

# the Examiner



March 2017

Issue 14



**Work to  
the highest  
standards**

## *in this issue*

**CFTS auditing and adherence to  
the QA Code of Practice**

**Website update**

The Examiner is the newsletter of Consolidated Fork Truck Services Ltd (CFTS). CFTS was formed as a joint venture between the Fork Lift Truck Association (FLTA) and British Industrial Truck Association (BITA). In consultation with the Health and Safety Executive (HSE), CFTS developed the materials handling industry's national accreditation scheme for Thorough Examination. The CFTS Thorough Examination scheme was officially launched in 2004 and continues to be administered by CFTS. For further information visit the CFTS website:

[www.thoroughexamination.org](http://www.thoroughexamination.org)

*If Matthew and I have not already done so on our travels or calls so far, may I wish all of our members a happy and prosperous 2017.*

2016 is well and truly behind us. It was definitely interesting, but also a time of uncertainty and challenges. We had the Brexit referendum in June which ended in a 'Leave' result, which led to the Prime Minister's resignation. Then, we thought that "BoJo" would become the next leader. But he declined...and Theresa May decided to take the helm. And, of course, Donald Trump has become the President of the USA. Who would have thought it?



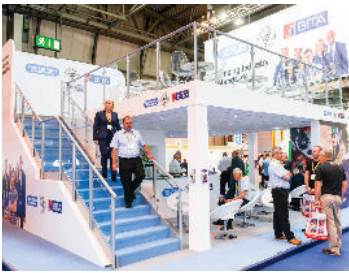
The highlight of the material handling year was in September, with IMHX at the NEC. Attracting a record number of exhibitors large and small, it was a fairly well-attended event, even with bad weather prevailing on two of the four exhibition days.

This was the first time BITA, FLTA and CFTS joined forces: with one stand to welcome each and every one of our collective members. The stand was well visited by old and new members alike, and we had a record number of enquiries from potential members. Our thanks go out to you all for taking the time to visit, even if just to say 'Hello'.

2017 will hold several changes for CFTS, our systems, and our offerings. These will be reported on later in the Newsletter.

Thank you all for your support in the past and going into the remainder of this year.

**Shaun Prendergast**, Technical Manager North  
**Matthew Kennedy**, Technical Manager South



## Board changes

Geoff Martin has been appointed Chairman of CFTS. A director of Jofson Limited, the Mitsubishi dealership for the West Midlands and Manchester, Geoff has more than two decades' experience in the materials handling industry, and is also a director of the Fork Lift Truck Association (FLTA).



"It is a privilege to be appointed chairman of the CFTS board," said Geoff. "Our quality-controlled procedure has earned the respect of fork lift owners and operators across the country."

Geoff succeeds our former Chairman Mike Mathias of Toyota Material Handling. Mike has played a crucial role in the Board and has dutifully served the organisation in this role since 2014.

