

USE AND MAINTENANCE HANDBOOK

0.



WARNINGS

This manual contains all the information necessary to use and maintain the reel stand produced by Electra Poland. Before using the reel stand, the site chief and the operator must get to know the instruction manual.

The information in this manual is addressed to all the operators that use the reel stand.

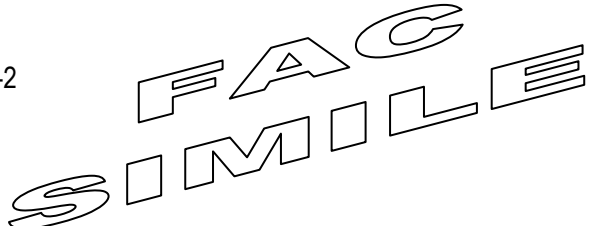
This manual must be conserved for consultation, for the entire life of the reel stand, even when it is sold to another user.

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1. INTRODUCTION

1.1 EC- CONFORMITY-CERTIFICATE

CE CONFORMITY DECLARATION (Directive 2006/42/CE, Enclosure II)	
Category: coil raising stand	
Model : 040/...	Code: CT04010V123
Matriculation number :	Year : 2013
Constructor: TE.M.A. S.r.l.	
<p>The constructor declares under its own responsibility that the machine in question complies with the arrangements of the Directive 2006/42/CE.</p> <p>We hereby declare that the machine meet following technical standard:</p> <div style="display: flex; align-items: center; justify-content: center; margin: 10px 0;"> <ul style="list-style-type: none"> UNI EN ISO 12100-1 and 12100-2 UNI EN ISO 13857 UNI EN ISO 13850 EN 953  </div> <p>According to the 2006/42/CE:</p> <ul style="list-style-type: none"> The CE mark is printed on the machine The Technical book is available c/o the constructor and the authorized person to prepare the Technical book is Eng. Cinzia Carsana , street Prato Pieve 48 – Casazza (BG)-Italy 	
Casazza ,	TE.M.A. S.r.l. Cadei Carlo Bartolomeo

1.1 DISTRIBUTOR

Electra Poland
Bydgoskich Przemysłowców 8a
85-862 Bydgoszcz
Poland

1.2 TYPE AND SCOPE

The Reel stand was designed for paying out cables during stringing conductors operations

1.3 GENERAL WARNINGS

This manual contains all the information necessary to use and maintain the reel stand produced by Electra Poland. Please follow the above mentioned instructions to obtain the best results and for correct operation.

Because Electra Poland implements a continual improvement plan, the materials and specifications are subject to variations, without any obligation to provide notice of the same.

1.4 INSTRUCTION MANUAL KNOWLEDGE AND CONSERVATION

- Before using the reel stand, the site chief and the operator must get to know the instruction manual.
- The information in this manual is addressed to all the operators that use the reel stand.
- The site chief must inform all the operators about the instructions contained in this manual.
- He must also be capable of performing all the operations described in this manual, making certain that he has thoroughly understood the safety standards, knowing how to apply them during use and/or maintenance. The operator must know the accident prevention Standards. The site chief must check the application of the instructions in this manual.
- This manual must be conserved for consultation, for the entire life of the reel stand, even when it is sold to another user.
- The instruction manual must be conserved in a dry, protected place.
- The instruction manual is not a professional training manual, in other words, knowing it does not substitute the profession level required for the operator.

1.5 RESPONSIBILITY

The reel stand must **ONLY** be used by dedicated and competent operators.

The reel stand must **ONLY** be used for the purpose for which it was designed.

Electra Poland is relieved from any responsibility if the reel stand is put to other, unforeseen uses and in the cases listed below: tampering and/or modifications performed without its written authorization.

the use of non-original spare parts.

- insufficient maintenance.
- total or partial failure to observe the use instructions.

1.6 USES AND UNFORESEEN USES

The reel stand was designed for paying out cables during stringing conductors operations. Electra Poland is relieved from any responsibility if the reel stand is put to other uses.

The reel stand **MUST NOT BE USED**:

- if the safety device don't give guaranty of the working state
- if the reel stand don't give guaranty of the working state
- if the reel stand is assembled without the basic elements that guarantee the efficiency of the reel stand
- with the presence of unauthorized persons at the working zone.
- if the safety devices installed on the reel stand have been tampered with.

1.7 USER PREVENTION MEASURES

- a) Scrupulously observe the accident prevention standards in force in the respective countries.
- b) Observe all the danger and precaution indications.
- c) Always use work gloves, a hard-hat , safety shoe
- d) The operator responsible for installing and using the coil raising stand, must wear clothing suitable for the work environment and the situation he finds himself in: in particular, he should avoid wearing baggy garments, chains, bracelets, rings, or anything else that could get trapped in the parts of the reel stand .

