

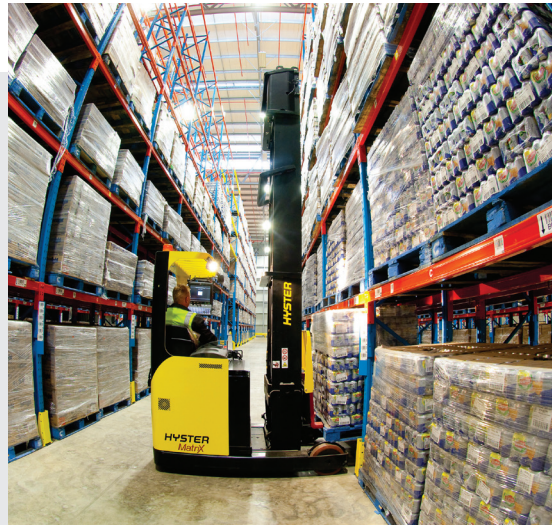
Lift trucks and materials handling equipment

Fair wear and tear standards
for contract rental equipment



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INTRODUCTION

The aim of this guide

This guide details the required return condition of forklift trucks and other material handling equipment after a period of Rental, Lease or Contract Hire.

Some agreements may have specific conditions / arrangements detailed in the contract that must be met in addition to these requirements. However, as a general rule and as an industry standard, most agreements will state in the contract that returned equipment must be legally compliant, complete to the specification as supplied, and in good working order and repair as at the commencement date of the contract, (fair wear and tear excepted).

This document provides guidance as to what constitutes "Fair Wear and Tear."

"Fair Wear and Tear" is the expected deterioration when the equipment is used in accordance with accepted codes of practice and guidance given by the manufacturer. This should not be confused with damage, misuse or abuse.

Damage occurs as a result of a specific event or series of events, such as impact, poor load handling techniques, poor site conditions i.e. potholes, uneven ground etc, overloading, or failure to carry out mandatory pre-use checks.

Regular maintenance, operator training, supervision and fleet management best practices, will help prevent damage, misuse or abuse from occurring.

A robust maintenance regime will include equipment inspections, carried out in accordance with the manufacturer's recommended service intervals, thorough examinations, pre-use checks and scheduled repairs. These are legal requirements that ensure the equipment is safe to use. They are also critical in making sure that excessive wear and tear is minimised and all damage is repaired promptly.

In addition, a good maintenance regime will achieve lower operating costs and reduce the likelihood of incurring charges on the equipment's return.

Important requirements for returning your equipment

- **Mechanical**

The Forklift Truck / Equipment shall be returned in a safe and reliable mechanical condition, capable of passing a load test as performed by an independent company contracted by BHBW.

- **Uprights, Engine, Transmission and Driveline Components such as**

Clutch (if applicable), gearbox, differential, pumps, mast channels, carriage, must be in good running order and free from any significant operational defects.

- **Oils and Coolants**

All components must be free of oil, fuel or coolant leaks, all fluids must be above minimum level mark and free from contamination.

- **Starter Batteries**

Batteries must be suitable for the equipment and capable of starting the engine from cold, and the cell electrolyte must be above the minimum level.

- **Traction Batteries**

Batteries must be capable of powering the equipment, cell electrolyte level must be above the minimum level. Cell tops should have no more than minor lift, cables and plugs should be secure and free from damage and there should be no corrosion of cell links or the battery tank.

- **Electrical Equipment**

All electrical components must be present and functional. If replacements have been fitted, due to damage or theft, they must be of a directly equivalent specification. All light lenses must be free of cracks or damage.

- **Tyres**

Tyre wear must enable the tyre tread to be cut, (approx. 30mm above wear band), if appropriate and must be free from significant cuts and gouges.

- **Cab and Mirrors**

All glass / mirrors must be free of cracks, chips and any other damage.

- **Additional Equipment**

Chargers, fork extensions, jibs, etc, must be in good condition, complete and fully functional.

- **Frame / Chassis**

Frame, panels, hood and paintwork must be free of impact damage, clean, with no major scrapes or writing / graffiti / labels. It is accepted that due to site conditions and exposure to the elements that paintwork may fade over the period of the hire / lease.

UPRIGHT

Item	Required Standard
Forks	Forks must not be distorted. Tip heights must be within 25mm of each other.
Fork Heels	Fork heels must not be worn in excess of 7%.
Fork Latches	Fork latches must be operational.
Load Guard	Load guard must be present and not distorted, with no cracked welds or missing bars.

FORKS
acceptable



FORKS
unacceptable



LOAD GUARD
acceptable



LOAD GUARD
unacceptable



CHANNELS AND ASSOCIATED COMPONENTS

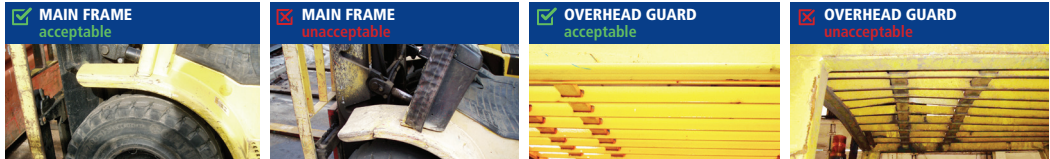
Item	Required Standard
Mast Hangers	Mast hanger bolts must be in place, no inappropriate wear in the mounting bushes.
Channels	Mast channels must not be distorted and without inappropriate wear.
Carriage and Channel Rollers	Carriage and channel rollers must be operational without inappropriate wear.
Carriage	Carriage must not be distorted and be free of cracks and inappropriate wear.
Load Chains	Load chains must not exceed 2,5% wear, shall have no seized links, must not be rusty, must be free from other defects causing failure to load test.
Other Ancillaries	Hoses, pulleys, fittings, etc must be free from significant wear and damage.

