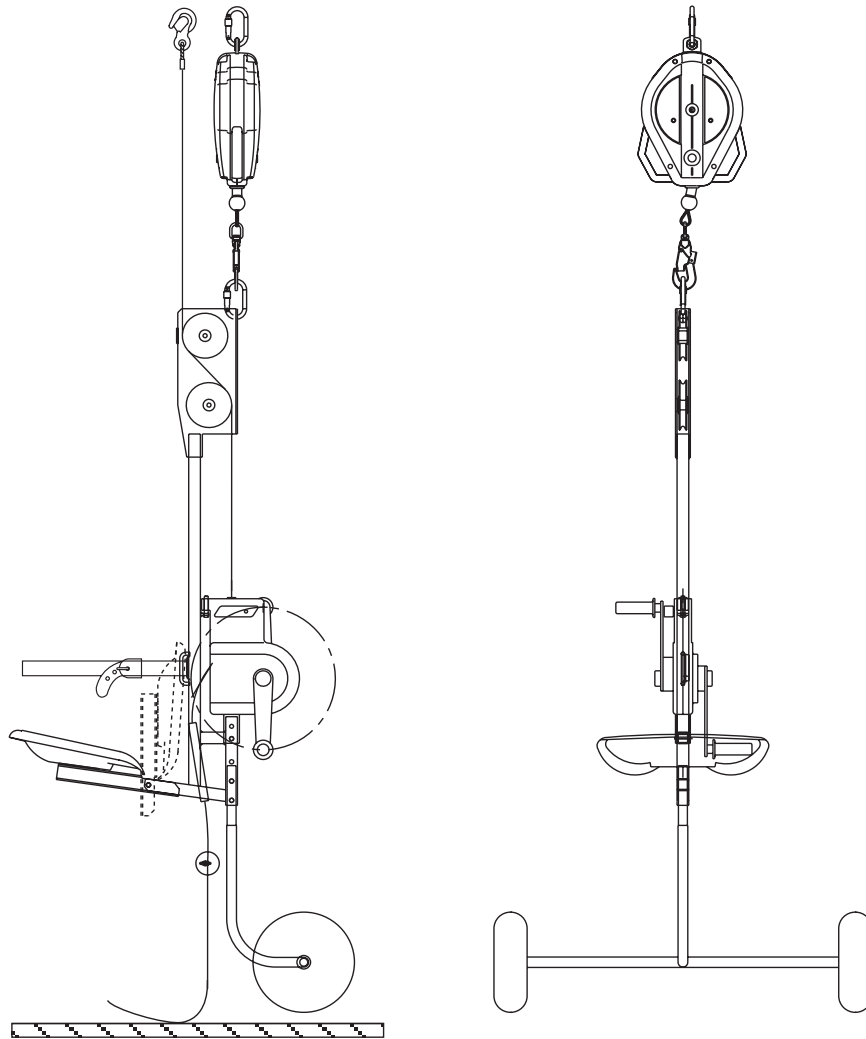


subito

Temporary suspended seat (TSS)

User and maintenance manual



Equipment in accordance with
European Union Directives
and
manufactured under ISO 9001



- MC1452-SUBITO_6FR-EN-D-IT-ES-NL 07/2018

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Manufacturer:

Tractel Secalt S.A.
Rue de l'Industrie • L-3895 Foetz
P.O. Box 75 • L-4001 Esch-sur-Alzette
Phone (+352) 43 42 42-1
Fax (+352) 43 42 42-200
e-mail: secalt@tractel.com
www.tractel.com

1. GENERAL WARNING

1.1. Use for intended purpose only

The SUBITO seat (referred to as « equipment » in this manual) is a one-man suspended work seat used for temporary work purposes such as inspection, maintenance and cleaning at height.

1.2. General safety instructions



- Only authorised operators, correctly trained and physically fit, can use the equipment. Unauthorised persons must not be permitted to use the equipment.
- Before setup and use, to ensure safe and efficient use of the equipment, make sure you have carefully read and understood the information contained in this manual and in the user manuals for the SCAFOR™ hoist and the BLOCFOR™ fall arrest device. Moreover, before using the TSS, read all the labels fixed to the equipment.
- This manual must be kept in good condition until the equipment is finally put out of service. This manual must be passed on to all persons who will be using the equipment.
- Where necessary, new labels must be obtained to replace missing or damaged labels before using the equipment. Replacement labels and manuals can be supplied on request.
- The employer must apply all the safety regulations relating to the assembly, use, maintenance and technical checks on the equipment. The employer must give the appropriate instructions to the operators and check their competence.
- The equipment does not have an emergency descent system in the event of an operator discomfort when on the seat. The employer must set up a rescue plan to allow evacuation of the operator from the work seat if necessary.
- A competent person must verify the complete TSS on site before using it.
- Never use the equipment or an accessory (wire ropes, suspensions, etc.) which is not in good working condition. Continuous monitoring of the condition of the equipment by a competent person is an important safety consideration. Maintenance not covered by this manual must be carried out by the manufacturer or an approved repairer.
- Pay special attention to the suspension. Make sure it corresponds to the applicable standards and recommendations.
- Standard EN 1808 recommends a safety coefficient of 3 both as concerns anchor points and the stability of temporary beams.
- The structure must be tested when commissioned (per EN 1808) ; a coefficient of 1.25 must be applied to the nominal load for the static tests and a coefficient of 1.1 must be applied to the nominal load for the dynamic tests.
- Never use the equipment for applications other than those described in this manual. The manufacturer cannot guarantee the equipment for configurations not covered by this manual. For special applications, please consult the manufacturer or a specialised technical engineer, before proceeding with assembly of the equipment.
- Never use the equipment beyond its load limits as defined in this manual and particularly the rated capacity indicated on the load plate.
- The safety instructions are set out assuming that the operators access the platform from the ground.
- Beyond the instructions in this manual, the manufacturer declines any responsibility for the consequences of dismantling the hoists or for any modification outside its control. Specially excluded is the replacement of original parts by parts of another manufacturer.
- The lifting height is up to 20 m although, using a larger model of retractable lifeline (BLOCFOR B30) the height may be increased to 30 m. The length of lifting wire rope and the capacity of fall arrest device must be appropriate for the suspension height.
- In some countries of the European Union, an installation check by a notified body is required before operation on a new site.
- If the equipment described in this manual is supplied to an employed person, check that you meet your obligations with respect to national safety at work regulations, particularly with regard to checks and test before use.

