

OPERATION AND MAINTENANCE MANUAL



PVC platform trolley
Art. C150



ORIGINAL INSTRUCTIONS

FOREWORD



Read this manual before operation

ORIGINAL INSTRUCTIONS

Before starting any operation it is compulsory to read this instruction manual. The guarantee of smooth operation and full performance of the trolley is highly dependent on the application of all the instructions contained in this manual.



Operator Qualification

The workers responsible for using this object must have all the necessary information, education and receive adequate training regarding safety, including:

- a) The conditions of use of the equipment;
- b) Foreseeable abnormal situations, pursuant to Article 73 of Legislative Decree 81/08.

We guarantee the product's conformity to specifications and technical instructions described in the Manual on the date of issue, listed on this page; however, the trolley may be subject to potentially major technical changes in the future, without the Manual being updated.

Therefore, see FERVI for information about modifications that could be implemented.



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1 GENERAL INFORMATION

This manual is delivered with the trolley, and it must be regarded as an inseparable part of it. The manufacturer holds all ownership to material and intellectual property of this manual; any disclosure or copying, even partial, of this publication without prior written consent is forbidden.

The purpose of this manual is to provide the knowledge necessary for the use and maintenance of the **PVC platform trolley Art. C300**, and create a sense of responsibility and understanding of the capabilities and limitations of the device entrusted to the operator.

Operators must be properly trained and prepared, so make sure that this manual is read and consulted by the staff responsible for commissioning, operation and maintenance of the trolley. This is to make all operations as safe and effective as possible for those who carry out these tasks. Therefore, it is imperative to strictly comply with the requirements in this manual, a necessary condition for safe and satisfactory operation of the Trolley.

Before starting operation, assembly and usage of the trolley, authorised personnel must therefore:

- carefully read this technical document;
- know which protections and safety devices are available on the Trolley, their location and how they work.

The buyer is responsible for ensuring that users are properly trained, that they are aware of all the information and instructions in this document and that they are aware of the potential risks of operating the Trolley.

The manufacturer waives any and all responsibility for damage to people and/or things caused by non-observance of the instructions in this manual.

Users will be held fully responsible for any changes made to the trolley and the manufacturer will not, therefore, be held responsible for any damage caused to persons and/or property resulting from maintenance performed by unqualified personnel and in a manner that differs from the operating procedures shown below.

The Trolley was designed and built with mechanical guards and safety devices designed to protect the operator/user from possible injury.

It is strictly forbidden to modify or remove guards, safety devices and caution labels. If this must be done (for example, for cleaning or repair), make sure that no one can use the trolley.



GRAPHIC REPRESENTATION OF SAFETY, OPERATIONAL AND RISK WARNINGS

The following boxes are designed to attract the attention of the reader/user for the purposes of **proper** and **safe** use of the trolley:



Pay attention

This highlights behavioural rules to prevent damage to the trolley and/or the occurrence of dangerous situations.



Residual Risks

This highlights the presence of dangers that cause residual risks to which the operator must pay attention in order to avoid injury or damage to property.

1.1 Preface

For safe and easy operation of the trolley, this manual must be read carefully in order to acquire the necessary knowledge. In other words, durability and performance are strictly dependent on how it is used.

Even if already familiar with the trolley, it is necessary to follow the instructions contained herein, in addition to the general precautions to be observed while working.

- Acquire full knowledge of the trolley.
Read this manual carefully to understand: operation, safety devices and all necessary precautions. All this is to allow safe use of the trolley.
- Wear appropriate clothing for the job.
The operator must wear appropriate clothing, so as to prevent the occurrence of unpleasant accidents.
- Maintain the trolley with care.



Using the trolley

The trolley must only be used by qualified personnel trained to use the trolley by authorised personnel.

2 SAFETY WARNINGS

2.1 General safety regulations



Risks associated with the use of the trolley

Do NOT underestimate the risks related to the use of the trolley and stay focused on the work you are carrying out.



Risks associated with the use of the trolley

Despite the implementation of all safety devices for safe use of the trolley, it is necessary to take note of all the accident prevention requirements highlighted in various parts of this manual.



