

# **OPERATING MANUAL**

MANUAL PALLET TRUCK TRP0029 - TRP0030



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Responsible editor: TVH Parts Holding NV, Brabantstraat 15, BE-8790 Waregem

TVH is a supplier of after-market spare parts and accessories that are suitable for the maintenance and repair of OEM equipment.

Thank you for using our product. For your safety and to ensure a correct operation, we would like to bring to your attention some aspects of this manual:

- This booklet supplies useful instructions for the correct operation and maintenance of the product. It is therefore necessary to pay the utmost attention to all of the paragraphs that illustrate the most simple and secure way to operate and use this product.
- This booklet must be considered an integral part of the machine and must be included with the deed of sale.
- Neither this publication, nor part of it, can be reproduced without written authorisation on the part of the manufacturer.
- All of the information reported herein is based on data available at the moment of printing; the manufacturer reserves the right to carry out modifications to its own products at any moment, without notice and without incurring in any sanction. It is therefore suggested to always check for possible updates.

The person responsible for the use of the product must make sure that all of the safety rules in force in the country of its use are applied, to guarantee that the equipment is used in conformity with the use for which it is destined and to avoid any dangerous situation for the user.

The following warning signs are used in this manual to warn you for dangers and risks:



Informative, be careful.



Warning, can lead to injury and damage if instructions aren't followed.



Danger, can lead to serious or fatal injury and serious damage if instructions aren't followed.

The following conventions are used in this manual:



1	Right
2	Left
3	Front
4	Back

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### 1. INTRODUCTION

This pallet truck is a manually operated pallet truck designed to lift and transport pallets on hard and even surfaces. It can lift open-bottom or diagonal board pallets. Suitable ambient temperature is  $5\,^{\circ}\text{C}$  up to  $40\,^{\circ}\text{C}$ .

If the pallet truck is used for extended periods of time in ambient temperatures below 5 °C, cold storage, or in extreme conditions with temperature and humidity changes, you must contact your dealer and obtain permission from the manufacturer. We guarantee a long period of trouble free operation if the unit is operated and maintained correctly.



This pallet truck may be unsafe/hazardous if adequate maintenance is neglected. Therefore, adequate maintenance facilities, trained personnel and procedures should be provided.

Maintenance and inspection shall be performed conform with the following practices:

- 1. A scheduled planned maintenance, lubrication and inspection system should be followed. (See maintenance instructions in chapter 7)
- 2. Only qualified and authorised personnel shall be permitted to maintain, repair, adjust, and inspect the pallet truck.
- Modifications and additions which affect capacity and safe operation shall not be performed by the customer or user without the manufacturer's, prior written approval. Capacity, operation and maintenance plates or decals shall be changed accordingly.
- 4. If modifications are made without the written approval of the manufacturer, the warranty will no longer apply.

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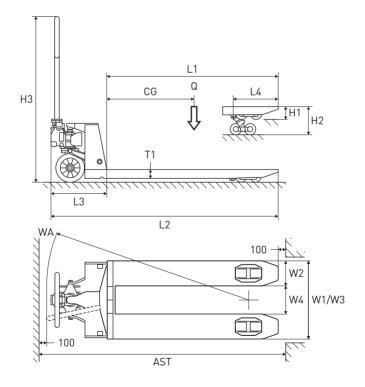
# 2. DESCRIPTION AND OPERATION

# 2.1. Technical data



Always check the data plate for the correct information.

Model	TRP0029	TRP0030
Load capacity (kg)	2500	2500
Material of the pump	Painted steel (casted)	Quick lift – painted steel (casted)
Total length (L2) (mm)	1550	1550
Length of the forks (L1) (mm)	1150	1150
Width across the forks (W1/W3) (mm)	525	525
Minimum height (H1) (mm)	85	85
Lifting height (H2) (mm)	200	200
Material of the steering wheels	Rubber	Nylon
Material and number of fork wheels	Tandem/polyurethane	Tandem/nylon
Material of the pallet truck	Steel	Steel
Weight (kg)	63	63



