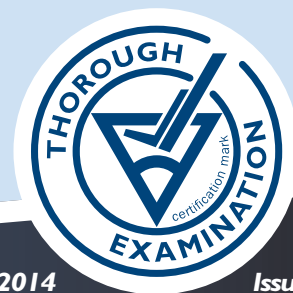


the Examiner



May 2014

Issue 10



in this issue

Presentation is everything • Keeping more sectors safe

The Examiner is the newsletter of Consolidated Fork Truck Services Ltd (CFTS). CFTS was formed as a joint venture between the Fork Lift Truck Association (FLTA) and British Industrial Truck Association (BITA). In consultation with the Health and Safety Executive (HSE), CFTS developed the materials handling industry's national accreditation scheme for Thorough Examination. The CFTS Thorough Examination scheme was officially launched in 2004 and continues to be administered by CFTS. For further information visit the CFTS website:

www.thoroughexamination.org

Since the last edition of *The Examiner* I have travelled to large parts of the UK to meet many of you, our accredited members. I look forward to continuing with

these. We think of this country as a small group of islands but it does take a bit of getting around. I hope to eventually visit and meet you all.



Industrial Trucks

I recently received an enquiry from a member asking if they needed to have a 'permission switch' fitted to the fourth hydraulic lever on new trucks that were to be fitted with paper roll clamps.

The answer in this specific case was – yes. However, I thought that I should raise awareness of this issue amongst our members as some may not know about it and therefore some truck/attachment combinations in service may not comply with legislation.

Basically, a 'permission switch' is a switch which must be depressed in conjunction with the hydraulic lever to allow the opening function (i.e. unclamping operation) of the solenoid. Usually an indicator light is incorporated into the system.

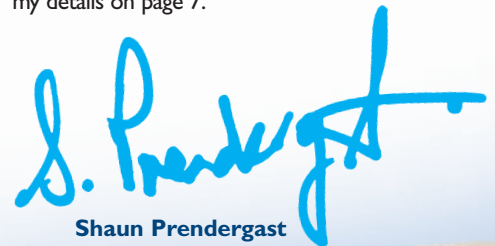
This is a requirement under the Machinery Directive 2006/42/EC which became effective 29th December 2009. From the Industrial Truck Standard EN ISO 3691-1:2012, the following extract should be applied:

Trucks equipped with attachments which hold the load by power (e.g. paper clamp) shall feature control(s) with a secondary action to prevent unintentional release of the load.

I would like to stress the importance for all dealers and service providers to liaise directly with the truck manufacturer/attachment supplier to identify whether you need to have this secondary function fitted to the equipment you are supplying and servicing – just as you would enquire to have a new deration/capacity calculation and plate made.

Several truck manufacturers are now incorporating this feature – as standard – on the fourth hydraulic lever on new builds. In addition, several attachment suppliers have retrofit kits available for purchase.

This issue is something that Competent Persons should bear in mind whilst they carry out Thorough Examinations. If you should need any further clarification, then please feel free to contact me. You'll find my details on page 7.


Shaun Prendergast

Update: Competent Person's Course for Engineers

Following on from the article in Examiner 9, I am pleased to report that the changes and improvements have been implemented and feedback so far from Members has been very positive.

I have also sat in and observed the revalidation course. I was happy with the content covered and have decided that no changes need to be made. Feedback from attendees was also very positive.

As you read through this edition of *The Examiner*, you will see that we have focused on telescopic forklifts and rough terrain forklifts. This has always been a very important part of our industry. For many CFTS-accredited companies, particularly those companies involved in farming and working on building sites, these are very important types of equipment.

Telescopic handlers have become multifunctional items of handling equipment, and with these complicated tasks comes added complexity. This inevitably requires engineers and Competent Persons of the highest calibre to maintain and thoroughly examine them. This same criteria applies to Rough Terrain Forklifts.