2. DESCRIPTION

2.1. Operation

The SUBITO work seat conforms to CE standards. The steel frame (1) combines a folding seat (3) for compact storage. Two stabiliser wheels (4) (optional) run along the facade providing good stability of the seat and ensuring that it does not spin.

The SCAFOR (2) manual hoist has a single wire rope (9) and together with the retractable lifeline (5) (BLOCFOR B20) provides a secure and reliable access system, essential for man-riding equipment. Both handles are used for lifting whilst lowering only requires operation of one handle.

Without its wheels, the system does not have to be dismantled and may be transported in an estate car. If required the stabiliser wheels may be easily removed by 2 bolts.

2.2. Technical specifications

Hoist capacity: 120 kg

Weight:

- without stabiliser wheels 21 kg
- with stabiliser wheels 27 kg

Lifting wire rope: see 6.2.2.

Dimensions:

with seat in position: 750x1290x440 mm

with seat folded: 415x1290x440 mm

Overall heights :

- Without stabiliser wheels + fall arrest device : 2140 mm
- With stabiliser wheels + fall arrest device : 2625 to 2725 mm

2.3. SAFETY DEVICES



To ensure safe operation without danger to personnel, the seat is fitted with the following safety devices:

WARNING

2.3.1. Service brake

The SCAFOR™ hoist has a service brake which operates automatically as soon as the operator releases the handles.

The safety device consists of two jaws which grip the lifting wire rope at all times. When the seat is moved up, the jaws open sliding over the wire rope. When the seat is moved down, the jaws prevent all movement and the operator must manually keep the jaws open in order to perform this operation (re. chapter 4.4. Operation of SCAFOR™). The wire rope clamp end stop (7) prevents the seat from coming down beyond the length of the lifting wire rope.

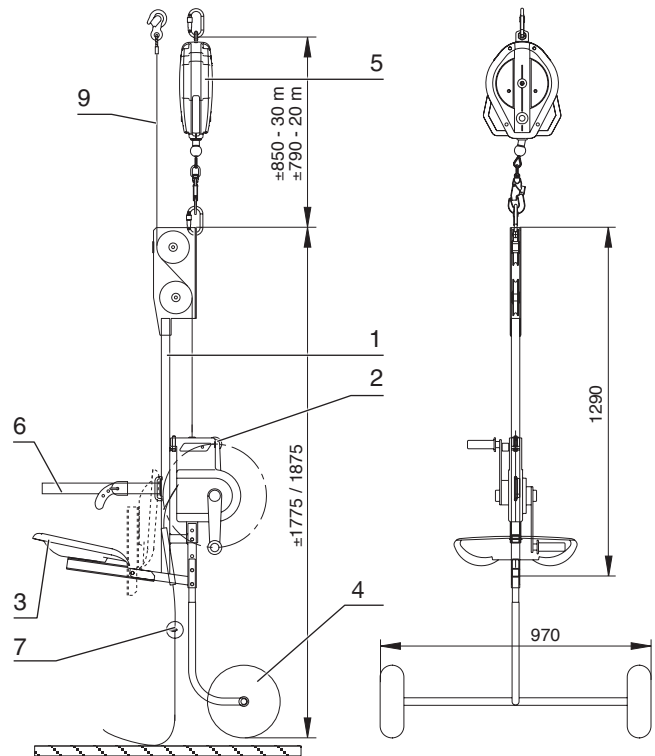


Fig. 1 - Safety devices

2.3.2. Fall arrest device with winder

A fall arrest device with a wire rope winder, type BLOCFOR™, fixed between the point of suspension and top part of the steel frame, is provided to guarantee the safety of the operator in the event of a fall.

During normal operation, the wire rope of the fall arrest device operates in conjunction with the upward and downward movement of SUBITO.

The automatic operation of the fall arrest device may be triggered for two reasons:

- a) breaking of lifting wire rope.
- b) overspeed following a failure of the hoist.

In the above cases, an emergency procedure must be started to rescue the operator on SUBITO.

The operation of the fall arrest device should be entrusted to a single operator who will be in charge of it once he has been trained to handle and maintain it. The same applies to connectors (safety hooks) fixed to the fall arrest device BLOCFOR™.



WARNING

A BLOCFOR™ which has functioned following a fall must be removed from service and inspected by the manufacturer or an approved repair agent.

2.3.3. Safety belt

The user is harnessed in the seat by the safety belt (6) attached to the structure.

