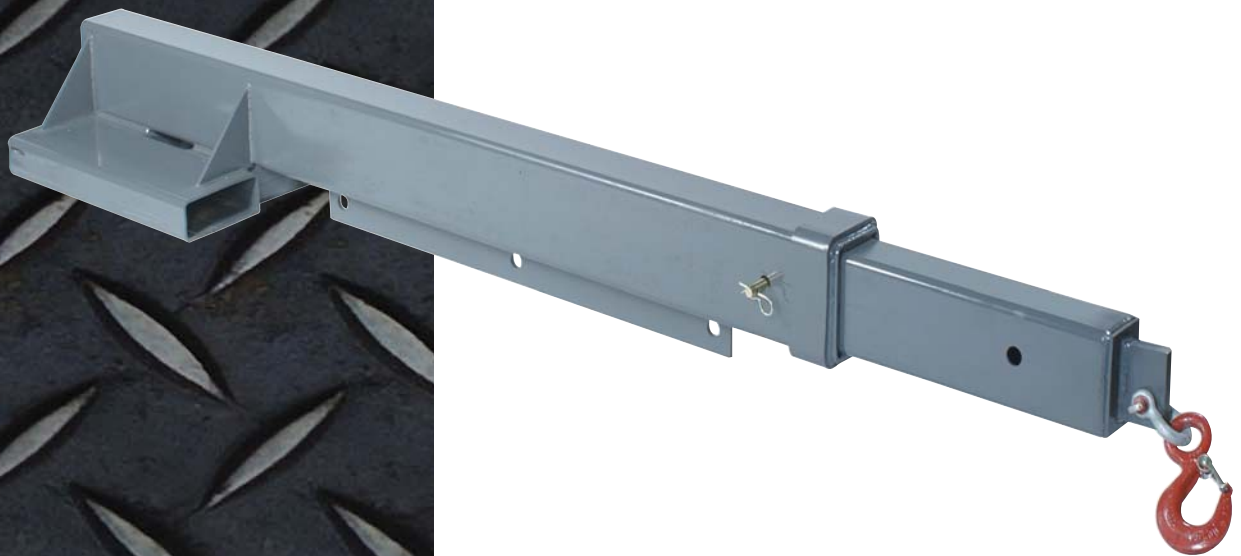


Instruction Manual & Work Safe Program

BOOMS



800-821-7563

www.arrowMHP.com

Boom Instruction Manual & Work Safe Program

Table of Contents

INTRODUCTION	2
RECOMMENDED OPERATING RULES FOR BOOMS	6
GENERAL OPERATING RULES:	6
ELECTRICAL HAZARDS	7
COLLISION HAZARDS	7
ENVIRONMENTAL HAZARDS	7
DAILY BOOM INSPECTION CRITERIA	8
BOOM INSPECTION LOG	11
DAILY FORKLIFT INSPECTION battery powered	12
DAILY FORKLIFT INSPECTION LOG	13
BOOM TRAINING ACKNOWLEDGMENT FORM	14
ONE YEAR LIMITED WARRANTY	15

MODEL NUMBER: _____

SERIAL NUMBER: _____

(Located on data plate attached to top of unit)

DATE PURCHASED: _____

INTRODUCTION

SYMBOLS USED IN THIS OWNER'S MANUAL

Throughout this owner's manual (and on the attachment itself) there are universal safety symbols. They are commonly used in the equipment and attachment manufacturing industries. These symbols are meant to alert users to possible dangers when using the attachment. Please pay careful attention to any section of this owner's manual with one of these symbols.



**Read
Owner's
Manual**



**General
Warning
Hazard/Alert**



**Do Not Put
Hand In This
Area**

BEFORE INSTALLATION AND OPERATION:



Be sure to read this owner's manual and understand its contents prior to operation of the ARROW Boom. If there is anything in this manual you do not understand, please contact your authorized dealer, or ARROW Customer Service Department at 800-821-7563. We will be glad to answer your questions.

ARROW Material Handling Products cares about your safety, and the safety of others who operate or are in the vicinity of the Boom attachment. ARROW takes great pride in engineering and building quality attachments with the operator's safety in mind, but the responsibility for the safe use of this attachment ultimately belongs to the operator.



