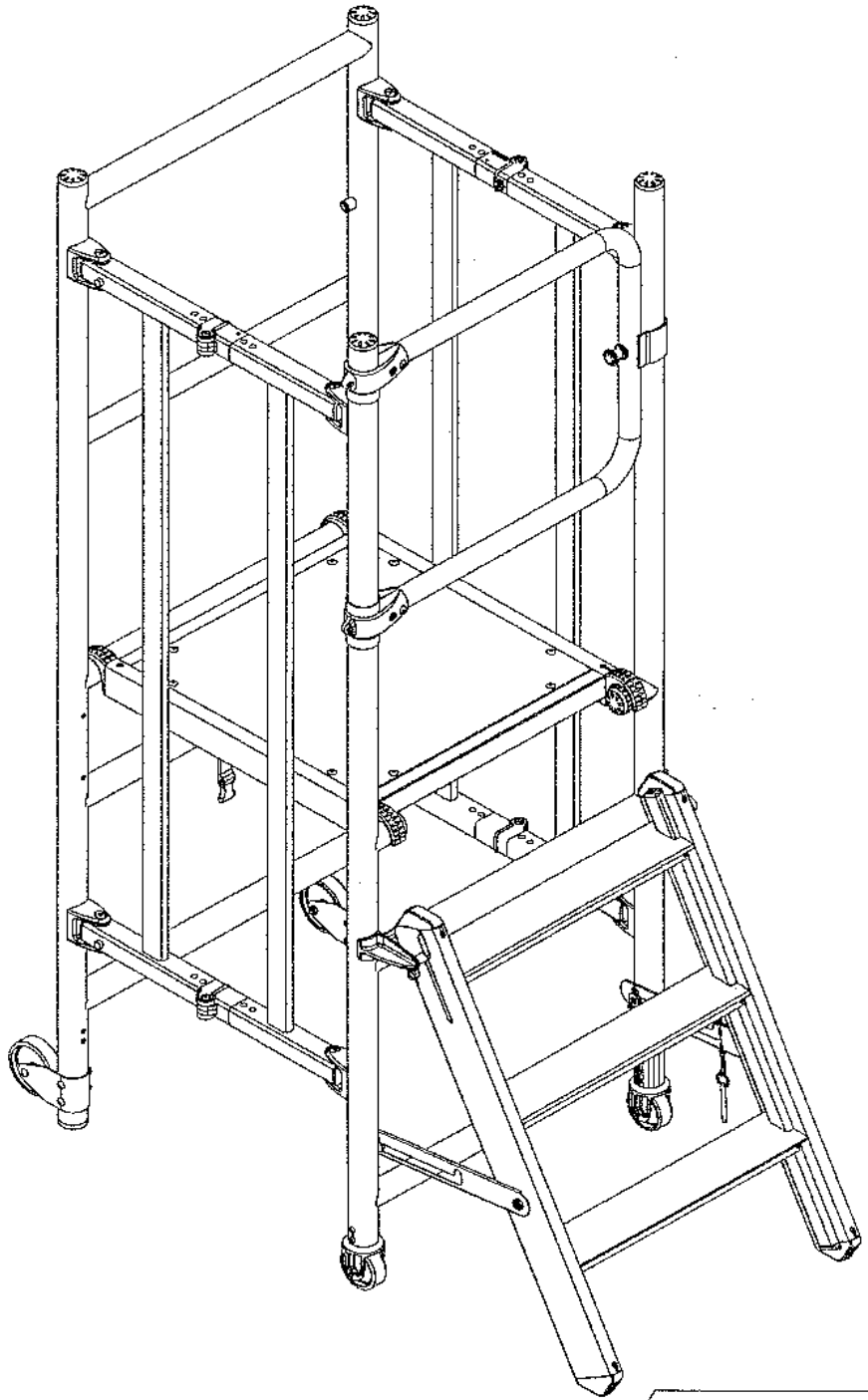
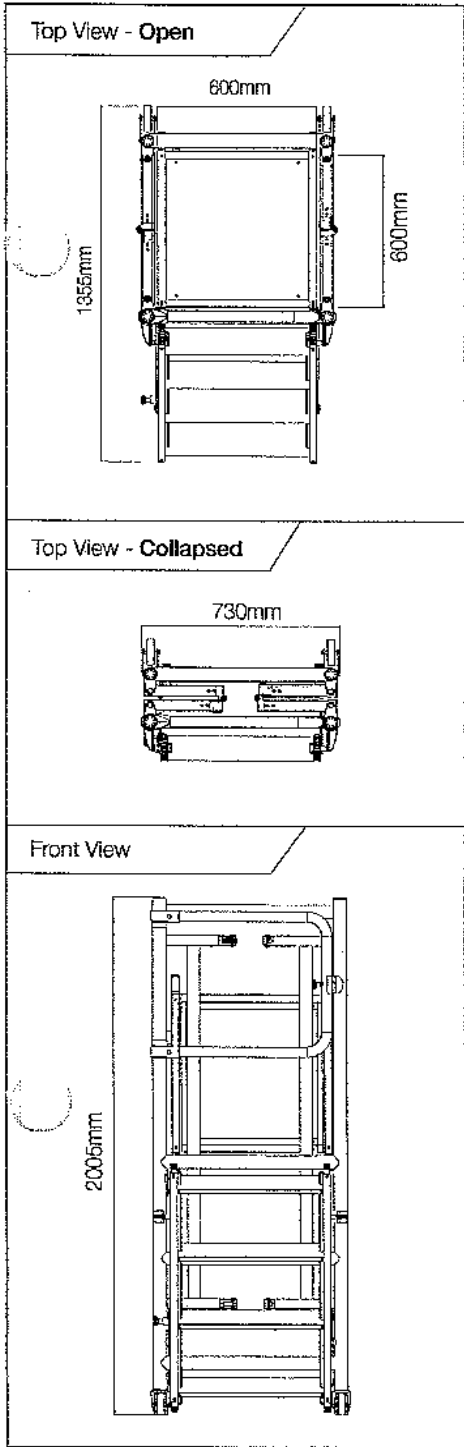


