



Are you a Thorough Examination Mastermind?

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Used trucks: your responsibilities

Free HSE resources

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

Dear Colleagues

A very happy new year to all of our members. I hope you all had a pleasant and relaxing Christmas break.

I do not want to dwell on the economy, but it must be a good period for us all. Shopping prices are down. Fuel prices are down. And inflation is low.



There are a number of key developments underway which stand to benefit all of our members:

The **CFTS website** (www.thoroughexamination.org) is undergoing a makeover which will allow members to access new resources through a secure online facility. We will email every accredited company in the next few weeks – once testing is completed – to fully explain how it works.

We've been looking at **electronic documentation**. You'll find out more about what this means for you and your business on page 7.

The attachments/accessories documentation packs are currently being revisited, with a view to bringing them in line with modern demands. We are presently engaging with attachment manufacturers and will be able to give you much more information about this development in the next edition – once everything has been finalised and approved.

In other news, Chas Day, who was instrumental in the setting up of CFTS has finally retired. Following his retirement in April, he stayed on with CFTS as a consultant for six months, answering phone and email enquiries and passing enquiries onto myself and Matthew. This period has now passed and Chas is no longer available via CFTS for enquiries and/or technical advice.

Matthew Kennedy, who joined CFTS in early 2015, has now stepped up and is filling Chas' shoes entirely. So if have enquiries from the South of England, West Country, Channel Island or Wales, please channel through Matthew.

Any enquiries for the North of England, Scotland, Northern and Southern Ireland should be channelled through me: Shaun.

Our contact details can be found on the back page of this issue.

I hope you all have a busy trading year.

Best regards

Shaun Prendergast
Technical Manager (North), CFTS

Upcoming course dates

March 2016

| | |
|-------------|-----------------------------------|
| 1st – 2nd | Thorough Examination |
| 3rd | Thorough Examination Revalidation |
| 22nd – 23rd | Thorough Examination |
| 29th – 30th | Thorough Examination |
| 31st | Thorough Examination Revalidation |

April 2016

| | |
|-------------|-----------------------------------|
| 5th – 6th | Thorough Examination |
| 12th – 13th | Thorough Examination |
| 25th | Thorough Examination Manager |
| 26th – 27th | Thorough Examination |
| 28th | Thorough Examination Revalidation |

May 2016

| | |
|-------------|-----------------------------------|
| 3rd – 4th | Thorough Examination |
| 5th | Thorough Examination Revalidation |
| 17th – 18th | Thorough Examination |
| 24th – 25th | Thorough Examination |
| 26th | Thorough Examination Revalidation |

June 2016

| | |
|-------------|-----------------------------------|
| 14th – 15th | Thorough Examination |
| 28th – 29th | Thorough Examination |
| 30th | Thorough Examination Revalidation |



CFTS Board welcomes **Mike Knowles**

Crown Lift Trucks Operations Director Mike Knowles has been appointed to the CFTS Board.

With his wealth of knowledge and expertise, gained through two decades working in the materials handling industry, he will be a strong addition to the Board.

A father of two, Mike joined Crown in February 1996 as a trainee salesperson. Working his way through the ranks, he was appointed Crown's UK Operations Director in 2012. In his current role, he oversees all of Crown UK's customer service, parts and rental activities.

In his spare time Mike is a keen golfer.

Mike's appointment follows his colleague Steve Stewart's departure from the Board. Steve, who served the Board since 2014, was recently appointed Director of European Branch Operations at Crown Lift Trucks.