Risks associated with the use of the trolley

Each and every person who is responsible for the use and maintenance of the trolley should first have read the instruction manual, particularly the chapter dealing with safety. It is recommended that the plant safety manager get written confirmation of the above.



Risks associated with the use of the trolley

- During all work phases with the trolley, you should proceed with great caution in order to avoid damage to persons, to the property or to the trolley itself.
- Please only use the trolley for its envisaged uses.



Risks associated with the use of the trolley

Before starting any work on the trolley, the operator must wear the appropriate personal protective equipment (PPE) such as gloves and eye protection.

1. Always check the efficiency and integrity of the trolley.
2. Keep the workplace tidy and free from hindrances; disorder causes accidents.
3. Make sure that the work environment is forbidden to children, non-employees and animals.
4. Do not try to operate the trolley at higher performance levels than those for which it was designed, **in particular regarding the capacity of the trolley**. Only use the trolley in the manner in which it was intended, as described in this instruction manual.
5. Work without disturbances.



6. Work areas must be well lit.
7. Always wear eye protection and protective gloves while working. If dust is produced, use the appropriate masks.
8. Wear appropriate clothing. Loose clothing, dangling jewellery, long hair, etc., can get caught in the moving parts, causing irreparable injury.
9. Replace worn and/or damaged parts, check that the guards and protection devices work properly before operating. If necessary, have the trolley checked by the service support personnel. Use only original spare parts.
10. Do not use the trolley in areas with a risk of fire and/or explosion.
11. It is recommended that users of this publication, for maintenance and repair, have a basic knowledge of mechanical principles and of repair technique procedures.
12. **The person responsible for company safety is to make sure that the staff responsible for using the trolley have read and understood this manual in its entirety.**
13. **The company safety manager is responsible for monitoring the company's risk status according to Legislative Decree no. 81/08.**

2.2 Technical support

For any problems or concerns, please contact, without hesitation the Customer Service Department of your dealer, who has competent and specialized staff, specific equipment and spare parts.

2.3 Other provisions

IT IS FORBIDDEN TO TAMPER WITH SAFETY DEVICES

The first thing to do when starting work is to check for the presence and integrity of the protections and the operation of the safety devices.

If any defect is encountered do not use the trolley!

Even more so, it is strictly forbidden to modify or remove guards, safety devices, labels and indication signs.

3 INTENDED USE AND DESCRIPTION OF THE TROLLEY

The **Platform Trolley**, is designed for handling stable loads or those that are arranged in containers, and for use on flat or polished floors (such as the floors in industrial warehouses) that are appropriately hard and resistant (capable of supporting the weight of the Trolley plus its maximum nominal capacity).

The operating temperature is within the range of -20/+50°C.

The working environment must also be sufficiently well lit to ensure maximum operational safety (at least 50 lux are recommended).

Other types of use, or the extension of use beyond that envisaged, does not correspond to the designation attributed by the manufacturer, and therefore the latter cannot accept any responsibility for any damage resulting therefrom.



Figure 1 – Overview of the trolley.

1	Load platform
2	Fixed front wheels
3	Rear swivel wheels
4	Foldable steering bar
5	Pedal to fold the handle down



The Trolley is formed by a PVC load platform (1) on which the following is installed:


- a foldable steering bar (4) that drives the Trolley;
- a pair of swivel wheels (3) that correspond to the steering bar (4) and a pair of fixed wheels (2) on the opposite side.


On the lower part of the steering bar (4), there is a bar/pedal (5) to fold down the steering bar

3.1 Identification Plate and Pictograms

CE MARKING

The trolley's identification plate is attached to the frame (see Figure 2).

Fabbricante	 Via del Commercio 81 41058 Vignola (MO) - ITALY	
Tipo	CARRELLO CON PIATTAFORMA IN PVC	
Articolo	C150	
Lotto n°		
Anno	2013	
Portata	150	kg
Tavola	730 X 480	mm
Altezza	820	mm
Massa	7.8	kg



Made in PRC

Figure 2 – Close-up of the Identification Plate

MAXIMUM NOMINAL LOAD CAPACITY

The identification plate indicates the nominal maximum capacity, which the trolley can transport under standard conditions, i.e. with the load evenly distributed on the platform.

