Job No MT

Examination & Test of a New Lift

Before Putting Into Service

Hydraulic Midilift SL/GL Platform Lift

Contents

Tables:

Test Results: The Yes or No answer check boxes that are shaded are the expected correct result unless both are non-applicable. If the results from any of the following tests are not satisfactory, then remedial works must be undertaken and the test reapplied until the correct result is attained.

Guidance Note:
All tests marked with the symbol ★ are to be undertaken with at least rated load on the platform (refer to each specific test for details).

Table 1 – Basic Characteristics and Pre-Test

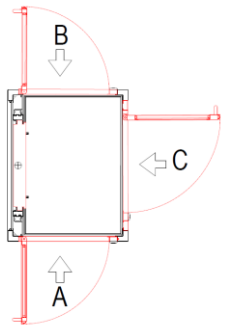
Site Address:	**Installer:**
Model/Type name: Midilift SL/GL Platform Lift	**Lift serial number:**
Electrical wiring manual issue No:	**Builders work drawing No:**

Lift Specification:

					N/A	½ HR	1HR
Drive Configuration:	1:1 Direct acting			Fire rating of landing doors			
Lift location:	Internal model		**or**	External model			
Fire Alarm Shutdown:	Yes		**or**	No			

Number of levels served:

Total	
Front (A)	
Rear (B)	
Adj (C)	



Mains power supply:

Voltage (V)	230 (+10%, - 6%)
Phases	1
Frequency (Hz)	50
MCB Rating Type D	10A Internal model or 13A External model and 500kg rated load

Rated load (Kg)		**Rated speed** (m/s)	0.08 or 0.15
No of persons:	5	**Travel** (m)	

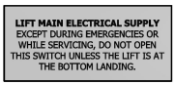
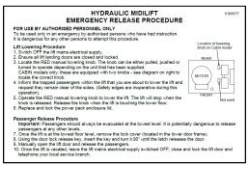
Location of hydraulic powerpack:

Location of lift controller: Integral to platform carriage on guide side - Access via removal of carriage front cover

Controller software version: (On 2 stop models this is displayed on the carriage DDU following a power cycle).

<u>Before examination/test and final commissioning of the lift:</u>
Have all *temporary* shorting/bridging tools been removed? Yes No

Table 2 – Drive Machine and Machinery Space

a) Has the platform lift been provided with a correctly rated Type D MCB? **Specified:** 10 Amp **Internal 400 kg model** 13 Amp **External model** and **500 kg internal model**		Yes ☐	No ☐
External models only: b) Is the dedicated lift supply protected by a 30mA RCD?	N/A ☐	Yes ☐	No ☐
c) Is a dedicated supply with 3Amp switch spur provided for the oil heater in the hydraulic reservoir?	N/A ☐	Yes ☐	No ☐
d) Does the dedicated lift supply terminate in an isolator which is easily identifiable?		Yes ☐	No ☐
e) Is the supply isolator lockable in the 'OFF' position and does it function correctly?		Yes ☐	No ☐
Third party UPS only: *The following checks are required whenever a UPS has been supplied and installed by others.* f) Is the **output** of the UPS protected by the MCB referred to in Table 2 a)?	N/A ☐	Yes ☐	No ☐
g) Does the **output** of the UPS terminate in the isolator referred to in Table 2 d) and e)?	N/A ☐	Yes ☐	No ☐
h) Is there safe access to the hydraulic power pack and mains isolator?		Yes ☐	No ☐
i) Are the following notices displayed on or adjacent to the pump unit or mains isolator?			
(1) Pictogram to outside of pump enclosure (Part no.6100381) 		Yes ☐	No ☐
(2) "DANGER- Emergency Lowering Valve" (Part no.6100150) 		Yes ☐	No ☐
(3) "LIFT MAIN ELECTRICAL SUPPLY……." (Part no.6100380) 		Yes ☐	No ☐
(4) "HYDRAULIC MIDILIFT EMERGENCY RELEASE PROCEDURE...." (Part no.6100677) To inside of pump enclosure lid 		Yes ☐	No ☐
j) Is the drive machine cabinet provided with a lockable lid?		Yes ☐	No ☐

k) Is the drive machine and access route adequately lit? (50 Lux min)		Yes ☐	No ☐
l) Is there a clear working space in front of the drive machine enclosure? (0.6m W x 0.7m D x 2.0m H. The clear height can be reduced to 1.8m H for existing buildings)		Yes ☐	No ☐
m) If the drive machine is installed in a separate room/enclosure, can the door be opened from the inside and does it open outwards?	N/A ☐	Yes ☐	No ☐