By now, you will all have seen the laminated technical leaflet that we produced for counterbalanced fork lift trucks. This leaflet has proved so successful that we have now produced a leaflet covering telescopic and rough terrain lift trucks.



We have always been fortunate to have Merlo as a CFTS member company and their training procedures meet the demands of those companies carrying out Thorough Examinations and maintenance on telescopic machines.

I am pleased to say that Manitou are now a fully accredited CFTS company. Through their Training and Technical Manager, Gregg Hampshire, they are rolling out a sophisticated training programme across their dealerships. This will result in a major step forward for CFTS.

In addition, I have worked very closely with the staff at the British Agricultural & Garden Machinery Association (BAGMA) for many years. This has resulted in the development of a course that specifically meets the needs of companies, engineers and Competent Persons that require specific training on telescopic lift trucks and rough terrain machines. Adam Wyatt is the Technical Manager for BAGMA and his colleague Kari Hearn manages the courses and training. They would be very pleased to offer their services to any companies looking for additional training.



This is just one of the ways that we're working to meet the varied needs of our accredited companies. Enabling our members to thoroughly examine all types of fork lift trucks is one of our key aims.

Chas Day

Chas Day
Technical Manager, CFTS

Upcoming course dates

Thorough Examination (2 days)

- 06-07 May 2014
- 03-04 June 2014
- 24-25 June 2014
- 01-02 July 2014
- 12-13 August 2014

Thorough Examination Revalidation (1 day)

- 08 May 2014
- 05 June 2014
- 03 July 2014
- 14 August 2014

New materials give CFTS-accredited companies the leading edge

Following on from the success of our laminated technical leaflet for counterbalance lift trucks, we have created two new versions to support the Thorough Examinations of telescopic and rough terrain lift trucks.

Due to the complex and varied nature of their work, telescopic and rough terrain trucks can present challenges during maintenance and Thorough Examination. As a result, only the highest calibre of engineers and Competent Persons can do this to the standard required by law.

The new two-sided presentation cards have been produced to support accredited companies working within the farming and construction sectors.

Each clearly illustrates the difference between a LOLER-only Thorough Examination and the CFTS approach. While one shows what's covered by a bare minimum legal LOLER 98 Thorough Examination, the other shows the standard CFTS checks for the specific vehicle.

Originally designed to serve as a talking point between engineers and customers, the two-sided cards have proved very popular with lift truck owners and users. In fact, the counterbalance lift trucks leaflet needed to be reprinted because so many asked to keep a copy for reference.

Running out?

Additional promotional materials can be ordered through Berry at the FLTA.

Simply complete the form on the back page and fax to **01635 277579**.

Alternatively, you can email her at **mail@fork-truck.org.uk** or phone **01635 277577**

Thorough Examination: don't do it by half...

IMPORTANT: research shows 93% of fork lift truck managers assume their Thorough Examination checks the whole truck is safe to use. Unless it's a CFTS accredited examination, they're dead wrong... and exposed to prosecution, fines and potentially fatal accidents.

2 Telehandlers Most non-CFTS inspections meet LOLER 98 requirements...

BOOM

The boom must be inspected throughout its full range of extension and movement, to ensure smooth, safe operation and structural integrity. Boom wear pad clearance must also be checked.

CHAINS (IF PRESENT)

Boom telescopic chains must be checked carefully, as per manufacturer's specifications.

HYDRAULIC FUNCTIONS

To enable safe operation, all hydraulic functions – including frame levelling and stabilisers – must move in even, controlled ways. These must also be checked for damage and scoring, which can indicate more serious issues.

CONTROLS

As well as the controls themselves, which must all be fully functional, securely mounted and clearly marked, all linkages and cables must be inspected to prevent potential failure through damage, corrosion or wear.

LOAD CHARTS

Load charts are critical to the safe operation of any variable reach truck and must be checked. Charts, including those for attachments, must be clear and attached securely.