Newly accredited companies

- **JDW Engineering Ltd**
Isle of Man
- **AT Best Handlers Ltd**
North Lanarkshire
- **Arun Forktrucks Ltd**
West Sussex
- **Atlas Handling Ltd**
Hertfordshire
- **CAL4klifts Ltd**
Northumberland
- **Cargotec UK Limited**
Shropshire
- **Cranswick Country Foods**
Milton Keynes
- **Forktruck Solutions**
Wakefield
- **Gordon Agri Scotland Ltd**
Glasgow
- **Handling Equipment Sales Ltd**
Bedfordshire
- **Independent Forklift Services Ltd**
Suffolk
- **J-Tech Electronics Ltd**
Southampton
- **Lloyd Ltd**
Carlisle
- **Map Services**
Suffolk
- **McGregor Forklift Services**
Forfar
- **MEB Equipment Ltd**
Middlesex
- **MI Plant Engineering Ltd**
Devon
- **OPC Plant & Commercial Services**
Cheshire
- **Peter Johnson Agricultural Engineers Ltd**
Suffolk
- **Plant Equipment Ltd**
Derbyshire
- **Plant Services Leicester Ltd**
Leicestershire
- **Purus**
Hampshire
- **R C Page Machinery**
Herefordshire
- **Radnes Services Ltd**
Surrey
- **Red Diamond Distribution**
West Midlands
- **Sharmans Agricultural Ltd**
Lincolnshire
- **Southern Plant & Commercial Services**
Dorset
- **Welsman Services**
Essex

Free downloadable resources from Health & Safety Executive (HSE)



There is a wealth of downloadable information available – at no cost – from the Health & Safety Executive website (www.hse.gov.uk), which will help you in your normal day-to-day business and responding to questions from customers regarding their needs and requirements.

Here, we have highlighted a few which should prove very useful, that you may wish to download and print:

- 1 HSE PM28 Revised 2013 – 4th Edition.**
This document offers guidance for suppliers/users and hirers of non-integrated working platforms (ie man platforms/cages).
- 2 HSE LI 17 Rider Operated Lift Trucks 3rd Edition.**
The definitive guide on lift truck operations, this document is aimed at employers and those responsible for the safe operation of lift trucks in a working environment.
- 3 HSE Warehousing & Storage 'HSG76' 2nd Edition.**
This document is aimed at employers/users of lift trucks in warehousing/storage environment.
- 4 HSE Thorough Examination Guide**
This document just sets out responsibilities for employers/users of lift trucks in respect of Thorough Examination under LOLER and PUWER and timescales/compliance for inspections.

Second-hand equipment and your responsibilities

There is one more document you should be aware of as it covers selling second-hand equipment and your responsibilities.

We always advise a truck must be sold with a current Report of Thorough Examination and this document advises as such.

While this document is not available as a download, it can be viewed online at:

www.hse.gov.uk/work-equipment-machinery/second-hand-products.htm

Hope this information aids you all.



Who knows what?

HSE asks CFTS members to help benchmark understanding of Thorough Examination procedures



Earlier this year the HSE asked companies accredited to CFTS to take part in a confidential questionnaire to find out if those of us involved with thorough examination of industrial lift trucks were absolutely clear on

the law. There was a prize hamper worth £100 on offer and Mr. Chris Rollinson of ServaTruc Ltd was the lucky winner.

Below you'll find the questions and the answers... so why not take two minutes to see how well you would have scored...

- Q1** The legal requirement to carry out thorough examinations of lifting equipment is required by
- The provision and use of work equipment regulations 1998
 - The lifting operations and equipment regulations 1998
 - Both
 - Neither

- Q2** Who is responsible for organising thorough examinations?
- The company that owns the equipment
 - The company that uses the equipment
 - The company that employs the examiner
 - The examiner

- Q3** How regularly should lifting equipment be examined?
- Equipment for lifting persons at least every six months
 - Equipment not for lifting persons at least every twelve months
 - After any exceptional incident that might cause the equipment to pose a risk
 - All of the above

- Q4** In the event that a thorough examination reveals a defect on a lift truck that poses a serious risk of injury to someone, who is responsible for informing the employer?
- The HSE
 - The examiner
 - The lift truck operator
 - The examiner's employer

- Q5** Which enforcing agency needs to be informed about that serious defect?
- The HSE
 - The company's Local Authority (LA)
 - Either the HSE or the LA depending on the business nature of the user
 - Both the HSE and the LA

- Q6** Who is responsible for informing the enforcing agency about that defect?
- The user
 - The examiner
 - The lift truck operator
 - The examiner's employer

- Q7** How soon should a report of that serious defect be sent to the enforcing agency?
- Does not need to be sent if repairs are done immediately
 - As soon as possible
 - After repairs have been effected
 - When the office junior has nothing better to do

HSE Quiz Answers



A1 b

This is a tricky one. The HSE's official recommendation is that that the lifting equipment and non-lifting mechanicals are examined together to ensure a fork lift truck is in a safe condition but the thorough examination is only legally required for the load lifting parts. However, the CFTS procedure follows the spirit of what is required for a Thorough Examination as stated on the HSE website:

"Thorough examination of industrial lift trucks is required under health and safety law: LOLER 1998, which covers lifting equipment, and PUWER 1998, which deals with all other safety-related items, such as brakes, steering and tyres. Your regular inspections as part of a preventive maintenance scheme or scheduled service are not a thorough examination."