Table 3 – Lift Enclosure

Protection in the Well:			
a) Confirm that the guide rail top beam is fitted and securely fixed in place.		Yes ☐	No ☐
b) Is there a minimum of 2m headroom clearance above the platform when the lift is in contact with the mechanical stops?		Yes ☐	No ☐
c) Are all structure cover panels securely fixed as intended with plastic plugs fitted where necessary.		Yes ☐	No ☐
d) Has a 13amp electrical outlet socket been provided at all landing levels?		Yes ☐	No ☐
e) Is the pit prop fitted and operating correctly? (When the pit prop release catch is operated the prop should fall freely into the activated position. A potential blocking engagement of **10mm min.** must be achieved between the activated prop and the end of the RHS on the underside of the platform).		Yes ☐	No ☐
f) Has the activation rod for the pit prop been left in the pit accessible to a lift engineer from the entrance? (Only required when lowest entrance is on 'B' or 'C' side)	N/A ☐	Yes ☐	No ☐
g) <u>For lifts with travel > 610mm only:</u> Is the warning notice "Position prop before entering" displayed in the pit at the lowest entrance? (Part no.6103875)  **OR**	N/A ☐	Yes ☐	No ☐
h) <u>For short travel lifts ≤ 610mm only:</u> Is the following warning notice displayed in the pit at the lowest entrance? "Do not enter pit. To gain safe access remove floor plates and work from above". (Part no.6103095) 	N/A ☐	Yes ☐	No ☐
i) Do the enclosure ceiling lights automatically switch off after approximately 3 minutes of no lift operation? (SL models only)	N/A ☐	Yes ☐	No ☐
Landing door assemblies and locks:			
j) Are all enclosure landing doors /gates fitted with interlocks?		Yes ☐	No ☐

Table 3 (Continued) – Lift Enclosure

k) Do the doors/gate self-close *without slamming* and do the locks operate correctly?	Yes ☐	No ☐
l) Is the lock bolt of each landing door/gate engaged by at least 7mm when de-energised.	Yes ☐	No ☐
m) With the platform positioned between floors (out of door zones) are the doors/gates mechanically locked and prevented from opening via the normal platform and landing controls?	Yes ☐	No ☐
n) Is lift travel prevented with any landing door/gate open?	Yes ☐	No ☐

o) With the platform at each floor level confirm that only the door/gate at that level unlocks.

With the platform positioned at the **bottom floor**:	N/A	Yes	No
i. Confirm that the **top floor** door(s)/gate(s) cannot be opened		☐	
ii. Confirm that all i**ntermediate floor** door(s) cannot be opened	☐	☐	
With the platform positioned at all **intermediate floors** (N/A if none):	N/A	Yes	No
iii. Confirm that the **top floor** door(s)/gate(s) cannot be opened	☐	☐	
iv. Confirm that all other **intermediate floor** door(s) cannot be opened	☐	☐	
v. Confirm that the **bottom floor** door(s) cannot be opened	☐	☐	
With the platform positioned at the **top floor**:	N/A	Yes	No
vi. Confirm that the **bottom floor** door(s) cannot be opened		☐	
vii. Confirm that all **intermediate floor** door(s) cannot be opened	☐	☐	

p) Are all upper landing doors/gates fitted with chamfered lock bolts and is the lowest landing door fitted with a non-chamfered lock bolt? (Check that all upper landing doors can be closed and locked without the use of a key after emergency opening).		Yes ☐	No ☐
q) Can each landing door/gate be unlocked from outside, with an emergency key?		Yes ☐	No ☐
r) Is the force to open each landing door/gate less than 40N at the handle?		Yes ✓	No ☐
s) <u>Automatic door opener/closer option:</u> Do the protective devices reverse the doors in both directions when blocked? (current limit on power door operator)	N/A ☐	Yes ☐	No ☐
t) Are all fixings present in the landing door/gate hinge assemblies?		Yes ☐	No ☐

u) <u>Fire door option only:</u> i. Has the intumescent fire seal, located around the periphery of each landing door, been cut and fitted as per the Installation Guide?	N/A ☐	Yes ☐	No ☐
ii. Is the gap between the top of each landing door and the underside of the header ≤ 5mm? (A 3mm thick spacer strip is provided for each landing entrance to reduce the gap if necessary)	N/A ☐	Yes ☐	No ☐

