

Training and Operating Instructions

Thank you for choosing **Pop-Up**. Prior to use, all operators must read the following basic instructions and Safety Rules



- 1 Control pendant
- 2 Emergency stop button and key
- 3 Gate
- 4 Guard rail
- 5 Handbook
- 6 Battery charger leads
- 7 Battery condition meter and button
- 8 Battery charger socket
- 9 Bubble spirit level
- 10 Forklift pocket (1 of 2)
- 11 Brake (1 of 2)
- 12 Maintenance isolator switch
- 13 Emergency lowering valve

1. **Place of use** - internal use only. Make sure ground or floor is level and capable of supporting the total maximum safe working load of 240 kgs and machine self weight of 225 kgs, giving a point load of 116 kgs per castor. **Ensure no overhead obstruction before elevating.**
2. **Prior to operating** - the following items must be checked: structure is free of damage; castor brakes function correctly; no oil leakage; raise/lower and emergency stop functions are operational. To check the battery condition, elevate the platform from ground level whilst at the same time pressing the button above the battery condition meter. This is the only way to obtain an accurate reading.
3. **Movement of the platform** is achieved by pushing the unit whilst standing in contact with the ground. Do not attempt to move the platform when standing on the unit. Never attempt to move the platform whilst it is elevated. The easiest way to manoeuvre the machine is to use both hands on the platform rails at gate end.
4. **Bubble spirit level** - to ensure the machine is level before use the bubble must be located within the perimeter of the inner circle.
5. **Apply both castor brakes** before entering the platform by pushing down on the levers.
6. **Entering and leaving the platform** - always use three points of contact when entering or exiting the platform using the step and guard rails provided.
7. **Powering up** - first turn the maintenance isolator switch to position '1' (ON) then insert key into the red emergency stop button. Turn clockwise to release the button. When the machine is not in use, key must be removed and button depressed. Turn the maintenance isolation switch to position '0' OFF.
8. **The control pendant** houses the platform raising and lowering controls. Pressing the 'UP' button raises the platform. Pressing the 'DOWN' button lowers the platform. An EMERGENCY STOP button is provided on the control pendant. Once depressed this isolates power to the raise and lower functions.
9. **Emergency lowering** - to lower the platform in the event of an emergency, an emergency lowering valve is provided below the nameplate. Turning the knob in an anticlockwise direction opens the lift valve. Once the valve is fully open the platform will lower, at this point please stand back to ensure your safety. Always close valve after use.
10. **Battery charging** - turn the maintenance isolator switch to position '0' and then connect either of the supplied charger leads (240V or 110V type plugs), attached to the underside of the platform, to the charger socket. Turn the maintenance isolator switch to position '2' and then turn on mains supply. The battery will now charge automatically and the indicator panel will show when full charge has been achieved. Once charging is complete reverse the procedure. Never allow the battery to run completely flat. It is good practice to charge daily.

Pop-Up is a piece of work equipment and is therefore subject to the PUWER regulations, which state that 'all persons who use work equipment shall have received adequate training...' (Pwuer 98, Reg.9) This Training and Operating Instruction Card provides the basis of that training. Employers and operators should satisfy themselves that all users have read and understood the instructions herein before use of the **Pop-Up** is permitted.

Safe and simple low-level access

Safety Rules



- NEVER** exceed the rated capacity (Safe Working Load or SWL) of the platform (240 kgs).
- NEVER** use the Pop-Up as a 'crane' (e.g. by suspending loads from beneath the platform).
- NEVER** make any attempt to increase the working height or outreach of the platform (e.g. by use of stepladders in the platform).
- NEVER** operate the Pop-Up if the bubble spirit level is outside the marked limits.
- NEVER** manoeuvre the Pop-Up on an inclined surface otherwise it may become uncontrollable.
- NEVER** manoeuvre the Pop-Up whilst in its elevated position, as this may cause instability.
- NEVER** manoeuvre the Pop-Up with a person or materials in the platform.
- NEVER** enter or exit the platform unless the platform is in the lowered and transport position.
- NEVER** apply external side loads to the platform or scissor structure.
- NEVER** allow persons at ground level to operate the controls whilst the platform is occupied (unless in an emergency situation).
- NEVER** operate the Pop-Up outdoors. It has not been designed to withstand wind loading.
- ALWAYS** undertake the daily checks recommended in item 2 (see reverse) prior to operation of the machine.
- ALWAYS** ensure that all instruction, warning and Safe Working Load decals are clean and legible.
- ALWAYS** ensure the Pop-Up is positioned on adequate ground to support the weight of the machine.
- ALWAYS** ensure that sufficient clearance is given if working near to live conductors or overhead obstructions.
- ALWAYS** ensure that castor brakes have been locked before elevating the work platform.
- ALWAYS** ensure that the platform does not come into contact with fixed objects (e.g. buildings, etc.) or moving objects (e.g. vehicles, other plant equipment, etc.).
- ALWAYS** replace any removable guard rails (e.g. close & lock access gate) to ensure full edge protection is maintained.
- ALWAYS** ensure that the load is evenly distributed within the platform.
- ALWAYS** ensure the safety of persons that may enter the area around the platform (e.g. cordon off areas to prevent persons entering the danger area).
- ALWAYS** ensure hands are kept within the confines of the handrail when operating the machine.
- ALWAYS** ensure that the area below the platform is clear of obstruction before lowering.



Helpline: +44 (0) 1244 833 933