1.8 USE CONDITIONS

The environmental characteristics of the installation zone:

- temperature from -10°C to $+45^{\circ}\text{C}$
- relative humidity from 30% to 90% ($\pm 5\%$)
- atmospheric conditions any, unless it's windy heavy (the load is instable)

1.8.1 ILLUMINATION

The buyer is responsible of the suitable site illumination in conformity with the rules in force and with the European directives For choosing the suitable levels of illumination, see the rule UNI EN 1837.

1.8.2 DISPOSAL AND DEMOLITION

When the reel-stand, or any part of the same, is taken out of service, demolished or disposed of, the user must abide by the standards and regulations in force in his own country.

By refuse, we mean any substance and object deriving from human activities or natural cycles, which are abandoned or which will be abandoned.

Special refuse:

- that deriving from industrial, commercial, craft working processes, agricultural activities or services which in terms of type or quantity cannot be declared to be similar to urban refuse.
- deteriorated and obsolete machinery and equipment
- all refuse that contains or are contaminated by the substances indicated in the directive 94/904/CE

For the oils used, abide by directive 87/489/CEE which forbids:

1. any discharge of exhausted oils into water inside surfaces, into underground water, into coastal waters or into channels;
2. any storage and/or discharge of exhausted oils which have a noxious effect on the ground or any uncontrolled discharge of residues deriving from the transformation of used oils;
3. any treatment of exhausted oils which causes air pollution higher than the level fixed by the regulations in force.

WHEN DISPOSING OF SPECIAL AND TOXIC-NOXIOUS REFUSE, ALWAYS CONTACT SPECIALISED/AUTHORISED COMPANIES.

1.9 INITIAL OPERATIONS

- When you receive the coil raising stand, check that the packaging has not been damaged during transport and that it has not been opened with the consequent possible removal of parts inside.
- Take the packaged reel stand as close as possible to the place chosen for installation, unpack it and check that the supply corresponds to the order specifications.

If any damage is found or parts are missing report this immediately to Electra Poland and the transport company by presenting photographic evidence.

Important: after making inspection - if necessary, sign the delivery note with reserve and make the driver countersign the same declaration. Next, notify Electra Poland - if possible by fax.

Contents of the packaging:

- ◆ **Coil raising stand**
- ◆ **Use / Maintenance Handbook**

- Open the wooden case by removing the upper part. Next, remove the lower nails and then slide out the side panels.

1.10 DISPOSAL

- When disposing of the materials, the user must observe the regulations in force in his country.

Materials used for packaging:

- Wood
- Steel nails
- Steel screws
- Film
- Cardboard
- Tape

1.11 MAINTENANCE REGULATIONS

Do not modify reel stand parts for any reason (fittings, holes, finish, etc.) **anyone who makes any modifications, not authorised by Electra Poland is fully responsible for his actions**, because in this case he in fact becomes the constructor.

- The reel stand must be used in compliance with the constructor's specifications (technical, safety specifications, etc.)

Do not tamper with or modify any component before obtaining written authorization.

All modifications must be authorised by the constructor. If you use the reel stand beyond its working limits or change its characteristics - which are the prerogative of Electra Poland - in some way, this latter declines all responsibility.

Removing or tampering with the safety devices is absolutely forbidden.

1.12 LIFTING

To lift and transport the reel stand packaged in a case or cage, exclusively use a fork-lift truck or bridge crane of a suitable capacity, fitted to chains and hooks suitable for lifting.

Any other system INVALIDATES THE INSURANCE GUARANTEE for any damage caused to the coil raising stand.

1.13 WAREHOUSING

If the reel stand is idle for a long period, the customer must consider the place in which it is stored and if possible, check the maintenance conditions in relation to the type of storage (case, bed, etc.)

1.14 INSTALLATION



WE RECOMMEND ESTABLISHING AN AREA AROUND THE REEL STAND WITHIN WHICH UNAUTHORISED PERSONS MAY NOT REMAIN

1.15.1 SIGNS, PERSONAL PROTECTION DEVICES, TRAINING

SIGNS

Purchaser's responsibility

The coil's working lay-out must be supplemented by suitable additional signs.

USE PROTECTIVE CLOTHING AND SAFETY DEVICES (GLOVES, PROTECTIVE HAT, ACCIDENT PREVENTION FOOTWEAR)

Also, the place where the coil is installed must be provided with general signs, specific to the characteristics of the work premises and locations:

HANDLING, DANGER ZONES, HIGH VOLTAGE

PERSONAL PROTECTION DEVICES

We recommend the suitable personal protection devices according to the criteria described by the UNI EN 510 standard and according to the site regulations.

TRAINING

The purchaser using the coil must provide the persons operating the gin pole with suitable instruction and training.