2.4. Components/spare parts

Pos.	Code	Designation	Qté.
1	56137	galvanised steel frame	1
2	16408	SCAFOR™ + screws and bolts	1
3	42836	seat	1
4	28398	support with 2 stabiliser wheels + screws and bolts (optional)	1
5.1	31392	fall arrest device BLOCFOR™ with 20 m wire rope	1
5.2	38292	fall arrest device BLOCFOR™ with 30 m wire rope	1
6	10062	safety belt	1
7	29716	wire rope clamp	1
8	-	safety wire rope	1

Pos.	Code	Designation	Qté.
9.1	9428	lifting wire rope Ø 6.5, 20 m with hook	1
9.2	6248	Lifting wire rope Ø 6.5 mm, 30 m with hook (on request)	1
10	31652	M 10T connector (top safety hook)	1
11	31652	M 10T connector (bottom safety hook)	1
12	22516	bolt TH M10x50	3
13	8006	NYLOC nut M10	3
14	10426	bolt TH M6x16	4
15	7996	NYLOC nut M6	4
16	32516	washer 6.4 DIN 9021-A2	4
17	20205	pulley Ø 130	2
18	45695	brace	2
19	56157	galvanised seat support	1

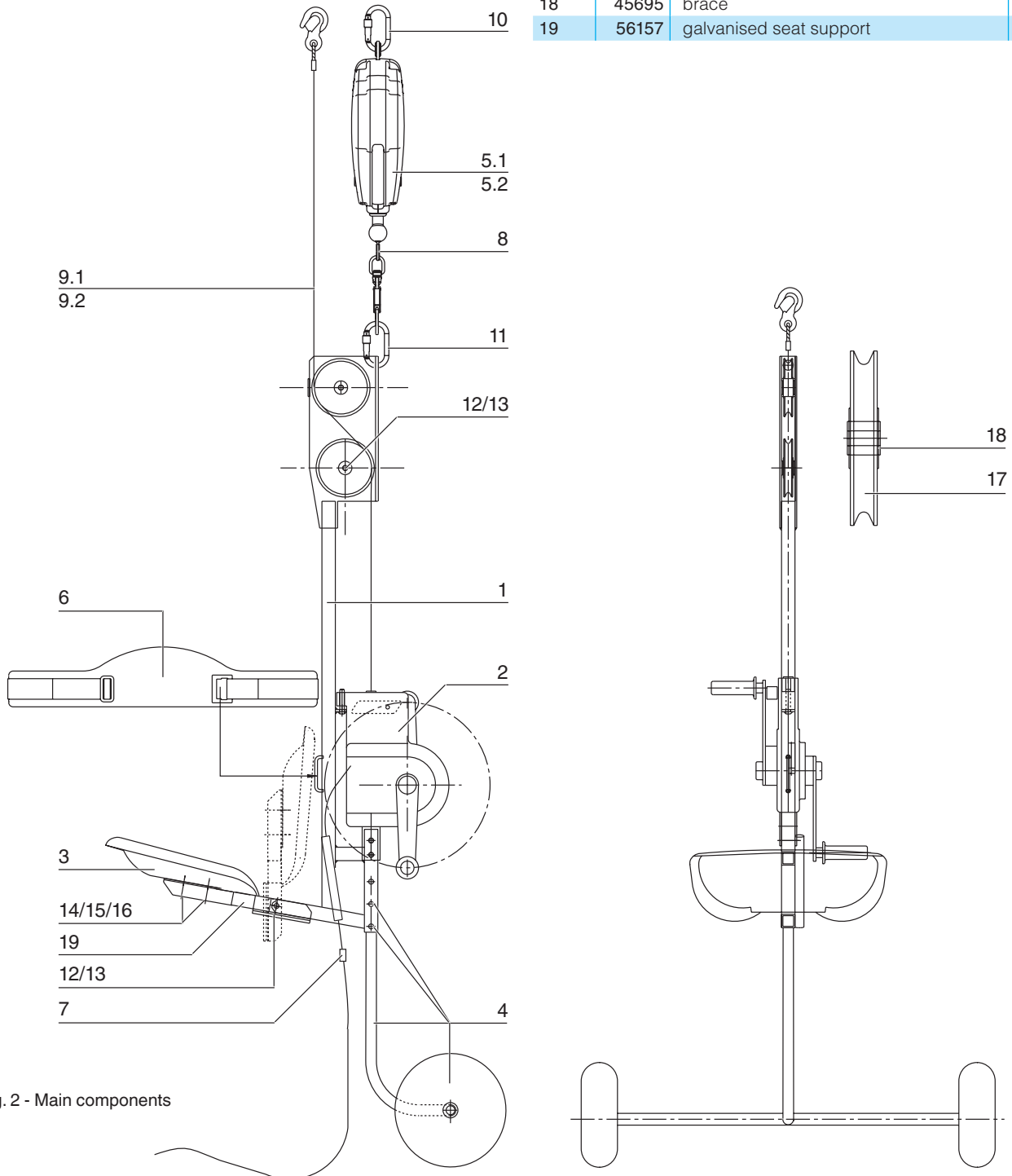


Fig. 2 - Main components

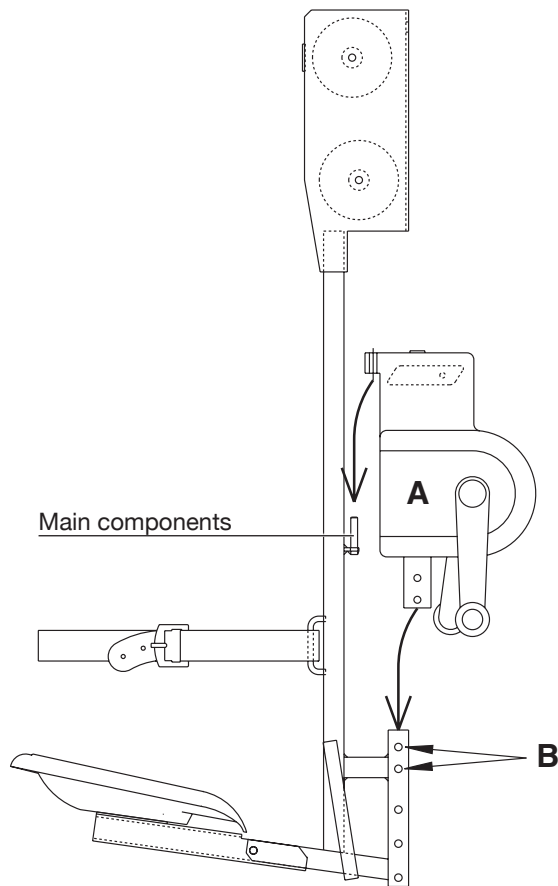


Fig. 3 - SCAFOR™ hoist installation

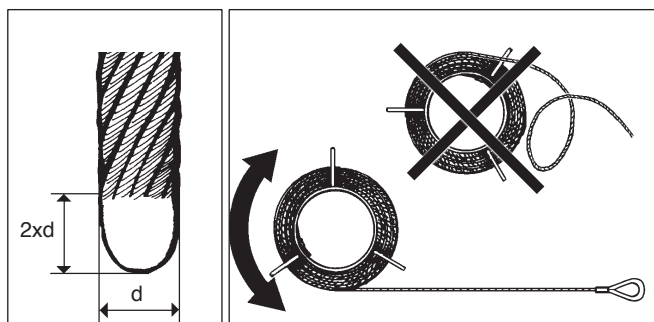


Fig. 4 - Wire rope end

Fig. 5 - Unwind the wire rope

3. INSTALLATION

3.1. SCAFOR™ hoist installation

Fix the hoist by inserting the top part into the frame guide pin and moving it from top to bottom in relation to frame (A), (Fig.3)

Then fix the lower part of the hoist to the frame using two bolts (screw + Nyloc bolt) supplied with the SCAFOR™ hoist (B).

3.2. Insert the lifting wire rope

This operation requires two operators, one near the seat and the second on the roof.



The operator working at a height must wear a safety harness and be attached to a sufficiently strong anchor point.



**Risk of injury!
Wear safety gloves!**

Only use wire rope recommended by the manufacturer.

