

# Mobile access and working towers — Rules and guidelines for the preparation of an instruction manual

The European Standard EN 1298 : 1996 has the status of a  
British Standard

ICS 91.220

# Committees responsible for this British Standard

The preparation of this British Standard was entrusted by Technical Committee B/514, Access and support equipment, to Subcommittee B/514/24, Access towers, upon which the following bodies were represented:

Construction Industry Training Board  
Electrical Contractors Association  
Health and Safety Executive  
Hire Association of Europe  
Prefabricated Aluminium Scaffolding Manufacturers Association  
Co-opted members

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## National foreword

This British Standard has been prepared by Subcommittee B/514/24 and is the English language version of EN 1298 : 1996 *Mobile access and working towers — Rules and guidelines for the preparation of an instruction manual*, published by the European Committee for Standardization (CEN).

### Cross-references

Publication referred to	Corresponding British Standard
HD 1004 : 1992	BS 1139 <i>Metal scaffolding</i> Part 3 : 1994 <i>Specification for prefabricated mobile access and working towers</i>
ISO 639 : 1988	BS 3862 : 1989 <i>Specification for the representation of names of languages</i>

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Descriptors: scaffolding, mobile equipment, assembling, utilization, instructions, handbooks, information

English version

## Mobile access and working towers — Rules and guidelines for the preparation of an instruction manual

Echafaudages roulants de service — Règles et  
grandes lignes pour la préparation d'un manuel  
d'opération

Fahrbare Arbeitsbühnen — Regeln und  
Festlegungen für die Aufstellung einer Aufbau- und  
Verwendungsanleitung

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**CEN**

European Committee for Standardization  
Comité Européen de Normalisation  
Europäisches Komitee für Normung

**Central Secretariat: rue de Stassart 36, B-1050 Brussels**

## Foreword

This European Standard has been prepared by the Technical Committee CEN/TC 53, Temporary works equipment, of which the secretariat is held by DIN.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by August 1996, and conflicting national standards shall be withdrawn at the latest by August 1996.

According to the CEN/CENELEC Internal Regulations, the following countries are bound to implement this European Standard: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom.

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## 1 Scope

This European Standard gives rules and guidelines for the preparation of instruction manuals for mobile access and working towers in accordance with HD 1004 : 1992.

A mobile access tower is not intended as a stairtower to provide access to other structures.

## 2 Normative references

This European Standard incorporates by dated or undated reference, provisions from other publications. These normative references are cited at the appropriate places in the text and the publications are listed hereafter. For dated references, subsequent amendments to or revisions of any of these publications apply to this European Standard only when incorporated in it by amendment or revision. For undated references the latest edition of the publication referred to applies.

HD 1004 : 1992 *Mobile access and working towers made of prefabricated elements — Materials, dimensions, design loads and safety requirements*

ISO 639 : 1988 *Code for the representation of names of languages*

## 3 Instruction manual (IM)

The supplier of the mobile access towers is responsible for the contents as well as for the supply of an instruction manual. The instruction manual shall be available on the location of use of the mobile access tower and in the language of the country of use. The instruction manual shall give full information about the identity of the supplier and shall make reference to relevant assessment documentation held by the supplier.

## 4 General information

The instruction manual shall give information about the use of the mobile access tower.

NOTE. The use of the mobile access tower, as given in HD 1004 : 1992, can be influenced by the national regulations.

The description of the use of the mobile access tower shall give guidelines with respect to:

- a) the intended means of access to the working area of the mobile access tower;
- b) the class of scaffold in accordance with HD 1004 : 1992 and the permitted loading on the mobile access tower and the number of platforms which may be loaded;
- c) the permissible configurations of the mobile access tower with respect to the permitted heights;
- d) the specification of the maximum wind limits:
  - when working on the mobile access tower is permissible;
  - when the freestanding mobile access tower shall be dismantled or made secure.

## 5 Identification

The instruction manual shall give information about the total structure of the mobile access tower and the individual components needed to erect the total structure.

NOTE. It is recommended that this information is given with clear references from individual components to the total structure, such as exploded drawings.

## 6 Erection and dismantling

6.1 The instruction manual shall specify the following information:

- a) the number of people required for erection and dismantling;
- b) the listing of parts, their weights and the quantities of these parts needed for erection and dismantling of the mobile access tower to a specified height.