1.15 GUARANTEE

- a) The reel stand supplied is guaranteed for a period of 12 months, starting from the delivery date.
- b) The guarantee is only valid if the reel stand cannot operate due to defects in materials, workmanship or because of an important construction defect. These defects must be reported immediately to Electra Poland in writing with as much detail as possible.
- c) The guarantee commits our company to replace those components recognised to be of defective fabrication and/or with different technical characteristics, free of charge at our factory at Casazza.
- d) The guarantee becomes invalid if the reel stand has suffered tampering, modifications or repairs, not authorised by our company.
- e) Our company is not responsible for any direct or indirect damage caused by carelessness, incorrect or improper use and installation and damage during transport.
- f) The court of Bergamo will decide all disputes.

If Electra Poland performs any work outside the cited guarantee conditions, the reel stand must be sent to our headquarters at Casazza, at the expense and risk of the purchaser. For any work performed on the customer's premises we shall charge the travel and board costs for our technical personnel. A daily rate, to be agreed at the moment a request for intervention is made, will be charged for each day of work for this personnel.

1.16 ESSENTIAL REQUISITE OF DIRECTIVE MACHINE APPLIED

The stand has built in conformity to the directive 2006/42/CE.

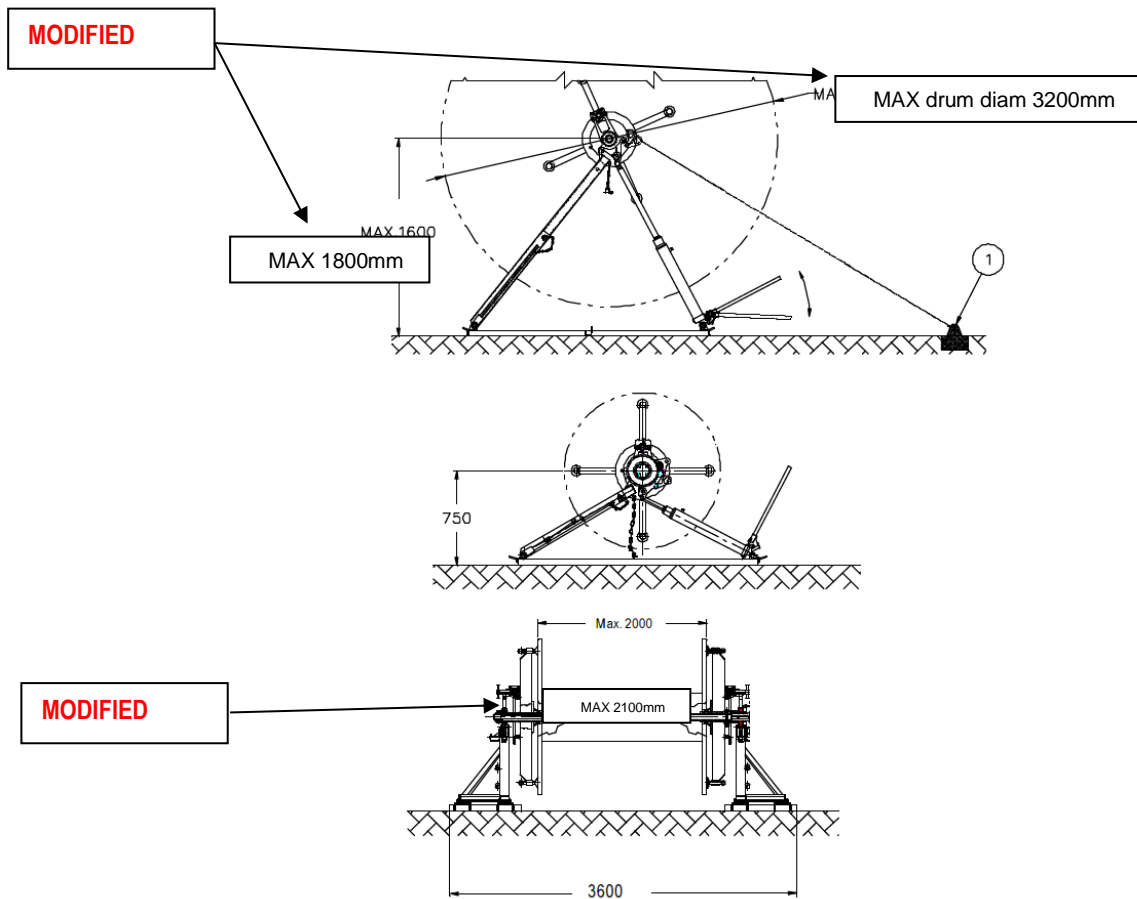
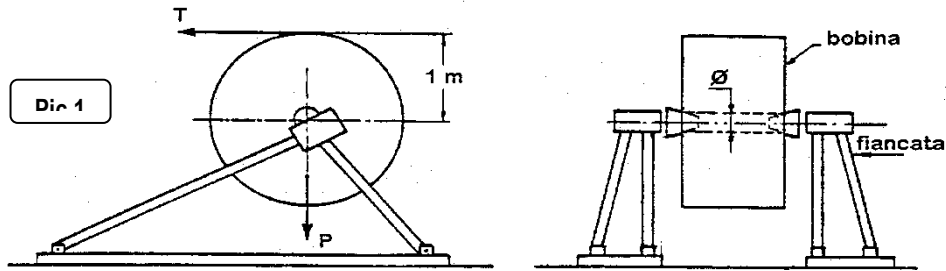
The machine in question complies to the arrangements of:

- UNI EN ISO 12100-1 and 12100-2
- UNI EN ISO 13857
- UNI EN ISO 13850
- EN 953

2. TECHNICAL DESCRIPTION OF THE REEL STAND

2.1 PERFORMANCE

Article	Capacity		Braking (kN)	Masse max. (kg)
	Vertical P (kN)	Horizontal T (kN)		
040/10	100	4	4	500



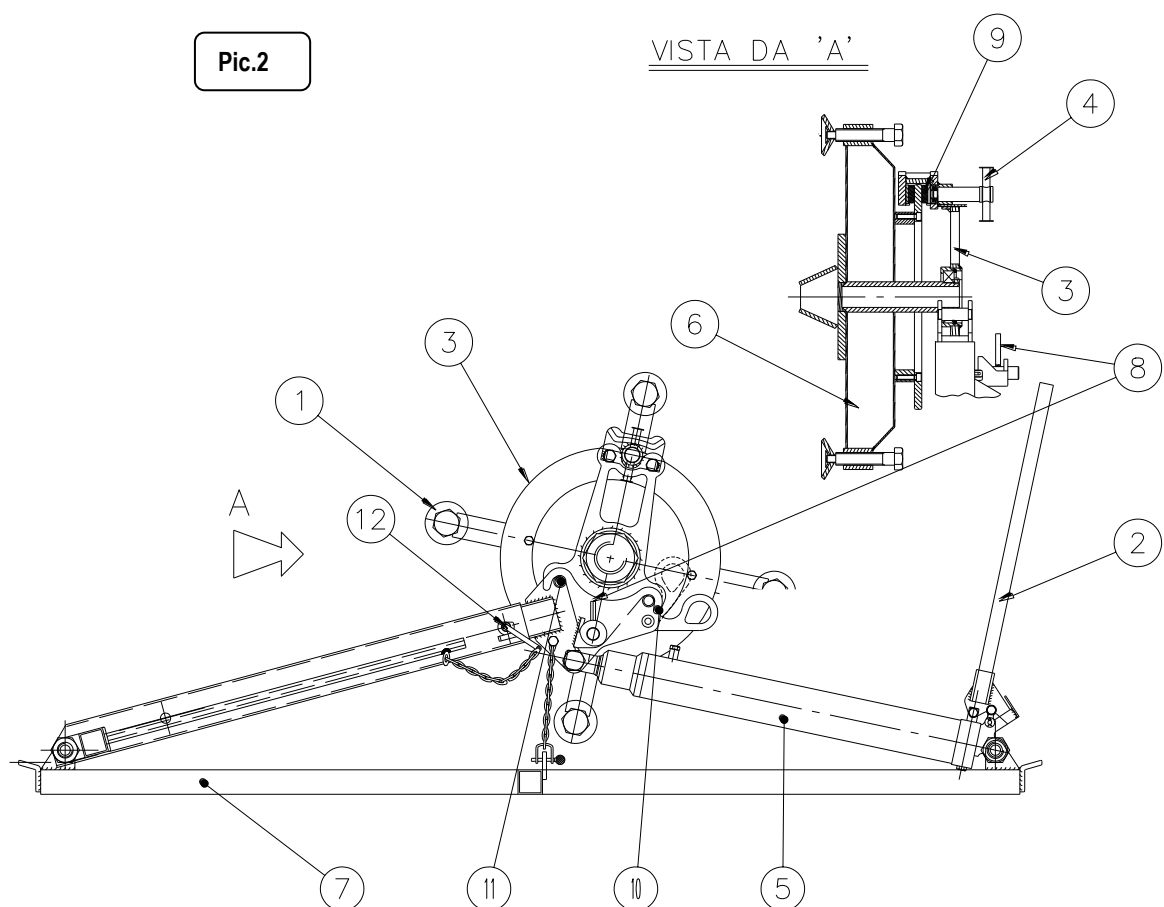
2.2 DESCRIPTION

The reel stand was designed for paying off cables/conductors wound in wood coil, during stringing conductors operations. The reel stand is supplied with:

- Tubular steel galvanizing construction, folding up for easy transport.
- Two side support with ball-bearing that permit to work on unlevelled ground.
- Reel lifting by hydraulic jacks
- Disc brake with interchangeable pads.