Refer to the user manual for SCAFOR™ hoist.

Ensure that

- the diameter of the lifting wire rope (9) correspond to the diameter shown on the SCAFOR™ hoist technical plate,
- the length of wire rope is sufficient for the application and
- the end of the wire rope is as set out in fig. 4.

Avoid making loops when unreeling the wire rope (Fig. 5).

1. Set the seat vertically under the suspension point.
2. Pull the lifting wire rope (hook side) on to the roof using a cord.
3. Fasten the hook to the suspension anchor point.
4. Fasten the upper safety hook (10) of the BLOCFOR™ fall arrest device to the second anchor point of the suspension.
5. Fasten a cord (A) to the lower safety hook (11) of the BLOCFOR™ fall arrest device.

Refer to the user manual for the suspension for fixing the wire rope and the BLOCFOR™ fall arrest device to the suspension point.

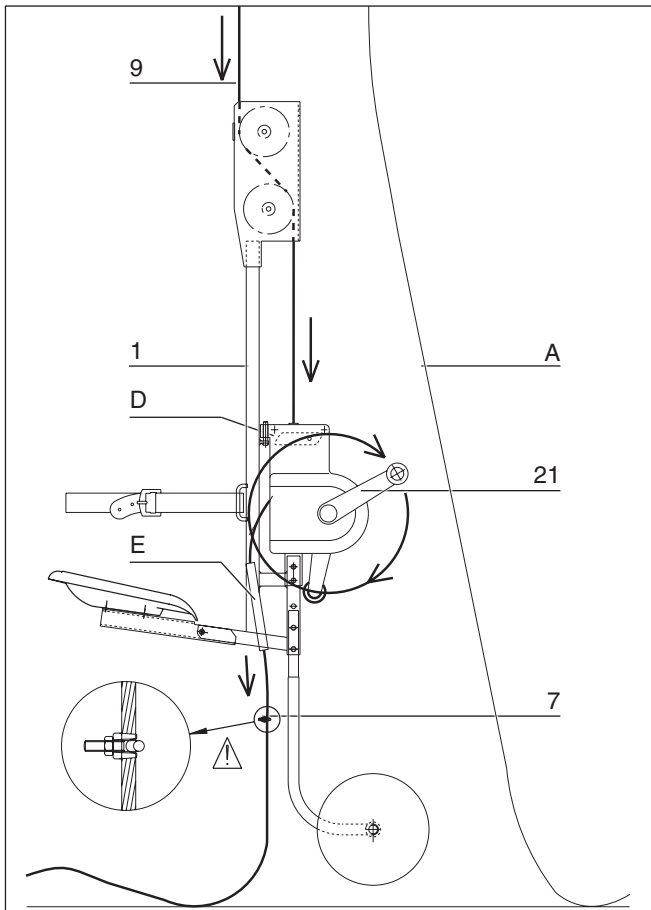


Fig. 6 - Insert the lifting wire rope

Insert the lifting wire rope (Fig. 6)

1. Pass the lifting wire rope over the 2 nylon pulleys of the steel frame.
2. Manually insert the end of the wire rope into the central hole on the top part of the SCAFOR™ hoist housing.
3. Manually push the wire rope through the hoist using the yellow handle (D) to open the jaws.
4. Turn the right-hand handle (21) clockwise until the wire rope emerges from the bottom. Where necessary, push the wire rope to ease it through.
5. Manually guide the end of the wire rope to ensure that it passes through the wire rope guide (guide tube) (E).
6. Run the wire rope through the hoist until it is taut.
7. Fix the wire rope safety clamp (7) to the carrying wire rope (Fig. 6) at about 200 mm from the guide tube. Tighten the two locknuts.
8. Wind the unused length of wire rope on a reel.

