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INTRODUCTION

All users must read these operating instructions carefully prior to the initial operation. These instructions are intended to acquaint the user with the machine/hoist and enable him/her to use it to the full extent of its intended capabilities.

The operating instructions contain important information on how to handle the gantry in a safe, correct and economic way. Acting in accordance with these instructions helps to avoid dangers, reduce repair costs and down time and to increase the reliability and lifetime of the gantry.

Anyone involved in doing any of the following work with the gantry must read the operation instructions and act accordingly:

- operation, including preparation, troubleshooting during operation and cleaning
- maintenance, inspection, repair
- transport

Apart from the operating guide, health & safety and accident prevention act valid for the respective country and area where the gantry frame is used, the commonly accepted regulations for safe and professional work must be adhered to.

It is incumbent on the user or instigator of work with the equipment that all users have suitable medical and physical capabilities. Likewise the competent person should ensure there is a rescue plan in place in the event of an emergency that could occur during the work.

N.B. This document should form an element of the overriding Risk Assessment and Method Statement required for each lift.
CORRECT OPERATION

Inspection prior to initial operation

Each PORTA-GANTRY must be inspected prior to initial operation by a competent person. The inspection is visual and functional and shall establish that the structure is safe and has not been damaged by incorrect assembly, transport or storage. Inspections are instigated by the user.

Inspection before starting work

The inspection procedure requires that a valid inspection/test certificate has been submitted to and checked by the user.

Before starting work inspect the gantry assembly and all load-bearing components for visual defects. Check the integrity of all profiles for denting and bolt holes for wear and elongation. Furthermore, test the trolley for free movement along the beam.

Ensure that the overall working load limit (WLL) limit is adhered to — following the necessary Risk Assessment and Method Statement.

Maximum capacity

The PORTA-GANTRY is designed to lift and lower loads up to its rated capacity. The capacity indicated on the frame is the maximum working load limit (WLL) or safe working load (SWL) which must not be exceeded (definition is country dependent).

When being used as a personnel lifting anchor the user must use a body harness and retractable device or shock absorber to EN355, ANSI Z359.16-09 or CSA Z259.16-04 that limits the maximum allowed force (M.A.F.) to 6kN. Winches used with the PORTA-GANTRY should comply to EN1496:2006 or equivalent.

Only ONE person / load may be attached to ONE trolley in accordance with the WLL’s.

The gantry has an up-rated capacity for personnel positioning. This is when the structure is to be used as an anchor for lifting persons that have a suitably low chance of falling through a free distance and only carried out following a comprehensive risk assessment.

While the PORTA-GANTRY has the capacities stated in the table below, it is only one part of a fall arrest system which is only as strong as its lowest rated component. Each lift must be properly planned and all weights clearly known along with the WLL’s and constraints of all fall arrest system devices.

The capabilities stated in the table below are only applicable to Small (S), Medium (M), Intermediate (I) & Tall (T) configurations up to a 4570mm beam length. Bespoke versions of the gantry are available tailored to specific lifting needs. If unsure about your system consult serial labels, information filled in on page 19 or consult your supplier. A custom gantry is designated by a product number ending with a “C” found on the serial label attached to each A-frame and the beam. For custom designed gantries please contact your supplier for appropriate rating and capabilities.

In the event of simultaneous goods and personnel combined lifting or when being used as a fall arrest system in sub-zero AND wet conditions contact the supplier as capacities may be reduced.

The PORTA-GANTRY has different ratings depending upon the application as detailed in the table below:

<table>
<thead>
<tr>
<th>Application</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goods [kg]</td>
<td>500</td>
</tr>
<tr>
<td>Fall Arrest</td>
<td>3 persons</td>
</tr>
<tr>
<td>Max. Combined Personnel Lifting Capacity [kg]</td>
<td>250</td>
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</table>
NOTES FOR CORRECT USAGE