## Newly accredited companies

**Alliance Lift Trucks**  
Stockport/Manchester

**Bigwoods Agri Ltd**  
Taunton, Somerset

**Complete Material Handling Ltd**  
Newcastle

**DJG Forklift Services**  
Nuneaton, Warwickshire

**Department for Infrastructure**  
Jersey

**Dungarvan Mechanical Services Ltd, Co.**  
Waterford, Eire

**Ernest Doe & Sons, Ltd**  
Braintree, Essex

**European Active Projects Ltd**  
Southampton

**Forklift Hire and Sales**  
Barnsley, South Yorkshire

**GF Forktrucks Ltd**  
Isle of Man

**Gray Material Handling Ltd**  
Inverness

**Griffin Advisors**  
Coventry

**Hawthorne Fork Truck Services**  
Bootle, Merseyside

**Hessle Fork Trucks Ltd**  
Durham

**Hessle Fork Trucks Ltd**  
Castleford, West Yorkshire

**Impact Handling Ltd**  
Melksham

**Invicta Forks and Attachments Ltd**  
Leeds

**Liftec (Leeds) Ltd**  
Drighlington, Leeds

**Lister Lift Trucks Ltd**  
Chippenhams

**Lixwm Garage**  
Lixwm, Flintshire

**Lynch & McCarthy Ltd, Co.**  
Cork, Eire

**Mark Jibson Mechanical Engineering Ltd**  
Drifffield, Yorkshire

**PD Bannister Haulage Ltd**  
Bradford

**Phillip Berry Mechanical Services**  
Torquay, Devon

**RB Service and Repair Ltd**  
Ewloe, Flintshire

**R J Lambert Contracting**  
Astley, Leicestershire

**Safelift Offshore Ltd**  
Inverurie, Aberdeenshire.

**Smart Agricultural Services Ltd**  
Cheddar, Somerset

**Solent Forklift Trucks Ltd**  
Southampton

**The Fork Truck Company (NW) Ltd**  
Merseyside

**Trade Forktrucks**  
Manchester

**Tyne and Wear LGV Ltd**  
Gateshead

**Ultralift Ltd**  
Ballinderry, N.I.

**WH Bond & Sons Ltd**  
Liskeard, Cornwall

**Welup Ltd**  
Sheffield

**Y. Skembedjis & Sons**  
Limassol, Cyprus

# CFTS auditing and adherence to the QA Code of Practice:

During the last two months of 2016, CFTS utilised the services of Lee Medway, the newly installed Quality Manager at the FLTA, to carry out some random audits of CFTS Members to gauge compliance with our QA Code of Practice.

Overall, the results were very favourable. But there were some misgivings in certain areas. Below you'll find details of areas where Members could improve.

## Thorough Examination Manager

All persons involved in administrative aspects of the Thorough Examination Manager must have attended the CFTS Thorough Examination Manager course. This person should also be both designated by and authorised to complete these duties on behalf of the Accredited Company (TE body) delivering the Thorough Examination.

## Competent Persons

All Competent Persons carrying out Thorough Examinations on behalf of a TE body, should:

- Be authorised to do so.
- Have relevant experience.
- Have passed a CFTS Thorough Examination course and, after every 5 years in the role, must complete a one-day CFTS revalidation course.

Records of courses, initial validation, and due revalidation dates must be kept by the TE body.

Importantly, CFTS and the FLTA do not routinely remind members when courses are due, because of the sheer number of companies/engineers on the system. We expect all members to be proactive in this field and monitor it in-house.

## Thorough Examination Reports

Reports must be issued in electronic or paper format to the employer/user of the equipment – even if it is a short-term or contract hire customer at the time of inspection. This is a requirement under LOLER.

## Independence of Thorough Examination Examiner

LOLER allows for the engineer that carries out the Thorough Examination to be the same engineer that routinely carries out the servicing and maintenance.

However, the TE body should carry out a risk assessment to highlight:

- what has been done to ensure that this is not normal practice.
- what measures they have put in place to ensure the engineer is independent and impartial.

We also remind you in this instance that the Thorough Examination is carried out first prior to any routine maintenance and repairs. Documentation should be completed, and the TE carried out on the equipment in an unrepaired condition.

The engineer must also be able to carry out this duty as a Competent Person without fear or favour from both the employer or the user.

## Informing the Local Enforcing Agency of Safety Critical Defects

Your local enforcing agency may be an HSE representative at your local council office or it may be your local HSE area office.

The engineer carrying out a Thorough Examination has a legal duty under Regulation 10 of LOLER to inform the local enforcing agency if, upon completion of examination, the machinery has a defect which is a danger to life, a risk of serious injury, or is likely to become so imminently.

He should also inform the user/employer and advise them to remove the equipment from service until the defect has been rectified.

Even if the fault is remedied immediately — or within 24 hours — and the equipment has not been used, he/she still has a duty to report.

## CFTS Auditing 2017

We have put together a CFTS audit form for us to use aimed more at our member base and their requirements. We shall randomly pick a couple of members each week to visit. Our aim is not to catch Members out, but instead work to raise standards for the whole material handling industry.

It is not an overly intrusive audit and starts with a nice cup of coffee!

## Website update

A recent update to the CFTS website has made it easier for users to find the information they need quickly - whether they're on PC, a mobile or a tablet.

