

## Instruction Manual

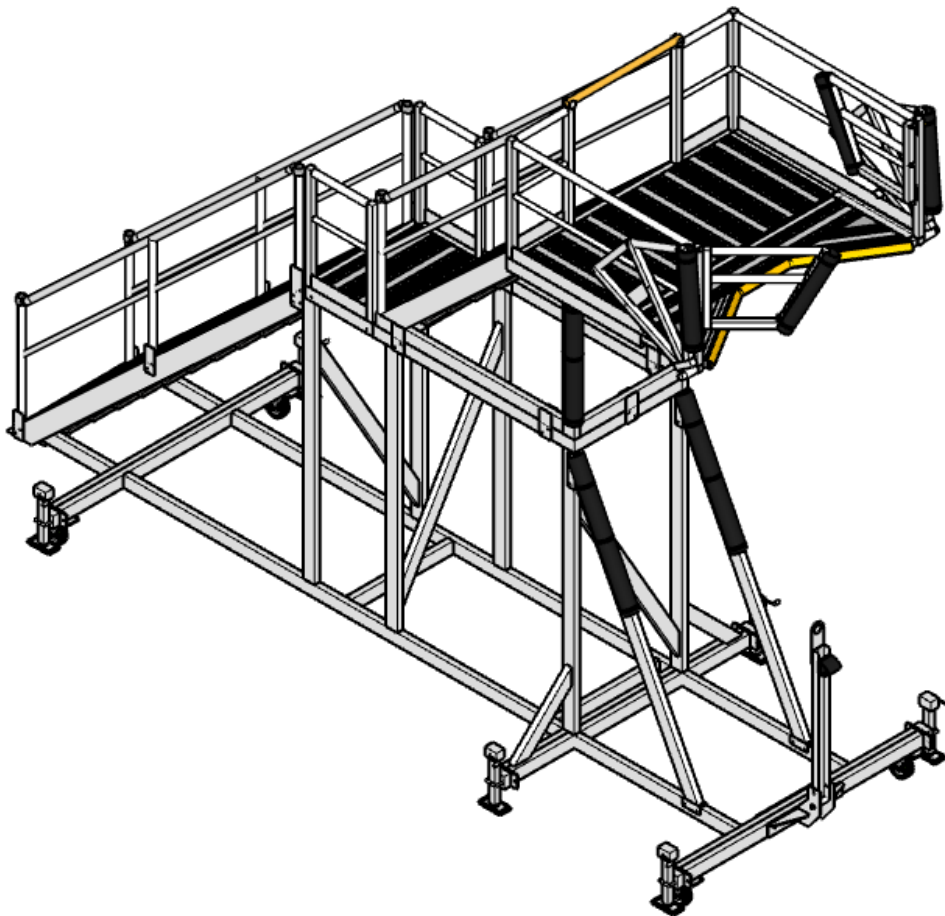
NBCP2884

Platform height: 4200mm

Safe Working Load (SWL): 250kg

Towable speed limit: 15km/h

Date: 14/12/2020



## 1. Introduction

This document provides instructions for the safe operation of the platform from assembly through to disposal. Particular care should be taken to ensure the product is used in a manner consistent with its intended purpose. Should you require any further information please contact No Bolt Operations on the number contained within.

## 2. IMPORTANT

- 2.1 If unsure, do not use the unit.
- 2.2 The unit should only be used by a competent person.
- 2.3 All competent users must understand the information affixed to the platform and contained within these instructions.
- 2.4 A Person Conducting Business or Undertaking (PCBU) must review and where necessary revise control measures:
  - a. When the control measure is not effective in controlling the risk.
  - b. If a new hazard or risk is identified.
  - c. Before a change at the workplace is likely to give rise to a new or different health and safety risk
  - d. If a health and safety representative requests a review.
  - e. When reviewing control measures, a Safe Work Method Statement (SWMS) must also be reviewed and revised where necessary.
  - f. If the results of consultation indicate that a review is necessary.

