Hire Equipment Policies

- FAIR WEAR AND TEAR POLICY
- BATTERY AND CHARGER POLICY
- FAIR WEAR AND TEAR POLICY FOR BIG TRUCKS
1. **Wear & Tear Policy**

1.1 Definition of Hirer Wear & Tear on Hire Agreements

In order to avoid any misunderstandings in Hire Agreements between our hirers and Adaptalift Group, we have documented what is and is not covered by Fair Wear & Tear. On delivery to the site of each unit of equipment, a condition report is completed and signed off by a hirer representative. The hirer retains one copy and Adaptalift Group retains the other copy and attaches it to the contract papers.

1.2 What is covered by the Contract

- **Lights**
  - Light bulbs only (where Adaptalift Group has installed the Lights).

- **Scheduled maintenance**
  - Scheduled service and maintenance required to keep the equipment in good working order to be carried out between 7:30 a.m. and 5:00 p.m. Monday to Friday. Other arrangements may be negotiated with the hirer as per the Hire Agreement.

- **Hydraulics**
  - Wear on the exterior of hoses is acceptable as long as braiding is intact.

- **Onboard Monitoring Systems**
  - Software upgrades.
  - Refreshing of settings due to normal usage.

1.3 What is not covered by the Agreement

- **General**
  - Water levels in the cooling system and battery.
  - Oil levels in the engine (Adaptalift Group is to be notified if levels are near or below the low mark on the dip stick).
  - In dusty environments, it is the hirer’s responsibility to clean the radiator externally to prevent overheating by compressed air or physical removal of the build up. Radiator removal and cleaning/re-coring if this is not carried out will be at the hirer’s expense.
  - Damage to radiators and/or fan blades as a result of impact with an object will be at the hirer’s expense.
  - Damage caused by poor housekeeping to rotating components by plastic or strapping etc.
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Tyres & Rims

- Tyres are not covered by the Fair Wear and Tear Policy.
- Damage to rims as a result of impact, overloading or dropping rear end on ground resulting in the need for replacement or repairs will not be covered.

Load Wheels and Castors

- Load wheels & castors are not covered as they are not a wear component.

Lights

- Impact damage to light guards, mirrors, lenses and light assemblies resulting in the need for repair or replacement will be at hirer’s cost.
- Fitting of additional lights or warning devices or other accessories after delivery will be at the hirer’s expense or as negotiated with AALG.

Load Guards

- Bent load guards will not be covered where the guard is visibly distorted. Straightening, repair or replacement will be at the hirer’s expense.

Overhead Guard

- Repairs to bent or distorted upright legs and/or overhead frame due to impact will be at hirer’s expense.
Chassis

• Dents to the engine cover or forklift side tanks severe enough to require refabrication

Load rating plates

• Removal or disfiguring of load rating plates resulting in obliteration of the information inscribed in the plate.
• At the time of dispatch the rating plate is correct for the configuration of the unit. Unauthorised fitting of any attachment even on a temporary basis after delivery must be approved by Adaptalift Group as per OH&S safety requirements. A new rating plate will need to be issued and fitted at additional cost.

Upholstery

• Recovering of seats as a result of lacerations of the seat coverings.

Hydraulics

• Hydraulic hose fittings damaged as a result of impact e.g. side shift cylinder fittings.
• Hydraulic hose reels, showing signs of impact to the outer covers.
• Hose reel hoses needing replacement due to catching on racking or damage as a result of damage to the hose reel.
• Damage to hydraulic cylinders, dents or bent piston rods will not be covered.

Gas

• Gas bottle brackets bent, missing or distorted beyond repair.
• Gas supply hoses or fittings showing obvious signs of abuse i.e. damaged gas supply hoses or crushed gas bottle couplings.

Fork tines

• Missing or damaged inoperative locking pins will be regarded as hirer damage.
• Fork tines are not a “wear” component and any that are worn below the legal wear limit at the heels and tips due to dragging them along the ground will be regarded as hirer damage.
• Tines will not be adjusted by chain length to clear the ground. They must be able to rest on the ground for OH&S reasons.
• Forks that are bent (one or both) due to uneven lifting of loads will also not be covered.
• Bent or misaligned tine bars replacement will be at the hirer’s expense.
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Lift Chains
- Lift chains that are stretched or broken as a result of operation within uneven surfaces or lifting loads of a greater capacity than designed for the unit will be regarded as hirer damage.
- Lift chains that are stretched, broken or damaged as a result of impact will be regarded as hirer damage.