In order to check the working of the reel stand, the following are foreseen:

- Gripping bar key
- Jacks drive lever.
- Gripping Suction cup lever



1	Suction cup	7	Frame
2	Jack drive lever	8	Mobile pin
3	Brake disc	9	Brake pads
4	Setting braking screw device	10	Support spider attachments
5	Hydraulic jack	11	Fixed pin
6	Spider device	12	Telescopic arm blocking pin

2.3 RESIDUAL RISKS



The unexpected breakage of the anchoring straps: The breakage of one of the anchoring straps may make the reel stand unstable and perform sudden movements. To limit these problems, carefully follow the anchoring methods described in the operating instructions. It is anyway useful to limit off an area around the machine (around 5 m. from the center of the machine) within which only the operators necessary to guarantee correct operation of the machinery are authorized to remain.



Improvised loss of pressure in the hydraulic jack: this loss would can cause brusque movements. For guarantee the safety of the personnel consult of found a zone within which the personnel not authorized, doesn't can pause during the operation



Electrostatic discharges. The at the same time reel stand doesn't foresee a begun to own earth, therefore they during the operations of stringing could be produced on ropes and conductors dangerous concentrations of electrostatic positions. For reduce the minimum the risks, the operator owes:

- Know the safety norms and of prevention of the accidents in vigor and apply them rigorously:
- Make sure that to level from yard, have stayed scheduled an adequate measure of begun to earth .

3. JOB STEP

IMPORTANT: IT IS NECESSARY MAKE SURE AT A SITE LEVEL THAT SUITABLE EARTHING OF THE SYSTEM HAS BEEN ARRANGED

THE OPERATOR MUST KNOW THE SAFETY AND ACCIDENT PREVENTION STANDARDS IN FORCE AND RIGOROUSLY APPLY THEM

3.1 REEL STAND ASSEMBLING

To set-up the stand operate as follows:

Step 1:

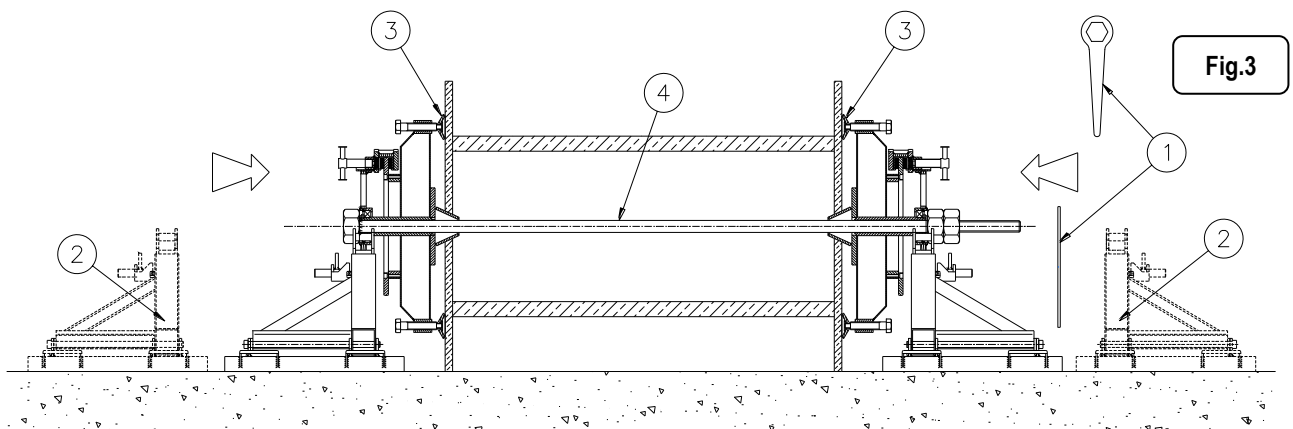
Using the special spanner (fig.3 pos.1) to block the spiders (fig.2 pos.6) on the load bearing bar (fig.3 pos.4) inserted into the hub of the coil and fix them by means of the appropriate suction cup (fig.2 pos.3) to the flanges of the coil.

Step 2:

Bring the frames (fig.3 pos.2) closer , rest the hocks (fig.2 pos.10) into the fixed pins (fig.2 pos.11) and block by means of the sliding pin (fig.2 pos.8).

Step 3:

Once everything is assembled, is necessary to verify that the pin (pic.2 pos.13) was inserted into the telescopic arm (pic.2 pos.14), then it's possible lift the coil using the jack drive lever (Pic.2 pos.2) until the work position is reached.



