

FAIR WEAR & TEAR GUIDE



***FORK*FORCE®**

PROUD MEMBER OF  **Australian Forklift
and Industrial Truck
Association**



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INTRODUCTION

The Australian Forklift and Industrial Truck Association (AFITA) is the national peak body representing the interests of major suppliers of lift trucks and associated equipment in Australia. Its membership includes most of the manufacturers and importers of lift handling equipment and other major companies and suppliers associated with the industry.

Since its formation in 1961, the Association has become increasingly recognised for providing a strong voice for the industry. The major focus of the AITA is to ensure the highest possible standards of performance, safety and client satisfaction.

The AFITA plays an active role in the development of Australian and International Standards for the forklift industry and in promoting the highest standards of safe use of equipment through the development of guidance documents on topical issues and the conduct of annual Forklift Safety Seminars to inform industry and users of forklift equipment.

The purpose of this document is to give a guide to what is considered within the industry as "Fair Wear and Tear". During the contract term, age related deterioration of the equipment will naturally occur, this is known as "Fair Wear and Tear". Importantly, the term "Fair Wear and Tear" only relates to equipment that is being used in compliance with the Operating Instructions, where daily checks are carried out by the operator, and regular servicing is carried out using recommended parts and lubricants by an authorised service agent.

"Fair Wear and Tear" should not be confused with damage or excessive wear and tear. Damage and excessive Wear and Tear occurs as a direct result of misuse, abuse, lack of attention to preventative measures, poor application or environmental conditions.

Users are financially responsible for the repair or make good costs if the equipment is returned with an unreasonable level of wear and tear at the end of the rental period.

RESPONSIBILITY

The Supplier has a responsibility to monitor and maintain the truck or unit. They should ensure the servicing follows the manufacturer's recommended schedule and use approved service agents and recommended parts.

Users have a responsibility to note any damage, mechanical problems or areas of worsening wear and tear in the relevant log or inspection book and notify their supplier.

Conduct pre-operational checks (oil, tyres, radiator, battery etc.) as required by the supplier, and record the inspection in a log book or fleet management system.

Do not use the machine beyond its capacity as stated on the nameplate.

Regularly clean the bodywork, upholstery and cabin.

DEFINITION OF DAMAGE

Damage is the most commonly used term when dealing with out of contract costs, especially on contract hire machines. Damage can occur for many reasons, either accidental or intentional and is frequently associated with damage to building and facilities. Personal injuries are also possible. The damage cost of the surrounding can be considerably higher than the forklift itself.

The examples in this document refer to wear/damage etc that has occurred to a new truck. If a truck is not in "as new" condition at the start of the period, any wear or damage should be noted by all parties before the truck goes out, to avoid a dispute when it is returned.

EXPLANATION OF MISUSE

Misuse often leads to the truck being damaged. Some common examples of misuse are:

- The truck being used when warning indicators are lit, especially if the warning indicates an overheated motor or engine, low oil level in the engine or the hydraulic system.
- The truck is being operated despite it having obvious faults.
- The truck being used after it has been damaged in an accident or used whilst being repaired without the approval of the supplier.
- Use of contaminated or incorrect fuels or oils.
- Lifting loads which are heavier, wider, not uniformly loaded or higher than the truck is designed for. This may cause damage to the mast, lift chains, fork carriage, forks or attachments and may even cause the truck to overturn.
- Badly stacked loads which may fall down during lifting or lowering and damage mast, hydraulic system or cabin/overhead guard.
- Trucks being used to push or drag loads which are resting on the ground, especially if chains or ropes are used to do this.
- Inadequate cleaning of trucks used in fibrous, dusty or aggressive environments.
- Using an attachment to lift a load for which it is not designed.
- Unauthorised modifications.



GENERAL

Books and Manuals

All operators' manuals and other documents relating to the machine are the responsibility of the user and must be returned at the completion of the rental period.

Appearance

Regular cleaning of the machine is required; taking care that the cleaning method is reasonable and complies with any manufacturer's instructions.

The machine should be returned suitably clean to allow inspection of equipment condition.

Additional Equipment

All items supplied with the truck must be present, complete and fully operational when the truck is returned. Examples included Safety System, Camera System, Lighting, Weight Gauges, Fire Extinguishers, Battery Charger, LPG Gas Bottle, Attachments, Fleet Management Systems, etc.

Modifications/Tampering

Trucks or their attachments shall not be modified in any way, except with the prior approval of the manufacturer. The approved accessories that have been installed by the customer are to be removed and any holes or damage should be made good to a professional standard. Examples may include communication systems, work holders, tool boxes and electrical and hydraulic circuits.

Badges, Labels and Decals

Any non-standard badges or labels attached to the bodywork or glass must be removed, and any damage caused by their attachment or removal must be made good before the truck is returned.

Keys/Security and Fleet Management Systems

All keys must be returned with the truck. Similarly, if the truck was supplied with a security system, then this must be intact and in working order.

Operator Error

Operators can cause machine failures, some examples include:

- Failure to complete the daily checks may result in damage.
- Leaving lights on flattens batteries, which can lead to non-start and require a service call for premature battery failure and replacement.
- Starter motor problems due to over cranking.

EXTERIOR - BODY DAMAGE

ACCEPTABLE



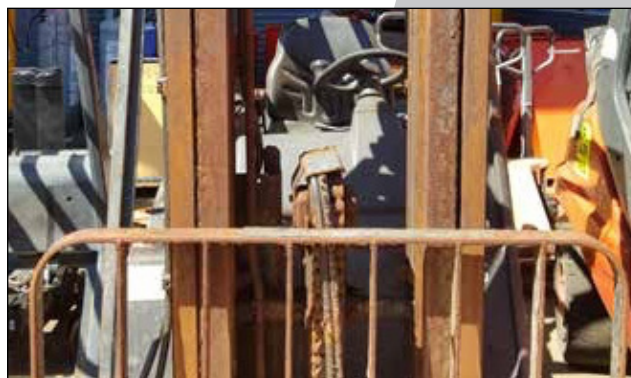
- Protective panels and covers present and undamaged
- Minor dents within 20mm diameter and light scratches up to 25mm in length, where the paint surface has not been penetrated
- Counterweight mounted and aligned in original condition
- Towing coupling/pin present and working



UNACCEPTABLE



- Mechanical deformation of supporting components, panels and covers
- Broken, cracked or deformed plastic components
- Multiple dents occurring in a single panel or dents larger than 20mm in diameter and abrasions of more than 25mm in length
- Major decal residue, customer painting or graffiti
- Unapproved modifications
- Protective grill or panel missing or damaged
- Towing pin missing or damaged
- Removal of compliance and/or rating plates



OVERHEAD GUARD & CABIN

ACCEPTABLE



- Front and rear panels and doors complete, not deformed and fully functioning
- Windscreens undamaged and free from major scratches
- Wiper blades and windscreen washer system operating
- All cabin functions working (Front and Rear Wipers, Air Conditioning System, Roof Panel, Mirror, Window opening mechanism)

UNACCEPTABLE



- Overhead Guard, Cabin panels, or Cabin components shall not be dented, deformed and/or damaged
- No holes or unauthorized penetrations should be made to the Overhead Guard structure
- Damage to cabin accessories





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