

SINGAPORE STANDARD
CP 101 : 2004
(ICS 53.060)

CODE OF PRACTICE FOR
Safe use of powered
counterbalanced forklifts

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Foreword

This Singapore Standard was prepared by the Working Group on Industrial Forklifts appointed by the Technical Committee on Safety of Machinery which is under the purview of the General Engineering and Safety Standards Committee.

Forklifts play a very important part in our industries today as they could move heavy materials quickly and easily. Along with the drive to develop Singapore into a world-class logistics hub, more logistics centres have been set up and more forklift trucks will be used. When operated safely, they contribute to the productivity of the operation. When used incorrectly, they can cause property damage, serious injuries and even death.

Accidents can happen due to a number of reasons. Examples are when forklift operators drive at excessive speeds, do not look at where they are driving, do not stack loads correctly, exceed the rated capacity of the forklift or drive with loads raised. These accidents may be prevented with proper training.

When the Factories (Safety Training Courses) Order 2001 was implemented in June 2001, all forklift operators employed in factories are required to undergo mandatory training. Employers must ensure that their forklift operators are adequately trained to operate the forklifts safely. This will protect both the forklift operators and pedestrians from serious injuries or even death as a result of an accident.

The purpose of this code is to provide important safety information for safety professionals, owners and operators of forklifts to reduce workplace accidents and injuries. It could also be used as a guide to design training courses for the forklift operators. This code is not meant to be used as a substitute for operator training in the operation of forklifts.

In the preparation of this code, reference was mainly made to ISO 3691 : 1980 – “Powered industrial trucks – Safety code”.

Attention is drawn to the possibility that some of the elements of this Singapore Standard may be the subject of patent rights. SPRING Singapore shall not be held responsible for identifying any or all of such patent rights.

NOTE

1. *Singapore Standards are subject to periodic review to keep abreast of technological changes and new technical developments. The revisions of Singapore Standards are announced through the issue of either amendment slips or revised editions.*
2. *Compliance with a Singapore Standard does not exempt users from legal obligations.*

Code of practice for safe use of powered counterbalanced forklifts

1 Scope

This code specifies the safety requirements for the manufacture, application, operation and maintenance of powered counterbalanced forklifts. It lays down the responsibilities of the various parties involved.

This code does not apply to industrial forklifts that do not apply lifting with forks and the use of counterweights for balance. For the purpose of this code, the term "forklift" will refer to "powered counterbalanced forklift".

2 Classification and definitions

A component description of a forklift is given in Annex A.

For the purpose of this code, the definitions used in ISO 5053 : 1987, ISO 3287 : 1999 and those listed below shall apply.

2.1 Authorised person

Person approved by his company to carry out the defined task.

2.2 Backing alarm

Audible or visual alarm use for alerting pedestrians when reversing the forklift.

2.3 Bridge plate

A device for bridging the gap between a loading bank and the trailer/container floor (freight container). Used either on a dock or when the container is dismounted at level ground.

2.4 Dock leveler

Either portable or fixed equipment designed to bridge both the vertical and horizontal gap between a loading bank and the trailer/container floor (freight container). The portable type is position exterior to the bank. The fixed type is made integral with the bank.

2.5 Competent person

Person capable to perform the defined task by way of training by accredited centres.

2.6 Counterbalanced forklift

The term "powered counterbalanced forklifts" applies to mobile, power-driven vehicles used to carry, lift, stack or tier loads.

2.7 Manufacturer

It refers to the propriety manufacturer who may be located overseas or the contractor who fabricates the parts and assembles the components of the forklift locally.