### **3. Intended Purpose**

- 3.1 This unit is designed as a height safety working platform to access A320 Main windscreens by Network Aviation trained personnel only.
- 3.2 The unit supplied must not be used in a manner other than for which it is intended and designed for as specified in the instruction manual.
- 3.3 Before attempting to use the unit for its intended purpose, the unit must be set up and secured completely as stated throughout the instruction manual.
- 3.4 Assistance must be provided to any operator with reading or language related limitations.
- 3.5 The unit must not be used by an operator who is in poor health, subject to faint spells, fatigued, under the influence of alcohol or any substance that may impair their ability to use the unit safely.
- 3.6 The unit is not insulated against electric shock; it must only be used in an environment free of electrical hazards.
- 3.7 The unit must only be used on a surface that can support the combined unit weight and the Safe Working Load specified in the instruction manual.
- 3.8 The unit must be stationary when in use and must not be interfered with after it is deployed and secured correctly.
- 3.9 The unit must not be used in conjunction with any other unit or height accessing equipment including but not limited to step ladders, ramps, stairs etc.
- 3.10 The unit supplied should form part of an integrated safety system based on the hierarchy of controls.
- 3.11 Hands and loose fitting cloths must be kept away from moving parts within the supplied unit.
- 3.12 Long hair must be tied back and away from moving parts within the supplied unit.

### **4. PPE (Personal Protective Equipment)**

Operators must wear non-slip footwear. No Bolt Operations Pty Ltd recommends that a risk assessment into the use of the unit is performed by the client to determine what additional PPE is required.

## **5. Pre check/Assembly/Setup**

- 5.1 The unit is delivered in component form. Assembly and disassembly instructions are attached to this document.

## 6. Operation

- 6.1 Operators of the unit supplied must be made fully aware of the instructions and trained according to the instructions on a regular basis.
- 6.2 A process must be introduced to ensure that only the operators who have been trained in the safe use of this unit are able to use the unit.
- 6.3 Operators must not access the unit during transportation or repositioning of the unit.
- 6.4 Operators must observe all relevant safety and operational stickers/features before attempting to use the unit.
- 6.5 The unit must be inspected prior to each use to ensure that it is in good working order. If any defects are found the unit must be taken out of service until the defects have been rectified.
- 6.6 Operators must wear non-slip footwear when using the supplied unit.
- 6.7 Bolts and welds must not be tampered with.
- 6.8 Do not rock or intentionally try to destabilize the unit.
- 6.9 The unit must be used in a well-lit environment.
- 6.10 The unit must not be used under harsh environmental conditions such as thunderstorms, excessive wind and heavy rain.
- 6.11 Do not use if the minimum headroom of 2 meters cannot be achieved.
- 6.12 The unit must be as close as practically possible to the plant before attempting to access. The maximum allowable gap between the unit and the plant is 100mm.
- 6.13 The unit must be used on a flat surface.
- 6.14 Do not access the unit if the surface is wet or slippery.
- 6.15 Do not fix the unit where the integrity of ground can be unstable.
- 6.16 The unit must be stationary with all brakes applied when in use.
- 6.17 The unit must be cleared of obstructions, kept clean free of dirt, grease or any other substance that may impede the safe operation of the unit.
- 6.18 Operators must access and egress the unit in a forward direction.
- 6.19 No more than one person on each step at any one time.
- 6.20 Do not hang or rest items on guardrails.

- 6.21 Do not climb on the guardrails or side of unit.
- 6.22 The yellow safety boom is secured in place for shipping by a cable tie. The cable tie must be removed prior to use
- 6.23 The safety gate/boom must be in the closed position as soon as it is passed through.
- 6.24 Outriggers or equivalent stabilizer mechanism must be engaged as per instructions before access to the unit is allowed.
- 6.25 When relocating the unit using a forklift, associated OH&S or WHS regulations when using a forklift apply.
- 6.26 When relocating the unit using a crane, associating OH&S or WHS regulations when using a crane apply.
- 6.27 Adequate adjustment in speed should be made over non smooth surface conditions and during cornering whilst towing the unit.
- 6.28 This unit contains 2 key sections that are subassemblies separated from each other for transport purposes. These key sections must be assembled to create one main unit.
- 6.29 No items or personnel should be on the platform/platforms before and during full assembly.
- 6.30 When assembling the unit ensure it is assembled and secured on an even surface eg. no mud or gravel below.
- 6.31 Thorough checks of the complete main unit must be carried out before full access is approved.
- 6.32 Hands or any part of the body could become jammed between assembled parts. Keep hands clear from interacting sections
- 6.33 Operators must use correct lifting techniques or lifting aids when assembling the unit.
- 6.34 This unit is fitted with pivoting and rotating guardrails. These must be deployed during use.
- 6.35 The side winder jacks are used to stabilise the unit. Do not use the jacks to raise the unit.

## **7. Storage/Disposal**

- 7.1 Environmental conditions must be considered when storing the unit. Conditions such as high winds will cause lift or movement of the unit. Wherever reasonably practical store the unit indoors or secure the unit by temporarily fixing it to a permanent structure. For further advice on storing the unit please contact No Bolt. Our contact details are contained within Section 10 of this Instruction Manual.

