



Loader Crane Handover Sheet

Record of Product Familiarisation

Vehicle Reg/Fleet No:		Date:	
Crane Type:		Crane Serial Number:	
Attachment Type:		Attachment Serial No:	

Item	Y/N	Item	Y/N
Explanation of capacity & load charts		Other safety features	
Use of PTO/Interlock/Revs		Operation of basic crane functions	
Basic layout of control levers		Basic attachment functions	
Deployment of stabilisers		Safe stowing of stabilisers	
Unfolding/Un-stowing of Crane		Safe stowing of crane	
Crane Safety system functions		Disengage PTO	
Boom height warning system		Operator Maintenance Checks	

List Below Any/All Other Items Covered/Questions Asked/Advice Given

Declaration to be signed by person(s) receiving instruction:

- I declare I have received Product Familiarisation for this machine on the above topics.
- I confirm I am in receipt of either the Operators Handbooks or an Abbreviated Guide for this machine.
- I confirm I am aware that the Familiarisation I have received does not constitute or replace the need for Operator Training for this category of machine.
- I confirm that I will not permit any person other than those named below to operate this machine.

Name..... Signed.....

Name..... Signed.....

Name..... Signed.....

Name of Individual Providing Familiarisation.....

Company..... Signed.....



Guidance for Persons Carrying Out Familiarisation Training

Pre-requisites

- You must be able to demonstrate sufficient theoretical and practical knowledge of the product on which you are providing familiarisation.
- As a minimum, ALLM recommends that you hold a suitable category ALLMI Operators Card; plus have documented evidence that you have received Product Familiarisation training from the relevant manufacturer(s).

Accompanying Notes Guidance to the Product Familiarisation Form

Golden Rule

- For the avoidance of doubt, you must ensure every box has the required information entered into it. If the particular information is Not Applicable to the machine in question then write "N/A" in the box.
An empty/blank box = doubt!

Vehicle/Crane Details

- Please ensure you record all the appropriate vehicle/crane details in these boxes. If the crane only has an hook and does not have an attachment fitted i.e. brick grab/clamshell, then you should write "hook" and write N/A (Not Applicable) in the serial number column.

Items to be covered during product familiarisation

- **Please re-iterate throughout that this is Product Familiarisation Only and does not replace the need for the appropriate Operator Training.**

Explanation of Capacity And Load Charts

- This should involve showing where the rated capacity charts are fitted on the machine and making sure that the stated capacities at their corresponding radii are clear to read and understood by those attending.

Use of PTO/Interlock/Revs

- Explanation/Demonstration should include where the PTO switch is and how it should be operated appropriate to the vehicle/gearbox configuration i.e. on a manual gearbox, at tick-over, to dip the clutch for 4 seconds prior to engaging.
- If a handbrake interlock is fitted, you should demonstrate how this works and explain that it is a failsafe device and not another way of disengaging the PTO (referring back to the reason/benefit of dipping the clutch prior to engaging).
- Explain/demonstrate how the revs are set. If this is not programmed automatically via the Engine Management System, then explain the correct rev setting for the vehicle/machine in question and why it should not be set any higher i.e. heat/pressure damage to the system etc.

Basic Layout of Control Levers

- The layout of the control levers should be explained in sequence for each control station fitted to the crane and comparisons made/checked against what the Operator may be previously used to.



- It should be stressed that while the operator is becoming familiar with the controls, they should look at the control lever decal then operate it gently to verify its function before using at full travel.

Deployment of Stabilisers

- This should be an explanation only of how the stabilisers are unlocked, operated, then re-locked to deploy them successfully. The Operator should already be familiar with the importance of site/ground selection prior to the deployment of stabilisers.

Unfolding/Un-stowing of Crane

- If the crane is on hook duty i.e. folded, demonstrate the procedure for unfolding the crane correctly, including the importance of re-pressurising the jib (inner boom) ram **inwards** before the main boom is raised to avoid dropping.
- For cranes which commonly travel on the vehicle bed i.e. brick grab/clamshell bucket applications, explain the importance again of re-pressuring the jib ram **outwards** before raising the main boom.

Crane Safety System Functions

- Provide an overview of how the safety system works and why it is fitted.
- Point out the location of the emergency stops and demonstrate their function.
- Show how the increasing load warning works and simulate a full overload situation by end-stroking the main boom cylinder to demonstrate how it works and what warnings are given when the overload cuts in.
- Explain the options for recovering from an overload situation relevant to the safety system in question.

Boom Height Warning System

- Explain and demonstrate how the Boom Height Warning System (or Crane Not Stowed Warning) works.
- Explain that it is the responsibility of the operator to be aware of his travelling height at all times and refer to the Travelling Height sticker or device in the cab.

Other Safety Features.

Explain & demonstrate how any other safety systems fitted work. These may include:-

- Stabiliser Legs not stowed warning device.
- Stabiliser legs not deployed interlocks.
- Platform safety envelope i.e. crush protection over stand-up controls.
- Slew limitation system
- Crane stability system.

These can be listed separately in the blank box below for additional information if required.

Operation of Basic Crane Functions

- Demonstrate each crane/lever function one by one and allow the Operator to repeat for them to get a feel for the controls and ask any questions.



Basic Attachment Functions

- Highlight the key characteristics of the attachment (if fitted i.e. brick grab). Demonstrate how the attachment works.

Safe Stowing of Stabilisers

- This should only include a demonstration of how the stabiliser legs are unlocked, raised/retracted, and then re-locked for travel. The Operator should already be familiar with the importance of stowing the stabiliser legs safely for travel.

Safe Stowing of Crane

- Demonstrate the procedure for stowing the crane depending on application.
- On a crane fitted with a hook, show how the boom latches/auto-locks work and explain the importance of relaxing the hydraulics once the latches are engaged.
- On a crane fitted with a brick grab/clamshell bucket, explain the importance of boom position relative to the travelling height i.e. the setting of the Boom Height Warning System. Cover also the importance of leaving approximately 50mm of travel in the Jib Ram and the importance of travelling with the extensions retracted where at all times.

Disengage PTO

- Demonstrate how to disengage the PTO, reversing the procedure used at the beginning when engaging.
- Re-emphasise the importance of not relying on the Handbrake Interlock to do this.

Operator Maintenance Checks

Cover any checks you may wish the Operator to make on a periodic basis. These should also be incorporated in the written information you have provided and may include: -

- Daily pre-use check sheet
- Checking of oil level and temperature.
- Greasing regime.
- Cleaning instructions.

End of Document. Further guidance on this and other topics are available from ALLMI on request.

Disclaimer:

The information contained within is a) generic and for guidance purposes only and b) non-exhaustive. It is the responsibility of the person/organisation providing the Product Familiarisation to ensure that all relevant points are covered in relation to the specification of the machine in question.