRE:

Vacate the area and call the Fire Brigade. Small fires can be attacked with dry powder fire extinguishers. If it is safe to do so, close the container valve. Cool neighbouring cylinder(s) or tank(s) with water. Do not use water to extinguish LPG fires

BATTERY LOG

TRUCK FLEET NUMBER:

DATE:

6	7	18	19
5	8	17	20
4	9	16	21
3	10	15	22
2	11	14	23
1	12	13	24

Use the box beside the number to record the SG readings before charge.
Use the box under the numbers to record the SG readings after charge.

Low charge 1140
Typical values : Medium 1225
High 1280

Unusual readings were recorded for the following cells :

.....

REMOVING FROM CHARGE.

1. SWITCH OFF CIRCUIT BREAKER.
2. SWITCH OFF MAIN ISOLATOR.
3. REMOVE CHARGING LEAD FROM BATTERY CONNECTOR ON FORKLIFT TRUCK.
4. REPLACE CHARGING LEAD ONTO CHARGER STOWAGE POINT, ENSURE THAT CABLE IS NOT TRAILING ON THE FLOOR.
5. AT THIS POINT START PRE-USE CHECKS.
6. CARRY OUT HYDROMETER CHECK AND ENTER READINGS INTO BATTERY LOG BOOK.
7. ENSURE ALL BATTERY TOPS ARE SECURE AND ANY FURRING IS REMOVED FROM BATTERY TERMINALS.
8. REPLACE SEAT AND ENSURE IT IS SECURE.
9. REPLACE FORKLIFT POWER PLUG TO BATTERY SOCKET ON THE FORKLIFT TRUCK.
10. CONTINUE PRE-USE CHECKS AS PER INSPECTION SHEET.

PLACING ON CHARGE.

1. PARK TRUCK NEXT TO BATTERY CHARGER.
2. SWITCH OFF AND REMOVE KEY.
3. DISCONNECT PLUG FROM BATTERY CONNECTION ON THE FORK LIFT TRUCK.
4. CARRY OUT HYDROMETER READING AND ENTER INTO BATTERY LOG BOOK.
5. YOU MAY NEED TO TOP UP INDIVIDUAL CELLS IF SO YOU WILL BE UNABLE TO TAKE ANY READINGS.
6. CHECK THAT MAIN ISOLATOR IS IN THE OFF POSITION.
7. CHECK THAT CIRCUIT BREAKER IS IN THE OFF POSITION.
8. CONNECT BATTERY CHARGER LEAD TO BATTERY CONNECTOR ON THE FORKLIFT.
9. CHECK THAT THE BATTERY CHARGER IS SWITCHED TO THE NORMAL POSITION.
10. RESET TIMING RELAY (ROTATE KNOB FULLY CLOCKWISE).
11. SWITCH THE MAIN ISOLATOR TO ON.
12. SWITCH CIRCUIT BREAKER TO THE ON POSITION.

ALWAYS FOLLOW THE MANUFACTURERS INSTRUCTIONS WHICH CAN DIFFER ON DIFFERENT MACHINES.