Table 4 – Platform Carriage

a) Is the maximum rated load displayed on the carriage?		Yes ☐	No ☐
b) Is the emergency release warning notice fitted to each platform entrance sill? "Hazard of falling…" (part no.6201123) 		Yes ☐	No ☐
c) <u>Carriage with latched controls option:</u> Is the notice "WARNING – THIS LIFT IS SUPPLIED WITH LATCHED PLATFORM CONTROLS…." fitted behind the carriage cover adjacent to the controller? (part no.6103874) 	N/A ☐	Yes ☐	No ☐
d) Is the running clearance between the platform safety edge and the inside of the lift enclosure less than 20mm?		Yes ☐	No ☐
e) Does the *carriage* safety edge prevent upward movement of the lift when operated at both ends and at mid-point?		Yes ☐	No ☐
f) Does the *platform* safety edge prevent upward movement of the lift when operated on all four sides of the platform?		Yes ☐	No ☐
g) Does the emergency alarm push button on the carriage operate correctly? (When an intercom or autodialler system is specified, the alarm push button should provide 2-way communication with a permanent rescue service. Where 2–way communication is achieved via a traditional telephone, correct operation of the alarm push should operate a klaxon).		Yes ☐	No ☐
h) With mains power disconnected, does the battery backup supply provide emergency lighting on the carriage and allow the user to lower the lift to the bottom floor and automatically unlock the door for emergency release?		Yes ☐	No ☐
★ i) Does the platform overload device stop the lift travelling upwards, when rated load + 75kg, evenly distributed on the platform, is exceeded?		Yes ☐	No ☐
★ j) Confirm that there is no permanent deformation to the platform when static load + 25% is applied.		Yes ☐	No ☐

Table 5 – Safety Contacts and Circuits

a) Does the ultimate limit switch stop the lifting platform (and keep it stopped) 50mm ± 10mm above the upper floor when operated and before the ram collars out?	Yes ☐	No ☐
Record this overtravel dimension above top FFL ____ mm (Set to 50mm ± 10mm)		
b) Have STOP switches been fitted in the following locations?		
i. On the carriage front cover?	Yes ☐	No ☐
ii. In the pit and located within 1m of the lowest entrance? (1m distance cannot be achieved if the lowest landing entrance is on side C but an activation rod must be provided as per Table 3f above. If this is the case then answer N/A). N/A ☐	Yes ☐	No ☐
c) Does each stop switch prevent movement of the platform when operated?	Yes ☐	No ☐
d) Does the safety switch on the pit prop prevent movement of the lift when operated?	Yes ☐	No ☐
e) Does the isolation keyswitch at the lowest landing disable the lift?	Yes ☐	No ☐

Table 6 – Overspeed Protection and Electrical Anti-Creep System

Rupture Valve		
a) **Measured gap of rupture valve fitted:** ____ **mm** (Please tick) 2 stage ram 2.1m & 3.1m stroke @ 0.08m/s (3/8") = **0.55/0.6mm gap** ☐ 2 stage ram 2.1m & 3.1m stroke @ 0.15m/s (3/8") = **1.05/1.15mm gap** ☐ 2 stage ram 3.5m, 3.8m, 4.1m, 4.4m, 4.8m, & 5.1m stroke @ 0.15m/s (3/8") = **1.05/1.15mm gap** ☐ 3 stage ram = 5.2m, 5.7m, 6.2m, 6.7m & 7.2m stroke @ 0.15m/s (1/2") = **1.25/mm gap** ☐		
b) Is the rupture valve fitted directly in the cylinder outlet?	Yes ☐	No ☐
Electrical Anti-Creep System		
★ c) Does the electrical anti-creep system cause the lift to relevel *upwards* at the upper level, with rated load on the platform and with the landing door/gate open and closed? (This can be confirmed by operating the manual lowering valve with power on)	Yes ☐	No ☐
d) Does the platform automatically home to the lowest floor after 15 minutes?	Yes ☐	No ☐

Table 7 – Hydraulic System – Measurements + Tests

a) Provide the following details of the pump unit (as stated on the data plate):

Manufacturer:

Serial or reference number:

Pump unit specification: kW | l/m | 1 PH | 240 Vac

b) Hydraulic oil supplied: (Specified HVI 32)

c) Measure and record the following:

Platform loading condition	Direction of travel	Journey time (Over total lift travel) s	Lift speed [travel / time] m/s (0.15 m/s max)	Manual Emergency operation speed m/s (0.15m/s max)	Running Current Amps (9A max internal 12A max external)	Pressure at rated speed bar
Empty (0kg)	Up					
	Down					
★ Rated (400kg)	Up					
	Down					

★	d) Confirm that the stopping accuracy is within ± 10mm at all landings during normal running with both rated load and empty.	Yes	No
★	e) Confirm that the leveling accuracy is maintained within ± 20mm during loading or unloading at the upper level.	Yes	No

Table7 (Continued) – Hydraulic System – Measurements + Tests

Pressure Tests		
f) With the platform positioned at the highest floor level, record the static hydraulic fluid pressure: ★ (i) With rated load: (ii) Empty:	☐ bar (30 - 50 bar) ☐ bar (5 - 20 bar)	
g) The pressure at which the relief valve operated This can be achieved by: Positioning the lift at the lowest floor. Operate the lift ON/OFF keyswitch (to initiate resetting the lift upwards) Close the shut-off valve – not too abruptly Obtain the pressure reading on the manometer. **N.B. If the pressure relief setting needs lowering, open the manual lowering for an instant after winding out the adjustment screw, to decrease the pressure before re-checking.**	☐ bar (= value f(i) above x 135% to 140% max)	
★ h) Confirm that the platform with rated load does not creep down from the top floor by more than 10mm in 10 min.	Yes ☐	No ☐
i) Are all pipework/hose connections free from any leaks?	Yes ☐	No ☐

Table 8 – Protective Devices

a) **Pump Unit:** Confirm that the correct thermal (current) overload circuit breaker is fitted to the pump unit: RFP pump unit 7.0l/m = 7 Amp overload RFP pump unit 10.0l/m = 8 Amp overload All Hydrax and IGV pump units = 12 Amp overload		Yes ☐	No ☐
b) **Motor run time limiter:** Confirm the journey time setting: (2 floor lifts = Longest *upward* journey time recorded in 7c) above + 5 secs min (Multi floor lifts = Longest *upward or downward* journey time recorded in 7c) above + 5 secs min)		☐ secs 2-stop lifts = 20,40,60,80 or 100 s Multi floor = 30 or 60 s	
c) **<u>Fire alarm shutdown option</u>:** If the lift has been connected to the building fire alarm, does it home to the designated floor, allow the user to exit the lift and remove the lift from service?	N/A ☐	Yes ☐	No ☐
d) Does the lift automatically reset to normal operation when the fire alarm signal is reset?	N/A ☐	Yes ☐	No ☐

Table 9 – Electrical Checks and Wiring Examination

Insulation resistance to earth a) Measure and record the following insulation resistance to earth; tick 'Yes' to confirm all measurements are above 5MΩ	Yes ☐	No ☐
Motor **MΩ** Mains **MΩ**		
Earthing b) Have all earth wires been connected as per the earth bonding diagram in the Electrical Wiring Manual?	Yes ☐	No ☐
c) Is the maximum continuity to earth less than 0.5Ω? Measured value **Ω**	Yes ☐	No ☐
Electrical checks d) Record the mains voltage, at time of test	V	(min=216V ac, max=253Vac)
e) Record the control circuit voltage, at G1 with the lift running in down direction.	V	(min=22Vdc, max=30Vdc)
f) Visually check that the polarity of mains L and N connections are correct	Yes ☐	No ☐
g) Do all control devices operate correctly? (Including push buttons, DDU's, push button isolation keyswitches, keypads etc.)	Yes ☐	No ☐
Meter calibration		
Multimeter serial no.	Multimeter calibration date	
Megger serial no.	Megger calibration date	

Table 10 – Emergency Operation and Communication System

a) Which emergency communication system is installed on the lift? I. Intercom. II. Telephone (Plus Klaxon) III. Autodialler. IV. Other. (Please specify……...)			☐ ☐ ☐ ☐
b) Autodialler Information (if applicable);			
I. Does the Autodialler have an inductive loop?		Yes ☐	No ☐
II. Does the inductive loop operate correctly?	Yes ☐	No ☐	N/A ☐
III. Is the Autodialler connected to a GSM unit?	Yes ☐	No ☐	N/A ☐
IV. Has the Autodialler been programmed and tested?		Yes ☐	No ☐
V. Please record the incoming phone number for the Autodialler: …….. Please record and verify the programmed 'out going' phone numbers. Ensure one of the following slots is reserved for the nearest Service Branch. 1)……. 2)……. 3)……. 4)……. 5)……..			
c) Emergency Communication:			
Is two-way communication achieved and clear, both on the platform and at the remote location?		Yes ☐	No ☐
d) Emergency / manual operation:			
Does the emergency/manual operation function correctly?		Yes ☐	No ☐