### 2.2. Main components of the product



N°	Component
1	Tiller with handle
2	Pump unit
3	Steering wheels
4	Frame
5	Fork wheels

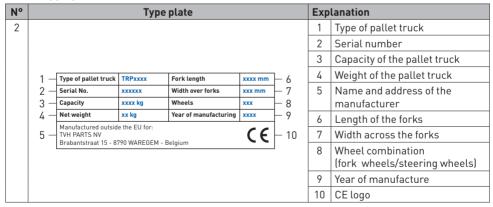
### 2.3. Placement of the decals

The safety and warning labels should be placed as described in the pictures below. See chapter 3 for the explanation of the safety warnings. If the decals are damaged or missing, replace them.



N°	Decal	Explanation	Reference
1	<b>TOTAL SOURCE</b> °	Brand decal	166TA2311

# 2.4. Type plate



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# 3. SAFETY INSTRUCTIONS

# 3.1. Explanation of the safety decals

If the decals are damaged or missing, please replace them.

N°	Decal	Explanation	Reference
3	$Q = \frac{2500  \text{kg}}{5500  \text{lb}} - 1$ $-2$ $-3$	Load capacity: 2500 kg     Indication of load centre     Read the manual before use	166TA2315
5	1 - 2 - 2 - 3 - 4 - 4 - 5 - 5 - 6 - 6 - 7 - 7	<ol> <li>Foot crushing hazard, wear safety shoes</li> <li>Do not use on a slope</li> <li>Do not use to lift or transport people</li> <li>Keep other persons at a distance while operating the pallet truck</li> <li>Do not put feet in front of rolling wheels, wear safety shoes</li> <li>Keep other persons at a distance and be aware of loading bridges and docks to prevent the pallet truck or the load from falling down</li> <li>Hand crushing hazard, wear safety gloves and be careful where you put your hands</li> <li>The load must cover the full length and width of the forks</li> <li>The load must be centred on the forks</li> <li>The centre of gravity of the goods should be in the centre of the two forks</li> <li>Read the manual before using the pallet truck</li> <li>Operating instructions handle:         <ul> <li>Handle up: lower the forks</li> <li>Neutral: driving position</li> <li>Handle down: pump up</li> <li>The load must be centred on the forks</li> <li>The load must cover the full length and width of the forks</li> </ul> </li> <li>The centre of gravity of the goods should be in the centre of the two forks</li> <li>Do not use on a slope</li> </ol>	166TA2313

### 3.2. General safety instructions



- The operator should read all warning signs and instructions in the manual and on the pallet truck before using it.
- · Do not operate a pallet truck unless you have been trained or authorised to do so.
- · Do not exceed the maximum capacity.
- The operator should wear safety shoes and gloves when using or maintaining the pallet truck.
- · It is forbidden to carry or lift passengers.
- The pallet truck can't be used if it's damaged or when faults appear.
- Do not use the pallet truck on a slope. It is designed to be used on even and level floors.
- The weight of the goods should be distributed over the two forks, do not use only one fork. The centre of gravity of the goods should be in the centre of the two forks.
- Be aware of hazardous situations like ledges or potholes, bumps and floor obstructions, debris, overhead obstructions and high-voltage conductors, inadequate surface support to withstand all load forces imposed by the machine.
- When transporting goods, raise the forks as little as possible. Transport with raised forks should be carried out slowly and for as short a distance as possible.
- · Do not operate a pallet truck unless you are of age.
- The person responsible for the use of the product must make sure that all of the safety rules in force in the country of its use are applied, to guarantee that the equipment is used in conformity with the use for which it is destined and to avoid any dangerous situation for the user.
- · In case of emergency, use the emergency stop button.

The pallet truck is equipped with a pressure valve and an overflow valve:

- The pressure valve on the machine is factory-set for the maximum load capacity of 2500 kg or according to the capacity mentioned on the pallet truck.
- The pressure relief valve is set to avoid the risk of overloading. When the machine
  is overloaded, the overflow valve opens to prevent lifting, because that could result
  in a dangerous situation.