GOTM PAK - FLAT PODIUM 950MM

ACCESS



Main Image - Open

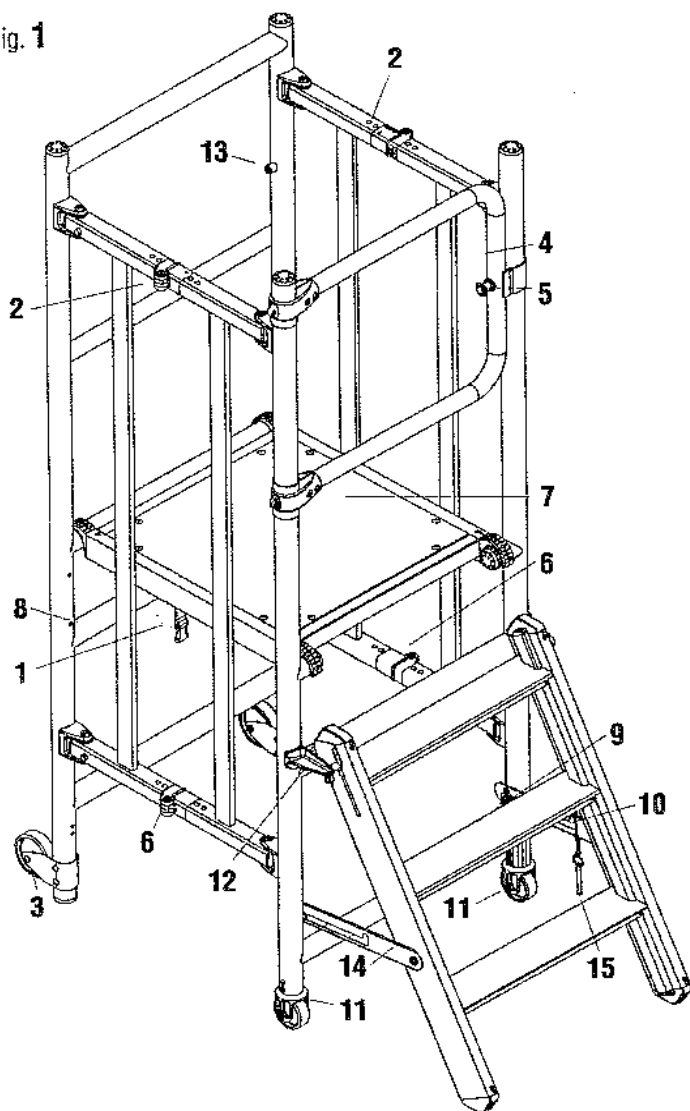
Operation & Safety Manual

THANK YOU FOR BUYING PAK-FLAT PODIUM

You should read the entire operator's manual before you use your Pak-Flat Podium and you should restrict its use to persons who have read, understood, and who will follow all warnings and instructions contained in this manual. In addition, you should follow all warnings and instructions affixed to your Pak-Flat Podium.

IMPORTANT SAFETY INSTRUCTIONS

Fig. 1



This instruction manual contains vital information for the safe use and efficient operation of the PODIUM ACCESS PLATFORM.

Carefully read and understand all instructions before operating & maintaining the podium. Failure to adhere

to the instructions could result in serious personal injury.

KEEP THIS MANUAL FOR FUTURE REFERENCE.

INSPECT YOUR NEW PODIUM

The package should include the following items which should be removed from the packaging carefully and inspected for damaged or missing pieces.

PODIUM IDENTIFICATION - see fig.1

- | | |
|------------------------------|--------------------------|
| 1. Transportation strap | 9. Steps |
| 2. Locking hinge (if fitted) | 10. Step brace |
| 3. Transportation castor | 11. Castor |
| 4. Gate | 12. Upper step lock |
| 5. Gate lock | 13. Deck retaining catch |
| 6. Non-locking hinge | 14. Locking ladder brace |
| 7. Deck | 15. Self locking pin |
| 8. Lower deck frame | |

GENERAL SAFETY INFORMATION

1. This manual should be used in conjunction with a suitable Risk Assessment and Method Statement relevant to the project to be undertaken.
2. This manual should be used in conjunction with THE WORK AT HEIGHT REGULATIONS 2005 to ensure a safe working environment.
3. Ensure that all necessary components and safety equipment are available and operational.
4. Do Not use on soft or uneven surfaces, ensure the ground upon which the podium is to be used is capable of withstanding the combined weight of the podium and any additional loading. Ensure all six contact points are in contact with the surface to maximise stability.
5. Ensure the podium is thoroughly inspected before use. If any of the components are