- 7.2 To prevent unauthorized access, ensure unit is stored in a secure location.
- 7.3 Once the product is no longer required it must be disposed of in manner consistent with relevant environmental legislation.
- 7.4 The unit must not be sold on.

## **8. Maintenance/Inspection**

- 8.1 If the unit is found to be faulty, it must be quarantined in a manner that prevents further use.
- 8.2 The unit must be inspected on a regular basis by qualified personnel or competent persons to ensure its continued suitability for purpose, completeness and presence of all relevant safety stickers.
- 8.3 The Instruction Manual should be kept in a safe secure area easily accessible for users.
- 8.4 Quick Action Locking mechanisms must be checked at regular intervals for wear and tear. No Bolt recommends replacing every 12 months or sooner depending on frequency of usage and environmental conditions.
- 8.5 Slide and spring mechanisms must be checked at regular intervals for wear, operation and serviceability.
- 8.6 For further information on inspection intervals and replacement parts contact No Bolt Consulting. Contact details are found in Section 10 of the instruction manual.

## **9. Australian Standards**

- 9.1 The unit must only be loaded in accordance with its Safe Working Load.
- 9.2 The supplied unit has been manufactured in accordance with the following standards
  - AS/NZS1657:2013 Fixed Platforms, Walkways, Stairways and Ladders**
  - AS/NZS1664:1997 Aluminum Structures**
  - AS/NZS1665:2004 Welding of Aluminum Structures**

## 10. Contact Details - No Bolt Operations

Should you require any further information or a duplicate copy, please contact head office:

<b>No Bolt Operations Pty Ltd</b> 29 Union Road Dandenong South, VIC 3175 P:03 8710 3900/1800 331 478 F:03 8710 3999 E: <a href="mailto:sales@nobolt.com.au">sales@nobolt.com.au</a> W: <a href="http://www.nobolt.com.au">www.nobolt.com.au</a>	<b>No Bolt Consulting</b> P:03 8710 3900/1800 331 478 E: <a href="mailto:sales@nobolt.com.au">sales@nobolt.com.au</a>
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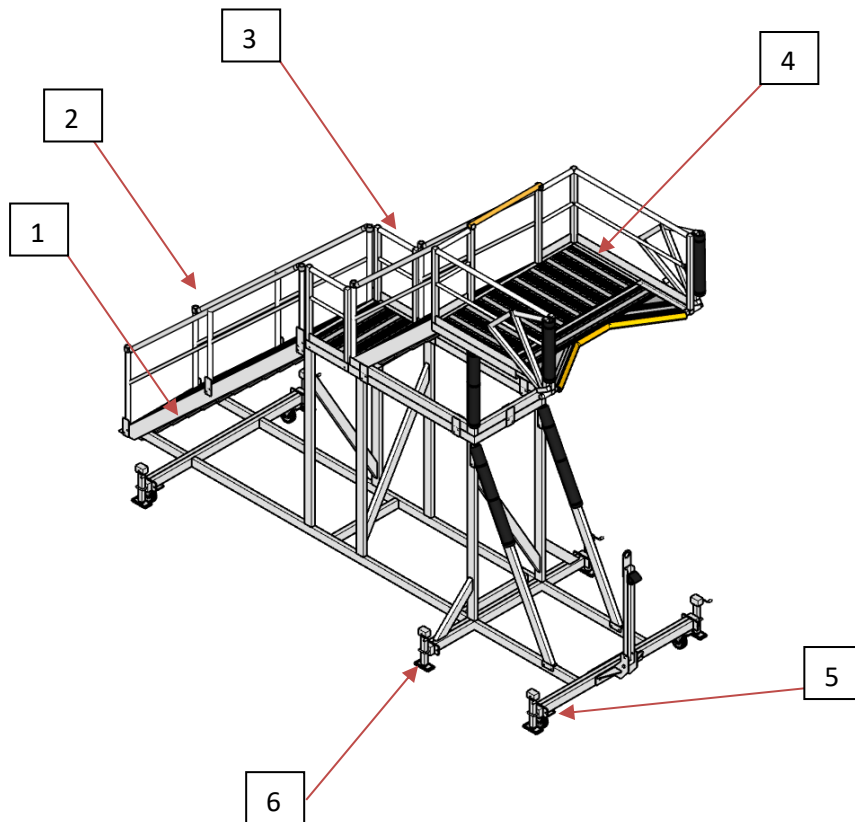
## 11. Assembly/Dismantle Instructions

11.1 When assembling the unit, use safe height access equipment (e.g. ladder platform, scissor lift, cherry picker, etc) if necessary until the unit is fully assembled. Wherever possible, assemble the unit at ground level.