RATING PLATE

Clear rating information is absolutely critical to safe operation of a lift truck. The plate must be clear and securely attached.

FORKS

Fork arms are subject to constant abrasion and stress, making them particularly vulnerable. They must be of the correct capacity, meet ISO 5057 for wear, and must not be cracked, deformed or damaged. Fork location and end stops are also checked.

ATTACHMENT / SIDE-SHIFT (IF PRESENT)

Any attachment must operate smoothly and safely throughout the full range of movement. It should be mounted securely, and free from damage, distortion and cracks.

NB: attachments, side shift, frame levelling or stabilisers that are permanently fitted are included in a truck's usual Thorough Examination schedule. Ones that can be removed must have a full examination at least twice a year. For clarification, please ask your CFTS-accredited examiner.

FORK CARRIAGE

Tool carriage must be checked for correct latching and locking system operation. Pins and bushes for the tilt linkage must also be checked. The load guard (if present) must be structurally sound and securely mounted. Otherwise, it may not only cause falling loads, but become a hazard in its own right.

HYD SYST

The hydraulic system is a major task, covering hoses, pipes, cylinders and reservoirs, along with a prolonged load test to rule out unacceptable descent. Filters are also inspected, for any signs of debris.



...now, turn over and see what they don't check...

For information on other types of trucks, please contact your local CFTS-accredited company. Consolidated Fork Truck Services (CFTS) is a collaboration between the UK's leading fork lift truck trade bodies, and supported by the Health and Safety Executive. For more information see www.thoroughexamination.org, or ask your CFTS-accredited provider.

Thorough Examination: don't do it by half...

Only a CFTS-accredited Thorough Examination is guaranteed to check the whole truck... so you know it's really safe to use, and you're covered for both LOLER 98 and PUWER 98 regulations.

A CFTS Thorough Examination checks everything overleaf – plus all this...

SAFETY SYSTEMS

Safety systems can only protect workers if they operate correctly. Moreover, because operators come to depend on them, any failure can instantly cause serious unsafe practices. Calibration and operation of Longitudinal Load Moment Indicator System (LLMI) must be checked. Any audible alarms and visible warnings are checked, along with interlocks and seat switches if present. Capacity and data plates must also be present, secure and easy to read. ***may not be checked in a non-CFTS examination***

VISIBILITY AIDS (IF PRESENT)

Visibility aids, such as mirrors or cameras, should be clean and undamaged. Any cameras must also function correctly. ***may not be checked in a non-CFTS examination***

CABS

As well as compromising protection from falling loads and the risk of roll-overs, damage to the falling object protection system (FOPS) and roll over protection system (ROPS) can be a clue to potential lethal structural problems. Cabs must therefore be sound and securely mounted. Any transparent screens must be clear and undamaged to ensure optimum visibility. ***may not be checked in a non-CFTS examination***

SEAT MOUNTING

The seat mounting must be absolutely secure, along with the seat base. Any anti-vibration mechanism is also checked for signs of damage. ***may not be checked in a non-CFTS examination***

TRACTION SYSTEM

The prime mover and transmission are inspected. As well as the engine, the exhaust is also checked. ***may not be checked in a non-CFTS examination***

CHASSIS

The chassis is inspected for cracking and signs of damage, with particular attention paid to the welds. ***may not be checked in a non-CFTS examination***

STEERING

To ensure the truck can be operated safely, all mechanical and hydraulic steering parts are inspected for signs of failure, corrosion, damage or excessive wear. Steering is checked in all modes and configurations. In addition, steering alignment system is also inspected. ***may not be checked in a non-CFTS examination***

STRUCTURAL FASTENINGS

Important structural fastening components, such as those holding axles, fluid reservoirs and battery, must be secure and undamaged. ***may not be checked in a non-CFTS examination***

WHEELS

Wheel failure is a fork lift operator's worst nightmare, but brakes are checked in many examinations. A CFTS examination covers parking and trailer – checking all tyres, pneumatics, valves, pedals, levers and latches to ensure the operator operates exactly as intended. ***may not be checked in a non-CFTS examination***