3.3. Fasten the safety wire rope

Refer to the user manual for the BLOCFOR™ fall arrest device.

1. The operator on the ground must slowly pull the rope (A) attached to the hook of the fall arrest device BLOCFOR™ until the hook reaches him. (Fig.7)

Warning: never let go of the rope (A) during this operation.

2. Hold on to the safety wire rope firmly at the collar. Do not let go of the wire rope.
3. Fix the connector (safety hook) (11) to the steel frame (1) without letting go of the wire rope.
4. Tightly screw the safety hook collet without locking it.
5. Let go of the safety wire rope, remove rope (A) and store it away.

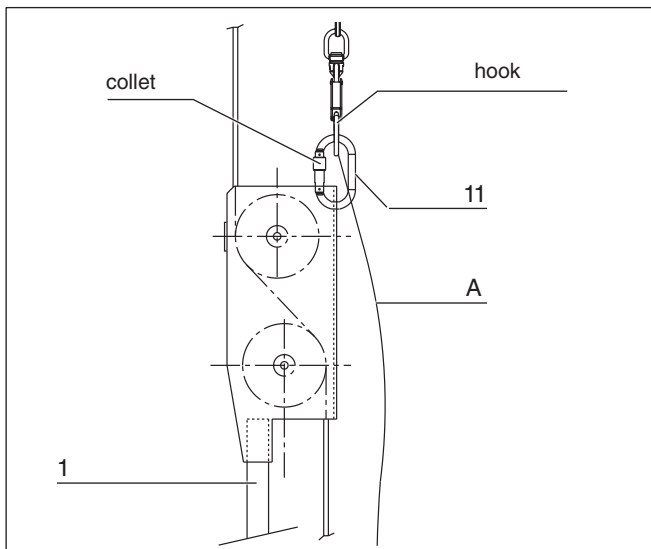


Fig. 7 - Fasten the safety wire rope

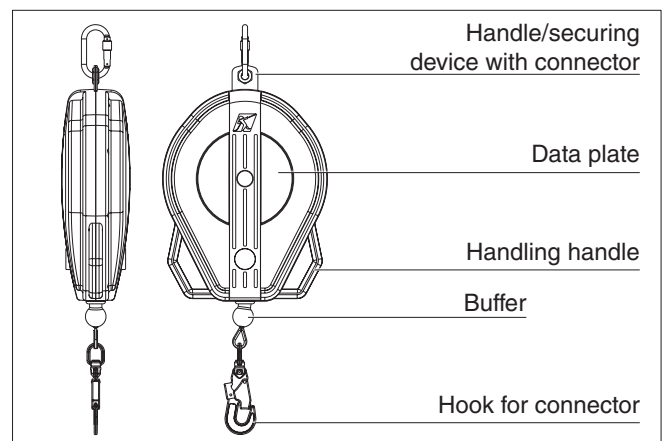


Fig. 8 - BLOCFOR™

4. OPERATING THE SEAT

4.1. Specific safety rules



WARNING

Only wire rope specified by the TRACTEL Group should be used. It should be replaced if any of the defects indicated in chapter 6 are observed.

It is forbidden to use the seat without the fall arrest device BLOCFOR™.

The BLOCFOR™ fall arrest device is only efficient provided the upper safety hook (10) is secured to the suspension.

The fall arrest device will only fulfil its function if the safety wire rope between the suspension point and its anchor point on the seat support frame is taut.



WARNING

Never work on the seat under severe wind or storm conditions (greater than 45 km/h)

The SUBITO seat is not designed to allow the operator to sit on it other than at ground level.

4.2. Preliminary checks



WARNING

Check that the working load on the equipment does not exceed the value indicated on the load plate secured to the stirrup.

Regularly check the correct operation of the SCAFOR hoist, the brake, and the fall arrest device BLOCFOR™.

Particularly check the anchorage and fixings of the suspension wire rope and of the BLOCFOR™ fall arrest device at two different anchor points. The collet of every safety hook (10/11) must be tightly screwed but not locked

Check the safety belt.



WARNING

Check the safety of the suspension structure at roof level and check that no counterweight has been removed (see PORTAFIX™ user manual).



WARNING

Each anchor point of the suspension must be able to handle a minimum load of 10 kN. If a PORTAFIX™ or OMEGA is used, refer to the load table for WLL=400 kg !

Make sure that the suspension is placed directly in line with the stirrup of the equipment (Fig. 10).

The operators must wear a hard hat if the site conditions require it.



Wear safety gloves !



WARNING

It is recommended that access to the area at ground level below the seat and which may be in line with any object, tool or material falling from the equipment be prevented by being cordoned off. This recommendation becomes a requirement when the general public may have access to this area.

The equipment is intended for use in well lit areas either with natural or artificial light. Under artificial light the operator must have sufficient light.

Ensure that along the facade of the building there are no projections with which may collide the equipment.

When the work is completed, the competent person must have the seat taken out of service.

4.3. Maximum capacity permitted

The maximum capacity permitted is that of a single operator, i.e. 120 kg.

Make sure that the maximum working load at the point of suspension is 120 kg + 30 kg (weight of seat + fall arrest device), i.e. 150 kg.