HYDRAULICS

Item	Required Standard
Cylinders	Rods and shells must be free of impact damage.
Hoses & Fittings	Must have no impact damage, cuts or splits.

FRAME AND CHASSIS

Item	Required Standard
Main Frame	There must be no impact damage to chassis and counterweight.
Overhead Guard	There must be no distortion, all welds must be intact and free from cracks.



CHANNELS AND ASSOCIATED COMPONENTS

Item	Required Standard
Paintwork	Paintwork must be free of major scratches. (Minor scratches are acceptable). Graffiti, stickers / non-approved labels etc are not acceptable. All touch up paintwork should be of a reasonable standard.
Steering Wheel	The steering wheel must not be distorted, cut or damaged. Horn button and wheel spinner must be in place.
Floor Mats	Floor mats must be in place and free from tears and gouges.
Bonnet / Hood	Bonnet / hood must be free of holes, cracks, scratches and splits.
Seat Assembly	Seat cushions must not be split, torn, gouged or burnt. General fabric wear is acceptable. The seat back panel and Owner and Operators Guide must be present, complete and legible. The suspension mechanism must be operational.
Seat Arms	Seat arms / hip guards must be present and undamaged. The seat belt must be operational and the belt not torn or frayed.
Side Panels	Free of impact damage, no holes or major scrapes and fitted correctly.
Cab Assembly	The structure must have no distortion due to impact. No additional drilling or welding, other than that carried out by BHBW Ltd is acceptable.
Glass / Mirrors	All glass and mirrors must be present and not damaged.
Canopies	Canopies must be intact, including roll up sides – free from damage and with vision panels clear.
Dash / Column Cover	Dash / column cover must be present, secure and free from damage.
Light Brackets	Light brackets must be secure and free from damage.



AXLES

Item	Required Standard
Axle	The axle, brake pipes, park brake cables, brake drums, hubs and wheel bearings must be free from banding materials and damage caused thereby.
Axle Mounts	Axle mounts must be intact, with no sheared bolts / studs, inappropriate clearance or damage.

FUEL

Item	Required Standard
LPG Bottle Carrier	LPG bottle carrier must not be distorted, cracked or otherwise damaged. The securing strap and clamp must be operational and undamaged. Safety decals must be present and visible. Only Flogas bottles to be returned with the machine. Sufficient fuel to operate the truck must be in the tank.
Diesels	Must have quarter of a tank of fuel and the cap must be present. Tanks must be free from contamination.
Exhaust	Exhaust tail pipe must be secure and free from impact damage.
Radiators	Radiators must be free from contamination and not blocked, and have no impact damage.

WHEELS AND TYRES

Item	Required Standard
Tyre Condition	Tyres must have no splits, flatspots, uneven wear or parts missing, (caused by wheelspin / skidding, operating over inappropriate surfaces / terrain).
Tyre Wear	The level of tyre wear must enable tread recutting, (where appropriate), this is normally a level approximately 30mm above the Wear Limit Band.
Wheels	Wheel centres must be complete, free from impact damage or distortion.
Wheel Nuts and Studs	All wheel studs and nuts must be present and torqued to the correct setting.

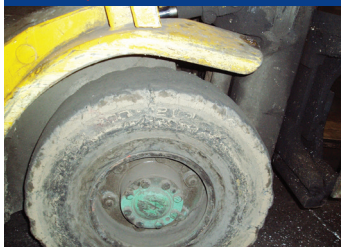
TYRES
acceptable



TYRES
unacceptable



TYRES
unacceptable



ELECTRICAL

Item	Required Standard
Lights and Brackets	All lights must be operational. Brackets must not be distorted or damaged.
Light Lenses	All lights must have all lenses present and be free from cracks or damage.
Switches / Control Levers	Cab electrics must be present and in working order (e.g. wiper motor, wiper blades, interior lights and fans). Switches and control levers must be present with no damage and fully operational.
Gauges / Dash Display / Interior Lights	All items must be present, in working order and free from defects (e.g. free of impact / resin / paint / dirt etc).
Batteries	Batteries, on both IC and Electric trucks must have the correct levels of electrolyte, no corrosion on cell connectors cell tops or battery tank is acceptable. Battery plugs / cables must be free from damage, with no exposed wire or splits in the insulation. Battery plugs must connect and disconnect correctly and have no defects.



ADDITIONAL EQUIPMENT

Item	Required Standard
Chargers*	Chargers must be operational and the Chassis / Frame must be fully operational with no impact damage. Cables must be free from damage with no wires exposed.
Plugs	Plugs must be fully operational and not be damaged.
Fork Extensions Clamps Jibs and Hooks Battery Fillers	Must all be available for collection at the same time, otherwise there will be an additional cost for collection.

* Please note Charger Unit must be collected at the same time as the truck, it needs to be disconnected from mains and put with truck when contract hire is complete. Otherwise there will be an additional cost for collection.

SUMMARY

This document detailing Fair Wear and Tear Requirements has been put together not only to ensure that the equipment supplied returns in an acceptable condition but to make the customer aware of the potential costs that could be incurred or avoided at the end of a contract hire period if the equipment is not looked after correctly.

This list is not exhaustive, but is a general guide to help prevent any misunderstanding of the expected return condition of our equipment and can be used to educate drivers to prevent unexpected out of contract costs.



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