### 4. TRANSPORT AND STORAGE

### 4.1. Parking the pallet truck



Park the pallet truck securely in a dry and frost-free environment. Do not park on an inclined surface. Always completely lower the forks. If the pallet truck is parked for longer than a month, lubricate the necessary parts, follow the instructions in chapter 7.

Safely park the pallet truck by following these steps:

- 1. Bring the forks to their lowest position by pulling the lever upwards.
- 2. Store the pallet truck on a firm, flat floor, without any load, and in a dry area.
- When the pallet truck is stored in a trailer or vehicle, secure the pallet truck to the trailer or vehicle.
- 4. The pallet truck is parked.

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### 4.2. Transporting the pallet truck



Make sure that the truck is in a secured and stable position, ensuring that it will not suddenly move.

Safely transport the pallet truck by following the next steps:

- Check the type plate to know the weight of the pallet truck. Select the appropriate material according to the weight. (lift truck, chains and slings)
- 2. Attach the slings to the pallet truck as indicated in the picture on the right.
- 3. Lift the pallet truck with a crane or lift truck. Only use a crane or lift truck with sufficient capacity.
- 4. Put the pallet truck onto a pallet with sufficient capacity.
- 5. Secure the pallet truck onto the pallet.



### 5. ASSEMBLY AND INSTALLATION

# 5.1. Packing list

Description	Amount	Reference
Handle with chain	1	166TA5176
Axle	1	166TA5147
Elastic pin/split pin	1	129TA7876
Frame	1	Contact
Operating manual	1	your dealer
Spare parts list	1	166TA5615

### 5.2. Safety instructions



Wear safety gloves and safety shoes when assembling the pallet truck. Position the pallet truck on a level surface.

### 5.3. Required material for assembly

- · Plier
- · Utility knife
- · Hammer

## 5.4. Assembly of the tiller handle and commissioning the pallet truck

Remove the packaging from the lever.
 Attention: the axle and split pin are supplied in a little bag attached to the pallet truck.



 Take the lever and position it above the pump. Make sure the handle is in the correct position, the lever on the handle should be on the right. Insert the axle in the pump through the holes in the pump and the holes of the lever, from right to left.



3. Take the chain in the lever and run it through the hole in the axle. Attach the chain to the lever of the lowering valve.





4. Remove the strap around the safety pin and pump so that the safety pin falls out.





Make sure the hole in the axle fits the hole in the pump. You can use a hammer to do this.





6. Insert the split pin in the hole to secure the lever to the pump.





 If the pump functions unsatisfactorily: loosen the nut and adjust by tightening or loosening the screw. After performing the adjustment, retighten the nut.



8. The pallet truck is now ready to use!



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### 6. OPERATION

### 6.1. Safety instructions



- A damaged or malfunctioning machine must never be used. If damage or malfunctions are discovered during daily inspection or function tests, the machine must be tagged and removed from service.
- The operator may not wear any loose objects, such as necklaces, rings, scarves ...
  as they may become entangled in the machine and thus cause harm to the
  operator.
- · Do not operate a pallet truck unless you have been trained or authorised to do so.
- · Do not exceed the maximum load capacity.
- · Wear safety shoes and safety gloves.
- When goods are being transported or lifted, bystanders should keep a minimum distance of 1 metre.
- Make sure that the flooring can support the combined weight of the pallet truck and its load.
- Be aware of hazardous situations like ledges or potholes, bumps and floor obstructions, debris, overhead obstructions and high-voltage conductors.



- When loading and unloading the pallet truck, always do this with the forks in the lowest position.
- · In normal conditions the pallet truck moves without a lot of effort or noises.

### 6.2. Operating instructions

Please see chapter 7 for the daily maintenance schedule.

### 1. Positions of the operating lever:

On the drawbar of the pallet truck, you can find the control handle which can be regulated in three positions:



- 1. UP = to lower the forks
- 2. NEUTRAL = to move the load
- 3. LOWER = to pump up the forks

If the pallet truck doesn't lower or lift, see troubleshooting chapter 8.