On-board Monitoring Systems
- Any damage as a result of abuse or misuse will be at the hirer’s expense.
- Adjustments to alter settings or recalibration will be at the hirer’s expense.
- Additional programming, tags, FOBs or other alterations will be at the hirer’s expense.

Attachments
- Any damage to the attachment will be at the hirer’s expense.
- Any attachment requiring recalibration will be at the hirer’s expense, e.g. weight gauges.
- Any damage to the forklift as a result of fitting and operating of non-approved attachments or using the unit outside of its designed operating range or function will not be covered.

Customer related repairs
- NOTE: At all times it will be at AdaptaLift Group’s discretion to repair or replace parts in relation to hirer damage. If the repairs are not of an urgent nature, timing of the repairs will be negotiated to suit both AdaptaLift Group and the hirer. Repairs would expect to be carried out within 14 working days depending on parts availability. All hirer related repairs will be quoted first. Damage repairs require an authorised purchase order number prior to repair work commencing.
I have read, understood and agreed to this Fair Wear and Tear Policy.

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<thead>
<tr>
<th>Company Name</th>
<th>Site</th>
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<tbody>
<tr>
<td>Customer Signature</td>
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<td>AAL Group Signature</td>
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2. Battery and Charger Policy

2.1 Hirer’s Responsibilities

Traction batteries have an expected operating life of five or more years and as such are expected to last at least a full five years. Failure before this period will be dealt with under warranty unless the battery has been neglected or abused by the hirer and is deemed to be so by the battery manufacturer. If any warranty claim is denied, the full replacement cost of the battery will be passed onto the hirer.

As you are effectively buying a fuel supply five years in advance when your company accepts a Hire Agreement with Adaptalift Group, you accept the responsibility of the day to day maintenance of the traction battery and charging system unless other arrangements have been agreed upon.

Incorrect battery maintenance and usage will also cause failures in electrical componentry such as electronic modules, logic cards, drive and hydraulic motors due to overheating. Failures of this nature will be classed as damage and charged to the hirer.

2.2 Battery Charging Overview

• The battery must receive a full continuous eight-hour charge following the completion of its discharge cycle.
• This must be followed immediately by a cooling down period of at least four hours.
• The electrolyte levels must be maintained at the correct specification.
• Random (opportunity) charging will cause serious damage and therefore must be avoided.
• Operating the forklift with extreme levels of discharge will damage not only the battery but sensitive electronic componentry such as very expensive logic control cards.
• Refer to manufacturers’ log book for full procedure.

2.3 Adaptalift Group’s Obligations

• Demonstrate and supply written instructions on how to charge and maintain traction batteries when each unit is delivered to the hirers’ site.
• Advise on the safe location, care and correct operation of the charger.
• Run additional battery training sessions or advice at any time during the Hire Agreement.
• Offer a battery maintenance service Hire Agreement to the hirer if the hirer wants to detach themselves from the responsibility of maintaining the batteries.

2.4 Hirer’s Obligations

• If, due to any change in operation, the forklifts are used in excess of the contracted Agreement, Adaptalift Group must be notified as soon as possible. A review will be required to determine whether a second battery, upgrading of the charger or additional equipment may be required. If Adaptalift Group is not notified, premature battery failure and additional costs will be passed onto the hirer.
• Battery maintenance must comply with all safety precautions as per manufacturers’ procedures in log book.
• To maintain the battery water levels at the correct levels as outlined in the instructions supplied.
• To fill the batteries with clean water only after charging has been completed.
• To place the unit on charge when the discharge indicator indicates it is time to do so.
• To maintain a battery log indicating the specific gravity (Log book supplied by Adaptalift Group).
• Not to opportunity charge (top up charging) over lunch time for example as the life of the battery is considerably reduced.

Damaged battery cables and/or plugs will be regarded as Customer damage as per the Fair Wear and Tear policy document.

