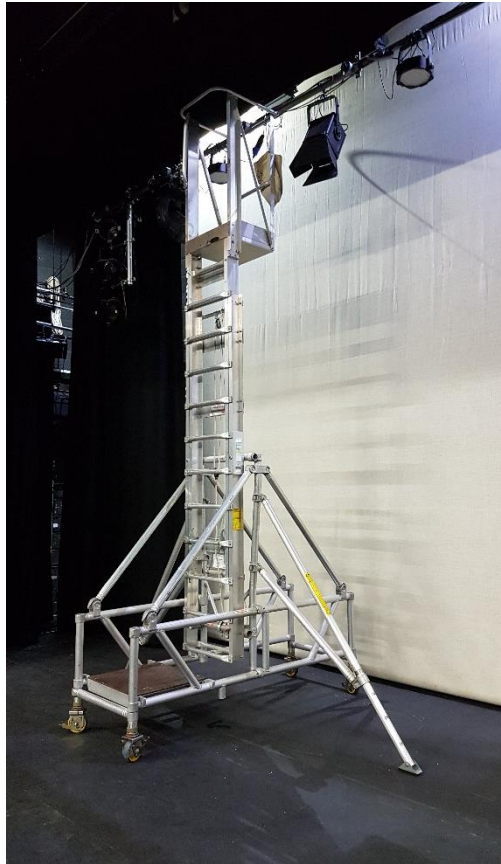


TALLESCEPE LOGBOOK



Owner:	
Normal location:	
Manufacturers name:	
Model number:	
Unique serial number:	
Permitted SWL (kg):	115kg
Movement Kit fitted Y/N:	
Rescue Kit fitted Y/N:	
Logbook start date:	
Logbook end date:	

APPROVED PERSONS

One of the trained persons named below must be present when the Tallescope is in use.

[illegible]

DEFECT LOG (item numbers tally with Remedial Log)

Item:	Date noted:	Defect:	Noted by:
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

REMEDIAL WORKS LOG (item numbers tally with Defect Log)

Item:	Date noted:	Remedial action taken:	Noted by:
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

MAINTENANCE LOG - INTERNAL

Date undertaken:	In-house examination and any work carried out:	Noted by:

EXAMINATION LOG - EXTERNAL

Inspection by external examiner at least twelve-monthly, or six-monthly if fitted with a Manufacturer type Rescue Kit.

(In-house examinations should be logged on the Maintenance Log page)

Date of inspection:	Name of Company / Inspector:	Result and any recommendations:	Next inspection due:

PRE-USE CHECKS (use separate form for recording check)

Component	Check	Take out of service if
Tallescope is in good overall condition	Frame not twisted or distorted. Free from materials that might obscure defects. Ensure all components are included and fitted.	Tallescope not stable when locked or set-in position on a level surface. Damage to frame tube exceeds 10% of original dimension.
Stiles, rungs, framework	Ladder stiles straight and true. Rungs clean and dry.	Cracks in alloy or severe corrosion present. Damaged, bent or significantly dirty or greasy.
Cage	Platform, guardrails and toe-boards present in good order.	Platform, guardrails or toe-boards bent, damaged or loose.
Instructions for safe use	Present with the Tallescope and legible. Identification number and 'OK to use' label legible.	Missing or illegible
Wheels	Free running, brackets (legs) not bent. Tyres intact, clean and free from paint or tape.	Wheels or tyres missing or broken
Brakes	All 4 brakes fitted with non-lift castors that do not cause any movement when brakes are being engaged or disengaged.	Brakes not functioning
Bull's eye spirit level	Intact and working (where installed)	Missing or broken
Mast hooks	Fully functioning	Missing or broken
Mast braces	Fully functioning	Missing or broken
Ladder hooks	Fully functioning	Missing or broken
Adjustable extending legs	Undamaged, straight, free from paint and anything that might prevent secure engagement. Ensure locking collars and pins are effective.	Bent, missing or damaged. Not working properly
Outriggers	All 4 present, working and fitted with rubber feet.	Missing, missing parts or not working properly.
Ladder rope	Functioning, not stretched, frayed or damaged.	Frayed or stretched. Repair or replace before using Tallescope.

These instructions are specifically applicable to Tallescopes used in indoor theatres and similar premises with horizontal (level) stages.

1. A logbook shall be kept for each Tallescope.
2. At least one technician working on the job shall have been fully trained by a competent body and carry proof of this training in the form of an ID card. When using Tallescopes where the Tallescope will be moved with a person in the basket, the ID card must include the letter 'M'.
3. The Tallescope must be inspected annually; repaired if needed by the manufacturer, or third party; and be certified as in good order.
4. A visual inspection shall be made before each use of the Tallescope. Should there be any fault, the Tallescope shall be taken out of service immediately, labelled as **NOT TO BE USED**, and the defect noted in the logbook.
5. The Tallescope shall be erected in accordance with the manufacturer's instructions.
6. If it is intended to move a Tallescope with a person in the cage;
 - a) The Tallescope shall only be used on a horizontal (flat and level) surface.
 - b) At least one technician shall have proven training (M), this may be the person in the cage.
 - c) There shall be a supervisor in place who is NOT actually moving the Tallescope.
 - d) There shall be no obstructions along the intended route either at stage level or overhead.
 - e) The outriggers shall be locked off just above the floor (maximum 10mm)
 - f) The Tallescope shall only be moved along its 'axis'.
 - g) Movement shall be by pushing or pulling the uprights of the base frames (trunions) and NOT the diagonals.
 - h) The Tallescope shall only be moved slowly and smoothly (0.5m per second (1 mph))
 - i) The Tallescope shall be moved by at least two people. The technician pushing shall confirm that there are no hazards at stage level and the technician pulling shall confirm that there are no overhead hazards.
 - j) The technician in the cage shall hold on with both hands whilst the Tallescope is moving.
 - k) The technician in the cage shall instruct the technicians moving the Tallescope and the instructions are to be acknowledged before movement occurs.
 - l) The castor brakes shall be applied before any work, other than light work (such as focusing luminaries). Any work involving exertion or lateral pressure is NOT light work.
 - m) The details of each job and the personnel involved, must be recorded in the logbook and be signed off by the trained (M) person present.

The user should consult section 5 of the *Code of practice for the theatre industry for the selection and use of temporary access equipment for working at height in theatres* (published by the ABTT) for further information on working at heights using Tallescopes.