3.2 LOCATION

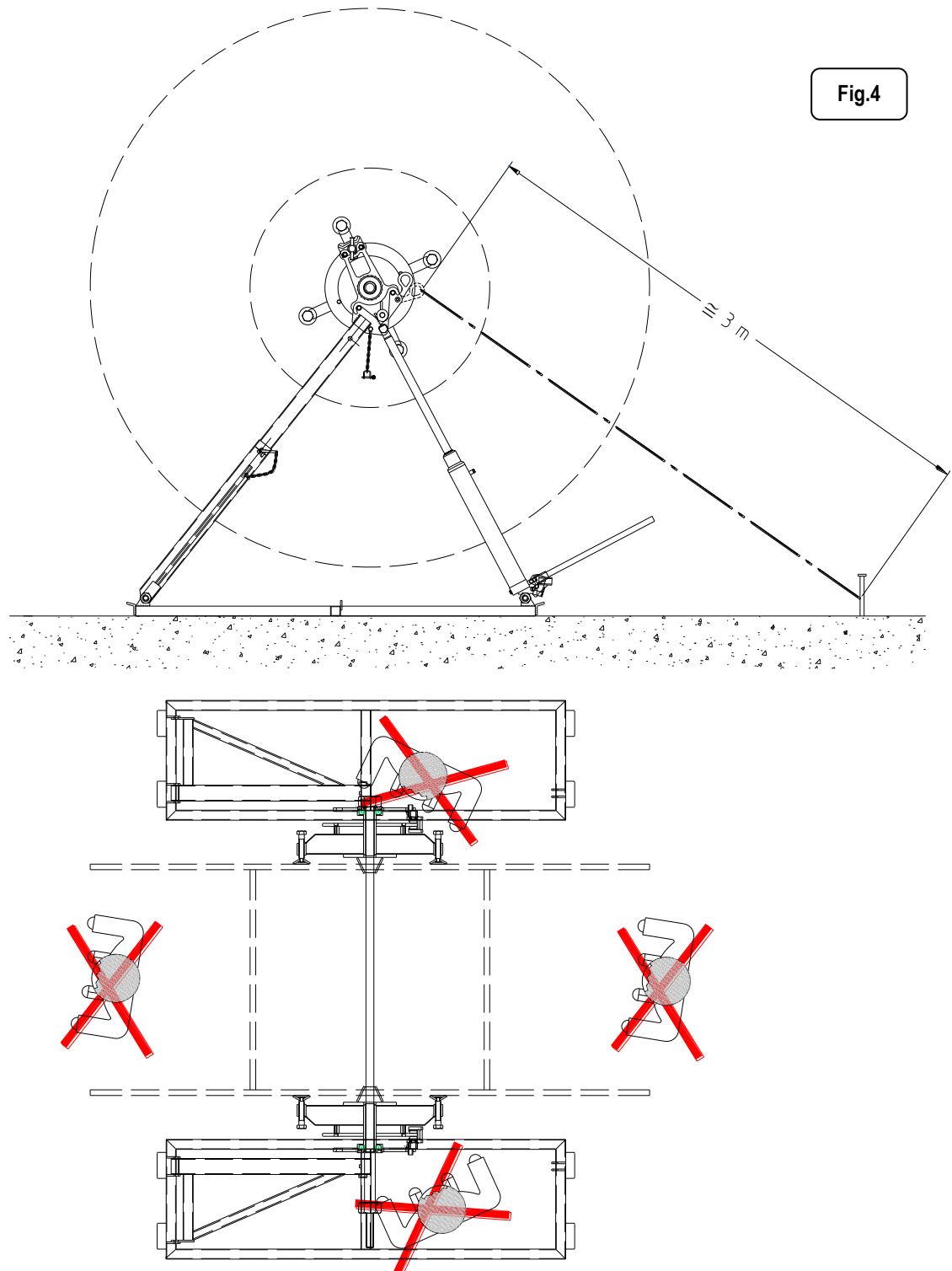
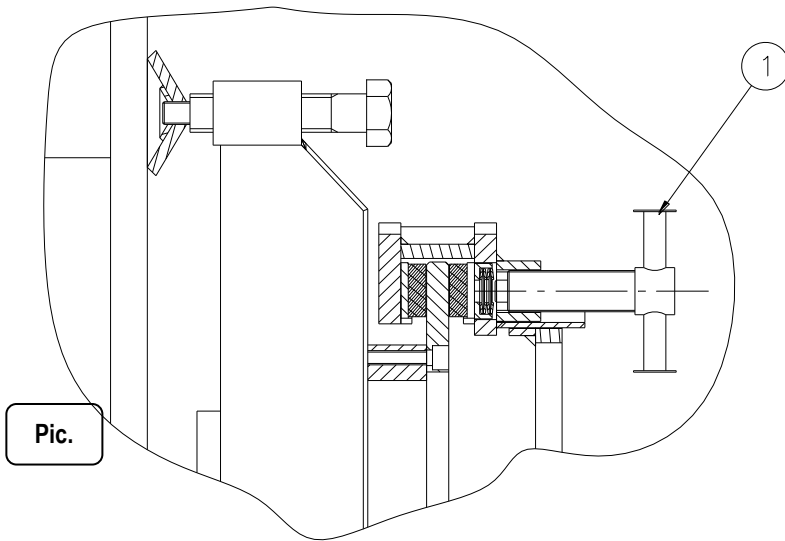