SEAT RESTRAINT

Any operator restraint – including seat belts and any other devices designed to keep the operator safely seated in the event of a tipping accident – is checked to ensure it is fully functional and free from damage. ***may not be checked in a non-CFTS examination***

WHEELS

Because of the forces involved, wheel failure not only causes accidents, but can be a fatal hazard in its own right. CFTS Thorough Examination ensures wheels and assemblies are sound and securely fixed. Bearings are given special attention. ***may not be checked in a non-CFTS examination***

TYRES

Tyres are essential for safe and efficient operation. They provide grip for movement and braking and an element of suspension for safety and comfort. CFTS Thorough Examination are guaranteed to check the tyres are correctly specified and fitted, and free from excessive wear or damage. In addition, pressures are checked. ***may not be checked in a non-CFTS examination***

COUNTER WEIGHT

Often a cast iron block, the counterweight suddenly coming loose can be catastrophic – both to truck stability and as a hazard in its own right. All fastenings must therefore be safe, secure and undamaged. ***may not be checked in a non-CFTS examination***

More to come...

Plans are already underway to extend the series of laminated technical leaflets to include versions outlining the needs of hand pallet, power pallet, man-up and reach trucks.

In addition, we will be enhancing the web content on our website to include content specific to each of these vehicles.

www.thoroughexamination.org

Don't do it by half

This extended promotional library is just one of a host of customer-facing items which communicate the important message:

“Thorough Examination: Don't do it by half”.

These include an informative video and two new advertisements, which you'll see running in a number of trade titles, including *ShD* and *Handling & Storage Solutions*.

We've also created a fold out leaflet – perfect for mail outs or leaving behind with customers – which identifies the risk of a LOLER-only Thorough Examination and explains how CFTS keeps your customers protected.

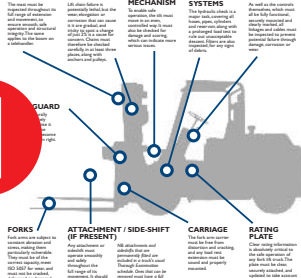
All of these materials give CFTS Thorough Examinations - and your business - the leading edge in the marketplace...

...a CFTS-accredited examination is

Thorough Examination: don't do it by half...

1 Counterbalance Lift Trucks

Most non-CFTS inspections meet LOLER 98 requirements...

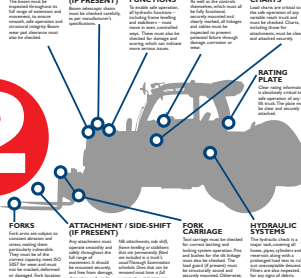


...now, turn over and see what they don't check...

Thorough Examination: don't do it by half...

2 Telehandlers

Most non-CFTS inspections meet LOLER 98 requirements...

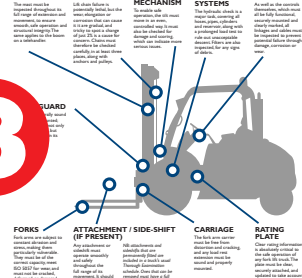


...now, turn over and see what they don't check...

Thorough Examination: don't do it by half...

3 Rough Terrain Lift Trucks

Most non-CFTS inspections meet LOLER 98 requirements...



...now, turn over and see what they don't check...

Save time and money with BACS

As you read through this edition of *The Examiner*, you will see that we have included a documentation pack order form for your convenience, as well as the contact details you will need to place orders and arrange payment.

With this in mind, we would like to strongly encourage all of our member companies to settle their invoices via BACS.