- We recommend the use of load-sensing or overload protection devices on all lifts.
- The risk assessment and method statement must consider additional loading resulting from any “wet lift” situations.
- Ensure suitable winches and connection plates are used for all applications.
- Due care and attention should be practiced when transporting and storing the gantry to avoid damage.
- Do not throw the gantry or its components down or stack items on top of it. Always place properly on the ground avoiding damage to the equipment.
- Assemble only as instructed (ensure all bolts are present and fitted correctly as per instructions).
- We recommend that gloves should be worn when using this equipment.
- Set up the gantry at a safe distance from the hazard and subsequently move the structure into place.
- The beam must be horizontal prior to any lift and A-frames vertical and parallel to each other.
- Do not use the gantry if the trolley does not run freely along the beam.
- Attach hoist only to the lifting point on the trolley.
- Avoid side pull. Lowering and lifting should only be carried out when the load chain/lifeline form a straight and vertical line between the load and lifting attachment point on the trolley.
- Do not allow load to swing.
- When lifting keep the load low to the ground.
- NEVER walk away from structure whilst still being connected.
- Only raise and lower loads when CASTOR BRAKES are ENGAGED.
- When using the gantry as a fall arrest anchor the required clearance of the fall arrest device should be considered - refer to device’s Assembly & Operation manual and consider the height adjustment on the gantry.
- Before the gantry is used consideration must be given to the potential effects of the lifelines over sharp edges, chemical reagents, electrical conductivity, cutting, abrasion, climatic exposure and the effect of offset forces as a result of pendulum falls.
- The gantry is not to be moved under load except when a Competent Person or authority approves a risk assessment and a method statement for a particular reason.
- To ensure stability of the structure, the operating span of the beam must be equal to or greater than the distance between the castors on the A-Frame.

Warning

- The equipment shall not be used outside its limitations, or for any purpose other than that for which it is intended.
- When winching only one lifeline should be used with each sheave and they should never cross paths with each other.
- Do not lift or transport loads while personnel are in the danger zone.
- Do not allow personnel to pass under a suspended load.
- When gantry is used with multiple persons attached working procedures should dictate that individual lifelines do not cross and become tangled.
- It is NOT recommended to mix the use of the gantry with personnel and goods lifting concurrently.
- A suspended load must not be left unattended.
- Start moving the load along the beam only after it has been attached correctly and all personnel are clear of the danger zone.
- Be aware of hazards when setting up/folding down, eg. hands/fingers trapped in rotating parts.
- It is essential for safety that the PORTA-GANTRY is withdrawn from use immediately should:
  1) any doubt arise about its condition for safe use or;
  2) it has been used to arrest a fall and not be used again until confirmed in writing by a competent person that it is acceptable to do so.
Maintenance/Repair

In order to ensure correct operation not only the operations instructions, but also the conditions for inspection and maintenance must be complied with. If defects are found stop using the PORTA-GANTRY immediately.

No alterations or additions to the equipment should be made without the written consent of the manufacturer. Any repair shall only be carried out in accordance with the manufacturer’s procedures.

It is recommended to maintain the equipment in a clean and dry manner. Cleaning is suggested using a sponge or cloth with warm, soapy water (using diluted domestic washing up liquid), rinsing and allowing to dry.

Marking

The serial labels indicate:

- The product identification number.
- The products unique serial number.
- The goods WLL of the device.
- The year of manufacture.
- The standards to which the device is approved.
- The ATEX rating of the product (if applicable) - see ATEX section below.
- CE 0088: Notified body number (currently LRQA) who are responsible for approving REID Lifting’s quality control system.

Read the Assembly & Operation instructions.

If using the Gantry in explosive atmospheres see additional section titled ATEX.

Inspections are instigated by the user. If detailed information is required on inspection and test criteria, please refer to your supplier’s technical department.

Please refer to pg 19 for the equipment inspection log.
ATEX

This product has been designed for use in explosive atmospheres. If the product is to be used in explosive atmospheres then the following section must be followed. Any different or exceeding use is considered incorrect and REID Lifting Ltd will not accept any responsibility for damages resulting from false application. The risk is solely with the user. If the product has been customised in any way then it may not comply with standards and not be suitable for use in explosive atmospheres. If this is the case then the product will not have any of the below marking. If in doubt contact your REID representative.

ATEX - Classification

As standard, the product meets the requirements of Category 3 equipment for use in Zone 2 explosive atmospheres, providing a normal level of protection where mixtures of air and gases, vapours or mists or by air/dusts mixtures are unlikely to occur or, if they do occur, are likely to do so only infrequently and for a short period only.

