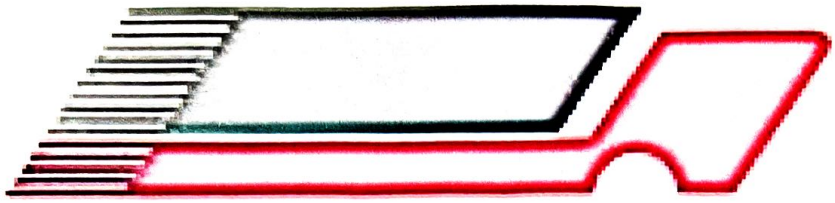

Safe System of Work

Jacking Up, Lowering and General Working underneath a Trailer.

Before jacking up or working underneath any trailer ensure that the trailer is parked on a level tarmac or concrete area and no other vehicle movements are happening in the general vicinity.

To carry out any jacking or working underneath procedure the correct jacks and stands must be used with no blocks underneath jacks or pieces of wood to bridge gaps between stands and chassis be used.

- If the trailer to be worked on is connected to a tractor unit this must never be uncoupled while jacked up or anyone is underneath the trailer.
- Ensure that if the trailer is still connected to a tractor unit the keys have been removed from inside the vehicle and the park brake is applied.
- If the trailer is "standalone" then a barrier must be placed across the front of the trailer so a vehicle cannot be coupled to the trailer.
- Before jacking up the trailer the park brake must be applied and at least one axle must have wheel chocks in place.
- Raise the air suspension to approximately ¾ height and slide under and adjust chassis stands in to a suitable rear most position on both sides of the chassis and adjust the stands as close as possible in height to the chassis.
- Lower trailer air suspension till the chassis stands take the weight from the air suspension.
- Leave trailer to settle for a few moments and do a walk around check to ensure the trailer is still level.

The trailer is now safe to work underneath.

- If you are to jack the trailer axles up you can now do this after following the above procedure but only one axle at a time.
- Remove any wheel chocks that may have been placed behind the axle/wheel area.
- Place the correct type of jack underneath the axle beam to whichever side and position the axle requires jacking up as close to the wheel area as possible (ideally between the axle "U" bolts).
- Starting with the jack all the way down jack up approximately 40mm-50mm then adjust the bottle jack ram by turning the neck up to approximately 5mm from the axle.
- If jacking one complete axle follow the above instruction using the same type of jack.
- Jack up the jack till it touches then slowly carrying on jacking up till the wheel lifts away from the floor to approximately 10mm this will give enough clearance to carry out any work required to that position.
- If jacking up a complete axle follow same procedure as above till both sides are approximately 10mm from the floor.
- Place into position underneath the axle a pair of axle stands and adjust them as required then lower jack (jacks) so the axle stands take the weight.
- Repeat the above procedure if multiple axles are to be jacked up at one time.

The trailer can now have wheels, hubs and brakes, etc. removed safely so any work can be carried out.

- To lower a trailer back on to its wheels please ensure all parts removed have been correctly refitted and tightened.
- Raise jacks so they take the weight from the axle stands by approximately 5-10mm.

- Lower the axle stands and remove from underneath the axle.
- Ensure all materials, tools and debris are away from the wheel and tyre area and will not cause an obstruction.
- Slowly one side at a time (if both sides of an axle have been jacked up) lower the jack till the complete weight of the wheel and tyre are on to the floor.
- Remove jacks from underneath the axle and away from the trailer so not to cause an obstruction.
- Refit any wheel chocks into the correct position before the trailer was jacked up.
- If all work underneath the trailer has been carried out the chassis stands may now be removed.
- Raise the air suspension so the trailer wheels and tyres take the weight of the trailer releasing the weight from the chassis stands.
- Lower the chassis stands and withdraw from underneath of each side of the chassis and away from the trailer area.
- Before lowering the trailer to ride height make a final visual check that there are no obstructions around the chassis and body floor area.
- If safe and clear to do so level off air suspension to ride height.