# 2. Adjustments of the operating lever

### Adjustment of neutral position:

- 1. Place the operating lever in the normal position.
- 2. Push the tiller handle to the lowest position.
- 3. Regulate the adjusting nut and screw on the linkage so that, when the tiller handle is pumped, the forks neither raise nor lower.

### Adjustment of lifting position:

- 1. Place the operating lever in the lifting position.
- 2. Pump the tiller handle; the linkage is not operated, the forks raise and tilt while the discharge valve remains completely closed.
- 3. If the forks do not lift or tilt, regulate the adjusting nut and screw until a normal lifting and tilting action is attained.

### Adjustment of lowering position:

- 1. Pull the operating lever in the lowering position.
- 2. The linkage is operated, causing the discharge and pressure valve to open completely, and the forks to lower.
- 3. If the forks don't lower, regulate the adjusting nut and screw until a normal lowering action is attained.

### 7. MAINTENANCE

### 7.1. Safety instructions for repairs of the pallet truck



- No modifications or alterations which could affect capacity, stability or safety requirements of the pallet truck, but not limited to these examples, shall be made without the prior written approval of the original manufacturer, its authorised representative, or a successor thereof.
- Make sure that the truck is in a secured and stable position, ensuring that it will not suddenly move.
- · Wear safety gloves and safety shoes.

### 7.2. Maintenance schedule

Tas	Task		W	М	6M
1.	Cleaning		~		
2.	Daily maintenance check	~			
3.	Lubrication			~	
4.	Check oil level				~
5.	Check chain				~

D: daily, W: weekly, M: monthly, 6M: every 6 months

### 7.3. Maintenance instructions

### 1. Cleaning

When cleaning the machine, do not direct the jet onto bearings and seals, otherwise the grease will be washed out and the lifespan of the product will be shortened.

The environment in which the truck is used, determines the cleaning frequency. It is recommended to assess the need for cleaning based on the applicable rules in the company.

The pallet truck can be cleaned with warm water and maintenance cleaner (165TA7474). After cleaning, wipe down the truck and lubricate the moving parts (see point 3 in this chapter).

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### 2. Daily maintenance check

A daily maintenance check of the pallet truck can limit wear to a minimum:

- · Check the wheels and axles for blockages.
- · Check if there are any damaged or loose bolts, nuts or cotter pins.
- · Check for oil leaks.
- · Check if the lifting and lowering functions work properly.
- Ensure that the instruction manual is complete, legible and available for reference.
- · Ensure that all decals are legible and in place.
- · Check the entire machine for damage, corrosion or cracks in structural components.



A damaged or malfunctioning machine must never be used. If damage or malfunctions are discovered during daily inspection or function tests, the machine must be tagged and removed from service.

### 3. Lubrication



Oil and grease	Reference
Penetraiting oil	144TA9266

### 4. Oil level, pump

Please check the oil level every six months. The oil capacity is about 0,3 l. Top up the fluid level in the rubber reservoir to 5 mm below the top; this must be done with the forks in the lowered position. Use the correct type of hydraulic oil according to the temperature conditions below.

Type oil	Reference
Hydraulic oil ISO VG32	141TA2734

## Oil change

### Draining the oil:

- 1. Lower the forks to the bottom position.
- 2. Remove the screw and turn the pallet truck on its side.
- 3. The oil now drains out of the hole (collect the waste oil in an oil receptacle).



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### Filling up the oil

- 1. Pour the oil in the hole.
- 2. Insert the screw into the hole of the reservoir.
- 3. Bleed the air from the pump unit.



### Bleed the air from the pump unit

- 1. Set the handle in the LOWER position
- 2. Move the handle up and down several times

### 5. Check chain

The chain should be inspected for rupture and wear. The height of the chain should not be reduces by more than 5%. If the wear exceeds this percentage, the chain must be replaced. Chain wheels and bearings should also be inspected for wear. Ensure that the traction on the chain is vertical, in order to avoid lopsided wear. The rollers in the mast profile should also be inspected.