Or:
The product can be supplied to meet the requirements of Category 2 equipment for use in Zone 1 explosive atmospheres, providing a high level of protection where mixtures of air and gases, vapours or mists or by air/dusts mixtures are likely to occur.

N.B. Sockets form an integral part of the davit system and should therefore be suitable for use in the indented environment.

ATEX - Identification

In addition to the previous marking section the product will have the following identification on the serial label:

Zone 2 environments:

II 3 GD T6

Identification for protection against explosions
II: Unit group II – non-mining application
3: Category 3 – Normal safety for use in Zone 2
GD: For use in gas (G) & dust (D) atmospheres
T6: Temperature class – Max 85°C

Or;
As an upgrade for use in Zone 1 environments:

II 2 GD T6

Identification for protection against explosions
II: Unit group II – non-mining application
2: Category 2 – High safety for use in Zone 1
GD: For use in gas (G) & dust (D) atmospheres
T6: Temperature class – Max 85°C

ATEX - Spark Formation

Increased danger of ignition may emanate from clashing of special material pairings. These are non corrosion-resistant steel or cast iron against aluminium, magnesium or pertinent alloys. This applies especially in case of rust or surface rust. When assembling the product and inserting fastening components; they must be clear of rust and debris of any kind. Care must be taken to ensure the product is handled in a suitable manner and is never thrown, and always placed, onto the ground.

For Zone 1 and 2 applications, the height of the PORTA-GANTRY should NOT be adjusted using the ratchet mechanism and/or geared wheel within the said zone.

REID recommend the use of corrosion resistant tools when assembling the PORTA-GANTRY system to prevent the possibility of any sparks.

For ATEX Zone 1 use, stainless steel castor brackets are fitted to reduce the possibility of a spark.

ATEX - Static Electricity

For Zone 2 applications static electricity has been identified as potential for build up leading to an incendive spark. Although the risk of such ignition is unlikely the gantry must be earthed during assembly and use. This can be achieved by attaching a 4mm earthing lead to a convenient location on metallic parts of both the Gantry and Trolley.

In Zone 1 applications, for added explosion protection, the gantry is fitted with anti-static trolley rollers, Stainless Steel fasteners and therefore does not
need to be earthed. However, the effectiveness of the conductivity during operation can be affected by a dirty tread or other environmental influences and therefore must be checked by the operator periodically.

**ATEX - Inspection, Maintenance & Repair**

If using the gantry in explosive atmospheres, in addition to the regular inspection/maintenance information found on page 6, these additional instructions should be followed.

Inspections shall be instigated by the user prior to each use if used in a potentially explosive atmosphere. Inspections and maintenance shall be carried out at a safe distance away from an explosive atmosphere. Special attention should be given to dust deposits on the structure, especially in areas where the profiles come into contact, and should be wiped clean and care taken not to apply materials that could create electrostatic charging. Additionally the bearings in the trolley rollers and castors should be checked to ensure they rotate freely. The structure is predominantly constructed from aluminium which will not rust. However there are steel components used throughout. These are the fasteners, castors, master-link, trolley rollers, A-frame height adjustment gearing system (if fitted) and the height adjustment ratchet (if fitted). Where there is sign of any rust deposits on the aluminium structure it should be wiped clean as above and where there is sign of rust on a steel component then that component should be removed from use and the structure not used until a replacement is fitted.

**LANGUAGE**

It is essential for the safety of the user that if this product is re-sold outside the original country of destination the reseller shall provide instructions for use, maintenance, for periodic examination and for repair in the language of the country in which the product is to be used.

**ASSEMBLY INSTRUCTIONS**

N.B. Appropriate PPE should be worn • Gloves • Protective footwear • Hard hat

1. **PORTA-GANTRY** system delivered flat packed on a pallet:
   • 2 x A-Frames
   • 1 Trolley
   • Beam (sometimes shipped separately)

2. Gantry Tool Set (supplied as an option):
   • Ratchet handle 1/2” sq drive
   • 24mm socket
   • 24mm combination spanner
   • 14mm long series allen key
4. Assemble each A-Frame by:
   - Positioning legs and bolt in place
   - Attaching leg brace

The unit is most easily assembled with the A-Frames at their lowest height setting and this is the recommended position to start from.

