

# Instruction Manual & Work Safe Program

## TRAILER SPOTTERS



**800-821-7563**  
**[www.ArrowMHP.com](http://www.ArrowMHP.com)**

# Trailer Spotter Instruction Manual & Work Safe Program

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MODEL NUMBER:	_____
SERIAL NUMBER:	_____
	(Located on data plate attached to top of unit)
DATE PURCHASED:	_____

# INTRODUCTION

## SYMBOLS USED IN THIS OWNER'S MANUAL

Throughout this owner's manual (and on the attachment itself) there are universal safety symbols. They are commonly used in the equipment and attachment manufacturing industries. These symbols are meant to alert users to possible dangers when using the attachment. Please pay careful attention to any section of this owner's manual with one of these symbols.



**Read  
Owner's  
Manual**



**General  
Warning  
Hazard/Alert**

## BEFORE INSTALLATION AND OPERATION:



Be sure to read this owner's manual and understand its contents prior to operation of the ARROW Trailer Spotter. If there is anything in this manual you do not understand, please contact your authorized dealer, or ARROW Customer Service Department at 800-821-7563. We will be glad to answer your questions.

ARROW Material Handling cares about your safety, and the safety of others who operate or are in the vicinity of the Trailer Spotter attachment. ARROW Material Handling takes great pride in engineering and building quality attachments with the operator's safety in mind, but the responsibility for the safe use of this attachment ultimately belongs to the operator.



Never let anyone operate the ARROW Trailer Spotter attachment unless they have first read this owner's manual.

**SPECIAL NOTE:** The information and illustrations contained in this ARROW Trailer Spotter owner's manual were current at the time of publication. ARROW Material Handling reserves the right to redesign all or any portion of this attachment and the owner's manual at any time without notification. For questions or concerns, or to inquire about updates, please contact your authorized dealer or the Customer Service Department at 800-821-7563.



## Compliance Professionals, Inc.

Robert J. Lockett, Regional Director of Operations

August 20, 2009

Dr. Ross Gault, Sr., President & CEO  
Arrow Forklift Parts, LLC  
1620 Oakland  
Kansas City, Missouri 64126

Dear Dr. Gault,

After a review of the blueprints and specifications of the Arrow Material Handling Products Trailer Spotters, they are, in our opinion, fully compliant with the intent of applicable OSHA standards.

We have reviewed the owner's manual, operating instructions, and suggested compliance programs for the trailer spotters. In our opinion, if the end user chooses to explicitly follow the recommendations and instructions contained therein in their entirety, the end user should be able to correctly and safely use the spotters for their designed purpose and remain within OSHA compliance during daily use.

Thank you for the opportunity to be of service to your firm.

Most sincerely,

A handwritten signature in black ink that reads "Robert J. Lockett".

Robert J. Lockett  
Regional Director of Compliance Operations

5505 Blue Ridge Boulevard  
Raytown, Missouri 64133

816-313-6742 913-636-6303  
www.easycpliance.biz

**Large company compliance program... small company affordability**

# Thank you for selecting an ARROW attachment!

## Your Trailer Spotter has:

- Been designed by an in-house engineering department using registered Professional Engineers;
- Been built with materials our purchasing department has gone to great lengths to ensure are specified for your Trailer Spotter as the best obtainable and meet all applicable specified standards (ANSI, ASTM, ASQC, and/or MIL-SPEC);
- Been entirely manufactured according to print using OSHA regulations by a trained and experienced workforce located in the heartland of America;
- Been built right and built to last with you and your employee's safety in mind.

We can and do control every aspect of how a spotter is engineered and how it's built. But we can't control how it's used after it leaves our plant.

## OSHA compliance

We know that conforming to the mountain of bureaucratic regulations can be overwhelming so we are providing some help. ARROW has created this Trailer Spotter instruction manual and Work Safe Guide to assist you in understanding OSHA guidelines for safe use and conforming to those guidelines.