Fig.4

WARNING: THE OPERATOR MUST GOVERN THE BRAKING WHEN THE COIL IS STOPPED

DURING THE LAYING THE OPERATOR MUST NOT STAY IN THE PLACES INDICATED IN PICTURE 4

3.3 BRAKING CONTROL



The reel-stand permit the coil rotation and the braking adjustment by the screw (pic.5 pos.1).

For increasing the braking it must be screwed the screw, for decreasing the braking it must be unscrewed the screw.



4. MAINTENANCE

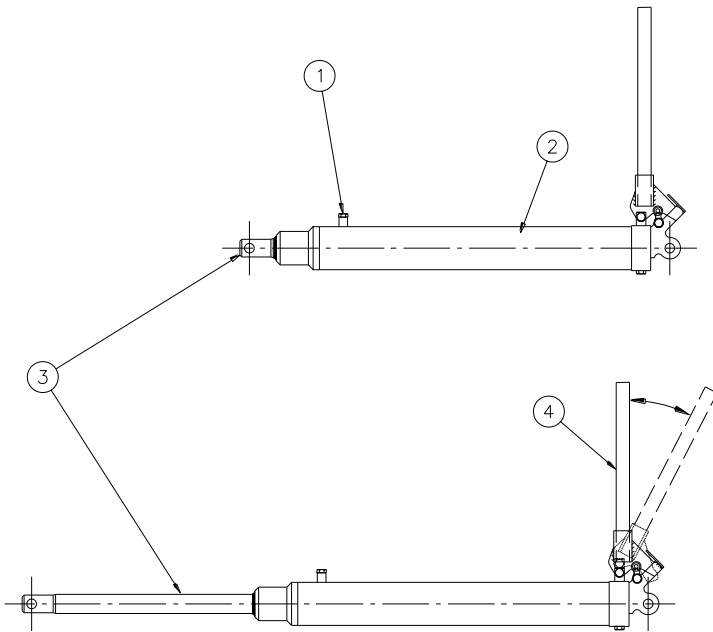
- Do not tamper with or modify any component before obtaining written authorization.
- All modifications must be authorized by the constructor. If you use the coil raising stand beyond its working limits or change its characteristics - which are the prerogative of **Electra Poland** - in some way, this latter declines all responsibility.
- Removing or tampering with the safety devices is absolutely forbidden

4.1 JACK OIL LEVEL CONTROL

For the hydraulic jack it must be used the oil indicated in the table below

	SAUND ITALIANA	ESSO	MOBIL
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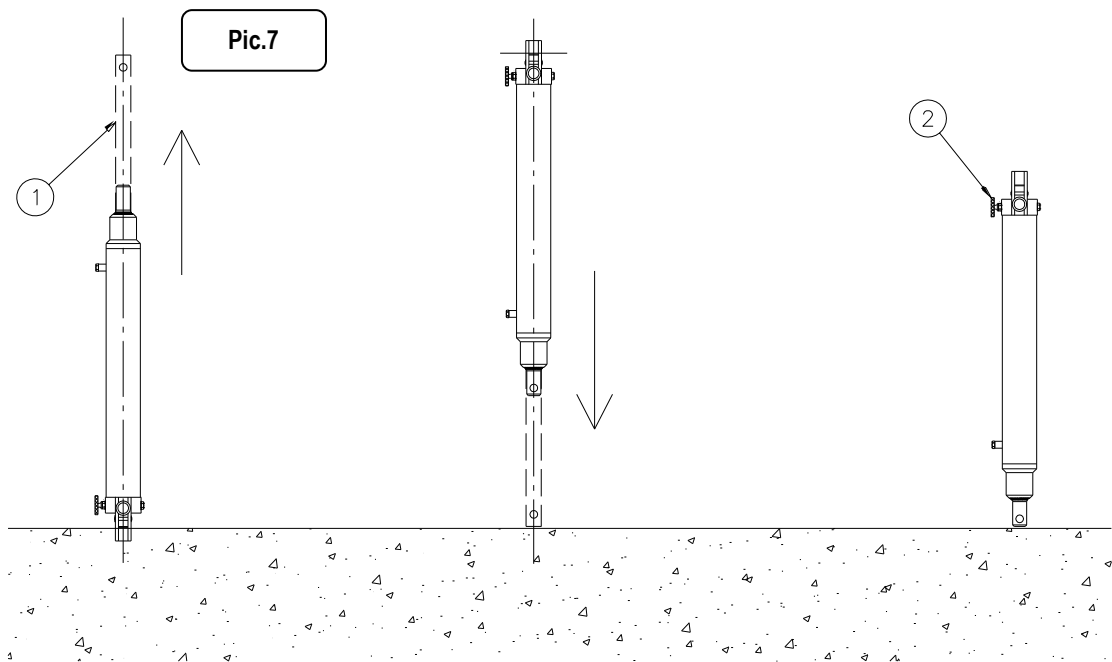
OIL HYDRAULIC JACK	STATEX A	NUTO-H15	DTE OIL 21
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Fig.6