- damaged DO NOT use until these faults have been corrected. Castors and moving components should be periodically lubricated to keep them free running.
6. A specialist, such as the manufacturer, should repair any damage to the podium.
 7. Ensure all labels are present and legible.
 8. Remove any contamination from the podium (eg. wet paint, oil etc.) before use.
 9. Never use the podium if you are unwell, or under the influence of alcohol or drugs.
 10. Do Not spend too long on the podium without regular breaks (tiredness is a danger).
 11. This equipment weighs 25Kg, caution should be observed when lifting and moving this equipment.
 12. Only competent personnel should undertake erection and dismantling of this podium.
 13. Caution – reduced stability when the podium is collapsed or semi opened. Do Not stand on or within the podium structure whilst being erected, dismantled or when it is in the storage configuration.
 15. Care must be taken when erecting and dismantling the podium. Special attention should be made to hinge sections that could present a trap hazard.
 16. Temporary means of gaining additional height on the platform eg. steps or trestles MUST NOT be used.
 17. The deck should be used by one person at anyone time.
 18. When the deck is in use ensure the gate is closed and locked. Care should be taken when opening and closing the gate.
 19. Only gain access or exit the deck using the integral steps. Do not climb or stand on any other components on the podium.
 20. Always face the steps when climbing and descending the podium.
 21. Ensure your centre of gravity remains within the podium. DO NOT OVER-REACH.
 22. When using the podium at the 700mm height setting, care should be taken when entering and exiting the platform, attention should be made to the platform supports for the 950mm deck setting.
 23. The locking hinges (if fitted) could release if excessive force is applied to the rear of the hinge. If this occurs this will not compromise safety, however the hinge should be locked immediately.
 24. Ensure the work area is kept tidy and be mindful of other people within the environment.
 25. Take precautions against children playing on the podium.
 26. Ensure the podium is closed with the steps stowed and transportation strap in use prior to movement. Care must be taken when moving the podium.
 27. Maximum Safe Working Load – 150KG – including user, tools & materials.
 28. For indoor use only.
 29. Podium weight – 25KG

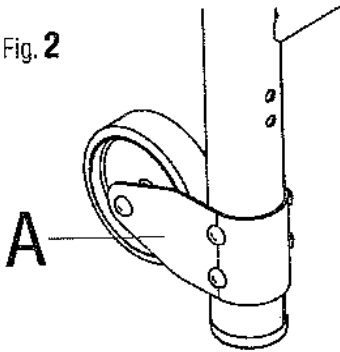
GENERAL OPERATIONAL INFORMATION

INITIAL ASSEMBLY

Upon receiving the podium access platform remove packaging and ensure no damage has occurred in transit.

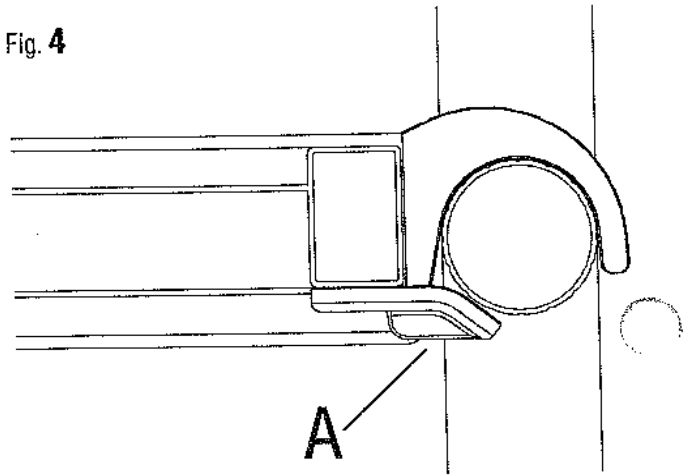
For ease of shipment the two transportation castors are attached inside the podium, these will need rotating. Remove the 2x M6X70mm bolts & nuts (Fig. 2 A) which attaches the castor to the frame. Rotate the castor and bracket assembly 90°, ensuring the castors are mounted on the outside of the podium. Replace the M6X70mm nut and bolt. Repeat process on other castor.

Fig. 2



The podium comes with the deck attached to the 950mm height setting. Ensure the platform clip (Fig. 4. A) are attached and secure the deck to the podium. To adjust the height setting rotate the brackets 90°, lift the deck clear of the podium frame.

Fig. 4



TO OPEN THE STAND

Release the transportation locking straps. Ensure the deck is located in the vertical position (Fig. 3) with the deck retaining catch (Fig. 3. A) securing the deck in position.

Open both folding sides and ensure the 2 locking hinges (if fitted) lock into position (Fig. 3. B.).

Locate the deck on the desired height setting. Rotate the platform clip to ensure the deck is locked to the podium frame.