WARNING

4.4. Operation of SCAFOR™

The operator must first position himself over the seat and fasten the safety belt.

To move up:

1. Rotate the right-hand handle (21) in the UP direction (i.e. in the direction of the arrow) to lift the seat to the correct height to allow the operator to sit in it.
2. Sit in the seat and fasten the safety belt ensuring that it is integral with the frame.
3. Move the right-hand handle (21) down (A).
4. Rotate the left-hand handle (20) in the UP direction to the vertical (B) where it should automatically lock.
5. Operate both handles at the same time, in the same direction and symmetrically.
6. The left-hand handle (20) automatically unlocks as soon as it is released.
7. Restart the procedure described above to move up again.

To move down:

1. Let go of the left-hand handle (20); it will fall freely to the bottom position and must remain there. This handle must not be used when moving down.
2. With the left hand, open the jaws with the yellow lever (D) on the SCAFOR™ housing. If the lever is difficult to operate, start an upward move with the right-hand handle and push the yellow lever at the same time.
3. Keep the yellow lever in position and rotate the right-hand handle (21) in the DOWN direction (i.e. in the opposite direction to UP).
4. On completion of the work, lower the seat until your feet touch the ground, unfasten the belt and get off.

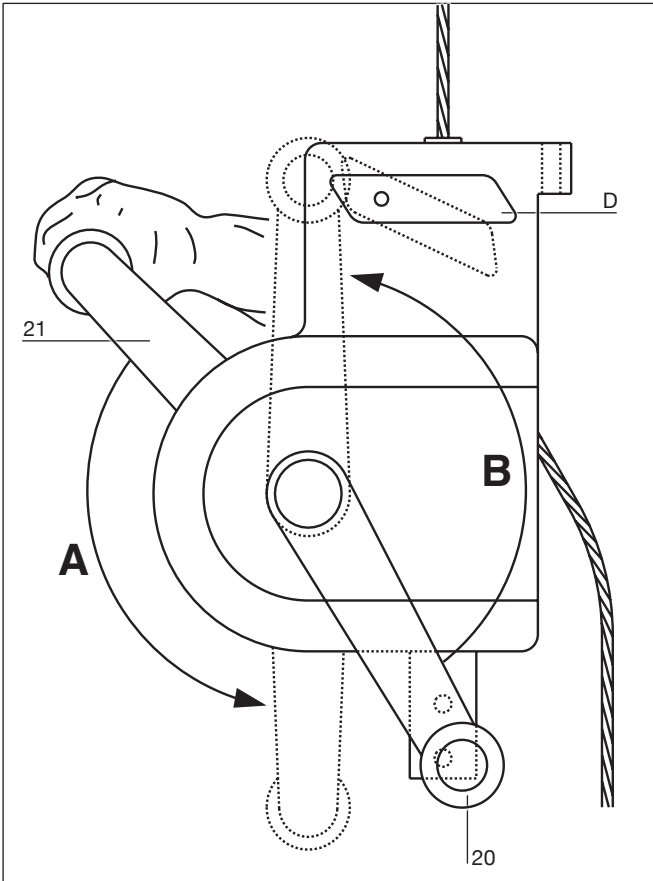


Fig. 9 - Operation of SCAFOR™

4.5. Moving the seat

1. Lower the seat to the ground and give sufficient slack wire rope to the suspension wire rope.
2. Place the PORTAFIX™ suspension beam or the OMEGA parapet clamp in its new position.

Refer to the user manual for the suspension.

3. Bring the seat directly into line with the suspension (Fig. 10).
4. Retension the suspension wire rope by manoeuvring the SCAFOR™ hoist in UPWARDS direction.
5. Lift the seat support so that the seat is about 60 cm from the ground.
6. Carefully reel up the spare length of wire rope onto its reeler.

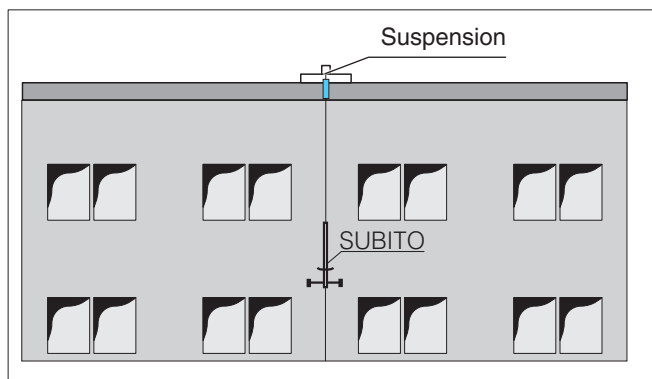


Fig. 10 - Bring the seat directly into line with the suspension

4.6. Removing the wire ropes

This operation requires two operators, one near the seat and the second on the roof.



The operator working at a height must wear a safety harness and be attached to a sufficiently strong anchor point.



**Risk of injury!
Wear safety gloves !**

1. Lower the seat to the ground and give a sufficient amount of slack to the wire rope.
2. Remove the clamp (7).
3. Remove the lifting wire rope from the SCAFOR™ hoist, operating it in the DOWN direction (see chapter 4.4.).
4. Securely fasten one end of the cord (A) to the hook of the safety wire rope. Then, unscrew the nut (Fig. 7) on the lower safety hook (11).
5. Firmly hold the safety wire rope at the sleeve and remove the safety hook (11) from the carrier stirrup.
6. Using the cord, and **without releasing it**, accompany the safety wire rope to its initial position, allowing it to wind itself in the casing of the BLOCFOR™ fall arrest device.
7. Bring the cantilevered section of the suspension into the building.
8. The operator on the roof must unhook the fall arrest device BLOCFOR™ and place it on the roof. He must then recover the rope and lifting wire rope connection, unhook the wire rope and lower it to the ground using the same rope.