3. A-Frame prior to assembly

5. Apply the castor brakes

Put brakes on only with protective footwear ensuring that the castors are in the orientation shown.

**Do not use hands**

Lock castors in orientation shown:

6. Pre Assembly visual check

- Beam
- Trolley
- 2 x A-Frames
- Tool Set [Option]
8. Lay the two A-frames a beam length apart on a flat surface in line with each other with the castor wheels outward and brakes on.

Lay the beam on the A-frames, resting on Bolt 1 on each cheek plate.

7. Cheek Plates bolts 1 and 2

9. Offer one end of the beam to the rear bolt-hole on the cheek-plate (Bolt 1) and insert a bolt. Put on plain washer, spring washer then nut, finger tight.

N.B. The gantry beam has adjustment holes to narrow the footprint of the gantry. This is best done when the gantry is assembled with 2 persons sliding the A-frame inwards while 1-2 persons steady the gantry by holding the beam – this will require the use of a step ladder. If this process is required to be carried out often then an upgrade to ‘lobed cheek plates’ can be purchased which allows the gantry to be assembled as steps 8-21 but with one A-frame inward from the end of the beam.

10. Visual Check
11. Thread beam trolley over the other end of the beam and lock with friction brake at approximately centre position.

12. Offer opposite side of beam to the rear bolt-hole on the cheek-plate (Bolt 1) and insert bolt. Put on plain washer, spring washer then nut, finger tight.

13. Visual Check

14. At this stage it may be useful to attach the lifting device to the trolley in order to avoid having to lift and attach when gantry is fully erect. This avoids a working at height problem when attaching a hoist.
15. With the help of another person, scissor the beam and A-Frame into position (using the first bolt as a hinge).

**Be careful not to trap any fingers in this operation**

Lift - Keeping hands clear of potential “Pinch” area marked with warning tape

Chain Hoist opposite end to lift

16. Insert the second bolt into the cheek-plate. Tighten both bolts until spring washer is fully depressed. (Do not over tighten)

17. Visual Check

18. Move trolley to other end of beam, opposite to the end to be raised, and secure by tightening the trolley knob.

(For additional safety whilst the beam is at such an angle a spare bolt can temporarily be placed in an adjustment point on the beam to prevent the trolley slipping down the beam)
19. Repeat the scissor activity at the opposite end of the gantry.

20. Insert and tighten the final beam bolt.

21. The gantry is now erect at its lowest height setting.

22. If the hoist is not already attached to the suspension point on the trolley, do so now (using stepladder if height setting requires).

   If this is not safe, disassemble the gantry and re-start adding the hoist prior to raising the A-Frames.
23. Decide on the height required (always using the lowest possible setting for the work in hand). Adjust the upright position on one A-Frame (a 2 man operation – one on the bolts and one on the upright) by removing 2 x upright securing bolts and moving the upright to the appropriate setting by lifting from the strut handle. Re-secure with bolts, nuts and washers (do not over tighten). Repeat the height adjustment at the opposite end.

24. Release trolley brake and castor brakes to position the gantry over the load ensuring, when possible, that the load is lifted from the center of the beam.

**VARIANTS & OPTIONS**

- Wind Up Jack Legs
- Ratchet Beam Elevation System
- Customised Configurations
- PORTA-GANTRY 5000
- PORTA-GANTRY RAPIDE

**Wind Up Jack Leg Option (WUJL)**

WUJL option may be fitted to the gantry – this gives fine adjustment in the height setting (300mm total lift on the uprights) and gives independent foot adjustment, particularly useful on uneven ground.

If the wind up jack legs are fitted the following points must be observed:

1. Check whether the castors fitted are Load Rated (or Pneumatic).

   N.B. For pneumatic (non load bearing) castors, the WUJL system must always be applied prior to performing any lift. If load rated castors are fitted the operator can choose whether the castors or WUJL take the load on each foot of the gantry.

2. When transporting over ground or manoeuvring the gantry, into position, always have the jack leg in the ‘parked’ position as in figure 1 right or remove if required.