Fig. 5

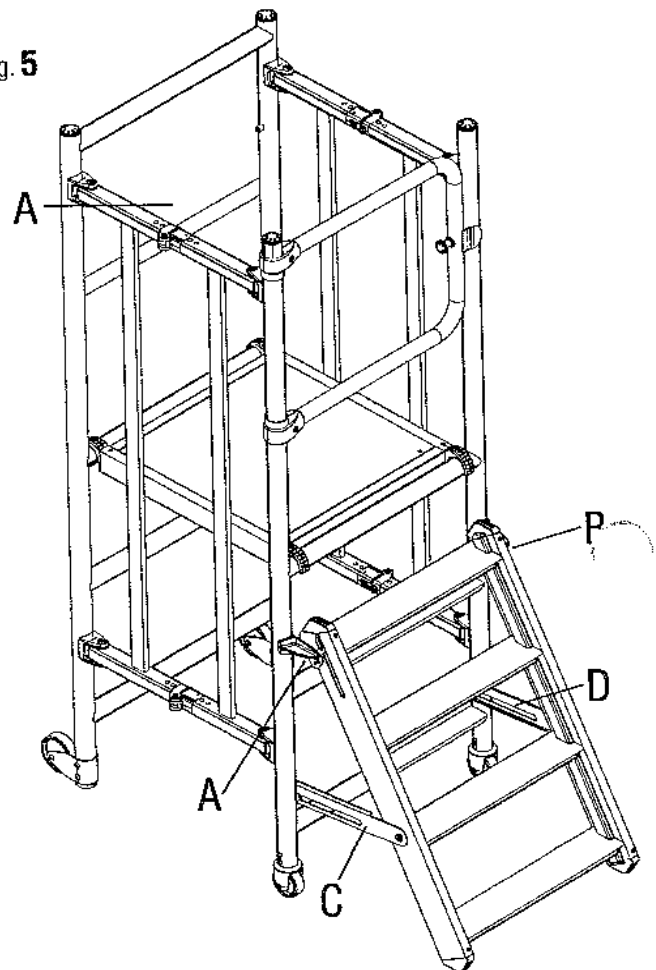
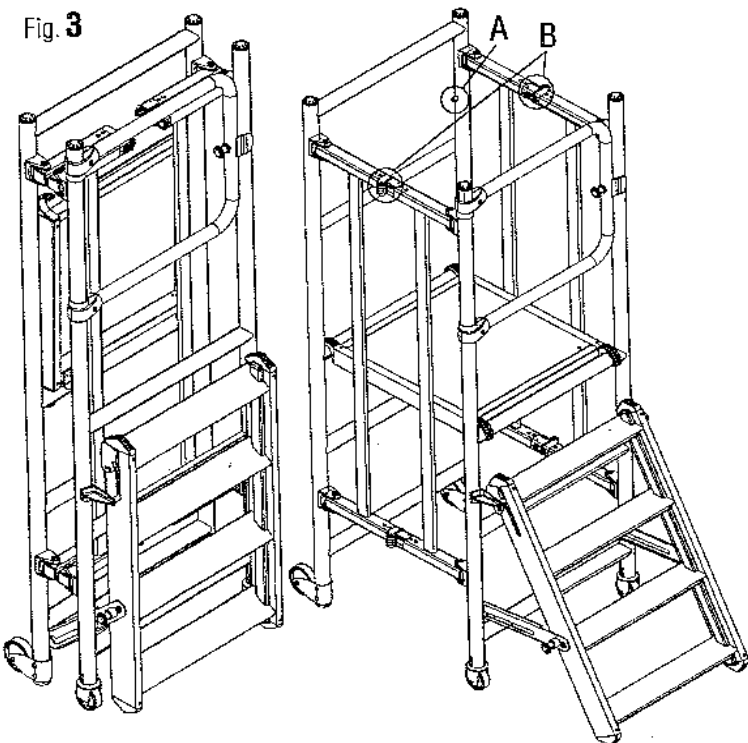


Fig. 3



The podium has 2 height settings, 700mm & 950mm.

Slide the deck away from the deck retaining catches and lower the deck into the horizontal position

ensuring the platform hooks are secured fully secured into position.

Remove the self-locking pin to unlock the steps. Slide open and lift the ladder brace from the locked position until the 4 point locking system secures the steps. (Fig. 5 A, B, C & D) Locks A and B will lock into position as the steps are opened.

Locks C and D are located on the ladder brace and will need to be pushed down into the locked position.

If outriggers (x2) are fitted remove the self-locking pin and slide the outriggers to the open position. Lock the outriggers into position.

TO CLOSE THE STAND

If outriggers are fitted and in use remove self-locking pin. Slide back the outriggers into the stowed position and secure.

Lift the ladder braces to release locks C & D (Fig.5) Push to release the ladder locks A & B (Fig. 5) whilst sliding the steps into the closed position.

Once the ladders are in the stowed position use the self-locking pin (Fig. 1 (15)) to secure.

Lift the deck into the stowed position (vertical) and secure in place with the using the deck retaining catch (Fig. 3. A).

Release the locking hinges by depressing the red trigger on the hinges (if fitted) (Fig.1(2)). With both hinges now released slide the two podium sections together to the closed position. Secure the sections together using the transportation locking strap (Fig.1 (1))

To move the podium tilt until the transportation castor is in contact with the surface (steps facing upwards). It is now possible to easily manoeuvre the podium.

MAINTENANCE

Visual Inspection

Inspect condition of deck; if any signs of cracks or deformation are visible replace part. Ensure the deck

retaining catch is present and functions correctly. The platform clips (Fig. 6. 3 prt no.4) must be present and secure the deck into position.

Check all uprights and cross braces for obvious breaks, cracks, bends dents and missing nuts & bolts.

Ensure all joints are free from dust & debris.

Ensure all warning labels are visible and clearly legible.

Ensure that foot bungs are in place, check for excessive wear & damage.

Functional Checks

Check elbow hinges for damage and correct function.

Ensure ladder operates correctly and the four locks secure the ladder into position. The self-locking pin should be attached to the ladder stile and align with the ladder brace and the stile when the ladders are in the stowed position.

Check the gate lock, ensure the locking plunger locates and secures to gate in position. The plunger must run freely with the return spring ensuring the plunger remains in the locked position.

Lubrication

To ensure correct function of the following moving parts we recommend periodic lubrication using general-purpose grease at a maximum period of six months or as required.