Never let anyone operate the ARROW Boom attachment unless they have first read this owner's manual.

SPECIAL NOTE: The information and illustrations contained in this ARROW Boom owner's manual were current at the time of publication. ARROW Material Handling products reserves the right to redesign all or any portion of this attachment and the owner's manual at any time without notification. For questions or concerns, or to inquire about updates, please contact your authorized dealer or the Customer Service Department at 800-821-7563.



Compliance Professionals, Inc.

Robert J. Lockett, Regional Director of Operations

February 22, 2008

Mr. Ross Gault, Sr., President & CEO
Arrow Material Handling Products.
1620 Oakland
Kansas City, Missouri 64126

Dear Mr. Gault,

After a review of the blueprints and specifications of the Arrow Material Handling Products Boom series (truss, jib, and extendable) they are, in our opinion, fully compliant with the intent of applicable OSHA standards.

We have reviewed the owner's manual, operating instructions, and suggested compliance programs for these booms and their variants. In our opinion, if the end user chooses to explicitly follow the recommendations and instructions contained therein in their entirety, the end user should be able to correctly and safely use these booms for their designed purpose and remain within OSHA compliance during daily use.

Thank you for the opportunity to be of service to your firm.

Most sincerely,

A handwritten signature in black ink, appearing to read "Robert J. Lockett".

Robert J. Lockett

5505 Blue Ridge Boulevard
Raytown, Missouri 64133

816-313-6742 913-636-6303
www.easycompliance.biz

Large company compliance program... small company affordability

Thank you for selecting an ARROW attachment!

Your Boom has:

- Been designed by an in-house engineering department using registered Professional Engineers;
- Been built with materials our purchasing department has gone to great lengths to ensure are materials specified for your Boom and are the best obtainable and meet all applicable specified standards (ANSI, ASTM, ASQC, and/or MIL-SPEC);
- Been entirely manufactured according to print using OSHA regulations by a trained and experienced workforce located in the heartland of America;
- Been built right and built to last with you and your employee's safety in mind.

We can and do control every aspect of how a boom is engineered and how it's built. But we can't control how it's used after it leaves our plant.

OSHA compliance

ARROW created this Boom instruction manual and Work Safe Guide to assist you in understanding OSHA guidelines for safe use and to conform to those guidelines.

Yes, should you choose to use it, there will be some paperwork to fill out and keep on file. There will be some inspections to perform... but would you spend ten, yes, TEN minutes a day to go a long, long way to being truly OSHA complaint when using our attachment?

We know you would be totally OSHA compliant if only you knew how. We will help you along the way. It's not hard....

Spend that same TEN minutes going through this program by reading these instructions and looking at the forms that have been created for you... and you'll have a safer workplace in which to use our Boom.

It's vitally important to know what to check on your equipment. But it's even more vitally important for you to have a written program in place to do so and *be able to demonstrate that you have been doing the inspections.*

**There are two portions of the OSHA code that pertain directly to booms.
They are:**

- *inspection of the Boom itself*
- *inspection of the forklift used to lift the boom*

We have created a punch list of inspection criteria for each of these areas. These are only **SUGGESTED** lists and may certainly be modified for your specific operation. Should you have a question about them, we recommend you call your local area **OSHA** office and ask for the duty inspector. They really are quite eager to help you. You do NOT have to give them your name or your company name nor do they have caller ID - so relax! If you wish, you may also call your ARROW authorized reseller, or ARROW's product assistance department at **800-821-7563, extension 383**, we'll get back to you with the correct answer to your question.

Now, look at the Daily Boom Inspection Criteria (page 8). These are the items that we require to be inspected EVERY shift before the lift is used. If it is not used that day, no inspection need be done.

It is **STRONGLY** suggested that the Daily Inspection Log (page 11) be completed on a daily basis as you complete the inspections. Without this log, you will have a very difficult time convincing anyone the inspections were done. If it's properly filled out, someone else is going to have a tough time proving you didn't perform the inspection. Which would you prefer?

Once the sheets become full, **THEY SHOULD BE FILED AWAY IN YOUR COMPANY ARCHIVES AND KEPT FOR A MINIMUM OF TEN (10) YEARS.**

We have created similar sheets for your forklift(s) (page 12 - 13). Additionally, there is a Boom training acknowledgment form (page 14) you can use with employees after reviewing the Boom Work Safe manual.

Thank you again for choosing an ARROW attachment. We provide this Work Safe program as part of our commitment to providing the best equipment backed by the most comprehensive support program in the industry.



RECOMMENDED OPERATING RULES FOR BOOMS



DO NOT OPERATE THIS EQUIPMENT UNTIL:

- The lift vehicle manufacturer has approved it to be used with booms.
- The owner/operator manual is read and thoroughly understood.
- ALL supplied safety restraints and safety pins are applied before use.
- You are familiar with all applicable government regulations.
- Your personnel are trained in these regulations and licensed where applicable.
- Your personnel are trained in the use of this equipment.

GENERAL OPERATING RULES:

- An inspection of the Boom must be made before **EACH SHIFT** (reference daily inspection criteria).
- The Boom must never be loaded beyond the manufacturer's specified load limits. This information may be found on applicable decals and/or identity plates located on the unit.
- Forklifts used to hoist the Boom must be fully OSHA compliant.
- The lift capacity established by the manufacturer of the industrial truck used to lift the Boom shall never be exceeded.
- The forklift operator must be properly licensed and trained in the use of the Boom.
- The forklift driver must remain at the controls of the forklift, with the engine running, at all times when the Boom is under load.
- When placing material into a wheeled vehicle, the receiving vehicle or trailer **MUST** be firmly chocked and all braking systems set.
- The wearing of hardhats and steel toed footwear is recommended by all personnel within the immediate area when the Boom is in use.
- Should there be the possibility of objects falling from the Boom, the manufacturer recommends the establishment of a Controlled Access Zone (CAZ) directly underneath the boom under load and extending outward ten (10) feet in all directions.

- No modifications may be made to either the hoist vehicle and/or the Boom without the express written consent of the manufacturer after their review and written reply of approval by a registered Professional Engineer (P.E.).
- Unauthorized (other) personnel are expressly forbidden from attaching the Boom and/or utilizing the forklift with the Boom affixed.
- It is suggested that personnel using the Boom be required to read these operating instructions and sign the manufacturer's release before they are allowed to use the equipment. This signed release should be retained in their respective personnel files for the duration of their employment.



ELECTRICAL HAZARDS

Adequate clearance must be maintained between the Boom and any aerial electrical lines. All lines are to be considered energized unless they are Locked Out and Tagged Out by authorized personnel. The minimum standoff distance is recommended to be ten (10) feet.



COLLISION HAZARDS

When in use, adequate clearance between the Boom and physical objects must be maintained.

The use of at least one (1) trained spotter is highly recommended to assisting the safe transport of lifted loads.



ENVIRONMENTAL HAZARDS

The Boom shall not be used during periods of high winds or storms unless an authorized person has approved of such use.

DAILY BOOM INSPECTION CRITERIA



1. Visually inspect the Boom for physical damage, corrosion, bending, and freedom of extension (if so equipped), and overall cleanliness;
2. Check welds for cracking or breaks.
3. Check each lift mount hole for elongation or cracking.
4. Check safety chain for secure fastening, no damage, cracking, or elongation of links or hook.



5. Check safety pin(s) for proper operation and no sign of cracking or bending;



- 6.** If equipped with lifting hook, check lifting hook for throat spreading ($>15\%$), lateral twisting ($\geq 10^\circ$), or cracking.
- 7.** If equipped with lifting hook, check condition of throat safety latch.



Please make copies of the following inspection logs as needed and maintain the originals for future use.

DAILY FORKLIFT INSPECTION

Battery Powered

- Hydraulic Fluid Leaks _____
- Hydraulic Hoses _____
- Hydraulic Fluid Level _____
- Petrochemical Leaks _____
- Damage to Forks _____
- Top Clip Retaining Pin and Heel _____
- Overhead Guard _____
- Brakes _____
- Parking Brakes _____
- Tires in Good Condition _____
- Seat Belt Condition _____
- Horn Operative _____
- Back Up Alarm _____
- Lights Operative _____
- All Gauges Operative _____
- All Markings/ID Plates Legible _____
- Forklift Cleanliness _____
- ALL Controls Working Smoothly _____

DAILY FORKLIFT INSPECTION LOG

Unit Model/Serial Number _____

Date	Day	Shift	Pass/ Fail	Hour Meter	Discrepancy or Notes	Initial



800-821-7563

*16000 West 108th Street
Lenexa, KS 66219*

Boom Training Acknowledgment Form

Company _____

Date _____

Name _____

Dept. _____

I acknowledge having completely read the Operating Instructions/Safety Manual and fully understand its contents. I understand that I am to contact my supervisor on any work safety related issue of which I am not absolutely sure how to proceed.

I understand this company's commitment to my personal safety and well being while on the job.

I will, to the best of my ability, work safely to protect myself, my fellow workers, and the company assets at all times.

Employee Signature

Management Signature

ONE YEAR LIMITED WARRANTY

ARROW BOOM

The goal of Arrow Material Handling Products' warranty policy is to assure confidence and reduce downtime. Should issues arise, please contact your authorized dealer or Arrow's Customer Service Department directly at 800-821-7563, and we will work with you to resolve the issues in a timely manner.

Arrow's normal hours of operation are Monday through Friday, 8:00 a.m. to 5:00 p.m., CST. If calling after hours, you may leave a message and we will return your call as soon as possible. Arrow is closed for most US national holidays.

Arrow Material Handling Products offers a One Year Limited Warranty on their Boom attachments. No warranties are expressed or implied as to the fitness of the equipment on which the attachment or accessory is installed. The purchaser is responsible for promptly informing Arrow Customer Service of any suspected operational deficiencies or failures. Arrow is the sole party responsible for analysis of reported deficiencies or failures. Replacement or repair will be at the discretion of Arrow Material Handling Products.

In some cases, Arrow may approve field repairs. Compensation for field repairs will be negotiated. Field repairs undertaken without prior approval by Arrow Customer Service may invalidate the warranty. Please see general (below) for additional warranty information, and the return procedure for details on how to initiate a claim.

General

The Arrow Limited Warranty is extended only to the original purchaser and may be void in the event that the product is sold or otherwise transferred. No warranty will apply to any product that has been (i) modified, altered or adapted without Arrow's written consent, (ii) abused or misused, (iii) repaired by any third party in a manner that fails to meet Arrow's repair standards, (iv) improperly installed, or (v) used with any device or implement not covered by this warranty. This warranty does not include and hereby excludes normal maintenance parts and consumables, including but not limited to hydraulic fluid, hoses and similar items.

The warranties set forth herein are in lieu of any and all other warranties, express or implied, including the warranties of merchantability and fitness for a particular purpose. The purchaser acknowledges that no other representations or warranties were made or relied on in connection with the purchase of the Arrow Boom attachment. No person is authorized to vary, modify or change the terms of this limited warranty.

Neither party shall be liable for any indirect, punitive, special, incidental or consequential damage in connection with or arising out of the use of the property sold to the purchaser, including without limitation, loss of business, revenue, profits, goodwill, consequential damages, whether in contract or tort, including negligence.

Nothing in this warranty affects any statutory rights of consumers or other purchasers that cannot be waived or limited by contract. This limited warranty gives you specific legal rights, and you may have other rights, which vary from state to state.

Return Procedure

Any product being returned for any reason must be approved, prior to shipment, by Arrow Customer Service. Returns require a Return Authorization Number, to be supplied by Arrow Customer Service. To initiate a return, call Arrow's Customer Service department at **800-821-7563**.

Customer manufactured attachments that do not fit because of incorrectly provided specifications are non-cancellable and non-returnable.

Goods not returned within 30 days of the issuance of the Return Authorization will not be accepted. Unauthorized returns may be reshipped to the customer freight-collect. Restocking of returns are subject to a 15% restock fee.

16000 W. 108th Street
Lenexa, Kansas 66219
p 913.495.4800 f 913.227.0523



800-821-7563

www.arrowMHP.com

*16000 W. 108th Street
Lenexa, Kansas 66219
p 913-495-4800 f 913-227-0523
sales@arrowMHP.com*