Yes, should you choose to use it, there will be some paperwork to fill out and keep on file. There will be some inspections to perform... but would you spend ten, yes, TEN minutes a day to go a long, long way to being truly OSHA compliant when using our equipment?

We know you would be totally OSHA compliant if only you knew how. We will help you along the way. It's not hard....

Spend that same TEN minutes going through this program by reading these instructions and looking at the forms that have been created for you... and you'll have a safer workplace and be MUCH less subject to being fined by OSHA or getting sued by an injured employee.

It's vitally important to know what to check on your equipment. But it's even more vitally important for you to have a written program in place to do so and ***be able to demonstrate that you have been doing the inspections.***

**There are two portions of the OSHA code that pertain directly to trailer spotters. They are:**

- *periodic, documented inspection of the Trailer Spotter itself*
- *periodic, documented inspection of the forklift used to position the spotter*
- *qualification of the forklift operator*
- *chocking and positioning of trailers*

We have created a punch list of inspection criteria for each of these areas. These are only **SUGGESTED** lists and may certainly be modified for your specific operation. Should you have a question about them, we recommend you call your local area **OSHA** office and ask for the duty inspector. They really are quite eager to help you. You do NOT have to give them your name or your company name nor do they have caller ID - so relax! If you wish, you may also call your ARROW authorized reseller, or ARROW's product assistance department at **800-821-7563, extension 383**, we'll get back to you with the correct answer to your question.

Now, look at the Daily Trailer Spotter Inspection Criteria (page 8). These are the items that we require to be inspected daily before the spotter is used. We have created similar sheets for your forklift(s), fall arrest system, and welding operation

It is **STRONGLY** suggested that the Daily Inspection Log (page 10) be completed on a daily basis as you complete the inspections. Without this log, you will have a very difficult time convincing anyone the inspections were done. If it's properly filled out, someone else is going to have a tough time proving you didn't perform the inspection. Which would you prefer?

Once the sheets become full, **THEY SHOULD BE FILED AWAY IN YOUR COMPANY ARCHIVES AND KEPT FOR A MINIMUM OF TEN (10) YEARS. There are several good reasons for this:**

OSHA will want proof that these inspections have been done. Your completed log sheets will fulfill this requirement. They will also be absolutely solid gold if you are sued at some point in the future by a client or an employee claiming wrongful injury.

Call your ARROW sales representative if you have any questions about the Work Safe program. This is part of our commitment to you to provide the best equipment backed by the most comprehensive support program in the industry.



# RECOMMENDED OPERATING RULES FOR TRAILER SPOTTERS



## DO NOT OPERATE THIS EQUIPMENT UNTIL:

- The lift vehicle manufacturer has approved it to be used with a Trailer Spotter;
- The owner/operator manual is read and thoroughly understood;
- ALL supplied accessories are installed per blueprint before use;
- You are familiar with all applicable government regulations;
- Your personnel are trained in these regulations and licensed where applicable;
- Your personnel are trained in the use of this equipment.

## GENERAL OPERATING RULES:

- A visual inspection of the Trailer Spotter must be made before **EACH USE ON EACH SHIFT** (reference daily inspection criteria).
- The Trailer Spotter must never be loaded beyond the manufacturer's specified load limits. This information may be found on the applicable decals and/or identity plates located on the unit.
- Forklifts used to position the Trailer Spotter must be fully OSHA compliant.
- The lift capacity established by the manufacturer of the industrial truck used to position the Trailer Spotter shall never be exceeded.
- The forklift operator must be properly licensed and trained in the use of the Trailer Spotter.
- Debris, tools, or other objects shall not be allowed to accumulate on the Trailer Spotter.
- The wearing of hardhats and steel toed footwear is recommended for all personnel working with the Trailer Spotter.
- No modifications may be made to either the hoist vehicle and/or the Trailer Spotter without the express written consent of the manufacturer after their review and written reply of approval by a registered Professional Engineer (P.E.).