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# 8. TROUBLESHOOTING

N°	Problem	Cause	Action
1	The forks can't be raised up to the maximum height	The level of hydraulic oil is too low	Add hydraulic oil, see chapter 7
2	The forks can't be	The level of hydraulic oil is too low	Add hydraulic oil, see chapter 7
	raised	The oil contains impurities (for example water, sand, dust, rust)	Change the oil, see chapter 7
		The nut or screw were tightened too much, causing the pumping valve to stay open	Adjust the nut or screw
		Air enters the hydraulic oil	Bleed the air, see procedure in chapter 7
		Control lever is no longer adjusted correctly	Follow the procedure for adjusting the control lever in chapter 7
		Load is too heavy, pressure relief valve is activated	Reduce load
		Temperature is too low and the hydraulic oil has become too thick	Move truck to a warmer location and check intended use.
3	The forks can't be lowered	The piston rod or pump body is deformed due to partial loading slanting to one side or due to overloading	Replace the piston rod or pump body
		The forks were kept in their highest position for a long time with the piston rod exposed, resulting in rust and causing the rod to jam	Lubricate the rod. Keep the forks in the lowest position when not in use, and pay more attention to the lubrication of the rod.
		The adjusting nut or screw is not in the correct position	Adjust the nut or the screw
		Control lever is no longer adjusted correctly	Follow the procedure for adjusting the control lever in chapter 6
		Obstacle located under truck, in fork mechanism	Remove the obstacle with caution
4	Leaks	Sealing parts are worn or damaged	Replace the parts, see spare parts list
		Some parts are cracked or slightly worn	
5	The forks descend without	The impurities in the oil prevent the release valve from closing properly	Change the oil, see chapter 7
	the release valve being operated	Some parts of the hydraulic system are cracked or worn	Inspect and replace the worn parts, see spare parts list
		Air enters the hydraulic oil	Bleed the air, see procedure chapter 7
		Sealing parts are worn or damaged	Replace the seals, see spare parts list
		The adjusting nut or screw is not in the correct position	Adjust the nut or the screw
		Control lever is no longer adjusted correctly	Follow the procedure for adjusting the control lever in chapter 6

If none of these troubleshooting suggestions or solutions were helpful, please contact your local dealer or the manufacturer.

### 9. FINAL DECOMMISSIONING AND DISPOSAL

Final, proper decommissioning or disposal of the product must be performed in accordance with the regulations of the country in which the product is used. In particular, regulations governing the disposal of batteries, fuels and electronic and electrical systems must be observed.

Waste packaging should be sorted and put into solid dustbins according to the materials and needs to be collected by the local special environment protection bureau.

To avoid pollution, it's forbidden to throw away the waste randomly. To avoid pollution during the use of the product, the user should prepare some absorbing materials (scraps of wood or dry duster cloth) to absorb leaking fluids in time. To avoid secondary pollution to the environment, the used absorbing materials should be handed in at special departments of local authorities.

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### 10. **ANNEXES**

### 10.1. CF-certificate



ORIGINAL DECLARATION

**EG-VERKLARING VAN OVEREENSTEMMING DÉCLARATION CE DE CONFORMITÉ EC DECLARATION OF CONFORMITY** EG-KONFORMITÄTSERKLÂRUNG DECLARACIÓN CE DE CONFORMIDAD DICHIARAZIONE CE DI CONFORMITÀ

(IIA)

De fabrikant, Le fabricant, The manufacturer, Der Hersteller, El fabricante, Il fabbricante:

TVH Parts NV, Brabantstraat 15, B - 8790 Waregem

Verklaart met betrekking tot het hierna beschreven MACHINE : Déclare, concernant la MACHINE décrite ci-dessous : Declares in connection with the MACHINERY described below : Erklärt, hinsichtlich der nachfolgenden MASCHINE: declara, sobre la MÁQUINA designada a continuación dichiara, in relazione alla MACCHINA di sequito descritta :

Benaming / Dénomination / Denomination / Bezeichnung / Denominación /

Type / Typ / Tipo:

Denominazione

Functie / Fonction / Function / Funktion / Función / Funzione

Merk / Marque / Brand / Marke / Marca

Model/ Modèle/ Modell/ Modelo

Manuele transpallet / transpalette manuele / Hand pallet truck / Handhubwagen / Transpaleta manual / Tanspallet manuale;