3. Position the gantry for the lift before setting the heights with the jack.

4. Before lifting ensure all jacks are in the correct lifting position and are secured with locking pins and clips as in figure 2.

5. Manually raise each leg/castor in turn and set the height by rotating jack handle clockwise.

6. Having set the adjustment of all four legs, stand back from the gantry and ensure that the gantry uprights are vertical and the beam is horizontal.

7. If the ground that the load spreading feet are on is soft and likely to sink when the load is applied put boards under the feet to spread the load further.

8. Having performed the lifting operations, return gantry to its castors and park the jack leg as in figure 1.

**Beam height adjustment bolts (2 bolts on each upright)**

Tighten all bolts to 27 Nm (20 ft lbs) or until spring washers are fully depressed.

**N.B. ENSURE THE BEAM IS HORIZONTAL AND CASTORS ARE LOCKED PRIOR TO ANY LIFT.**
The jack legs and brackets should be subjected to periodic inspections by a competent person in line with gantry inspection and maintenance guidelines (see page 6).

It is recommended that when not in use the jack legs are removed and stored in a clean and dry manner.

The jack leg should be lubricated with EP2 grease on the internal thread and gears, at regular intervals (up to 6 months maximum), depending on service conditions.

**Ratchet Beam Elevation System option**

[Two Person Operation Recommended – one on each A-Frame]

Always wear gloves when using this item.

1. Decide on the height required (always use the lowest setting for the work in hand).
2. Ensure the claw-hook at the end of ratchet strap is positively engaged with the bottom hole on A-Frame upright.
3. Remove lower bolt on trap plate.
4. Tension ratchet strap to take the upright/beam weight.
5. Remove upper bolt on trap plate.
6. Operate ratchet to adjust height to required setting, ensuring that the bolt holes are aligned.
7. Re-insert upper bolt and nut/washer assembly.
8. Ease tensioned strap aside, and re-insert lower bolt and secure.
9. Repeat steps 2-8 on the second A-Frame, ensuring that both A-Frames finish at the same height (or do both in parallel with second person).
10. Check all bolts on the gantry are sufficiently secure by ensuring all spring washers are fully depressed.
11. If the hoist is not already attached to the suspension point on the trolley, do so now (using stepladder if height setting requires). If this is not safe, disassemble gantry and re-start from the scissoring operation of the Gantry Assembly Instructions - Step 11.

**WUJL Inspection / Maintenance**

Fig. 1
Wind Up Jack Leg in ‘parked’ position

Fig. 2
Jacks secured with locking pins and clips

Fig. 3
Example application

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No. 1 in lightweight, portable, safe lifting solutions

Customised Configurations
For customised systems additional assembly and operation information may be provided as required.

**PORTA-GANTRY 5000**
Unique lightweight, portable gantry system with WLL up to 5000kg

See separate Assembly & Operating manual.

**PORTA-GANTRY RAPIDE**
Unique, ultra-lightweight, portable, rapid assembly gantry system with goods WLL up to 500kg designed for rapid deployment and operation and/or confined space/work at height applications and/or personnel lifting and fall protection up to 3 persons.

See separate Assembly & Operating manual.

E&OE

**PORTA-GANTRY RANGE**
Unique portable gantry system that can safely lift up to 5000kg, with manual assembly on just 4 bolts.

**Detailed Dimensions**

*NOTE - beam height adjustment*
The height of each gantry beam is easily adjusted by the release of 2 bolts on each upright and can be easily and safely raised into position by increments of 200 or 150mm depending on product. To assist with this activity a Geared Wheel or Ratchet system is provided for the larger gantries; manual on smaller frames.
All systems can be customised - Max height of lift (HoL) to 5800mm subject to WLL and Min overall height for confined space.

Dims use standard Master Link Trolley, other options available to increase resulting HoL and to assist with load movement.

Beam Length Dim C = clear operating span = [A - 920mm]

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### Standard Beam Length (mm)

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<th>WLL (kg)</th>
<th>2500</th>
<th>3000</th>
<th>3920</th>
<th>4570</th>
<th>5500</th>
<th>6000</th>
<th>8400</th>
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<td>22</td>
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<td>71</td>
<td>85</td>
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### Weight of Beams (kg)

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<td>39</td>
<td>47</td>
<td>61</td>
<td>71</td>
<td>85</td>
</tr>
</tbody>
</table>

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* Weight includes stabiliser legs.