- Unauthorized (other) personnel are expressly forbidden from assisting in Trailer Spotter mounting on the forklift or trailer coupling, unless accompanied and supervised by an authorized, competent person.
- It is suggested that personnel using the Trailer Spotter be required to read these operating instructions and sign the manufacturer's release before they are allowed to use the equipment. This signed release should be retained in their respective personnel files for the duration of their employment.



### **COLLISION HAZARDS**

When occupied, adequate clearance between the Trailer Spotter and physical objects must be maintained.



### **ENVIRONMENTAL HAZARDS**

The Trailer Spotter must be completely cleared of ice, snow, or other slippery substance(s) before use.

# TRAILER SPOTTER DAILY INSPECTION CRITERIA

(TO BE DONE IN CONJUNCTION WITH FORKLIFT INSPECTION)



1. Visually inspect the Trailer Spotter for physical damage, corrosion, **welds are intact with no cracks**, and overall cleanliness;
2. Ensure the spotter is free from ice, snow, caked mud, or other debris;
3. Examine the safety chain for cracks or elongation of the links;
4. Ensure the trailer ball hardware (if so equipped) is properly torqued;
5. Ensure that the pintle coupler assembly (if so equipped) opens and closes smoothly, is in proper working order and lubricated:
  - a. Pintle hook has no cracks
  - b. Pintle hook has no more than a 10° centerline twist
  - c. Pintle hook tip has no more than 15% elongation
6. Ensure there are no sharp or cutting edges on the spotter that could injure workers, or snag clothing;

Please make copies of the following inspection logs as needed and maintain the originals for future use.



# DAILY FORKLIFT INSPECTION

## Battery Powered

- Hydraulic Fluid Leaks \_\_\_\_\_
- Hydraulic Hoses \_\_\_\_\_
- Hydraulic Fluid Level \_\_\_\_\_
- Battery Corrosion or Leaks \_\_\_\_\_
- Damage to Forks \_\_\_\_\_
- Top Clip Retaining Pin and Heel \_\_\_\_\_
- Overhead Guard \_\_\_\_\_
- Brakes \_\_\_\_\_
- Parking Brakes \_\_\_\_\_
- Tires in Good Condition \_\_\_\_\_
- Seat Belt Condition \_\_\_\_\_
- Horn Operative \_\_\_\_\_
- Back Up Alarm \_\_\_\_\_
- Lights Operative \_\_\_\_\_
- All Gauges Operative \_\_\_\_\_
- All Markings/ID Plates Legible \_\_\_\_\_
- Forklift Cleanliness \_\_\_\_\_
- ALL Controls Working Smoothly \_\_\_\_\_

# DAILY FORKLIFT INSPECTION

## Petrochemical Powered

- Hydraulic Fluid Leaks \_\_\_\_\_
- Hydraulic Hoses \_\_\_\_\_
- Hydraulic Fluid Level \_\_\_\_\_
- Petrochemical Leaks \_\_\_\_\_
- Damage to Forks \_\_\_\_\_
- Top Clip Retaining Pin and Heel \_\_\_\_\_
- Overhead Guard \_\_\_\_\_
- Brakes \_\_\_\_\_
- Parking Brakes \_\_\_\_\_
- Tires in Good Condition \_\_\_\_\_
- Seat Belt Condition \_\_\_\_\_
- Horn Operative \_\_\_\_\_
- Back Up Alarm \_\_\_\_\_
- Lights Operative \_\_\_\_\_
- All Gauges Operative \_\_\_\_\_
- All Markings/ID Plates Legible \_\_\_\_\_
- Forklift Cleanliness \_\_\_\_\_
- ALL Controls Working Smoothly \_\_\_\_\_





**800-821-7563**

*16000 West 108th Street  
Lenexa, KS 66219*

# Trailer Spotter Training Acknowledgment Form

**Company** \_\_\_\_\_

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_

**Dept.** \_\_\_\_\_

I acknowledge having completely read the Operating Instructions/Safety Manual for Trailer Spotter attachments and fully understand its contents. I understand that I am to contact my supervisor on any work safety related issue of which I am not absolutely sure how to proceed.

