

Instruction Manual

Assembly

Operation and Maintenance of

PTA-14 Portable Stair



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Introduction & Safety

This product has been inspected and meets all quality standards associated with the manufacturing and function of the design. It is important that the information contained in this manual be reviewed before operation of the unit, including the following

- Inspect unit upon delivery for shipping damage or loose bolts. All fasteners that were factory installed were completed prior to shipment; if any fastener, weather factory or field installed, has loosened, it is important that it be tightened before using the product.
- **WARNING:** This unit can conduct electricity. It is the responsibility of the customer / owner to see that this unit is grounded before operation, and that all safety codes are followed as required.
- Appropriate Personnel Protective Equipment (PPE) such as gloves, safety glasses, safety shoes, etc., should be worn at all times.
- Before operating the unit always insures that all equipment and personnel are clear of moving components.
- Only qualified personnel in good physical condition, trained in the proper operation of this unit should be permitted to use it.
- Check all warning/caution/safety placards/decals are clearly visible, legible, and in good repair.

PTA-14 Portable Stair

(See Drawing PTA-14-X01)

NOTE: the PTA14 requires some assembly before use; see the attached drawing, PTA-14-X01 for instructions.

The PTA consists of a galvanized steel base section, an aluminum telescoping stair with handrails, and an aluminum hoop.

- The base incorporates the steel frame support, a rear set of foam filled tires, and a dual wheel foam filled caster with a front tow/steering bar.
- Leveling jacks are pre-assembled on the front and rear outriggers of the steel base section.
- Steel counterweight is an integral component of the steel base.
- The preassembled aluminum telescoping stair / platform is one assembly.
- The base walk surface is slip resistant.
- The aluminum platform structure includes a partial walk surface with a non-slip surface; the remaining area is open for vehicle access.
- A stainless steel aircraft cable attached to the inside bottom of the telescoping ladder, and running over pulleys on the support frame, is attached to a hand winch mounted on the support frame. The winch is the source of leverage for raising and lowering the telescoping platform.
- Mounted on the stationary stair is a locking pin that securely locks the telescoping section into position at various height increments.

Assembly

*Assembly the unit per
Drawing*

*PTA-14-X01
(attached)*

Operation

- Visually inspect the unit before each use; never climb a damaged, bent, or broken stair.
 - Do not let it come in contact with live electrical wires; do not handle live electrical wires while standing on or in contact with the unit.
 - Do not use this unit on slippery surfaces.
 - Do not overload: ladder is designed for one person or 500 lb. live load.
1. Remove wheel chocks (if used) or raise the leveling jacks that were used to store the unit; make sure the wheels engage the ground.
 2. Move the unit into the approximate position next to the vehicle.
 3. Extend the ladder high enough to clear the highest point on the vehicle.
 4. Move the unit closer to the vehicle so that the cage is positioned of the area that will be accessed.
 5. Extend or retract the stair as needed for optimum position. Make certain that no part of the unit is resting on the vehicle that could cause damaged when a load is applied.
 6. Pin the telescoping stair section to the fixed stair with the locking pin.
 7. Extend all four leveling jacks to disengage the wheels from the ground.
 8. Face the stair when climbing up or down; maintain center of gravity, i.e., belt buckle, between the stair side rails.
 9. Maintain a firm grip; use both hands while climbing.
 10. Remove any tools or material from the stair platform.

11. When finished with the unit, disengage the locking pin, extend the stair high enough to clear any point on the vehicle.
12. Retract the leveling jacks to engage the wheels with the ground; store the jacks in the horizontal position.
13. Move the unit clear of the vehicle.
14. Lower the stair to its lowest point for storage.
15. Store the unit; chock wheels, or extend at least two of the leveling jacks (front or rear) to disengage wheels from ground to keep the unit immobile.
16. If the unit is to be moved, exercise extreme care and caution with any overhead obstruction, movement should be slow and calculated to eliminate unnecessary sway or movement.

Maintenance

1. Visually inspect the unit before each use. Replace any damaged parts. Monthly inspection of the unit is recommended. Harsh work environment or heavy use may dictate more frequent inspections and lubrication.
2. All fasteners should be checked on a regular basis to assure that they have not loosened.
3. Check all moving parts to assure they are functioning properly.
4. Keep unit clean and free from grease, oil, mud, snow, wet paint, and any other slippery material.
5. Never make repairs of damaged or missing parts; replace missing parts only with approved equal parts.
6. Lubricate the wheel bushings with lithium based grease.
7. For any assistance, replacement parts, comments or questions, please call your local distributor or the factory at 419-841-8775. Please have you model number available to help assist you in your inquiry.