Ensure the internal channel of the ladder brace is greased and between the saddle washer and the nylon runner. (Fig. 6)

Ensure the channel on the ladder stile extrusion is greased to enable smooth operation of the ladders. (Fig. 6)

SPECIFICATION DATA

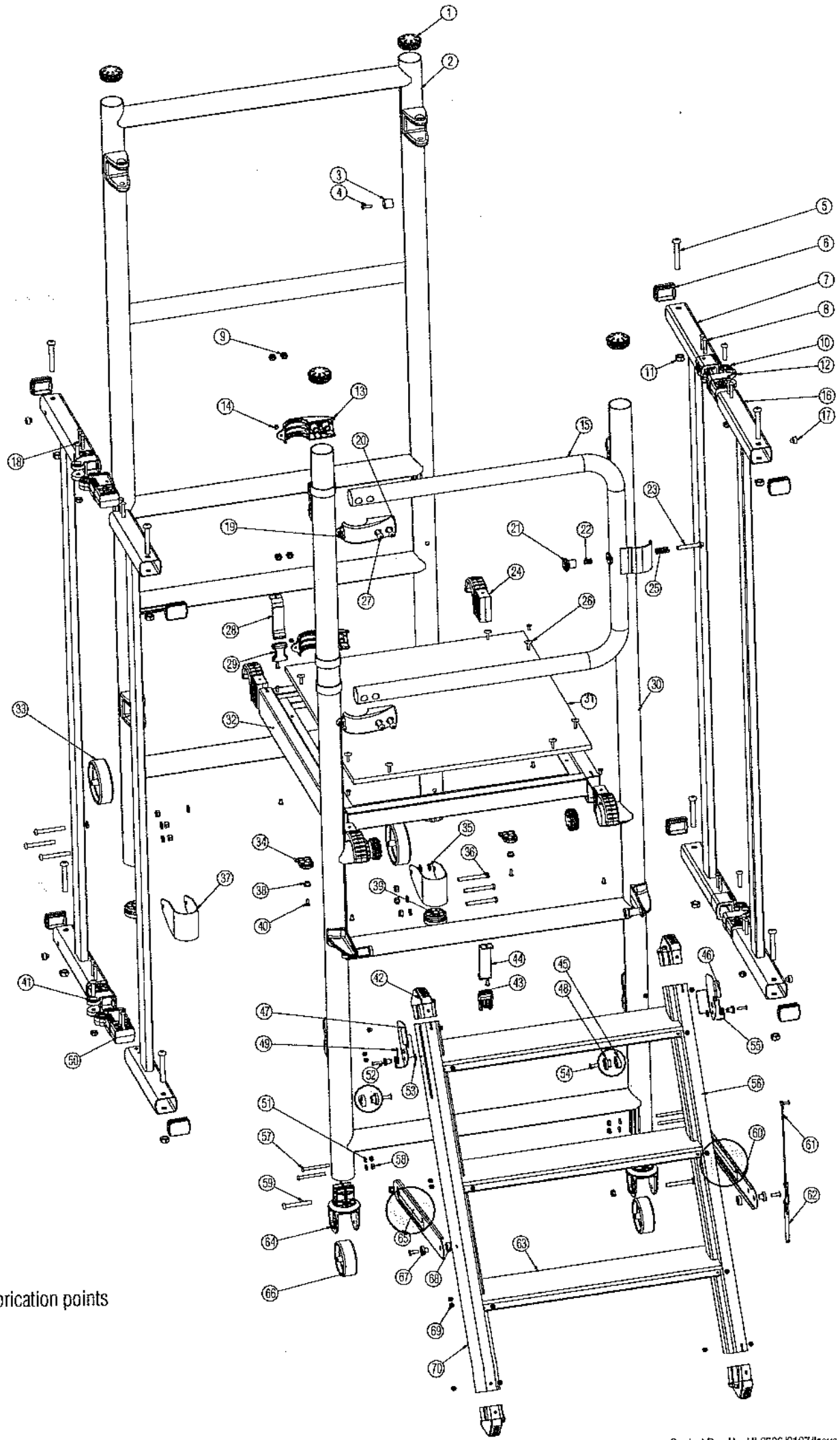
Part Number: V11050

Product Description: Pak-Flat Podium

Weight: 25Kg Max. Load: 150Kg

Dimensions: 730 x 1355 x 2005mm (open)
730 x 377 x 2005mm (closed)