Verplaatsen van een last / Déplacer une charge / Moving a load / Umstellen einer Last / El traslado de una carga/ Spostamento di un

carico

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dat het zelf het TECHNISCH DOSSIER samenstelt; qu'il constitue le DOSSIER TECHNIQUE en personne:

that it draws up the TECHNICAL FILE itself; dass er selber die TECHNISCHEN UNTERLAGEN zusammenstellt; que elabora el EXPEDIENTE TÉCNICO en persona; che elabora il FASCICOLO TECNICO personalmente;

dat de machine voldoet aan alle toepasselijke bepalingen van de hierna vermelde richtlijnen en geharmoniseerde

que la machine satisfait à l'ensemble des dispositions pertinentes des directives et normes harmonisées ci-dessous; that the machinery fulfills all the relevant provisions of the directives and harmonized standards stated herein below; dass Maschine allen einschlägigen Bestimmungen der nachstehenden Richtlinien und harmonisierten Normen entspricht:

que la máquina cumple todas las disposiciones aplicables de las Directivas y normas armonizadas citadas abajo; che la macchina è conforme a tutte le disposizioni pertinenti delle direttive e norme armonizzate elencate qui di seguito

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TVH PARTS HOLDING NV

T+ARTS HOLDING NV
Brabantstraat 15 · 8790 Waregem · Belgium
T+32 56 43 42 11 · F+32 56 43 44 88 · info@tvh.com · www.tvh.com
BTW BE 0822 308 590 · RLP Gent – division Kortrijk 0822 308 590 BNP Paribas Fortis 001-6023731-10 - IBAN BE41 0016 0237 3110 - SWIFT/BIC GEBABEBB



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- richtlijn 2006/42/EC en met de aanpassingen en integraties die daarop volgen.
   EN ISO 20643. EN13059
- la Directive 2006/42/EC et les modifications et intégrations successives.
   EN ISO 20643, EN13059
- Directive 2006/42/EC and subsequent modifications and integrations.
   EN ISO 20643, EN13059
- die Richtlinie 2006/42/EC einschließlich nachfolgende Änderungen und Ergänzungen entspricht.
   EN ISO 20643, EN13059
- la Directiva 2006/42/EC y sucesivas modificaciones e integraciones.
   EN ISO 20643, EN13059
- o le Direttive 2006/42/EC e successive modifiche e integrazioni. EN ISO 20643, EN13059

done at Waregem, (day, month, year)

Guy VANDENDRIESSCHE
Chief Materials Officer
TVH Parts Holding NV



TVH PARTS HOLDING NV

I'NH PARIS HOLLING W

Fabantstrast 15 - 8790 Waregen - Belgium

T - 42 5 6 43 42 11 - F - 42 5 5 6 43 44 88 - Info@wh.com - www.tvh.com

BTW BE 0822 308 590 - RLP Gent - division Kortrijk 0822 308 590

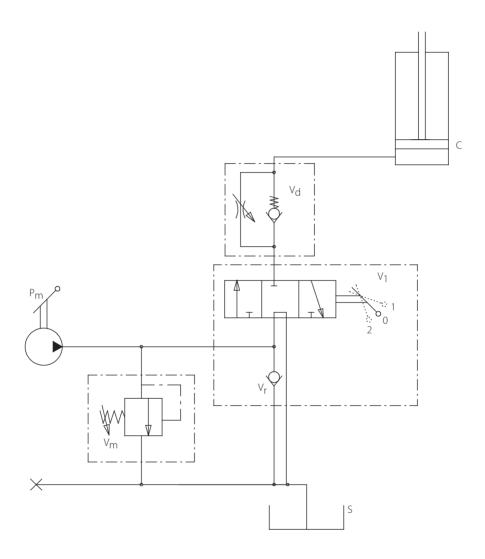
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# 10.2. Hydraulic circuit



# **NOTES**

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Brabantstraat 15 · 8790 Waregem · Belgium T +32 56 43 42 11 · F +32 56 43 44 88 · info@tvh.com · www.tvh.com