### 11.2 Component identification

The unit comes with the following key sections:

1. Base access steps
2. Base Stair Guardrails.
3. Guardrails.
4. Height access platform
5. Castors.
6. Sidewinder jack



### 11.3 Instructions to assemble

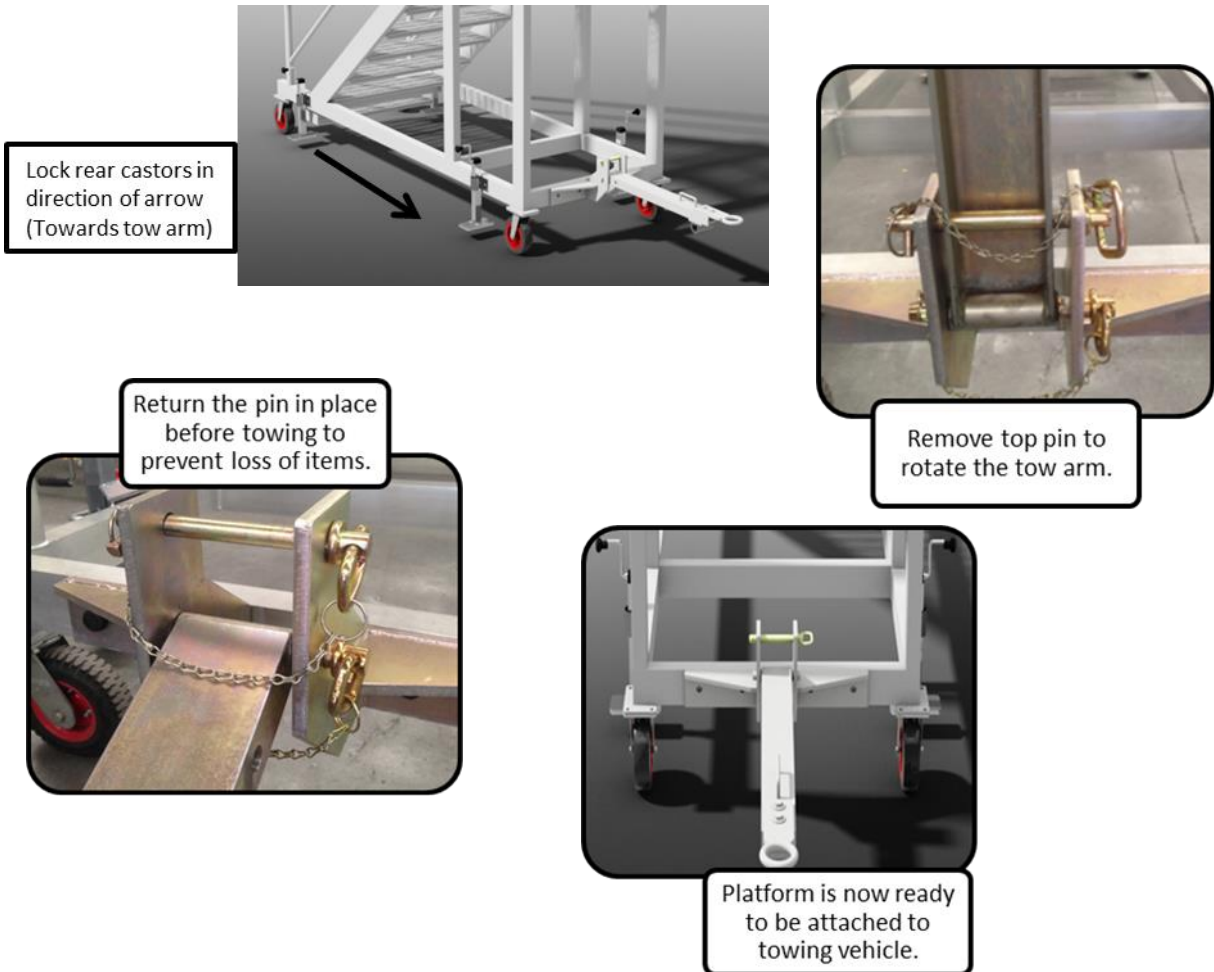
## Stair Guardrail Assembly

1. Before assembling the guardrails, note that the guardrails have been colour coded to identify the location they are to be placed.
2. An adjustable spanner, fork lift and height safety platform are the tools required to complete these works.
3. On the ends of each guardrail there are fixing plates with predrilled bolt holes. These bolts holes on the fixing plates will need to line up with the pre drilled holes on the stair stringers.  
Please note you may need the height safety working platform to help you reach at height. Also, the Forklift will help lift the handrail into position.
4. As each hole lines up with the pre drilled holes in the stair stringer, insert a supplied washer and bolt through the fixing plate and then the stair stringer.
5. As the bolts are inserted through, guild a washer and nyloc nut to the end of the bolt.
6. Tighten the nyloc nut until the blue seal has cracked.
7. Continue Steps 3 to 6 until both guardrails are attached to the access stairs.
8. Before testing the guardrails ensure all the blue seals in the nyloc nuts have broken.
9. The guardrails should now be secured. Ensure there is no significant movement in guardrails.

## Towing of the platform

1. Before towing the unit, the castors at the opposite end of the platform must be locked in the direction of travel (pointing towards the towing arm). This ensures proper control during towing.
2. Ensure the side winder jacks are fully raised.
3. The towing arm is then lowered by removing the top holding pin from the arm bracket. Take care when lowering as the towing arm is heavy.
4. Connect tow arm to suitable towing vehicle and ensure proper, safe and positive connection.
5. After towing, release the towing arm from the towing vehicle and raise the towing arm by removing the top holding pin from the arm bracket. Ensure the towing arm is held up in the upright position when not in use.

