
	Construction Plant-hire Association Construction Hoist Interest Group	
	Construction Hoist Technical Information Note	
TIN 301	Thorough Examination of Hoists to be Used for Transporting Scaffolding Materials	

Regulation 9 of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) requires that before lifting equipment is used it is thoroughly examined by a competent person to ensure that it is safe to use.

It is recommended that the hoist or transport platform installed specifically for the transportation of scaffolding materials is designated as a lifting platform and thoroughly examined as such, taking account of the specific risks associated with the transportation of scaffolding materials. This will include the provision of racks or carriers for securing the material being transported (See **Annex C**).

NOTE: A lifting platform is defined within this document as a construction hoist or transport platform that has been specifically adapted by the hoist supplier for transporting scaffolding materials during scaffolding operations.

A thorough examination of the hoist as a lifting platform should be undertaken before the machine is first used for transporting scaffolding and after each subsequent alteration, e.g. where the height of travel is increased.

Annex A gives an example of a scope of thorough examination for a construction hoist (designated as a lifting platform) and used solely for the transportation of scaffolding materials as part of a safe system of work.

LOLER requires that the competent person carrying out a thorough examination of a lifting platform makes a report of that thorough examination in writing to the user of the lifting platform and to the person from whom the lifting platform has been hired. It is essential that:-

- The description of the lifting platform in the report clearly states that it is a lifting platform to be used for transporting scaffolding materials;
- The report is authenticated by the competent person, or on his behalf;
- The report contains the information specified in Schedule 1 to LOLER (See **Annex B**);
- The interval between thorough examinations for use as a lifting platform is limited to the duration of the projected period of the current phase of scaffold installation or the occurrence of lifting platform alteration or dismantle.

After each phase of utilization of the lifting platform has been completed, consideration should be given to the merits of the retention or removal of any modifications carried out on the lifting platform for the purpose of adapting it for transporting scaffolding materials.

On completion of the specific use as a lifting platform for transporting scaffolding materials and before the machine is handed over for normal use as a hoist or transport platform, the remaining gates and hoistway protection necessary for normal use must be fitted and a new thorough examination carried out. It is the responsibility of the user to organise this, although the thorough examination is normally carried out by the supplier. The report of thorough examination must be issued to the user and, if the hoist is safe to use, it is ready for handover to the user for normal hoist operations.

Detailed advice on the thorough examination of lifting platforms, including competent persons, independence and reporting requirements, is given in the *Best Practice Guide on the Maintenance, Inspection and Thorough Examination of Construction Hoists* published by the Construction Plant-hire Association and available as a free download from:-

<http://www.cpa.uk.net/p/Construction-Hoist-Interest-Group>

TIN No.	301	Issue Date	30.04.13	Revision Date	30.04.18	Issue	B	Page 1 of 4
---------	-----	------------	----------	---------------	----------	-------	---	-------------

Annex A - Scope of Thorough Examination



Scope of Thorough Examination of a Lifting Platform to be Used for Transporting Scaffolding Materials										
Machine Owner					Site					
Date		Lifting Platform Model			Serial No.		Hour Clock		O/S No.	
KEY: A – in good order B – requires early attention C – requires immediate action D - Not applicable										
ENCLOSURE				A	B	C	D	STRUCTURE		
1. Side-panels								46. Mast sections		
2. Cable basket(s) & trailing cable(s)								47. Mast bolts and nuts		
3. Electrical panel								48. Mast racks and bolts		
4. Ultimate limit ramps								49. Rack lubrication		
5. Isolators								50. Cable guides standard		
6. Gate/door								51. Cable guide device & trolley		
7. Foundation fixing								52. Landing beams		
8. Buffer springs								53. Pipe supports		
9.								54. Wall ties and fixings		
PLATFORM / CAGE								55. Vertical pipes		
10. Gate, door entrance								56. Limit cams top		
11. Gate, door exit								57. Limit cams bottom		
12. Side panels, roof and floor								58. Cable anchorages		
13. Ladder and fixing								59. Erection crane and accessories		
14. Limit switches for gates/doors								60.		
15. Limit switch for trap door								HOISTWAY PROTECTION		
16. Ultimate limit switch								on completed landings		
17. Up limit switch								61. Landing gates door		
18. Down limit switch								62. Mechanical interlocks		
19. Control switch/buttons								63. Gate cam & switch assembly		
20. Electrical equipment								64. Hoistway protection		
21. Counterweight, rope anchorage								65.		
22. Safety notices/signs								COUNTER-WEIGHTS		
23. SWL taking account of any derating								66. Counterweight assembly		
24. Lighting								67. Rope anchorages		
25. Gate counterweight and ropes								68. Cathead sheaves		
26. Gate mechanical interlocks								69. Guide rollers		
27.								70. Buffer springs		
MACHINERY								71. Support ropes		
28. Guide roller, hook assemblies								72.		
29. Guide roller adjustment								SPECIAL EQUIPMENT		
30. Guide roller wear								73. Emergency stop control		
31. Safety device unit								74. Alarm system		
32. Safety device resetting tool								75. Stop next landing		
33. Drive motors								76. Load sensing (where applicable)		
34. Brakes								77. Scaffold rack or frame		
35. Brake adjustment								78. Emergency lowering		
36. Gearboxes								79. No undue noises		
37. Gearbox oil levels								80. Guards replaced & secure		
38. Drive pinions								81.		
39. Drive pinion wear								TESTS and Records		
40. Drive pinion adjustment								81. Load control test		
41. Safety pinion								82. Load test		
42. Safety pinion wear								83. Drop test		
43. Safety pinion adjustments								84. Written safe system of work in place for use as a lifting platform		
44. Centrifugal weights								85.		
45.										
Comments										
Name of Competent Person				Signature			Employer			
Date of thorough examination				Date of next thorough examination			Thorough examination report reference			



Annex B – Information to be contained in a report of a thorough examination

The following is an extract from the Lifting Operations and Lifting Equipment Regulations. Schedule 1 of Regulation 10 is quoted here in full. It details information to be contained in a report of a thorough examination.