Fig. 6



Key:
○ Lubrication points

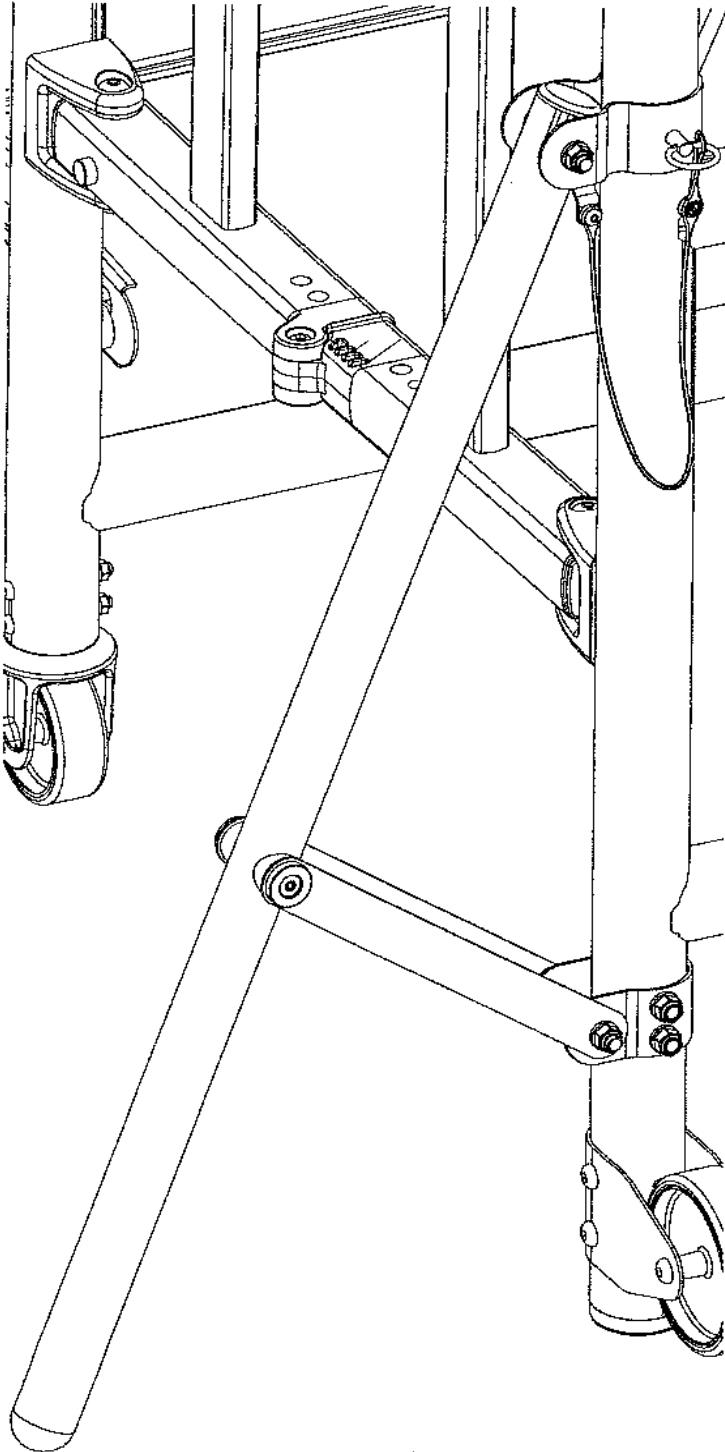
Part No.	Description	Qty
1	End Plug 50mm Round-ISSB	6
2	Rear Frame Sub	1
3	Stud	1
4	3-16 Blind Rivet Dome Head (AD610BS)	3
5	M10 X 70mm Socket Button Head Screw	8
6	End Plug Square-ISSB	8
7	Middle Bend Sub 1	4
8	1-4 Tubular Rivet Oval Head (G4)	16
9	M8 Hex Nyloc Nut	16
	Elbow Hinge Upper Assembly	2
11	M10 Hex Nyloc Nut	8
12	Elbow Hinge Lower 2	2
13	Door Bracket Rear Half-ISSD	2
14	M5 Hex Nyloc Nut	2
15	Door Sub	1
16	Middle Bend Sub 2	4
17	Push In Foot	4
18	M8 X 35mm Socket Button Head Screw	4
19	M5 X 14mm Socket Button Head Screw	2
20	Door Bracket Front Half-ISSD	2
21	Plunger Head - ISSB	1
22	M8 In-mould-insert	1
23	Index Plunger Long	1
24	Platform Hooks	4
25	Door Latch Spring (1026)	1
26	3-16 Blind Rivet Large Flange (AD610BSLF)	8
27	M8 X 55mm Socket Button Head Screw	4
28	Nylon Strap 4	1
29	Buckle Female	1
30	Front Frame Sub	1
31	Floor Board	1
32	Platform Sub	1
33	100mm Plain Bore Wheel Assembly	2
34	Platform Clip Moulded	2
35	M8 Washer	10

Part No.	Description	Qty
36	M8 X 65mm Socket Button Head Screw	6
37	Rear Wheel Bracket	2
38	Platform Clip Bush	2
39	Rear Foot-ISSB	2
40	3-16 Blind Rivet Dome Head (AD66BS)	10
41	Elbow Hinge Lower Blanked 2	2
42	Ladder End Moulding	4
43	Nylon Strap 3	1
44	Saddle Washer	1
45	Ladder Catch RH-ISSB	2
46	Ladder Catch LH-ISSC	1
47	Torsion Spring (1613LH) Sprung	1
48	Elbow Hinge Upper Blanked 2	2
49	Nylon Spacer-ISSB	1
50	Buckle Male	2
51	M8 Washer (100706)	4
52	1-4 Blind Rivet Dome Head (AD810BS)	2
53	Runner	2
54	Torsion Spring (1613RH) Sprung	4
55	Ladder Stile RH	1
56	M6 Washer	1
57	M6 X 60mm Socket Button Head Screw	4
58	M6 Hex Nyloc Nut	4
59	M8 X 60mm Socket Button Head Screw	2
60	Ladder Brace RH	1
61	Lanyard	1
62	DTP-0312-2200 Self Locking Pin	1
63	Treads	3
64	Wheel Bracket Casting	2
65	Ladder Brace LH	1
66	80mm Plain Bore Wheel Assembly	2
67	Nylon Bush	2
68	Ladder Fixed Pivot	2
69	3-16 Blind Rivet Dome Head (AD64BS)	34
70	Ladder Stile LH	1

OUTRIGGER KIT FOR PAK-FLAT PODIUM

Two custom-made outriggers give the Pak-Flat Podium even greater stability to extend safety in use.

Once fitted they become an integral part of the unit, unfolded and packed away in seconds.