6. To remove the tow arm completely, remove both holding pins from the arm bracket. Take care as the tow arm is heavy.



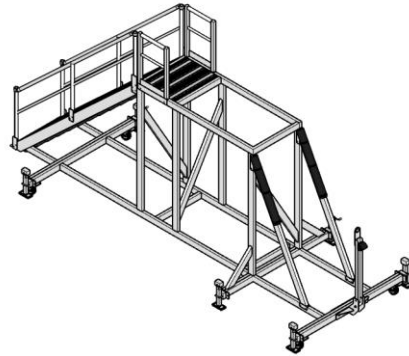
## Platform Assembly

The following tools required before assembly/disassembly can begin:

- Forklift or Crane or similar
- Height safety platform or similar
- 16mm & 17mm spanners

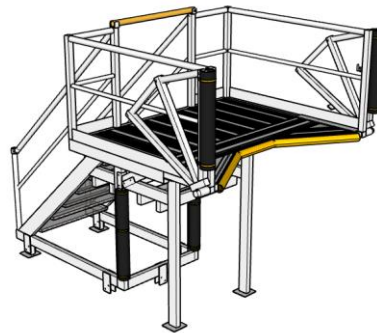
- |   |  |
|---|--|
| 1. Ensure you have all required tools.<br>A SWMS must be completed before<br>Platform assembly can begin. |  |
|---|--|

2. Begin with the base section placed on level ground. Install & deploy the 6x sidewinder jacks using the supplied M12 bolts.
3. With the assistance a height safety equipment, install the 2x stair handrail & 2x guardrails onto the base section as previously outlined in section 11.3 of this instruction manual.



*Figure 1 - Lower section on level ground, jacks deployed and*

4. Place the platform section on level ground as shown in Figure 2. At this point, identify the locations marked for safe forklift lifting points.



*Figure 2 - Upper section placed on lower section.*

5. Using the forklift or similar, lift the platform section to a suitable working height to remove the 2x small temporary feet. Once removed, store the feet and fasteners safely.

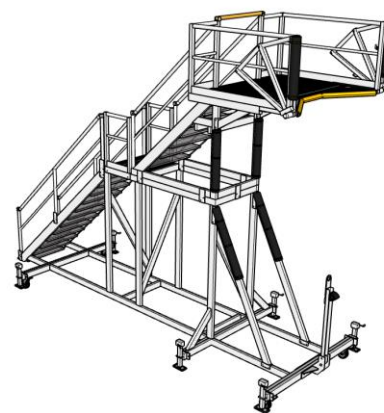


6. Using the correct lifting techniques lift the platform section and lower it onto the base section. Once the platform section contacts the base section, continue supporting it with the forklift.
7. With the assistance height safety equipment, insert the supplied 10x M10 bolts into each predrilled bolt hole in the fixing plates. Tighten using the supplied nyloc nuts. It is now safe to remove the forklift.



*Figure 3 – Joining the platform to the base section*

8. With the assistance of height safety equipment and the forklift or similar, remove the temporary support structure. Store the temporary support structure and fasteners safely. Install the protective foam buffer to the angled bracing underneath the platform. The foam is temporarily stored on the access Handrails for transport.



*Figure 4 – Assembled platform with temporary support removed*