- 1) The name and address of the employer for whom the thorough examination was made.
- 2) The address of the premises at which the thorough examination was made.
- 3) Particulars sufficient to identify the equipment including where known its date of manufacture.
- 4) The date of the last thorough examination.
- 5) The safe working load of the lifting equipment or (where its safe working load depends on the configuration of the lifting equipment) its safe working load for the last configuration in which it was thoroughly examined.
- 6) In relation to the first thorough examination of lifting equipment after installation or after assembly at a new site or in a new location:
 - a) that it is the first thorough examination after installation or after assembly at a new site or in a new location;
 - b) (if such be the case) that it has been installed correctly and is safe to operate.
- 7) In relation to a thorough examination of lifting equipment other than a thorough examination to which paragraph 6 relates -
 - a) whether it is a thorough examination:
 - i) within an interval of 6 months;
 - ii) within an interval of 12 months;
 - iii) in accordance with an examination scheme;
 - iv) after the occurrence of exceptional circumstances;
 - b) (if such be the case) that the lifting equipment is safe to operate.
- 8) In relation to every thorough examination of lifting equipment:
 - a) identification of any part found to have a defect which is or could become a danger to persons, and a description of the defect;
 - b) particulars of any repair, renewal or alteration required to remedy a defect found to be a danger to persons;
 - c) in the case of a defect which is not yet but could become a danger to persons –
 - i) the time by which it could become such a danger;
 - ii) particulars of any repair, renewal or alteration required to remedy it;
 - d) the latest date by which the next thorough examination must be carried out;
 - e) Where the thorough examination included testing, particulars of any test;
 - f) The date of the thorough examination.
- 9) The name, address and qualifications of the person making the report; that he is self-employed or, if employed, the name and address of his employer.
- 10) The name and address of a person signing or authenticating the report on behalf of its author.
- 11) The date of the report.

	Construction Plant-hire Association Construction Hoist Interest Group							
	Construction Hoist Technical Information Note							
TIN 301	Thorough Examination of Hoists to be Used for Transporting Scaffolding Materials							
<p>Annex C – Adaption of the Lifting Platform to Carry Scaffolding Materials</p> <p>In order to transport materials in an upright position in a hoist, it may be necessary to adapt the hoist by having a rack or framework secured to an appropriate point on the hoist. The purpose of this device is to secure the load or partial load to prevent it from falling, slipping, rotating or from entanglement with the mast or other hoistway obstacles.</p> <p>During loading and unloading, the device must be capable of preventing any individual piece of the scaffolding material from falling or sliding in an uncontrolled manner.</p> <p>C.1 Design of the Device</p> <p>The design of the device must be fit for purpose and must be carried out by a person who is able to understand loadings on the hoist platform/cage and the integration with its operation. It should take into consideration the number, length and weight of the materials being transported. It may result in the de-rating of the rated load of the machine due to point loading on the floor, the raised centre of gravity of the load and the possible eccentricity of the load within the platform/cage area. It may be necessary to reinforce the floor of the cage when using the device.</p> <p>The weight of the device must also be taken into consideration when de-rating the rated load. A sign must be installed on the device or in the platform area showing any possible restrictions on the length of the scaffolding materials and the de-rated capacity of the hoist.</p> <p>The carriage of long and/or broad scaffolding components may place an increased wind load on the hoist. This may occur at a higher level than normally expected. Consideration should therefore be given to limiting the additional wind area incurred by the scaffold components, or limiting the allowable in-service wind speed. This should be included in the consideration of the de-rating of the hoist.</p> <p>The supplier, usually the hire company, is responsible for approving the design and the installation of the device on the platform/cage of the hoist. This should be undertaken in consultation with the hoist manufacturer.</p> <p>C.2 Information for Use</p> <p>The supplier must ensure that the user is provided with adequate information to enable them to use the adapted hoist safely. As a minimum, the following information should be supplied:-</p> <ul style="list-style-type: none"> • Rated capacity; • Maximum in-service wind speed; • Restrictions on point loads; • Requirements for securing of materials; • Inspection requirements. <p>C.3 CE Marking Issues</p> <p>Adapting a hoist to transport scaffolding materials safely may require an additional conformity assessment to ensure conformity with the Essential Health and Safety Requirements of the Machinery Directive. Advice on this is given in the CPA Technical Information Note TIN 302 <i>CE Marking of Construction Hoists and Components</i>.</p> <p>C.4 Use of the Device</p> <p>The scaffolding contractor is responsible for the correct use of the device. Since the load capacity might have been de-rated, it is important to ensure that overloading does not occur.</p> <p>Furthermore, special consideration must be given to ensuring that overloading does not occur when scaffolding is being dismantled and transported to the ground.</p>								
TIN No.	301	Issue Date	30.04.13	Revision Date	30.04.17	Issue	B	Page 4 of 4