Never let the wire rope fall under its own force of gravity.

4.7. Storage of fall arrest device BLOCFOR™

After unhooking the fall arrest device BLOCFOR™ from the suspension anchor point, store the equipment in a dry place and away from adverse weather conditions (humidity). The wire rope must be in its box, fully wound and clean.

5. TROUBLESHOOTING

This chapter contains instructions about identifying and locating faults on platforms fitted with SCAFOR™ hoists.

Breakdown	Probable cause	Remedy
The right hand handle (21) turns in the lifting direction, but the wire rope does not engage around the drive pulleys.	<ul style="list-style-type: none"> - The end of the wire rope is not well formed. See Fig. 4 - The drive pulley or clamping system is worn or has failed. 	<ul style="list-style-type: none"> - Use a wire rope with a good fused and tapered end. - Return the hoist to an approved repairer.
The SCAFOR™ operates in the lifting direction but the seat does not lift.	Failure within the hoist.	Return the hoist to an approved repairer.
The left hand handle does not lock automatically when the right hand handle is in the low position.	The locking system is faulty.	Return the hoist to an approved repairer.
On lifting the angle formed by the two handles is normally 180°. After many hours operation this angle reduces to 150°. (see Fig. 11.).	The brake lining is worn.	Return the hoist to an approved repairer.
Nothing happens if a sharp pull is applied to the fall arrest wire rope; i.e. no sudden stop (see Fig. 12).	Faulty internal overspeed mechanism.	Have the fall arrest device serviced by an approved repairer.

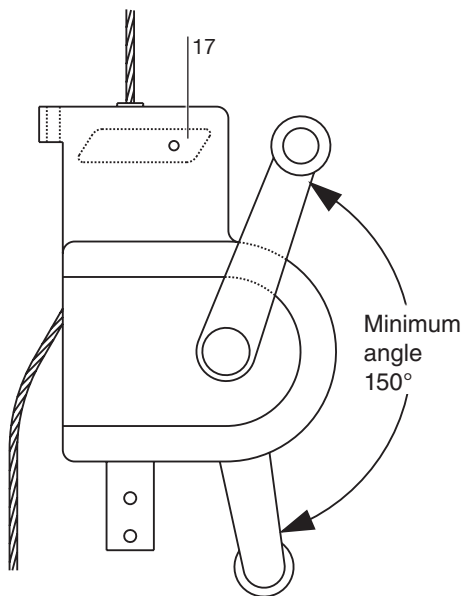


Fig. 11 - SCAFOR™ hoist

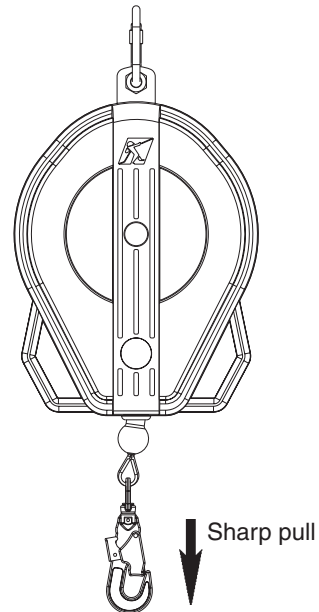


Fig. 12 - Fall arrest BLOCFOR™ device with winder

6. MAINTENANCE

6.1. Yearly check

Every installation must be checked annually by the manufacturer or by an approved repairer.
The SCAFOR™ hoist must be checked annually.
The SCAFOR™ hoist must be overhauled annually, or at the very least, in compliance with the rules and regulations of the country in which it is used (in France : overhaul required every 3 months per decree dated June 9, 1993, article 23).

6.2. Regular maintenance

The following simple maintenance operations may be carried out by unqualified personnel.

Refer to the fall arrest equipment operating and maintenance manuals for detailed control and maintenance operations of:

- fall arrest device with winder, series BLOCFOR
- connectors, series M

6.2.1. Lubrication of wire ropes

The suspension and secondary wire ropes must be regularly lubricated using an oiled cloth. Use semi-fluid SAE 20/30.



Never use oil or grease containing molybdenum disulphide or graphite additives

WARNING

6.2.2. Replacing the wire ropes

Only wire ropes approved by the TRACTEL Group ensure the correct operation of the hoists in complete safety.

SCAFOR™ wire rope is defined by:

- its TRACTEL® S identification = a red strand with the TRACTEL® logo on the ferrule
- its diameter = 6.5 mm
- its length
- its end fittings:
 - a hook with safety catch and
 - a fused and tapered end (Fig. 4)

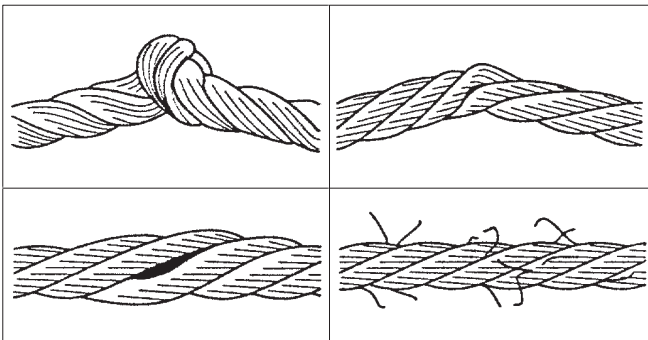


Fig. 13 - Examples of damaged wire rope to be replaced

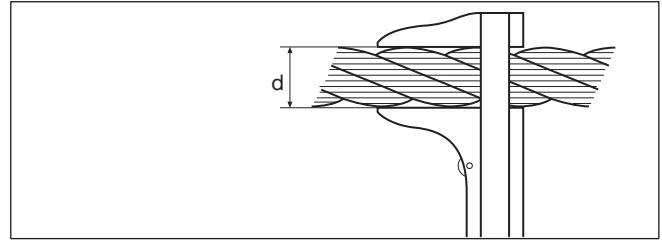


Fig. 14 - Correct measuring of wire rope diameter.