For a more detailed explanation about how to use and load the Trolley, refer to Chapter 8 of this manual, "USING THE TROLLEY".

The maximum nominal capacity must never be exceeded!!

4 TECHNICAL SPECIFICATIONS

Description (unit of measurement)	Art. C150
Loading capacity (kg)	150
Platform dimensions (mm)	730 x 480
Weight (kg)	7.8

5 IMPROPER USE AND CONTRAINDICATIONS

The following actions described, which obviously can not cover the entire range of potential possibilities of "misuse" of the trolley, are to be considered **strictly prohibited**.



THE FOLLOWING IS STRICTLY PROHIBITED!

- Transporting people and/or animals, as they could fall;
- Transporting loads while other people are in the vicinity of the trolley or are present in the manoeuvring area;
- Transporting loads heavier than the maximum nominal capacity indicated on the plate;
- Transporting unbalanced loads and/or those with dimensions that exceed the set limits (on the loading platform);
- Transporting loads that can change their static configuration, and/or their centre of gravity;
- Loading the platform only at one end, on one side or in one place. The load **MUST** be positioned as close as possible to the centre of the platform;
- Using the trolley on uneven rough surfaces and/or surfaces that are not strong enough to support the load (trolley + maximum nominal load capacity);
- Using the trolley when there is a possibility of the load moving accidentally;
- Leaving the loaded trolley unattended;
- Performing sudden manoeuvres with the trolley loaded;
- Allowing untrained staff to use the trolley;
- Using the trolley if you are not psycho-physically fit;
- Using the trolley without due care;
- Using the trolley for purposes other than those for which it was designed;
- Operating the trolley under unforeseen environmental conditions;
- Using the trolley in case of insufficient lighting.



6 TRANSPORTING, LIFTING AND MOVING

Lifting the Trolley for transporting, can be done manually, by at least two people. To ensure the stability of the truck during lifting, hold the two ends.

The trolley is equipped with wheels, so when moving it, make use of its directional and movement capabilities.

7 COMMISSIONING

7.1 Unpacking instructions

The Trolley is supplied in a cardboard box, with the wheels disassembled (see Figure 3). Before disposing of the packing, make sure that none of the trolley's parts (e.g. wheel fastening screws), the owner's manual or any other documentation are being throw away.

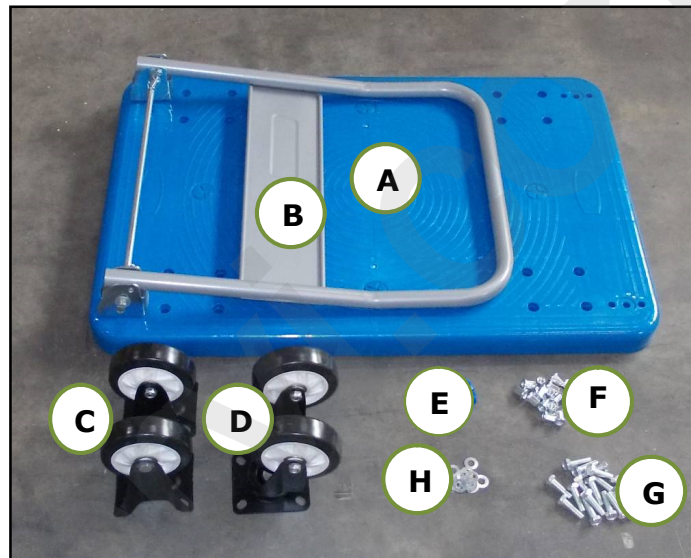


Figure 3 – Unassembled parts of the trolley.

No.	Description	No.	Description
A	Load platform	E	Plastic caps
B	Collapsible steering bar	F	Nuts
C	Fixed front wheels	G	Screws
D	Rear swivel wheels	H	Washers



Standard packaging

Packaging materials (plastic bags, polystyrene foam, etc.) must not be left within reach of children as these are potentially dangerous.