Beam lengths available up to 5000mm subject to WLL - for further information contact Reid Lifting or our representatives.

PORTAGANTRY systems are fully EN795 Class B certified - please discuss requirements with Reid.

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All systems can be customised - Max height of lift (HoL) to 5800mm subject to WLL and Min overall height for confined space.

Dims use standard Master Link Trolley, other options available to increase resulting HoL and to assist with load movement.

Beam Length Dim C = clear operating span = [A - 920mm]

---

### Porta-Gantry Systems

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<th>Frame size</th>
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<tr>
<td>Dims</td>
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All systems can be customised - Max height of lift (HoL) to 5800mm subject to WLL and Min overall height for confined space.

Dims use standard Master Link Trolley, other options available to increase resulting HoL and to assist with load movement.

Beam Length Dim C = clear operating span = [A - 920mm]

---

### WLL (kg)

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### Weight (kg)

<table>
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<th>WLL (kg)</th>
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### Tel: +44 (0)1291 620796   www.reidlifting.com

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### REID LIFTING

LIGHTWEIGHT | PORTABLE | SAFE
Quality and Safety are key themes throughout this document and the REID Lifting ethos. It is with this in mind that we have undertaken external accreditations to ensure we stay focused on what is important to our clients and users and ahead of market trends and developments in Safety and Quality systems. REID Lifting has been successfully audited by Lloyd’s Register (LRQA) for approval of its Integrated Management System combining quality systems management, environmental issues and the Health and Safety practices within the company.

REID Lifting holds the following certifications:

- **ISO 9001** - Specifies requirements for a quality management system for any organisation that needs to demonstrate its ability to consistently provide product that meets customer and applicable regulatory requirements and aims to enhance customer satisfaction.
- **ISO 14001** - Specifies the requirements for implementing environmental management systems throughout all areas of the company.
- **LEEA Membership** - REID Lifting Ltd is a full member of the Lifting Equipment Engineers Association (membership 000897). REID Lifting conforms to the main aims of the Association which is to achieve the highest standards of quality and integrity in the operations of members. Their entry qualifications are demanding and strictly enforced through technical audits based on the Technical Requirements for Members.

**Conformité Européenne (CE)**

REID Lifting’s products have been designed, tested and approved (as appropriate) by the Conformité Européenne. This certifies that REID Lifting’s products meet the demands of the European Directives regarding Health and Safety requirements. The EC type-examination for this device has been carried out by Lloyd’s Register Quality Assurance Limited, 1 Trinity Park, Bickenhill Lane, Birmingham, B37 7ES, United Kingdom (CE body no. 0088) in accordance with article 11B of the PPE Directive.

**The Queen’s Award for Enterprise Innovation**

REID Lifting has been awarded this prestigious award for innovative design and development of lightweight, portable and safe lifting solutions.

**TESTING**

Testing and Technical File review are integral parts of our design and manufacturing process – to externally verify the products, where appropriate, using government approved Notified Bodies. All REID Lifting products are type tested at laboratories that are accredited by the United Kingdom Accreditation Service (UKAS). In addition products are proof load tested either individually (or on a batch sampling basis). Full product design & development Technical Files are available for inspection.

**PRODUCT IPR**

Design Rights apply to all REID Lifting Ltd products, REID PATENTS in place or pending, for:

- **PORTA-GANTRY**
- **PORTA-GANTRY RAPIDE**
- **PORTA-DAVIT QUANTUM**
- **PORTA-DAVIT**
- **T-DAVIT**
- **SNAPPER**

All product names are Trade Marks of REID Lifting Ltd:

- **PORTA-GANTRY**
- **PORTA-GANTRY RAPIDE**
- **PORTA-DAVIT QUANTUM**
- **PORTA-DAVIT**
- **PORTA-BASE**
- **T-DAVIT**
- **PORTA-QUAD**
- **SNAPPER**
- **PORTA-LIFTER Manhole Lifter**
**INSPECTION RECORD**

*Insert data from serial numbers found on product into table below*

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**Periodic Examination and Repair History**

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