USING OUTRIGGERS

You should read the entire operator's manual before you use your Pak-Flat Podium Outriggers and you should restrict its use to persons who have read, understood, and who will follow all warnings and instructions contained in this manual. In addition, you should follow all warnings and instructions affixed to your Pak-Flat Podium and Outriggers.

IMPORTANT SAFETY INSTRUCTIONS

This operator manual contains vital information for the safe use and efficient operation of the OUTRIGGERS for the Pak-Flat Podium.

Carefully read and understand all assembly instructions before operating & maintaining the podium. Failure to adhere to the instructions could result in serious personal injury or premature product failure.

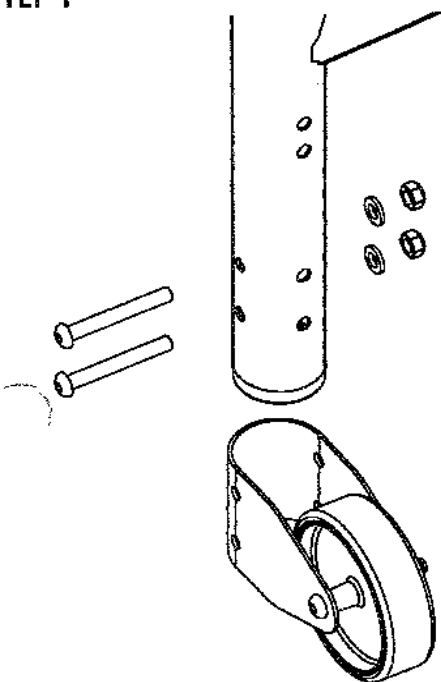
KEEP THIS OPERATEURE MANUAL FOR FUTURE REFERENCE.

INSPECT YOUR NEW OUTRIGGERS

The package should include the following items which should be removed from the packaging carefully and inspected for damaged or missing pieces (see page 13 for parts list).

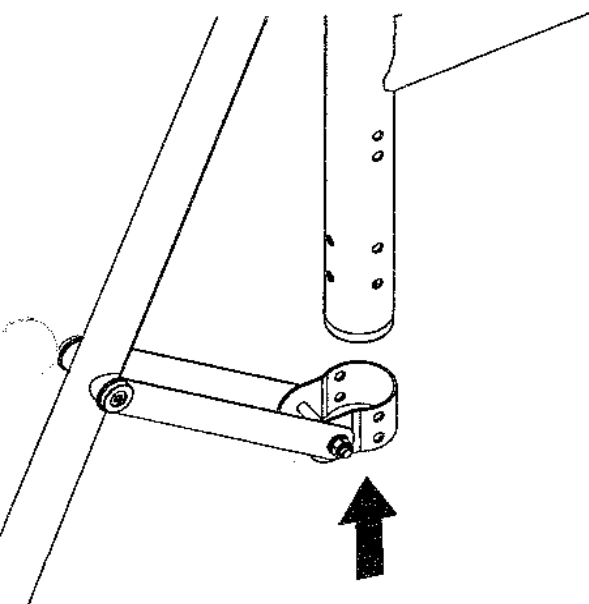
ASSEMBLY INSTRUCTIONS

STEP 1



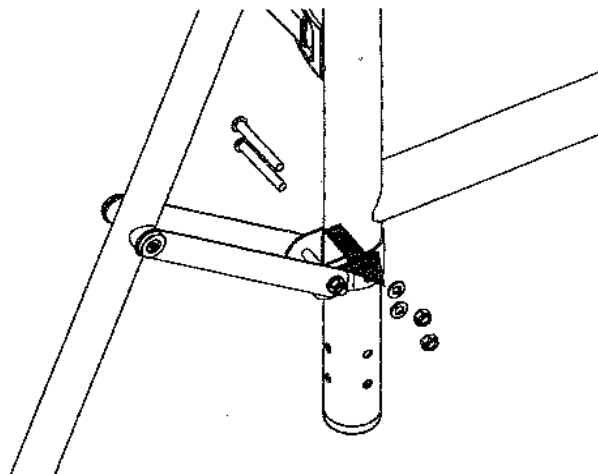
Remove rear wheel assembly of Pak-Flat Podium by removing the screws, bolts and washers.

STEP 2



Slide on outrigger unit onto leg of podium stand. Push up until the bottom bracket holes align with those on the rear legs of the podium stand. Ensure the lanyard and self-locking pin is located on the outside of the podium.

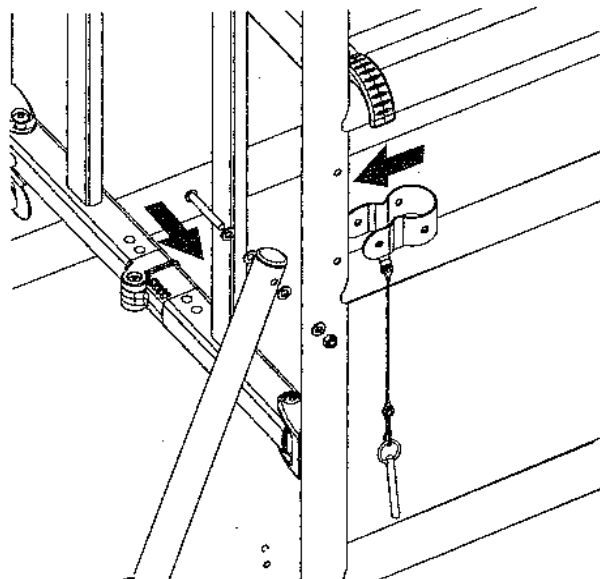
STEP 3



Secure the bottom bracket to the podium using the screws, bolts and washers provided.