In relation to the charger, damage to the charger leads, plugs amp meter, external switches and panels is the Customer’s responsibility. Adaptalift Group’s maintenance responsibility is only from the A.C. supply socket.
I have read, understood and agreed to this Battery and Charger Policy.

Company Name ___________________________________________ Site _______________________________

Customer Signature ___________________________________ Date _______________________________

Please Print Name _______________________________________

AAL Group Signature ___________________________________ Date _______________________________

Please Print Name _______________________________________

Adaptalift Group Fair Wear and Tear Policy
1. Big Truck Fair Wear & Tear Policy

1.1 Definition of Hirer Wear & Tear on Hire Agreements
In order to avoid any misunderstandings in long term Hire Agreements between our hirers and Adaptalift Group, we have documented what is and is not covered by Fair Wear & Tear for equipment with greater than 12 tonne capacity. On delivery to the site of each unit of equipment, a condition report is completed and signed off by a hirer representative. The hirer retains one copy and Adaptalift Group retains the other copy and attaches it to the contract papers.

1.2 What is covered by the Contract

- **Lights**
  - Light bulbs only (where Adaptalift Group has installed the Lights)

- **Scheduled maintenance**
  - Scheduled service and maintenance required to keep the equipment in good working order to be carried out between 7:30 a.m. and 5:00 p.m. Monday to Friday. Other arrangements may be negotiated with the hirer as per the Hire Agreement.

- **Hydraulics**
  - Wear on the exterior of hoses is acceptable as long as braiding is intact

- **Onboard Monitoring Systems**
  - Software upgrades
  - Refreshing of settings due to normal usage

- **Twistlocks**
  - AALG will change twistlocks every 5000 hours

1.3 What is not covered by the Contract
(including any further obligations of the Hirer):

- **Tyres**
  - Tyres are not covered by the Fair Wear and Tear Policy
  - The Hirer is responsible for:
    - Maintaining manufacturer-recommended tyre inflation
    - Tyre rotation
    - Tyre disposal
    - Tyre repairs and replacement (must be undertaken by licensed contractors only)
    - Maintaining records on tyre inflation, tyre rotation or tyre repairs
Rims

- Rims are not covered by the Fair Wear and Tear Policy
- The Hirer is responsible for:
  - Maintaining and managing rim condition including crack testing
  - Retensioning of wheel nuts at recommended intervals
  - Stud replacement/s
  - Any subsequent damage to hubs due to lack of correct tensioning or installation is the responsibility of the Hirer

Lights

- Impact damage to lights, guards, mirrors, lenses and light assemblies resulting in the need for repair or replacement will be at the Hirer’s expense
- Fitting of additional lights or warning devices or other accessories after delivery will be at the hirer’s expense or as negotiated with AALG

Spreader Attachment

- Impact damage
- Damage due to overriding safe work operation interlocks (reachstaker overrides and twistlock module overrides)
- Damage due to overloading
- Damage due to use outside of manufacturing design
- Damage sustained due to use on uneven surfaces, not limited to but including rail lines, pot holes and poor ground conditions
- Cracking or structural damage due incorrect operating technique by drivers
- Tracking Damage due to spreader being opened and closed while moving

Mast

- Damage due to overloading
- Damage due to using mast for a purpose that it is not designed for
- Damage sustained due to use on uneven surfaces not limited to but including rail lines, pot holes and poor ground conditions.
- Cracking of mast structure due to incorrect operating technique by drivers

Lift chains

- Damage due to overloading
- Premature wear due to incorrect operating technique (bouncing chains)
- Premature wear due to yard conditions
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Engine
- Damage due to excessive infiltration of dirt and/or debris through the air intake system
- Damage due to excessive idling which results in internal glazing (occasionally referred to as bore glazing or piling)
- Damage to air conditioning system due to running the system with doors open

Drivetrain
- Impact loading on side gears of Drive Axle Hemisphere due to wheel spinning, yard conditions, speed and operator use

Turbo and Turbo Timers
- Turbo’s which are damaged due to incorrect shutdown procedures

Overhead Guard (If applicable)
- Repairs to bent or distorted uprights and/or overhead frame due to impact will be at the Hirer’s expense

