

# Operating and maintenance instructions for: **Trolleys PTM and GTM**

Installation – Operation – Maintenance



## **IMPORTANT – READ BEFORE USE!**

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EC INSTALLATION DECLARATION

Notes

## **1. Introduction**

This Operation Manual shall provide you with the essential instructions to ensure safe and reliable operation of your hoist and trolley. The instructions stipulated in the Operation Manual do not substitute accident prevention regulations issued by professional associations and various regulations valid in the relevant countries, which may vary. The instructions stipulated in this operation manual must be learned and followed! In the course of adjustment to the European market the regulations of many countries have been substituted with the International Regulations. However, the point of all these regulations is the same:

### **Accident prevention!**

Please mind these regulations and warnings strictly!

In the Federal Republic of Germany there are following important: The DGUV and BetrSichV, The German Law For Equipment And Production (GPSG), The Ordinance On Industrial Safety And Health and The Directive 2006/42/EC Of The European Parliament And Of The Council 2006/42/EG (EG Machinery Directive). Please look to your health and safety rules of your country.

We would like our devices to be safe and reliable aids. Therefore, we have devised these operating instructions for you. Please make these instructions accessible to the service and maintenance personnel! If these instructions are disregarded they are worthless. If you need more copies of this Manual we will send them to you with pleasure. Furthermore, you must follow these operating instructions to save unnecessary expense; faulty maintenance work, faulty operation or accidents due to disregard of instructions shall revoke our warranty and liability. To ensure operational safety, the repairs or modifications must only be carried out by the appropriately trained professionals using original parts. Installation and fitting of parts made by companies other than PLANETA presents a safety risk and voids all our warranties.

Our representatives and service workshops are always at your disposal. Please refer to your specialised dealer from whom you have purchased your hoisting equipment. You will find their details on the machine sticker or in your invoice. In case it is not possible to read these details we will be happy to help you if you provide us with the serial no. of the machine. Our emergency number in Germany:

**02325-9580-0**

To order original parts, please refer to the spare parts list supplied with this manual. Please ensure that all functions and are tested following maintenance or repair works prior to start of operation.

If you observe these instructions you will always be satisfied with your device.

## 2. Type plate

Manually operated machines have also parts subject to wear, which must be changed after long periods of operation if required. To ensure that the correct parts are sent to you we would recommend you to fill in the following information, because as a rule, the hoists are used in rough conditions, so that reading the information on them is later barely possible. This data can be found on the nameplate or your test certificate.

Model .....	Serial no. ....
Sustainability .....t	Year .....
Lifting height .....m	chain .....mm

We reserve the right to make amendments without prior notification for the purpose of continuous quality improvement and compliance with new standards. We would ask your indulgence if you find irrelevant paragraphs of this document deviating from the reality. The next issue of this document will contain the updated information. Provision of the year of manufacture, serial number or other typical data will ensure you are provided with the correct spare part.

### **3. Safety instructions**

Certain work and activities are not allowed whilst using the hoist, chain hoists and the trolley, because it is dangerous to life and can cause injuries and damage to the machine, e.g.:

- Passenger transport is not allowed.
- The route of heavy loads must not be over personnel.
- Suspended loads must not be dragged or pulled.
- Stuck or seized loads must not be freed with the chain hoist.
- Do not intentionally overload the equipment.
- Suspended loads must not be left unattended.
- Chains must not be directed over edges.
- Chains must not be used as a sling for carrying.
- Chain hoist with a push trolley (manual trolley) must be moved only by pulling or pushing on the load, hook block or bottom hook block. Never pull on the chain!
- Never let the load drop on the loose chain.

### **General Safety Information**

We have already stressed the importance of this Operation Manual in the Introduction. Special attention must be paid to the compliance with the requirements of product liability and insurance:

- The Operation Manual must always be at hand at the place of chain hoist operation. This Manual contains important aspects and relevant extracts from current regulations, standards and instructions. Non-compliance with the safety instructions stipulated in this Manual can cause serious injuries and fatalities.
- In addition to the operating instructions, observe the general statutory and other binding regulations on accident prevention and environmental protection! These requirements may be relevant when e.g. handling dangerous substances or when providing PPE.
- These Instructions and other general local accident prevention instructions must be followed when working with the chain hoist.
- The chain hoist may be a serious threat to life and injuries if handled by untrained personnel and used for purposes other than designed.
- Supplement the operating instructions with instructions including duties of supervision and obligation to inform, taking into account any special operational considerations, e.g. with regard to work organization, work processes and the personnel used.
- DPersonnel working with the chain hoist must study the Operation Manual and in particular the Chapter on Safety prior to starting work. It will be too late when the work has already started! This refers, in particular, to occasional works, such as maintenance of the chain hoist.
- Personnel working on the Trolley must have safety awareness and be supervised in compliance with the Operation Manual instructions!

- The company must ensure the chain hoist is in good working condition and the safety requirements are followed at all times. The test log book must be completed properly! It is recommended to have a Service Contract for the chain hoist and the trolley from your supplier (see last page) to ensure regular and sufficient maintenance and inspection. Trolleys must be taken out of operation immediately when faults or irregularities occur!
- It is not allowed for the personnel to have their hair loose, wear jewellery or loose clothing, including rings. There is a risk of injury through e.g. trapping or catching.
- Warning and safety notes in the form of plates, signs and stickers must not be removed and must be made in a professional manner. All safety and warning notes on the chain hoist and travelling trolley must be readable.
- **IMPORTANT:** A hoist and trolley that have been constructed for manual operation and delivered accordingly may not be motor-operated without consulting the manufacturing factory. For example, the reel trolley may not be driven by inserting an electrical manual drill.
- **Note the operational requirements:**

## 4. Operation

### Testing before putting into operation

- Check whether the delivered hoist or trolley complies with your order, whether it is complete and all screws and nuts are firmly tightened.
- Make sure that no transport damage has occurred.
- Transfer the data from the nameplate to your Operating Manual upon inspection.
- Ensure that the Operating Manual is at hand at the equipment or that it is handed over to a supervisor.
- Check whether the load-bearing construction taking up the hoisting equipment complies with the load-bearing capacity required.
- A statical expertise is to be obtained if necessary.
- Chain hoists made movable by means of a trolley or which were already delivered with a trolley are subject to the accident prevention regulations for cranes (VBG 9 of the Trade Association). An acceptance test must be carried out by a **crane expert** prior to initial commissioning. Upon request, you can call for our experts or have us find them.

### Installation instructions

- Do not use the Trolley outdoors when it is not protected (greased) or leave it outside.
- If it is still necessary to use the Trolley outdoors, a roof or a sheet metal hood over the hoist to protect it from rain and other environmental influences is useful. A new device is not subject to functional restrictions for outdoor operation or harmful environmental influences, but in time, greater or lesser corrosion cannot be ruled out, which does not constitute a guarantee claim. Above all, high temperatures, high degrees of humidity, atmospheres with acidic vapours or corrosive gases or high levels of dust concentration cause premature wear and can lead to mechanical damage on moving parts. More frequent maintenance and repair is then recommended.
- A spare device should be kept ready in case of frequently used hoists at important points subjected to heavy loads to avoid production damage in the event of a failure.
- Do not use the chain hoist under -20°C or above +60 C° without consulting our technical advisors, as the metal parts may otherwise become brittle.

## 5. Installation

All equipment has been oiled, tested and certified at the factory before being dispatched.

The spacer bolts of the trolley have outer spacer discs washers that can be removed after loosening the nuts. Then move the side plate as far to the outside so that the trolley can be conveniently slid onto the carrier. Then, in reverse, press the side plate so far inside until the running surfaces are correctly on the carrier flange. Secure the nut again and tighten it. Apply the torque according to the table below! If the carrier is open on one side, the trolley can also be slightly wound up directly. Move the trolley in the carrier construction and move the hoist once. Hand chains must hang down freely without any bends or twists. Carry out a test run without a load. If all goes well, normal operation can be initiated.

Nut	Torque (Nm)
M10	26
M12	45
M16	110
M20	210
M24	365
M30	725
M36	1265

### Special information for the trolley if it was ordered for adjustable flange widths:

- Each trolley is tested in all functions before leaving the factory if it is delivered in an assembled state. The length of the hand chain is customised to the order. The carrier flange width specified by you is considered as factory provided by us and the trolley is set accordingly. If no flange width is specified then it is assumed that it should be used for different carriers within the scope of its adjustability and the trolley is delivered unmounted.
- Before starting operation of the trolley please consider the following points: The actual flange width should be determined before setting up the carriage on the trolley. This is:

**Runway beam bottom flange width + approx. 2 mm = track width in mm**

Levelling washers and pipes are available on both carrier bolts of the carriage. By setting down or adding such distance elements the two side panels of the carriage can be pressed together or drawn apart on the bolt until the desired track width is reached. Proceed symmetrically so that the load-bearing tab can be located exactly in the centre under the carrier. Surplus washers should be mounted externally!

- The washers and self locking nuts are superimposed on the suspension bolts and the side frames are twisted after attaining the track width.

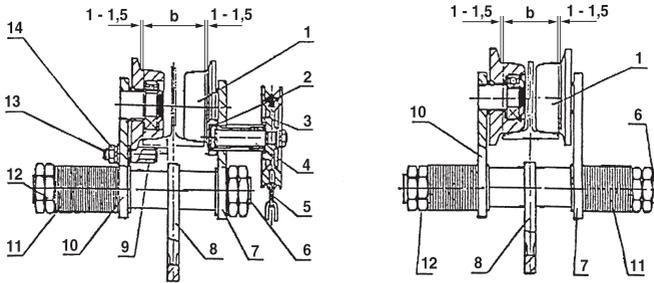
- After the track adjustment has been carried out, the carriage can be pushed onto the end of the carriers. If this is not possible due to lack of space or fixed end stoppers then the carriage can be mounted as aforesaid on the carrier. Please consider the firm seating of the crown nuts.
- The reel trolley is moved by pulling the endless hand chain to the right or left. This is not applicable in case of a rolling trolley.
- If you need to use the trolley in complicated conditions then us, since there may be special equipment. Such conditions would be e.g.:
  - Dusty, greasy, acidic environment
  - Tropical climate or application with high air salt content.
  - Explosion protection zones
  - Foodstuffs industry
  - Extremely high or low temperatures
- Always activate the reel trolley always manually! Do not install fast, power driven movement mechanisms or tow the trolleys using them!
- Always keep a watch on the load if it is moved!
- If multiple trolleys are required for carrying the load due to long or bulky load then every trolley should select the total carrying capacity of the added load. This prevents damage in case the load hangs improperly on only one trolley.

## **6. Inspection, Repair and Maintenance**

If while dismantling the device it is confirmed that parts are not in order then they should be exchanged against the corresponding new parts. The names of the individual replacement parts can be obtained from the list of the following pages. The proper order number, name and carrying capacity of the device should be specified while ordering the parts. In case of doubt, the defective part should be sent to your specialised dealer or supplier for testing.

The bearings of the running wheels are lubricated for their lifetime. Lubricate the pinion and the of the sprockets of the running wheels using gear grease as needed.

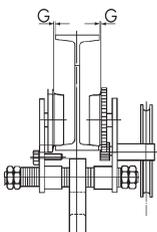
## 7. Spare Parts List



Item	Name	Item	Name
1	Linked running wheel	8	Eyebolt
1a	Unlinked running wheel	9	Climb securing sleeve
2	Drive pinion	10	Left side plate
3	Handwheel	11	Disc
4	Handwheel shaft	12	Nut
5	Hand chain	13	Threaded bolts
6	Support bolts	14	Nut
7	Right side plate		

**Example for item number:** (Please always specify when ordering!)

Type: Manual trolley PTM    Load-bearing capacity: 1 t    Part: Hanging plate    Item no.: Z-PTM-1T-08



### **Danger:**

When mounting the untoleranced necessarily be considered „G“.  
 0.5 t to 2 t SWL = 2 mm  
 3 tons to 20 tons capacity = 3 mm



EG-DECLARATION OF INCORPORATION

Declaration of incorporation of partly completed machinery according to EU directives 2006/42/EC,  
Appendix II B

We hereby declare,

**PLANETA-Hebetechnik GmbH, Resser Straße 17, D-44653 Herne**

that the partly completed machinery

<b>Trolley Capacity</b>	<b>Type PTM 500 kg – 10.000 kg</b>
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<b>Trolley Capacity</b>	<b>Type GTM 500 kg – 20.000 kg</b>
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are in the standard version, including load control, intended for installation in a machine and the basic requirements of the EC Directives listed below, as applicable for the supplied scope correspond to:

**EG-Machinery Directive 2006/42/EG**

We also declare that the technical documentation referred to in Annex VII, Part B of Directive 2006/42/EC were created. We commit ourselves to the special documents to the above mentioned Products to submit a reasoned request to national bodies. The transmission is electronic.

**This statement applies only to the above-mentioned Products. Commissioning is prohibited until it has been determined that the above-mentioned Products have been installed properly and the provisions of the above EC Directives.**

**Authorized to compile the relevant technical documentation:**

**Dipl.-Ing. Matthias B. Klawitter, CE-Koordinator,  
PLANETA-Hebetechnik GmbH, Resser Straße 17, D-44653 Herne**

Herne, 11.08.2016

PLANETA-Hebetechnik GmbH



Dipl.-Ök. Christian P. Klawitter  
(General Manager)

Is responsible for the completion, installation and commissioning according to the manual responsible:

Location: ..... Date: .....

Responsible for: .....

Company: .....





**Ihr verantwortlicher Lieferant**