Bring the piston to a horizontal position with the plug (pic.6, pos.1) facing upwards and the rod (pic.6, pos.3) in the retracted position. Remove the plug (pic.6, pos.1) and check the oil level with the dip-stick. To move the lever (pic.6, pos.4) forward and back until the rod (pic.6, pos.3) come out half way and then close the plug (pic.6, pos.1). If the dip-stick is missing, the oil must barely cover the internal cylinder (pic.6, pos. 2).

4.2 HYDRAULIC JACK MAINTENANCE

DEAERATION OPERATION



To bleed the jacks proceed as follows:

- a) Manually slide out the rod (pic.7 pos. 1).
- b) Turn the jack upside down (pic.8).
- c) Open the discharge valve (pic.9 pos.2), make the rod re-enter, close the valve, and return the jack to the upright position which is now ready to work.

Checking the oil level in the hydraulic jack as indicated in the § 4.1

4.3 ORDINARY MAINTENANCE

For the maintenance of the coil raising stand is necessary a visual checking of chassis, hydraulic jacks (pic.10, pos. 1), disc brake pads (pic.10, pos.2), pins and the correct working of the moving parts.

We recommend greasing the moving parts plus all the external parts that cannot exploit forced lubrication.

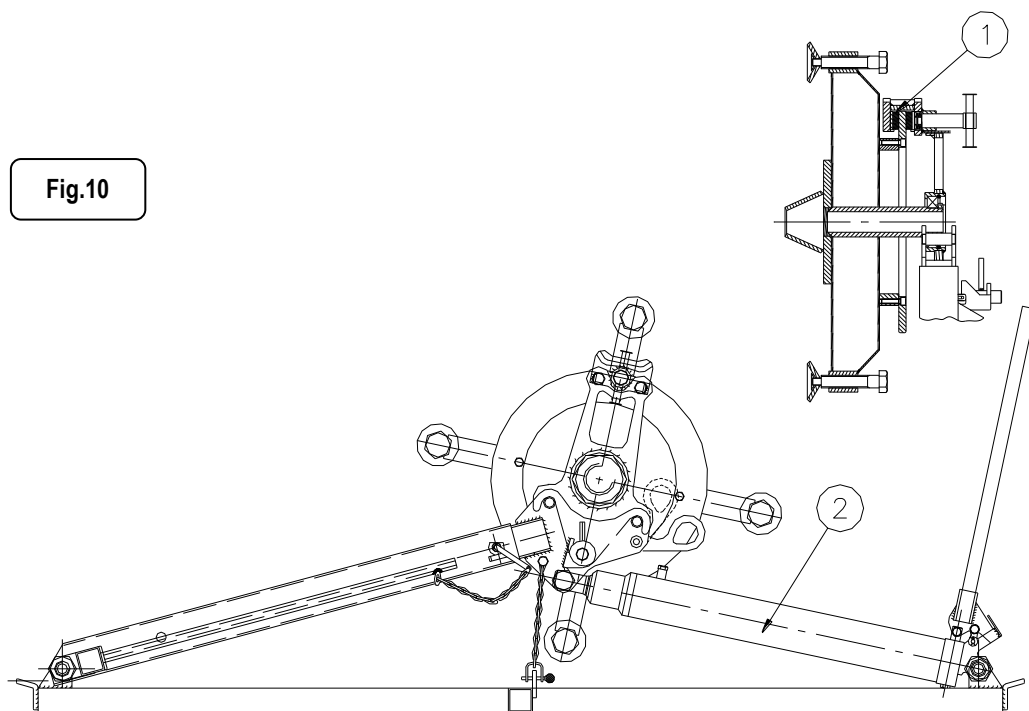


Fig.10

DESCRIPTION	POSITION
Couple braking dick bad	Pos.1
Completed hydraulic jack	Pos.2

IMPORTANTE

For any information concerning this stand (use, maintenance, spare parts) always cite the Model and year of construction.

ATTENTION : ELECTRA POLAND declines all responsibility for damage to persons and/or objects caused by insufficient maintenance.