Replace the rear wheel assembly, ensuring the wheel is located on the correct orientation and secure with the screw, bolts and washer removed in step 1.

STEP 4



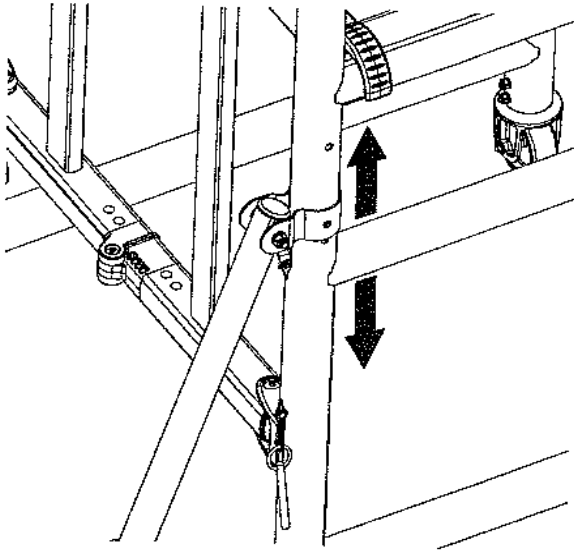
Using a general purpose grease lubricant the internal face of the top clip to ensure smooth operation of the outrigger. Snap the sprung top clip around the rear legs of the podium stand.

Fasten outrigger leg at the top using the screws, bolts and washers.

One washer is placed on the outside of the bracket and the other two washers are placed between the outrigger

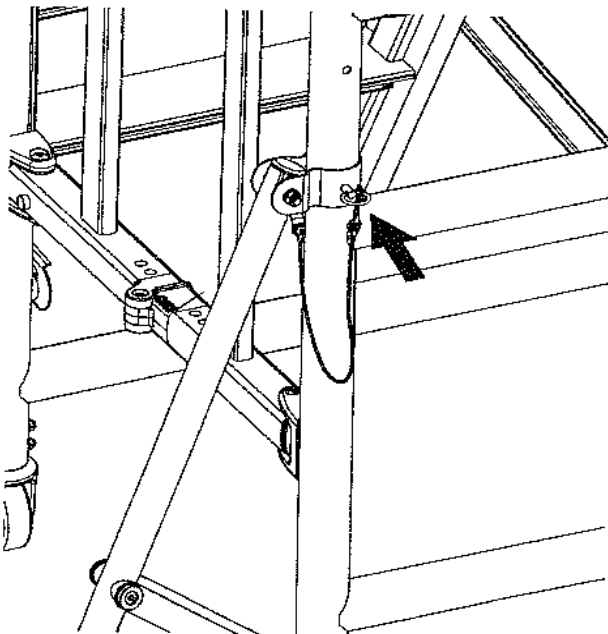
leg and the inside faces of the sprung top clip.

STEP 5



Slide the outrigger unit using the top sprung clip up or down the rear legs of the podium until the holes in the top sprung clip align with those in the rear legs of the podium stand.

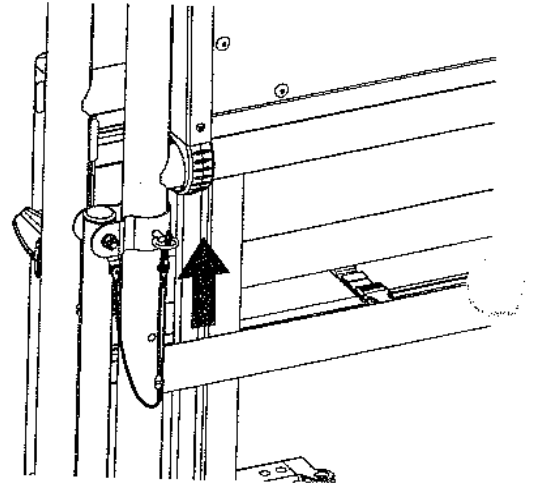
STEP 6



Insert locking pin into top sprung clip to fix outrigger in a locked position.

The top hole is for the outrigger to be fixed in the collapsed state and the bottom hole is for the outrigger to be fixed in the open state.

STEP 7



To store the Outrigger when the podium is collapsed, slide it up the podium and secure with the locking pin. Slide the spring clip to align with the top hole in the rear leg and secure with the locking pin.

MAINTENANCE

Visual Inspection

Check all components for obvious breaks, cracks, bends dents and missing nuts and bolts.

Ensure all joints are free from dust and debris.

Ensure that foot bungs are in place, check for excessive wear and tear.

Lubrication

To ensure correct function of the Outriggers we recommend periodic lubrication using general-purpose grease at a maximum period of six months or as required. Grease the rear legs of the podium between the two alignment holes for the Outriggers. Slide the sprung-clip up and down several times to ensure all components are lubricated.

Part No.	Description	Qty per leg
1	Outrigger Clip	1
2	Cover Cap	1
3	M8 X 60mm Socket Button Head Screw	1
4	M8 Hex Nyloc Nut	4
5	M8 Washer	8
6	Outrigger Leg	1
7	3-16 Blind Rivet Dome Head (AD64BS)	1
8	Lanyard	1
9	DTP-0312-2200 Self Locking Pin	1
10	1-4 Blind Rivet Dome Head (AD810BS)	2
11	Outrigger Saddle Washer	2
12	M8 X 70mm Socket Button Head Screw	3
13	Outrigger Brace	2
14	Outrigger Runner	2
15	Brace Spacer	2
16	Outrigger Clip Fixed	1
17	Domed Foot	1