A2 b

The owner of the equipment may be a leasing company and therefore not aware of its usage. However, a lot of users are also the owners.

A5 c

A4 b

The examiner has the duty to tell the employer of the FLT.

A5 c

There is room for confusion here. Put simply, the HSE enforces health and safety in premises that used to be governed by the Factories Act while Local Authorities enforce health and safety in premises that used to be governed by the Shops Act. Of course it is more complicated than that but it is the responsibility of the employer to know which enforcement agency covers his/her premises if you, as the examiner, are in doubt.

A6 b

Technically, the responsibility rests with the examiner but in many companies this is delegated to the engineer's manager/administration colleagues. If you are an employer of thorough examiners and they send in reports of serious defects in lifting equipment to you because that is the company procedure, you must pass them on to the correct authority immediately. Of course you can make a record of them but what you cannot do is withhold the report, threatening to send the report to the HSE if the FLT owner does not have the repair carried out by your company!

A7 b

The report must be sent as soon as possible even if the customer has had the FLT repaired immediately. You cannot destroy or even file the report – by law it must always be sent to the appropriate enforcing agency.

We hope you found this interesting and useful.



If you answered every question correctly, well done. If you got one or two questions wrong, take this as wake-up call to re-appraise your understanding of the requirements. Maybe it's time for a refresher course... Turn to page 2 for a list of upcoming course dates.

Thorough Examination goes electronic

Several members are now utilising tools, including PDAs, tablets and laptops, for their Thorough Examinations and, over the last couple of years, we have been approached by several seeking clarification about the use and support of electronic documentation for these devices.

Members using their own electronic documentation may now do so – subject to the content being vetted by a Technical Manager – to ensure it complies with the CFTS QA Procedural Code, as well as that of the HSE and LOLER 98.

Companies wishing to 'go electronic' may do so via CFTS. We offer electronic certification and decal packages which meet the stringent requirements of the QA code.

To get on board, members simply purchase 'blank' numbered certificates, alongside their stickers/decals. Like their counterparts, these certificates are fully endorsed by CFTS with our unique embossed logo and are backed by both BITA and FLTA.

You insert your own number from your electronic system onto the certificate. Please note that all numbers must remain traceable in the event of an intervention by HSE.

We do have a 'Word' document template that is available on request to all accredited companies. This allows you to print your certificates using a laptop or PC. Contact Shaun or Matthew to request these to be sent via email.

Packs are only available in bundles of 100 certificates/decals, which we are able to offer at a discounted price of **£450.00 + VAT**.

To order, please do so in the usual way via Berny at the FLTA on

01635 277577

or email

berny@fork-truck.org.uk

The order sheet will be amended in due course to reflect this change, but you should soon be able to order online via CFTS website: www.thoroughexamination.org.

Watch this space!

www.thoroughexamination.org

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. For your convenience, we have included a copy on the back page.

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 are:

The Fork Lift Truck Association
34B Kingfisher Court, Hambridge Road,
Newbury, Hampshire RG14 5SJ
Tel: **01635 277577**
Fax: 01635 277579
Email: berny@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

North of England, Scotland, Northern and Southern Ireland:

CFTS Technical Manager **Shaun Prendergast** oversees all aspects of administration and is happy to deal with any queries. His contact details are:

Mobile: **07730 768668**
Email: shaun@thoroughexamination.org

South of England, West Country, Channel Islands and Wales:

CFTS Technical Manager **Matthew Kennedy** is also available to handle any queries you may have. His contact details are:

Mobile: **07739 638866**
Email: matthew@thoroughexamination.org

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

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

CFTS Board Members & Officers



Mike Mathias, Chairman
Toyota Material Handling UK



Geoff Martin
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