Crucially, this update significantly changes the way companies receive and maintain their CFTS accreditation. All companies must now re-accredit their membership after 1st January each year. It's simply a matter of reading and agreeing to a short list of Member requirements.

If you haven't already re-accredited this year, you will be required to do so before you can order new packs.

Contact details — especially email addresses — must be correct to enable us to direct any information regarding legislation and changes to the correct people.

Improved Member functions also allow larger companies to create accounts for individual depots. This will allow individual sites to log in and

place their own orders, with head office maintaining ultimate administrative control.

That's not all. Work has also begun on a Members' Area, which will allow all Members easy access to a variety of online resources, including proposal templates, printable guides, logos, and much more.

We are also considering a member shop in the future to give all members discounted rates on items such as chain and fork gauges etc.



## Upcoming Training Courses

CFTS/FLTA Thorough Examination courses are delivered through/by F-TEC. Having only opened its doors in July, the dedicated training centre is already receiving glowing reviews – from students and the businesses alike.

Developed by the industry for the industry, F-TEC prides itself on providing the highest standards of training, and currently boasts an impressive 95% pass rate.

For more information on Thorough Examination courses available, call F-TEC on 01793 686182 or email [info@ftec.org.uk](mailto:info@ftec.org.uk). Alternatively, for advice on fulfilling your obligations as a CFTS accredited company, contact details can be found on the back cover.

### Thorough Examination Engineer

11/04/2017 ● 18/04/2017 ● 02/05/2017 ● 30/05/2017  
13/06/2017 ● 20/06/2017 ● 04/07/2017 ● 25/07/2017

### Thorough Examination Revalidation

13/04/2017 ● 04/05/2017 ● 15/06/2017 ● 06/07/2017

### Thorough Examination Manager

27/07/2017

## CFTS Board Members & Officers



**Geoff Martin**  
Chairman  
Jofson Ltd



**David Callis**  
Manbat Ltd



**Mike Knowles**  
Crown Lift Trucks



**Peter Harvey**  
FLTA



**James Clark**  
Secretary, BITA



**Shaun Prendergast**  
Technical  
Manager, CFTS



**Matthew Kennedy**  
Technical  
Manager, CFTS

## Contacts

### Reminder

May we take this opportunity to remind all companies accredited to the CFTS scheme that documentation should be ordered via the CFTS website [www.thoroughexamination.org](http://www.thoroughexamination.org) using your login/password details or via [amanda.cook@bita.org.uk](mailto:amanda.cook@bita.org.uk). Invoice queries should be directed to Consolidated Fork Truck Services. The relevant contact details are given below.

### Documentation pack orders

Please order via the CFTS website [www.thoroughexamination.org](http://www.thoroughexamination.org) using your login/password details or via [amanda.cook@bita.org.uk](mailto:amanda.cook@bita.org.uk)

### Invoices and general CFTS administration

Contact Amanda at the CFTS office. Her details are:

#### Consolidated Fork Truck Services

5-7 High Street, Sunninghill, Ascot, Berkshire SL5 9NQ

Tel: 01344 623800

Fax: 01344 291197

Email: [amanda.cook@bita.org.uk](mailto:amanda.cook@bita.org.uk)

### Technical advice & other queries

North of England, Scotland,  
Northern and Southern Ireland:

CFTS Technical Manager **Shaun Prendergast** oversees all aspects of administration and is happy to deal with any queries. His contact details are:

Mobile: 07730 768668

Email: [shaun@thoroughexamination.org](mailto:shaun@thoroughexamination.org)

South of England, West Country, Channel  
Islands and Wales:

CFTS Technical Manager **Matthew Kennedy** is also available to handle any queries you may have. His contact details are:

Mobile: 07739 638866

Email: [matthew@thoroughexamination.org](mailto:matthew@thoroughexamination.org)

To contact either Shaun or Matt by post,  
please use the following address:

#### Consolidated Fork Truck Services Ltd

5-7 High Street, Sunninghill, Ascot, Berkshire SL5 9NQ