I understand this company's commitment to my personal safety and well being while on the job.

I will, to the best of my ability, work safely to protect myself, my fellow workers, and the company assets at all times.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Management Signature

# CLASSES OF EMPLOYEES

Arrow Material Handling Products recognizes three (3) classes of employees with regard to the operation of our equipment. They are:

**Authorized** An individual that is qualified, either by experience, formal training, or a combination of both, that is recognized by the purchaser to have the judgement, knowledge, and authority to direct the activities involving the use of this product.

Such individual(s) should be designated in writing by the purchaser of the unit before commencement of activities.

**Affected** An individual who may be reasonably expected to be directly or indirectly affected by the use of this equipment by actually using the equipment or being in the general proximity of the equipment when it is in use.

**Other** Any individual who may be exposed to hazards generated in the workplace by the use of our equipment but not directly involved with the day to day labor (visitors, sales representatives, inspectors, office personnel, etc.)

# ONE YEAR LIMITED WARRANTY

## ARROW TRAILER SPOTTER

The goal of Arrow Material Handling Products' warranty policy is to assure confidence and reduce downtime. Should issues arise, please contact your authorized dealer or Arrow's Customer Service Department directly at 800-821-7563, and we will work with you to resolve the issues in a timely manner.

Arrow's normal hours of operation are Monday through Friday, 8:00 a.m. to 5:00 p.m., CST. If calling after hours, you may leave a message and we will return your call as soon as possible. Arrow is closed for most US national holidays.

Arrow Material Handling Products offers a One Year Limited Warranty on the Arrow Trailer Spotter attachment. No warranties are expressed or implied as to the fitness of the equipment on which the attachment or accessory is installed. The purchaser is responsible for promptly informing Arrow Customer Service of any suspected operational deficiencies or failures. Arrow is the sole party responsible for analysis of reported deficiencies or failures. Replacement or repair will be at the discretion of Arrow Material Handling Products.

In some cases, Arrow may approve field repairs. Compensation for field repairs will be negotiated. Field repairs undertaken without prior approval by Arrow Customer Service may invalidate the warranty. Please see general (below) for additional warranty information, and the return procedure for details on how to initiate a claim.

### General

The Arrow Limited Warranty is extended only to the original purchaser and may be void in the event that the product is sold or otherwise transferred. No warranty will apply to any product that has been (i) modified, altered or adapted without Arrow's written consent, (ii) abused or misused, (iii) repaired by any third party in a manner that fails to meet Arrow's repair standards, (iv) improperly installed, or (v) used with any device or implement not covered by this warranty. This warranty does not include and hereby excludes normal maintenance parts and consumables, including but not limited to hydraulic fluid, hoses and similar items.

The warranties set forth herein are in lieu of any and all other warranties, express or implied, including the warranties of merchantability and fitness for a particular purpose. The purchaser acknowledges that no other representations or warranties were made or relied on in connection with the purchase of the Arrow Trailer Spotter attachment. No person is authorized to vary, modify or change the terms of this limited warranty.

Neither party shall be liable for any indirect, punitive, special, incidental or consequential damage in connection with or arising out of the use of the property sold to the purchaser, including without limitation, loss of business, revenue, profits, goodwill, consequential damages, whether in contract or tort, including negligence.

Nothing in this warranty affects any statutory rights of consumers or other purchasers that cannot be waived or limited by contract. This limited warranty gives you specific legal rights, and you may have other rights, which vary from state to state.

### Return Procedure

Any product being returned for any reason must be approved, prior to shipment, by Arrow Customer Service. Returns require a Return Authorization Number, to be supplied by Arrow Customer Service. To initiate a return, call Arrow's Customer Service department at **800-821-7563**.

Customer manufactured attachments that do not fit because of incorrectly provided specifications are non-cancellable and non-returnable.

Goods not returned within 30 days of the issuance of the Return Authorization will not be accepted. Unauthorized returns may be reshipped to the customer freight-collect. Restocking of returns are subject to a 15% restock fee.

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