Cabin
- Damage to cabinglass
- Damage to any cabin structure including doors
- Damage to dash, vents, covers and instrumentation
- Damage to horns and sirens

Chassis, Frame and Body
- Damage to chassis
- Damage to landing legs (Reach Stacker)
- Damage to handrail, steps, panels, fluid reservoirs of all kinds
- Damage to counterweight

Load rating plates
- Removal or disfiguring of load rating plates resulting in obliteration of the information inscribed in the plate.
- At the time of dispatch the rating plate is correct for the configuration of the unit. Unauthorised fitting of any attachment, even on a temporary basis, after delivery must be approved by AALG as per OH&S safety requirements. A new rating plate will need to be issued and fitted at an additional cost.
Upholstery

- Recovering of seats as a result of lacerations of the seat coverings

Hydraulics

- Hydraulic hose fittings damaged as a result of impact e.g. side shift cylinder fittings
- Hydraulic hose reels showing signs of impact to the outer covers
- Hose reel hoses needing replacement due to catching on racking or damage as a result of damage to the hose reel
- Damage to hydraulic cylinders, dents or bent piston rods will not be covered

Fuel contamination

- Any work associated with fuel contamination will be the responsibility of the Hirer
- Any work associated with running out of fuel will be the responsibility of the Hirer

Fork tines

- Missing or damaged inoperative locking pins will be regarded as hirer damage
- Fork tines are not a ‘wear’ component and any that are worn below the legal wear limit at the heels and tips due to dragging them along the ground will be regarded as hirer damage
- Tines will not be adjusted by chain length to clear the ground. They must be able to rest on the ground for OH&S reasons
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On-board Monitoring Systems

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- Adjustments to alter settings or recalibration will be at the hirer’s expense
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Attachments

- Any damage to the attachment will be at the hirer’s expense
- Any attachment requiring recalibration will be at the hirer’s expense, e.g. weight gauges
- Any damage to the forklift as a result of fitting and operating of non-approved attachments or using the unit outside of its designed operating range or function will not be covered

Twistlocks

- Replacement of Twist Locks under 5000 hrs per set will be at the hirer’s expense
1.4 Surface Conditions
It is the responsibility of the Hirer to maintain yard conditions so they are suitable for operating BIG TRUCKS. Pot Holes, Rail Lines and uneven surfaces are all major contributors to equipment and spreader damage. In instances where damage is due to poor yard conditions the Hirer is responsible for repairs or replacement of:

- Chassis
- Differentials – Including final drive/planetary hubs
- Wheel Studs
- Spreaders
- Steer Axle’s
- Mast Cracking; and
- Lift Chains

1.5 Hirers Obligations

- The Hirer has a responsibility to undertake daily checks and report any faults
- The Hirer is responsible for reporting if the auto greasing pot is empty
- Any Damage which is a direct consequence of the hirer not reporting faults which should have been found during the prescribed daily checks will be the responsibility of the hirer
- Any damage caused by continued use during the equipment work cycle where faults are not reported at the time of discovery will be the responsibility of the Hirer (Equipment should be immediately deemed ‘not fit for use’ and tagged out accordingly if a fault is identified)
- The Hirer is responsible for ensuring that the forklift drivers are using equipment in a manner which is as per the manufacturer’s specifications. Any damage which occurs due to incorrect use will be at the hirer’s expense
- The Hirer has a responsibility to ensure that access to machines is provided to perform scheduled servicing. Any costs due to ongoing delay or denial to access equipment will be the responsibility of the Hirer

1.6 Hirer related repairs
Important: At all times it will be in AALG’s discretion to repair or replace parts in relation to hirer damage.

If the repairs are not of an urgent nature, timing of the repairs will be negotiated to suit both AALG and the Hirer. Repairs would expect to be carried out within 14 working days depending on parts availability. All Hirer-related repairs will be quoted first. Damage repairs require an authorised purchase order number prior to repair work commencing.
I have read, understood and agreed to this Fair Wear and Tear Policy.

Company Name

Site

Hirer Signature

Date

Please Print Name

AAL Group Signature

Date

Please Print Name