Table 11 – Handover and Declaration of Conformity

Handover		
a) Confirm that the operating instructions have been handed to the User/Owner	Yes ☐	No ☐
b) Has the customer approved the pump location?	Yes ☐	No ☐
c) Lift operation demonstrated and handed over to: Name ☐ Position ☐ Representing ☐ Tel No. ☐		
d) Name and telephone number of end user (if known): Name ☐ Tel No. ☐		
e) Is the User/Owner satisfied with the product?	Yes ☐	No ☐
f) Are there any irregularities/special revisions or modifications carried out on site? If 'Yes' please detail below;	Yes ☐	No ☐
g) Does the lift name plate contain the correct product name? (i.e. Midilift GL/SL) (part no.6104117-1) 	Yes ☐	No ☐
h) Have the Lift Number and Year of Installation been marked on the name plate using an indelible pen?	Yes ☐	No ☐
i) If the installation is fully compliant with all the requirements above, has the name plate with CE & UKCA mark been applied to the product on the inside of the lowest door frame?	Yes ☐	No ☐

Table 11 (continued) – Handover and Declaration of conformity

Declaration

Part 1- Mechanical & electrical checks - *to be completed by lift installer*

I certify that tests and checks described in this document have all been carried out & subject to the completion of outstanding works described on attached sheet (if applicable), lift function is free from obvious defects.

Name *(in capitals)* | Signed | Date

Outstanding items sheet attached? Yes ☐ No ☐

If 'No' ticked, it is assumed there are no outstanding items

Part 2 – Lift completion & handover *to be completed by lift installer*

I certify that on ☐ this lift was thoroughly examined and found to be free from obvious defects and that the foregoing is a correct report of the result

Name *(in capitals)* | Signed | Date

Company name & address

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Issue No.	Issue Date	Name	Revision detail
V2	13-02-20	Paul Clifton	Demonstration of the emergency operation removed from test sheet. Item added to confirm correct operation of emergency operation. Users name and telephone section added
V3	18-03-20	Paul Clifton	500 kg model tests added
V4	19-01-21	Mike Hood	Individual checks added to ensure only the landing door of the floor at which the platform is positioned will open.
V5	21-04-21	Pete Jeffery	Test sheet modified to suit new notices (introduced on Export Project): Ref 2g(i), 2g(ii), 2g(iii), 2g(iv), 3g, 3h, 3q, 4b, 4c Notice for option of latching controls added ref 4d. Rated no. of persons changed from 4 to 5. Note added for pit stop switch if lowest entrance is adjacent (side C) ref 5b(ii) Test for anti creep downwards on external models removed in absence of hand pump. Rated load on page 3 shaded. Page no.s added
V6	23-08-21	Mike Hood	Test description changes to Table 2 a), b), c), d) and e). New tests added for third party UPS contracts. Tests check to confirm that UPS has been incorporated in lift supply chain correctly and that output is protected by MCB and can be isolated and locked off. Ref Table 2 f) and g). Table 4, test j) revised to include relevant direction of travel.
V7	04/07/22	Pete Jeffery	Items 3u(i) and 3u(ii) added to Table 3 for fire door option
V8	03/01/23	Pete Jeffery	Table 11 g), h) and i) added for name plate with UKCA mark. Existing name plate in Table 4b) deleted.
V9	14/06/23	Pete Jeffery	Table 3g) & 3h) clarified so that either notice is fitted - not both. Table 7f(ii) corrected from 10 bar to 5 bar due to low empty static pressures being recorded on 3 stage rams.
V10	03/01/24	Pete Jeffery	Table 3e) Explanatory note added for correct mechanical operation of the pit prop when activated. Table 3p) Explanatory note added to check that upper landing doors with chamfered lock bolt can be closed and locked without the use of a key after emergency opening.
V11	06/03/24	Pete Jeffery	Table 3k) The words “without slamming” added to emphasize correct operation of half height gate.