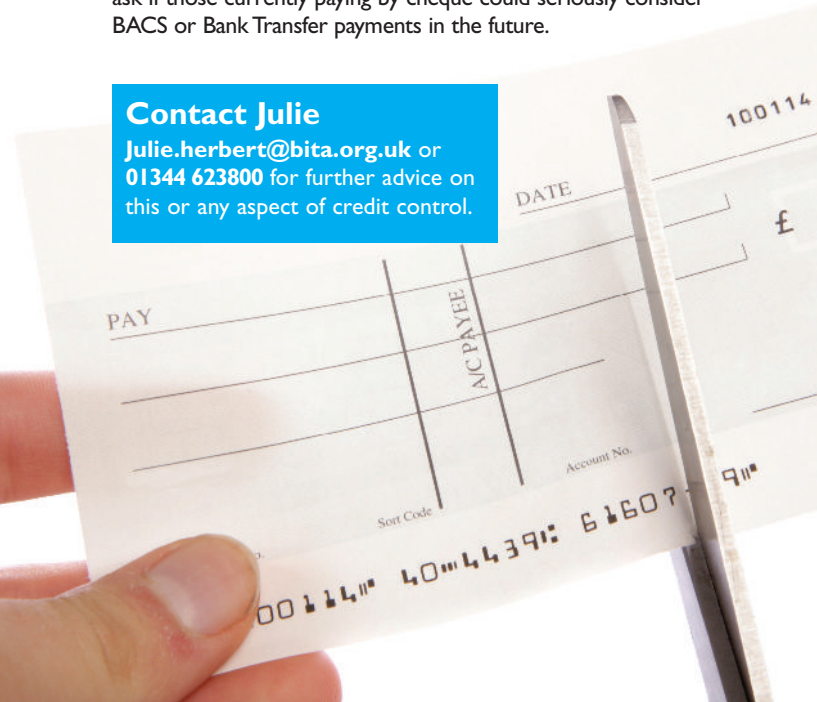
BACS is easy to set up and allows companies to securely transfer money between bank accounts – without the need for writing out and sending cheques in a sometimes unreliable postal system!

Many of our member companies have already adopted this very efficient payment method and we would ask if those currently paying by cheque could seriously consider BACS or Bank Transfer payments in the future.



Contact Julie

Julie.herbert@bita.org.uk or
01344 623800 for further advice on
this or any aspect of credit control.



Frequently asked questions

As you can imagine, we regularly receive questions concerning the legislation, standards and directives that regulate our industry.

We could fill this whole edition of *The Examiner* with details of legislation, and almost certainly the next 10 editions! However, the most common questions we hear are about the Machinery Directive.

The Machinery Directive is a document compiled by the European Parliament. The Directive is reviewed periodically and, in its current form, it is designated 2006/42/EC.

It lays down EU requirements that manufacturers and companies from member states must meet in order to sell equipment throughout Europe, and indeed throughout the world.



The directive encompasses everything from the battery in your wristwatch to an A380 aircraft.

It is from the Machinery Directive that the directives and standards that regulate and control our industry are formulated.

The Machinery Directive is a very important document. While it is not necessary to have a copy, nor know the contents in any detail, it is the responsibility of myself and Shaun to help with any queries that you may have, but it is important to be aware of its existence.

Remember: if you do have any questions on legislation or technical matters, please do not hesitate to contact Chas or Shaun. You will find their contact details opposite.

CFTS Board Members & Officers



Richard Hayes, Chairman
Brindley Lift Truck Services Ltd



Mike Mathias
Toyota Material Handling UK



Geoff Martin
Jofson Ltd



Peter Harvey, Chief Executive
FLTA



James Clark, Secretary
BITA



Chas Day, Technical Manager
CFTS

Note: BITA will shortly nominate a new member of the CFTS Board.

