



## Call to arms: Be aware of wear

**also in this issue**

- Hire truck issues thoroughly explained
- Market share increases in 2008

The Examiner is the newsletter of Consolidated Fork Truck Services Ltd (CFTS). CFTS was formed as a collaboration 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](http://www.thoroughexamination.org)





By becoming accredited to the CFTS Thorough Examination scheme you have demonstrated your company's commitment to upholding the highest standards. So why not let the public and potential customers know about it?

The John Knowles Company, which handles the publicity for CFTS, can prepare and issue a press release to your local media, warning of the dangers of poor examinations and pointing to you as a source of high quality service. It won't cost you a thing but it may well bring you some positive exposure.

Similarly, the John Knowles Company can draft a letter on the same subject for you to send to potential customers.

If you would like to take up this offer, please email [mail@jkc.co.uk](mailto:mail@jkc.co.uk)

## Certificate mask

'Don't judge a book by its cover,' or so the saying tells us. But now, more than ever, presenting a good image to your customers is essential.

To help you produce professional-looking Thorough Examination Certificates, we have introduced a mask that permits you to print directly from your computer onto the certificate. The mask can be obtained by emailing Julie Herbert: [Julie.herbert@bita.org.uk](mailto:Julie.herbert@bita.org.uk).

## CFTS Board Members & Officers

John Chappell Chairman	Rushlift Mechanical Handling Ltd
Stephen Hodgkinson	Toyota Materials Handling UK Ltd
Richard Hayes	Brindley Lift Truck Services Ltd
Simon Emery	Crown Fork Lift Trucks Ltd
Chas Day Technical Manager	CFTS
James Clark Secretary	BITA
David Ellison	FLTA

## Contacts

### 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 Tricia. Contact details are:

### The Fork Lift Truck Association

Manor Farm Buildings  
Lasham, Alton  
Hampshire, GU34 5SL

Tel: **01256 381441**  
Fax: 01256 381735  
Email: [mail@fork-truck.org.uk](mailto:mail@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: [info@bita.org.uk](mailto:info@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:

### Consolidated Fork Truck Services Ltd

5-7 High Street  
Sunninghill, Ascot  
Berkshire, SL5 9NQ

Tel/Fax: **01276 502930**  
Mobile: 07771 848519  
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## CFTS: a continuing success story



We are all aware that 2009 will not be an easy year, but it is certainly a year in which we can be positive. While economic uncertainties might preclude the purchase of new equipment for some companies, a Thorough Examination will always be necessary to maintain safety.

With the twin strengths of the FLTA and BITA as our bedrock, and the continued guidance of the Health and Safety Executive, I believe that, with your assistance, CFTS will continue to offer a highly valued service based on the skill and experience of your respective companies.

I am pleased to report that Thorough Examinations carried out by CFTS-accredited member companies are still consistently increasing year upon year. This is – without a doubt – thanks to all of your efforts to raise industry standards and improve fork lift truck safety. You have excelled at promoting Thorough Examinations in the marketplace and, in many cases, have won contracts from the technical branches of insurance companies. Twenty-seven new companies were accredited to CFTS in 2008, confirming our growing market share.

As always, the Board is working to further improve the level of service you can offer your customers, as well as developing further means of attracting new business. In this issue, we share news about improvements to CFTS documentation. And, look out in the future for enhancements to the website and a new leaflet campaign.

Since the formation of CFTS in late 2003, we have maintained the cost of the documentation packs at £100 for a pack of 20 inspections. You will be pleased to know that the Board will maintain this figure for the foreseeable future.

May I conclude by thanking you all for your continued support of CFTS. Since being appointed Technical Manager, I have visited many companies and I have certainly spoken to all of you several times. I regard you as both working colleagues and friends. I am proud to hold this position and look forward to assisting you and your businesses in the coming year.

*Chas Day*

Chas Day  
Technical Manager, CFTS

## Not the world's fastest Indian



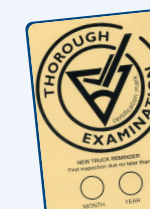
**Semi-retirement certainly hasn't slowed down BITA Service Working Group member Chris Oliver.**

Formerly a Technical Director of Merlo UK, Chris' lifelong passion for motorcycles has seen him restore classic and vintage models, including his most recent project: a 1915 Indian V Twin.

Purchased as a 'fixer-upper' 21 years ago, it's always been his intention to rebuild it as a retirement project. So, when the time came, Chris undertook 18 months of meticulous research into every detail: from its colouring to its nickel plate.

The newly restored Indian now holds pride of place. It is currently on loan to The W O Bentley Memorial Foundation near Banbury. Before his involvement with cars, W O Bentley raced a similar Indian.

When not restoring classics, Chris enjoys riding them in rallies both at home and abroad each summer. Now working as a Technical Consultant to Merlo UK, Chris' role includes administration of CFTS Thorough Examinations throughout the Merlo dealer network.



## New truck stickers

To help keep costs low for our members throughout the months ahead, we have reduced the cost of the 'new truck sticker' from £5.00 to **just £2.00 per pack**. This is to encourage you to attach the sticker to every new truck.





# Hire trucks & Thorough Examinations

**Popular myths about Thorough Examination requirements and hire trucks can place customers' safety in jeopardy and leave them in breach of the law.**

CFTS is often asked how Thorough Examination requirements vary between a customer's own fork lift trucks and those owned by CFTS member companies as part of a hire fleet.