7.2 Assembly of the trolley

To assemble the trolley, proceed as follows:

1. Place the nuts into the relative slots on the upper part of the trolley platform.



Figure 4 - Inserting the nuts

2. Take the spare wheel to be mounted and secure it using the screws provided. The swivel wheels are mounted at the rear while the fixed wheels should be mounted at the front.



Figure 5 - Inserting the fastening screw



Positioning the wheels

For a correct use of the trolley, the swivel wheels will be mounted at the rear while the fixed wheels will be mounted at the front of the trolley.



3. Tighten the Phillips head screws after mounting all four with a wrench.



Figure 6 - Tightening the screws

4. Fit the caps on the upper side of the platform to make the surface flat and cover the holes used for the mounting of the wheels.



Figure 7 - Fitting the caps

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8 TROLLEY OPERATION



Moving loads manually

There is a risk of abrasion and crushing hands and feet while manually moving heavy loads resulting from mishandling. Workers must be equipped with standard safety equipment, especially gloves and crush resistant safety shoes.

8.1 Folding down of the steering bar

On the trolley's steering bar, there is a bar used to fold down the steering bar itself and make it more compact when not in use. To reset the vertical position of the steering bar hold the platform of the trolley in place with one foot and pull the steering wheel up until it locks in a vertical position.

To fold the steering bar down push the bar at the bottom of the steering bar with your foot and push it forward until it is lying flat on the platform of the trolley.



Figure 8 - Folding the steering bar down

8.2 Moving the trolley



Tipping and/or overturning

The manual movement of heavy loads involves a risk of tipping / overturning resulting from movements carried out quickly and without paying due attention. The assigned workers must, therefore, perform the manoeuvres of displacing the truck, especially on curves or at low speed, with extreme caution.



Tipping and/or overturning

- DO NOT use the trolley to move loads without lowering the platform completely.
- DO NOT use the trolley in applications where there exists the possibility of accidental movement.
- DO NOT use the trolley on uneven surfaces and/or of insufficient strength to support the load (trolley and nominal maximum capacity).

- Pull / push the steering bar until the wheels on the trolley rotate;
- Manoeuvre and move the trolley until it reaches the desired position.



9 MAINTENANCE

The purpose of this section is to provide all the information on maintenance procedures and frequency that the Trolley requires.

Maintenance and repairs must be performed by qualified personnel.

9.1 Routine maintenance

INTERVENTION	Frequency		
	Daily	Weekly	Monthly
1. General visual inspection	X		
2. Check that plates are clearly visible and legible	X		
3. General cleaning		X	
4. State and cleaning of the wheels		X	

1. **General visual inspection:** check the general condition of the trolley, if there are any damaged or missing parts. In particular, check the state of wear of the support surface of the platform.
2. **Checking the legibility of the plates:** the plates and pictograms on the trolley, must be perfectly legible, it is therefore necessary to keep them clean and ask for a replacement from the person responsible for maintenance if they are illegible.
3. **General cleaning:** cleaning is necessary to free the structure from the accumulation of dust, dirt and stains caused by excess lubricants. Cleaning should be done with the use of means, equipment and detergents or solvents commonly used in the cleaning of industrial equipment.
4. **State and cleanliness of the wheels:** Periodically check that the wheels are not worn and that they rotate freely on the fastening pins. For example: wire, twine, dirt can affect normal rotation and are therefore removed.

10 DECOMMISSIONING

10.1 Trolley downtime

The trolley does not need to undergo specific conservation treatment if it is not used for long periods. Just make sure that it is kept away from atmospheric agents.

10.2 Disassembly and disposal of materials and components

If the trolley is to be scrapped, its parts must be differentiated for disposal.



Respect the environment!!

Contact a specialist centre for the collection of metallic materials.

The structure of the Trolley is made of plastic and metal, with some seals. In this regard, divide the materials according to their nature, employing specialist companies which are authorised for their disposal, in accordance with the requirements of law.