6.2 The instruction manual shall specify the following subjects to be checked before erecting the mobile access tower.

6.2.1 The location of the mobile access tower shall be checked to prevent hazards during erection, dismantling, moving and safe working with respect to:

- a) ground conditions;
- b) level and slope;
- c) obstructions;
- d) wind conditions.

6.2.2 It shall be checked that all parts, auxiliary tools and safety equipment (ropes, etc.) for erecting the mobile access tower are available on site.

6.3 The instruction manual shall specify the following information for erecting the mobile access tower:

- a) procedure for erecting the mobile access tower, describing the correct sequence of actions. This description shall include illustrations and, if necessary, added text to these pictures;
- b) method for vertical alignment of the mobile access tower within an inclination of 1 %;
- c) detailed information about the way connections shall be attached and disconnected;
- d) description of the use and fixing of stabilizers, outriggers and/or ballast;
- e) description of the recommended method of lifting the components for erecting the upper sections;
- f) the correct location of connections for braces, outriggers or stabilizers and ballast shall be clearly shown;
- g) description of the use and fixing of stair or ladder access;
- h) description of the use and fixing of guardrails and toeboards;
- i) procedure for dismantling the mobile access tower (if applicable with reference to the erection procedure);
- j) the following warning:  
'Damaged or incorrect components shall not be used.'

## 7 Stability

The instruction manual shall include:

- a) guidelines to determine the wind conditions as given in national regulations and actions to be taken if the wind conditions exceed the values as specified in clause 4;
- b) instructions for the use of stabilizers, outriggers and/or ballast for all conditions for which the mobile access tower is intended;
- c) warning about horizontal and vertical loads which contribute to overturning of the mobile access tower, such as:
  - horizontal loads caused by use; for example, as a result of work on an adjacent structure;
  - additional wind loads (tunnelling effect of open-ended buildings, uncladded buildings and on building corners).
- d) recommendations for tying in mobile access towers when left unattended;
- e) the instruction manual shall include the following warning:  
'Stabilizers or outriggers and ballast shall always be fitted when specified.'

## 8 Use

**8.1** The instruction manual shall give the following checkpoints before each use of the mobile access tower, in addition to the checks made during the erection procedure:

- a) that the mobile access tower is vertical or needs readjustment;
- b) whether the structure assembly is still correct and complete;
- c) that no environmental changes influence safe use of the mobile access tower.

**8.2** The instruction manual shall give guidelines for the safe use of the mobile access tower, also with respect to the national or local regulations.

**8.3** The instruction manual shall state that it is not allowed to extend the height of the platform by the use of ladders, boxes or other devices.

**8.4** The instruction manual shall give guidelines for the lifting of tools and materials to the working platforms of the mobile access tower within the limits of the safe working load and stability.

**8.5** The instruction manual shall detail the procedure for moving the mobile access tower, including:

- a) the maximum wind condition for moving the mobile access tower;
- b) the way to release and lock the castorbrakes;
- c) the way to move the mobile access tower;
- d) the way to use the leg adjustment to realign the mobile access tower;
- e) instructions to check the effective support of the outriggers;
- f) a warning that the mobile access tower shall never be moved with loose materials or persons on it.

**8.6** The instruction manual shall state that mobile access towers are not designed to be lifted or suspended.

## 9 Inspection, care and maintenance

The instruction manual shall include information regarding the inspection, care and maintenance of the components of the mobile access tower, taking into account:

- a) national regulations;
- b) the specific features of the components with respect to their safe and correct functioning;
- c) guidelines for handling, transport and storage;
- d) specific inspection criteria for assessing damage of parts, with the aim of ensuring that damaged components which would make the use of the mobile access tower unsafe are not used;
- e) procedure for dealing with damaged parts (replacement, repair or destruction).

## 10 Designation

The designation of an instruction manual (IM) which fulfils the requirements of this European Standard shall be:

Instruction Manual EN 1298 – IM – en x de x fr x it  
Language versions with code for name of language in accordance with ISO 639 : 1988. Symbols shall be separated by an 'x' if there is more than one language, e.g. in English, German, French and Italian.



## List of references

See national foreword.

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