The simple answer is that there is no difference. **ALL** fork lift trucks require a Thorough Examination at least every 12 months as specified in LOLER 98, PUWER 98 and Guidance Note GN28.

As we are all aware, current legislation dictates that Thorough Examination is a user requirement. As such, it is the responsibility of both owners and users of equipment to ensure that a current and valid Thorough Examination Certificate is in place and available for inspection.

Often, companies operating hire fleets have difficult decisions to make about Thorough Examinations. Issues, such as who will carry them out and when, can be compounded when both short term and long term hire equipment are on offer.

Nothing is laid down in legislation regarding this, but CFTS can offer the following advice which will maintain the equipment's integrity and give your own customers simple and straightforward guidance – and peace of mind.

## Long-term hire for periods longer than one year

All equipment over one year old **MUST** leave your undertaking with a current Thorough Examination document. We would always recommend that a copy of the Report of Thorough Examination is given to the hirer as part of the user agreement. For new trucks we strongly recommend attaching a "New Truck Sticker", which will act as a reminder.

If the Thorough Examination is included in a maintenance contract, it should be shown as a separate chargeable item, reinforcing the fact that the Thorough Examination is not part of routine maintenance.

You should ensure that you then carry out the next Thorough Examination at the due date. This promises continued safety of the truck and forms an integral part of your quality assurance procedures should an accident or incident occur.

Should the hirer seek to have the inspection carried out by a third party, it is essential that you, as the fork lift truck's owner, are

furnished with a copy of the report as well and are satisfied with the quality of the inspection being performed. Take every opportunity to regain control of the process and persuade your customer that you are best placed to carry out this important task.

## Short-term hire for periods up to one year

Fork lift trucks can be hired for as little as a day, or indeed up to 12 months. With hire periods and usage varying so greatly, this type of arrangement creates many difficulties for those operating a hire fleet.

Whatever the term, the equipment must leave your facility with a Thorough Examination document in place. As with long-term hire, we would always recommend that a copy of the document is supplied as part of the hire agreement.

A crucial decision must be made as to whether or not a Thorough Examination is carried out when the equipment is returned. Again, nothing is specified within current legislation, so we offer the following recommendations.

Since you will be responsible for the routine maintenance of the fork lift truck, a straightforward inspection, performed each time a machine is returned off hire, would be sufficient.

There are a few other issues that need to be considered. Usually the Competent Person determines the frequency of Thorough Examination based on a number of factors, including use. A close eye should be kept on short-term hire trucks as those that are used in a harsh environment, or on intensive operations, may require more frequent Thorough Examinations than laid down by the Competent Person at the time of the most recent Thorough Examination, when the truck was on a single shift in a warehouse. If a truck is used on many really short-term hire tasks, with numerous operators, it may be prudent to consider a more frequent regime of Thorough Examinations.

It should be stressed, once again, that these are simply recommendations. We fully appreciate that carrying out Thorough Examinations ahead of the due date may incur a slightly increased cost. However, safety is the primary consideration.

Whatever procedure is currently in place, it goes without saying that any fork lift truck available for hire should have a Thorough Examination in place using CFTS-approved documentation as specified in the CFTS Procedural Code.



# The repair of fork arms

**Forming a critical part of a fork lift truck, fork arms are the steel component which physically accepts a load. They are designed, manufactured and tested to accept dynamic, bending and torsional stresses in the truck's day-to-day operation. Abuse, incorrect use or improper maintenance decreases the life of the forks. Because of this, we are often asked by CFTS members, as well as truck users, about the criteria regarding their repair.**

The most frequently asked question is whether it is safe and permissible to weld the fork heels to restore material eroded through incorrect operation. Every part of a fork lift truck is manufactured to a specific standard or directive. In the case of fork arms, the standards relating to it can be found in:

EN1726	Safety of Fork Lift Trucks (Parts 1 & 2)
ISO 2330:1995	Fork Lift Trucks – Fork Arms – Technical Characteristics and Testing
ISO 5057:1993	Industrial Trucks – Inspection and Repair of Fork Arms in Service on Fork Lift Trucks

There are also two excellent guidance notes published by BITA and FLTA:

BITA Guidance Note GN62	Maintenance, Inspection and Repair of Fork Arms and Attachments
FLTA Technical Bulletin 12	Inspection and Repair of Fork Arms

It is very doubtful that anyone considering repairing fork arms will be aware that these standards and guidance exist – let alone know about the specific testing that is required if a repair is attempted.

Welding a plate to the heel of a fork arm will almost certainly change the material's characteristics and create internal stresses which will weaken the base material.

Without having specific knowledge of the hardening and tempering process of the steel components involved, we believe it would be impossible to restore a fork arm to its original strength. If you had a worn or damaged tyre on your car, would you contemplate attaching another part of a tyre to the damaged thread? No, you'd simply scrap the tyre.

As we are all aware, if the measurement at the heel of the fork exceeds the wear limit by 10 per cent the fork arm should be scrapped. This recommendation is supported by CFTS, the FLTA and BITA, as well as the fork arm manufacturers allied to those Associations.

Fork arms may only be repaired if a manufacturer or expert of equal competence authorises the repair.

Should you be asked to comment on repairs to fork arms or be requested to inspect a fork lift truck with such a repair, I hope this information will allow you to speak with authority.

## New order form

**A new order form, found on the back cover, will help save you time when requesting:**

- New truck stickers
  - Standard Thorough Examination
  - Attachment Thorough Examination
- To use, photocopy your form, fill in your details and return by post, fax or email to the FLTA address shown.**