• its construction.
If any of the faults below is detected the wire rope must be replaced:

- more than 12 broken wires over a 24 cm length
- damaged or deformed wire rope
- corrosion
- heat damage
- reduction of diameter of the suspension wire rope: minimum diameter = 5.9 mm.

Wire rope to be measured as shown in fig. 14.

6.2.3. Checking fall arrest device linked to the seat support

Refer to the user manual for the BLOCFOR™ fall arrest device.

a. Checking winder

Checking appearance:

- Prohibit the use of all equipment showing signs of strain, oxidation, etc.
- Do not put foreign products (oil, solvent, etc.) into the equipment.
- Unwind the whole wire rope and check it for signs of damage (strain, broken wires, etc.), wind the wire rope by guiding it.

Do not let go of the wire rope.

- Clean and grease the wire rope with an oil-impregnated cloth.

Checking the grip:

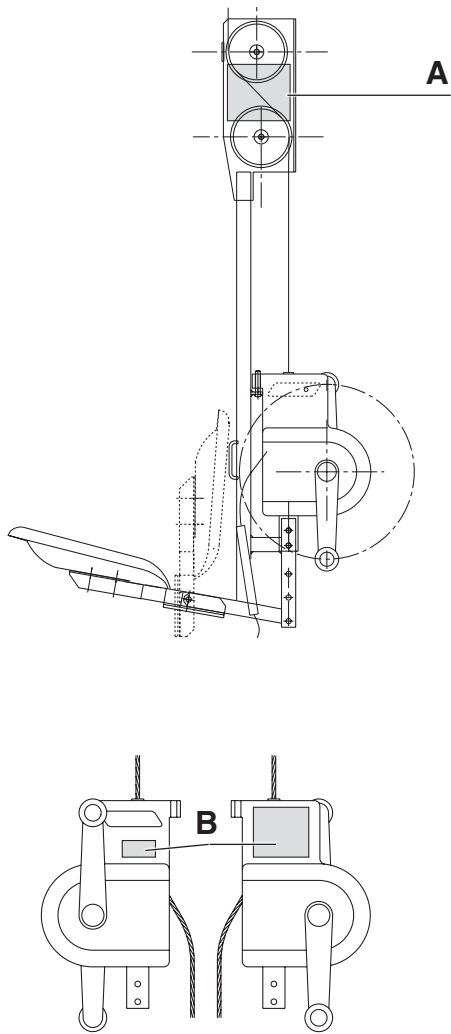
- Apply a sharp pull to the end of the wire rope by hand.
- The winder must block the wire rope as soon as the release speed is reached.
- Guide the wire rope to its starting position by letting it re-wind itself in the housing.

Do not let go of the wire rope.

- Check that the winder anchor is positioned above the user and perpendicularly to the working position.

b. Environment check

- Check that the wire rope cannot touch a sharp edge.
- Check that the fall arrest wire rope cannot touch and/or rub against an electrical cable or conductor or any fluid-conveying equipment.
- Check that the wire rope is not exposed to a temperature exceeding 100°C and to mechanical or chemical strains.



7. SPARE PARTS

7.1. SUBITO seat

Please quote the **serial number** of seat, as well as the **date** the **part number** and **description**..

7.2. SCAFOR™ hoist

7.2.1. Wire rope traction mechanism

In addition to the part number and description, please also quote:

- **model of hoist**
- **serial number** (engraved on side of hoist)
- **diameter of wire rope**

7.3. Marking the equipment

Check that all the labels and load plates are intact on the equipment (Fig. 15):

- A) Technical plate with load table
- B) SCAFOR™ technical plate

Fig. 15 - Position of the labels and technical plates

APPENDIX – “CE” DECLARATION OF CONFORMITY

"CE" Declaration of Conformity

according to annex II. 1. A of the European Machinery Directive 2006/42/EC
Temporary suspended platform "TSP"

Model "SUBITO"

(no serial number)

The manufacturer: Tractel Secalt S.A. (a TRACTEL® Group company)
3, rue du Fort Dumoulin
P.O. box 1113, L-1011 Luxembourg
Tel. (352) 43 42 42-1 * Fax (352) 43 42 42-200

declares that the machine is in accordance with the model having received the CE type approval No. 0398/TYP/760S/0100/06/10, confirming the conformity to the "machinery directive" (No. 2006/42/EC) delivered by the notified body:

APAVE Italia Cpm, Via Artigiani 63, I-25040 BIENNO (BS), Italy (No. 0398)

The machine also complies with the following harmonized standards:

- EN ISO 12100-1-1/A1-2-2/A1, EN 1808+A1

and with the other standards, recommendations and following specifications:

- DIN 15020

NOTE: The suspension points are not scope of delivery

Responsible for the documentation: Jörg Thierer; see company address above.

Authorised signature:

Name: Jörg THIERER
Function: General Manager
Place and date of signature: Luxembourg, xx/xx/2018

Signature:

