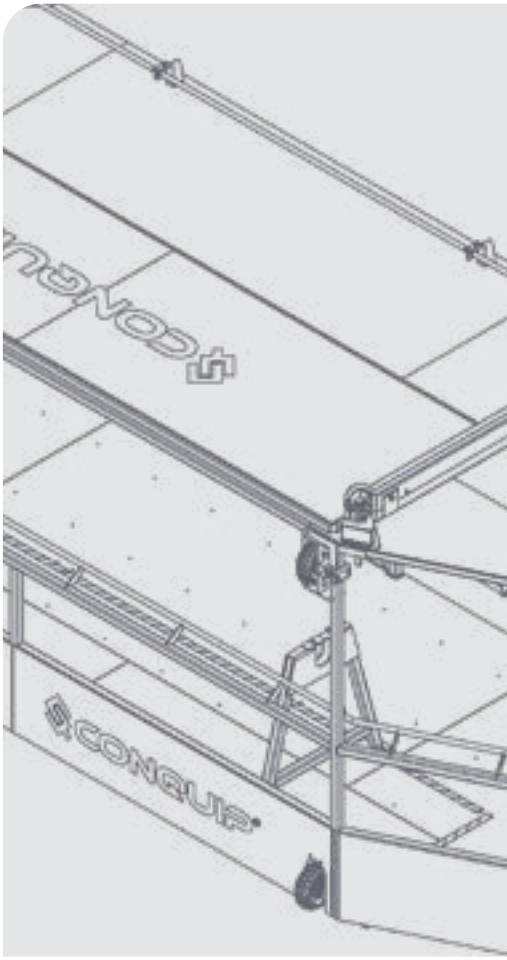
USER GUIDE

SHAFT ACCESS PLATFORM





DISCLAIMER

Do not attempt to handle or operate this equipment before you have received sufficient training. Before use, operatives must have carried out all checks featured on the Visual Inspection Sheet on page 11. It is imperative that you have read the General Safety Instructions on page 12 and sufficiently familiarised yourself with the Operational Procedures in this document.

Note that this item is compliant only to the standards specified in this User Guide and it is therefore the duty of the responsible person(s) to review and ensure compliance.

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INTRODUCTION

OVERVIEW

The Conquip Shaft Shaft Access Platform is a large, robust, steel platform specifically designed for use in shafts. It provides access to the inside of the shaft, allowing personnel to apply waterproofing membrane to the walls.

The membrane rolls are held in place by adjustable trestles that accommodate varying roll sizes. The Shaft Access Platform has various safety features, including handrails and multiple internal harness points around the platform to ensure personnel can remain attached at all times.

A shoot bolt ensures the door can be locked once personnel have accessed the platform.

KEY BENEFITS

- Robust design built for regular use.
- Retractable roof allows membrane rolls to be lowered directly into the platform.
- Adjustable trestles accommodate for varying sizes of membrane roll.
- Multiple handrails and harness points provide safety and security to operatives working out of the platform.
- Large Working Load Limit allows capacity for a membrane roll plus five operatives and their tools.
- Manufactured in the UK from quality steel.

SPECIFICATION

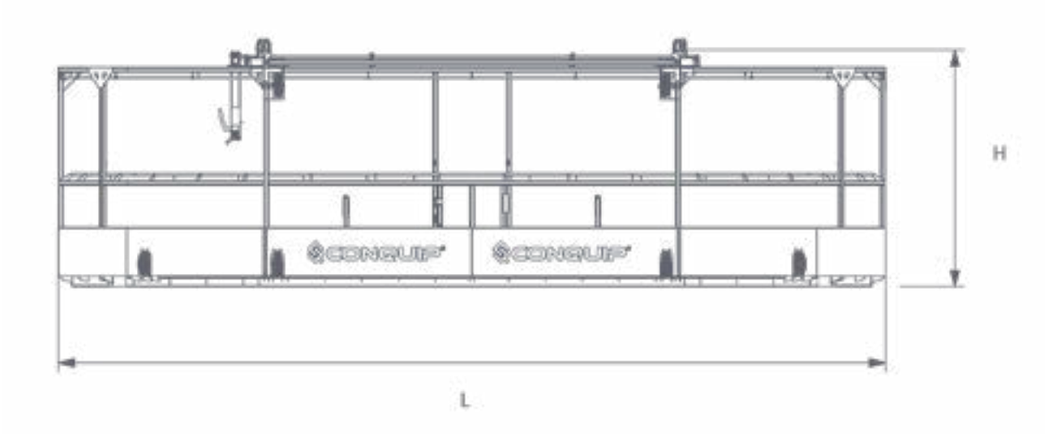


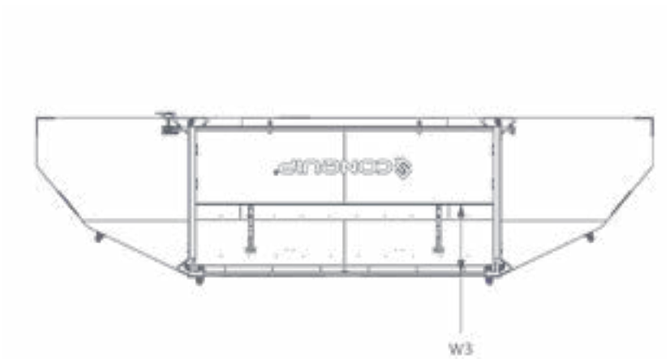
CODE	WEIGHT (kg)	WLL* (kg)	CAPACITY
CA123AA-02000	2650	4500	5 persons

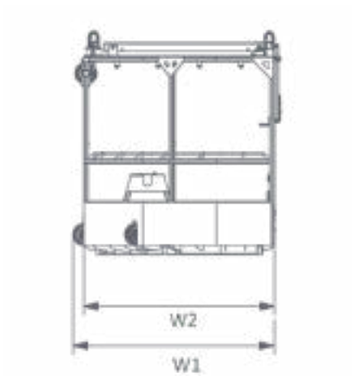
*Working Load Limit

SPECIFICATION

ITEM	PRODUCT CODE
Shaft Shaft Access Platform	CA123AA-02000





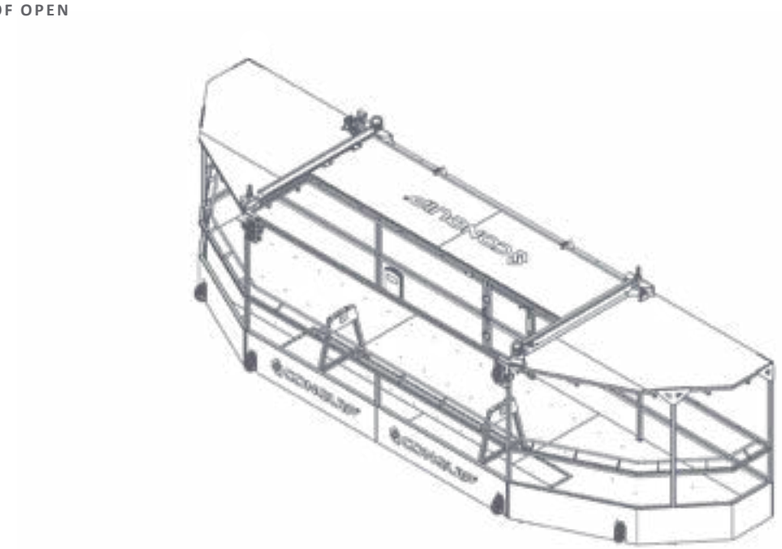


L (mm)	W1 (mm)	W2 (mm)	W3 (mm)	H (mm)
9005	2430	2305	980	2550

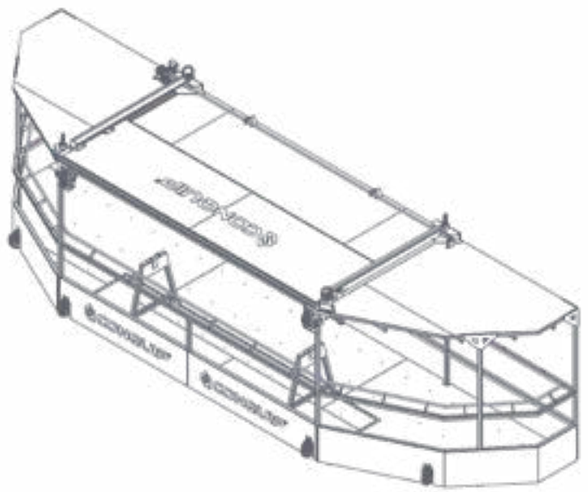
SPECIFICATION

ITEM	PRODUCT CODE
Shaft Shaft Access Platform	CA123AA-02000

ROOF OPEN



ROOF CLOSED



support@cqegroup.com | +44 (0) 333 300 3470 | www.cqegroup.com

OPERATIONAL PROCEDURES

IMPORTANT USAGE NOTES

- Do not exceed the Working Load Limit of the platform at any point.
- Personnel must always be always harnessed in when standing or moving around the platform.
- The platform door must be closed and locked with the shoot bolt before lifts are performed.
- Never leave the retractable roof section partially opened.
- The retractable roof section should always be secured in the fully closed position when the roof is not in use.

USING THE PLATFORM

01. Waterproofing membrane rolls are to be crane lifted into place and then locked into the trestles with the 6mm linch pins.
02. Personnel should only enter the platform when it has been fully lowered.
03. Open the entry door, enter the platform, then close and lock the door using the shoot bolt. Do not allow more than five people on the platform at any time.
04. All operatives must be wearing a harness and restraint lanyard. After entering the Shaft Access Platform, attach the lanyard from the harness to the anchorage point.
05. The Shaft Access Platform is only to be lifted with a crane using suitable lifting chains.
06. Once all operatives are on the platform and safely attached to the harness points, lift and manoeuvre the platform above the shaft entrance.
07. Slowly lower the Shaft Access Platform to the desired depth.
08. The platform is now ready to work from. Operatives must remain attached to the designated harness points at all times.
09. When the work has been completed, raise the platform, move to the required destination and lower to the ground.
10. Once the platform has been completely lowered, exit and close the door behind you. Do not exit the platform unless at ground level. Do not exit at height - the platform is not to be used as a means of accessing a higher-level structure.
11. When the Shaft Access Platform is not in use, lift it to the storage location on-site, lower the lifting hook and disconnect from the chains.

OPERATING THE RETRACTABLE ROOF

To use the retractable roof, follow the instructions below:

RETRACTING THE ROOF

01. Make sure that the platform is sitting on firm and level ground.
02. With one hand, push the crank handle safety locking lever.
03. With the other hand, slowly rotate the crank handle clockwise until the roof is fully retracted.
04. Release the crank handle locking lever, making sure it is properly engaged with the locking wheel.

EXTENDING THE ROOF

01. Make sure that the platform is sitting on firm and level ground.
02. With one hand, push the crank handle safety locking lever.
03. With the other hand, slowly rotate the crank handle anti-clockwise until the roof is fully extended.
04. Release the crank handle safety lever, making sure it is properly engaged with the locking wheel.

PNEUMATIC WHEELS

All pneumatic wheels should be in good condition and calibrated to 2.0/30 bar/PSI tyre pressure before using the platform. The wheel support assembly is accessed for maintenance by removing the M10 nut and bolt, and the internal wheel cover.

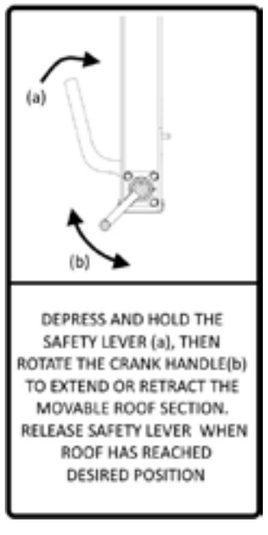
MAINTENANCE & INSPECTION

MAINTENANCE REGIME

- It is mandatory that the equipment is thoroughly examined regularly, by a qualified engineer, to ensure compliance with relevant regulations. Conquip recommend carrying out a thorough examination every six months.
- This equipment may incorporate various loose and detachable items including, but not limited to pins, bolt assemblies and adaption plates. Refer to the separate requirements for the safe use of those items.
- When not being used, store the unit in a clean, upright condition and in a safe place where it will be protected from thieves and unauthorised users.
- This equipment must be inspected by the responsible person before each use and then regularly, as determined by your risk assessment or working practice. If you have any concerns about the machinery's condition or suitability, do not use it.

SAFETY DECALS

These are the safety decals featured on the equipment. When carrying out the visual inspection of the equipment, please ensure all decals are present before checking this item off the list.





VISUAL INSPECTION CHECKLIST

INSPECTION ITEMS	RESULTS		COMMENTS
	SATISFACTORY	UNSATISFACTORY	
Serial Number			CQ.....
Product Code			
Working Load Limit (kg)			
Conforms to user guide specification			
Check door latch operational			
Check trestle stands are secure			
Check crank handle roof operation			
Check safety lever locking function			
Check roof sliding bolts operation			
Check harness points and handrail for wear or distortion			
Check bolts on wheel guides are tight			
Check pressure of guide wheels - 2.0 bar/30 PSI			
Check wheel operation			
Check safety decals condition / visibility			
General visual inspection of the body			
SIGNATURE			
Name	Position	Qualification	Signature & Date

GENERAL SAFETY INSTRUCTIONS

The equipment should be properly operated and maintained to keep it in a safe, efficient operating condition. Be sure that all fixings and components are free of mud or other matter that might cause issues hazardous to the operator, serviceman, or other personnel or equipment. Report all malfunctions to those responsible for maintenance, and do not operate the equipment until corrected. Normal service or maintenance performed as required can prevent unexpected and unnecessary downtime.

This operations manual describes general inspections, servicing and operation with the normal safety precautions required for normal servicing and operating conditions. It is not a guide, however, for abnormal conditions or situations, and therefore, servicemen and operators must be safety conscious and alert to recognise potential servicing or operating safety hazards at all times, and take necessary precautions to assure safe servicing and operation of the equipment.



M002
Refer to instructions manual



M004
Wear eye protection



M008
Wear safety footwear



M009
Wear protective gloves



M010
Wear protective clothing



M014
Wear head protection



M015
Wear high-visibility clothing



M018
Wear a safety harness

GENERAL NOTES

- Read this operations manual and learn the operating characteristics and limitations of the equipment. Know what operating clearances the equipment requires.
- Read and understand all the safety signs prior to operation.
- If the safety signs are obstructed by dirt or debris, clean them using mild soap and water prior to operation.
- If the safety signs are damaged or illegible, replace them immediately, prior to operation.
- Be aware of operating hazards that weather changes can create on the job. Know proper procedures to follow when a severe rain or electrical storm strikes.
- Never attempt to operate or work on machinery when not feeling physically fit.
- Never wear loose clothing, rings, watches, heavy gloves etc., that might catch and result in injury.
- Know what safety equipment is required and use it. Such equipment may be: hard hat, safety glasses, reflector type vests, protective gloves and safety footwear.

TERMS & CONDITIONS

CONQUIP ENGINEERING GROUP STANDARD PRODUCT WARRANTY

01. COMMENCEMENT

1.1 This Warranty shall commence on the Commencement Date and shall continue until the earlier of:

(a) the Expiry Date; or

(b) the date on which it may be voided in accordance with clause 4.1(b)

when it shall terminate automatically without notice.

02. DUTY OF GOOD FAITH

2.1 The Purchaser shall in the exercise of its rights under this Warranty and in the compliance with its obligations under this Warranty be subject to and shall in all respects owe and comply with a duty of good faith to the Warrantor.

03. NATURE AND EXTENT OF COVER

3.1 Subject to clause 3.2 the Warrantor agrees and undertakes to the Purchaser that it shall be liable to the Purchaser under and in accordance with the terms of this Warranty in the event that:

(a) prior to the Expiry Date the Purchaser shall notify a Warranty Claim to the Warrantor; and

(b) the Equipment or any relevant part of the Equipment shall have become unusable as the result of defective material or defective workmanship prior to the Expiry Date.

3.2 The Warrantor's obligation under clause 3.1 shall be expressly subject to the provisions of clauses 4, 5 and 6 and conditional upon the Purchaser's compliance in full with the provisions of clause 7.

04. RESTRICTIONS

4.1 The following restrictions apply to this Warranty:

(a) This Warranty is personal to the Purchaser and neither the legal benefit nor legal burden of this warranty may be assigned or novated or otherwise transferred by the Purchaser to any other party. Any purported assignment, novation or transfer shall not be binding upon the Warrantor.

(b) This Warranty shall be void in the event that the Purchaser:

(i) cannot provide authentic and original documentary evidence that the Purchaser has during the period between the Commencement Date and the Expiry Date complied with the Maintenance and Servicing Requirements; and/or

(ii) has, during the period between the Commencement Date and the Expiry Date, exceeded the Purchaser's Usage Cycle Parameters; and/or

(iii) has, during the period between the Commencement Date and the Expiry Date, exceeded the Purchaser's Use Parameters; and/or

(iv) has carried out, or procured the carrying out by any third party of, any repair to the Equipment or any part of the Equipment which is not an Authorised Repair; and/or

(v) has operated the Equipment after having replaced any part of the Equipment with a part which has not been supplied and fitted by the Warrantor; and/or

(vi) has modified the Equipment in any way prior to use.

05. EXCLUSIONS

5.1 The following are excluded from the scope of this Warranty:

(a) Loss of and/ or damage to the Equipment or any part of it resulting from any collision between the Equipment and any other fixed or stationary or mobile object whatsoever, irrespective of whether that collision was or was not caused by the Purchaser; and/or

(b) Loss of and/or damage to any personal property and/or possessions or other equipment not forming part of the Equipment but which is present in or about the Equipment; and/or

(c) loss and/or damage which is covered by any other insurance policy taken out and maintained by the Purchaser or in respect of which the Purchaser has a contractual obligation to do so; and/or

(d) loss and/or damage to the equipment which is consistent with the use by the Purchaser of the Equipment:

(i) in compliance with the Maintenance and Servicing Requirements; and

(ii) in compliance with the Usage Cycle Parameters; and

(iii) in compliance with the Use Parameters; and

(iv) having only carried out Authorised Repairs to the Equipment; and

(v) having all and any replacement parts fitted by the Warrantor; and

(vi) in unmodified form.

06. LIMITATION OF LIABILITY

6.1 The Warrantor's liability to the Purchaser shall be limited as follows:

(a) The Warrantor shall not in any circumstances be liable to the Purchaser for indirect and/or consequential and/or economic loss suffered and/or incurred as the case may be by the Purchaser; and

(b) The Warrantor shall only be liable to the Purchaser for the reasonable and proper costs reasonably and properly incurred by the Purchaser directly in connection with the repair and/or replacement (at the Warrantor's absolute discretion) of the Equipment or any part of the Equipment; and

(c) The Warrantor's liability to the Purchaser shall notwithstanding any other provision of this Warranty, not in any circumstances exceed the Purchase Price of the Equipment.

07. WARRANTY CLAIMS

7.1 The Purchaser shall in respect of any claim against the Warrantor under this Warranty and within 24 hours of the occurrence of the subject matter of the Warranty Claim:

(a) Complete in full and submit to the Warrantor a Warranty Claim in the form annexed to Schedule 4;

(b) Provide date stamped or date identifiable photographs evidencing the claim; and

(c) Make the Equipment or the relevant part of the Equipment available to the Warrantor for inspection within 48 hours of notification of the relevant Warranty Claim.

08. ENTIRE AGREEMENT

8.1 This Warranty constitutes the entire agreement between the parties and supersedes and extinguishes all previous promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

8.2 Each party agrees that it shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this Warranty. Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in this Warranty.

No variation of this Warranty shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

09. WAIVER

No failure or delay by a party to exercise any right or remedy provided under this Warranty or by law shall constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall prevent or restrict the further exercise of that or any other right or remedy.

10. SEVERANCE

10.1 If any provision or part-provision of this Warranty is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this Warranty.

10.2 If any provision or part-provision of this Warranty is deemed deleted under clause 10.1 the parties shall negotiate in good faith to agree a replacement provision that, to the greatest extent possible, achieves the intended commercial result of the original provision.

11. THIRD PARTY RIGHTS

11.1 This Warranty does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Warranty.

12. GOVERNING LAW

12.1 This Warranty and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

13. JURISDICTION

13.1 Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this Warranty or its subject matter or formation.

EC DECLARATION OF CONFORMITY

IN ACCORDANCE WITH EN ISO 17050-1:2004

Declaration: As defined by the Machinery Directive 2006/42/EC and subsequent amendments

We, CONQUIP ENGINEERING GROUP, herewith declare that the following indicated equipment meets the fundamental health and safety requirements concerning the EU guideline(s), due to their design and manufacture.

This declaration will be rendered null and void if the machine is changed without our approval.

SIGNED:  **DATED: 2025**

Garry Critchley, Chief Executive Officer

EQUIPMENT DESCRIPTION

PRODUCT CODES	GENERAL DESCRIPTION / DESIGNATION	WORKING LOAD LIMIT
CA123AA-02000	Shaft Shaft Access Platform	4500kg

HARMONISED STANDARDS & REGULATIONS

ITEM	CODE	DESCRIPTION
EC DIRECTIVE/ REGULATION	2006/42/EC	Directive 2006/42/EC- new machinery directive
HARMONISED STANDARDS	BS EN ISO 12100:2010	Safety of machinery General principles for design Risk assessment and risk reduction
	BS EN 1993-1-1: 2005	Eurocode 3 Design Of Steel Structures
	BS EN 1990:2002+A1:2005	Eurocode. Basis Of Structural Design
	AS 4991-2004	Lifting Devices
	ASME B30.20	Below-The-Hook Lifting Devices
	BTH-1- 2020	Design Of Below-The-Hook Lifting Devices
OTHER REGULATIONS	LOLER 1998	Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
	PUWER 1998	Provision and Use of Work Equipment Regulations 1998 (PUWER)

TALKING TO US IS EASY

WE'RE HERE TO HELP

Call us on 0333 300 3470
Email us at sales@cqegroup.com
www.cqegroup.com

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