Newly accredited companies

We are pleased to welcome 23 accredited member companies to CFTS:

- **Manitou Group**, Nationwide
- **Triple R Engineering Ltd**, Uckfield, East Sussex
- **GLF Forklift & Handling Services**, Forfar, Angus
- **VNA Forklifts Ltd**, Barnsley, South Yorkshire
- **Joda Freight Ltd**, Keighley, West Yorkshire
- **Hystackers Ltd**, Stoke-on-Trent, Staffordshire
- **WMH Materials & Fabrications Ltd**, West Lothian
- **Agricultural Machinery (Nantwich) Ltd**, Nantwich, Cheshire
- **R Hunt Ltd**, Stockbridge, Hampshire
- **C. Boardman T/A Testing & Inspection**, Enfield, Redditch
- **LMP Materials Handling Ltd**, Winchfield, Hampshire
- **Andover Fork Truck Services**, Andover, Hants
- **Instant Hoses & NI Ltd**, Dungiven, Londonderry
- **Bryson Tractors**, Lanark, Lanarkshire
- **Lothian Mechanical Handling Ltd**, Bathgate, West Lothian
- **J F Repairs**, Tullamore, Co. Offaly
- **W & M Agricultural Engineering**, Oswestry, Shropshire
- **D.A.T. Mechanical Services Ltd**, Camberley, Surrey
- **G H Pearman Agricultural Engineers Ltd**, Coventry, West Midlands
- **Truro Farm Machinery**, Truro, Cornwall
- **M B Mechanical**, Cheltenham, Gloucestershire
- **Machine Shop Ltd**, Bury St Edmunds, Suffolk
- **A10 Forklift Services**, Ware, Hertfordshire

Contacts

Reminder

May we take this opportunity to remind all companies accredited to the CFTS scheme that **documentation** should be ordered from the **FLTA** and **invoice queries** should be directed to **BITA**. The relevant contact details are given below.

Documentation pack orders

Please use the CFTS order form that is sent out with every re-accreditation. This can be sent to the FLTA by post or fax, or by email as a PDF. Order processing is managed by Berny.

CONTACT DETAILS

The Fork Lift Truck Association
34B Kingfisher Court, Hambridge Road,
Newbury, Hampshire RG14 5SJ
Tel: **01635 277577**
Fax: **01635 277579**
Email: accounts@fork-truck.org.uk

Invoices and credit control

Invoices are raised by Julie at the BITA office. Contact details are:

The British Industrial Truck Association
5-7 High Street, Sunninghill, Ascot, Berkshire
SL5 9NQ
Tel: **01344 623800**
Fax: **01344 291197**
Email: julie.herbert@bita.org.uk

Technical advice & other queries

CFTS Technical Manager **Chas Day** oversees all aspects of administration and is happy to deal with any queries. His contact details are:
Tel/Fax: **01276 502930**
Mobile: **07730 768659**
Email: chas@thoroughexamination.org

CFTS Technical Manager **Shaun Prendergast** is also available to handle any queries you may have. His contact details are:
Mobile: **07730 768668**
Email: shaun@thoroughexamination.org

To contact either Chas or Shaun by post, please use the following address:

Consolidated Fork Truck Services Ltd
5-7 High Street, Sunninghill, Ascot, Berkshire
SL5 9NQ

CFTS Ltd

Document Despatch
Fork Lift Truck Association
34b Kingfisher Court, Hambridge Road
Newbury, Berkshire RG14 5SJ

Tel: 01635 277577 Fax: 01635 277579

E-mail: mail@fork-truck.org.uk



CFTS Order Form

DATE:

CFTS NUMBER::

ORDER No:

CONTACT:

ITEM (Prices do not include VAT or carriage)	COST £	PACKS
Standard Thorough Examination Pack (20 tests)	100.00	
Attachment Thorough Examination Pack (20 tests)	100.00	
New Truck Sticker Pack (22 stickers)	50.00	

INVOICE DETAILS:

COMPANY NAME:

ADDRESS:

POST CODE:

TEL:

FAX:

EMAIL:

DELIVERY DETAILS: (if different)

COMPANY NAME:

ADDRESS:

POST CODE:

For Office Use Only
(Sept 12)