



The Province Of East Lancashire

Trailer Induction Sheet

Please note, this list is not exhaustive and has been compiled as a guide only for trained users/coordinators, when handing over Trailer responsibility to new users/refreshing on use of trailer.

COLLECTION

- 1) CHECK EXTERNAL / TYRES OK ETC
 - 2) TOW LOCK HOOK UP PROCEDURE
 - 3) MAKE SURE VEHICLE SUITABLE TO TOW 1950 KG (2 TONNE)
 - 4) HOOK UP AND CHECK BRAKE LIGHTS ETC
 - 5) OFF WE GO - **50MPH -MAXIMUM**
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SITE ARRIVAL

- 1) POSITION / UNLOCK / LEVEL / JACK PROCEDURE ETC
 - 2) UNLOCK FRONT DOORS (PADLOCK ONLY)
 - 3) FOLD BOTH DOORS BACK AND SECURE BACK TO TRAILER IN SINGLE POSITION
 - 4) RELEASE CANOPY AND SPRING INTO POSITION
 - 5) REMOVE PELMET FROM INSIDE TRAILER
 - 6) PULL BACK DOWN CANOPY FROM CENTRE ONLY , NOT SIDES ,AND SECURE
 - 7) FIT PELMET TO CANOPY
 - 8) RELEASE CANOPY BACK IN POSITION
 - 9) FOLD DOWN STEPS / ADJUST UNTIL LEVEL
 - 10) FIX BOTH HAND RAILS TO STEPS , L&R IDENTIFIED
 - 11) VARIOUS DOOR POSITIONS / FOLD TO HANDRAIL / BACK TO UNIT BIFOLD VIA NEW CABIN HOOK BRACKETS/ ANGLE POSITION WITH FIXING RODS ETC
 - 13) GENERATOR CHECKS BEFORE CONNECTION / OIL LEVEL / WIRING AND START PROCEDURE
 - 14) FUEL TYPE IS NEAT UNLEADED PETROL
 - 15) UNLOCK INTERNAL CUPBOARD DOORS
 - 16) INTERNAL FACILITIES EXPLAINED / PROMOTIONAL MATERIALS
 - 17) AUDIO VISUAL EQUIPMENT CONNECTIONS / DISPLAY
 - 18) TEST CERTIFICATES / PUBLIC LIABILITY INSURANCE DETAILS IN DRAWER
 - 19) EQUIPMENT MANUALS IN DRAWER
 - 20) GAZEBO FACILITIES IF REQUIRED
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COMPLETION

- 1) BRIEF CLEANUP -VACUUM IN TRAILER
- 2) REMOVE GENERATOR AND PACK AWAY / OR SITE DISCONNECTION
- 3) ENSURE PETROL CAN IS FULL WITH FUEL FOR NEXT OUTING (NEAT UNLEADED PETROL)**
- 4) FOLD BACK DOORS TO SINGLE POSITION
- 5) PULL DOWN CANOPY , LOCK IN POSITION AND REMOVE PELMET
- 6) LET CANOPY RETURN TO UP POSITION
- 7) REMOVE HAND RAILS
- 8) ENSURE ALL EQUIPMENT SECURE IN TRAILER
- 9) PACK AWAY GAZEBO IF APPLICABLE
- 10) ENSURE CUPBOARD DOORS ARE LOCKED FOR TRANSIT
- 11) FOLD UP STEPS
- 12) PULL DOWN CANOPY FROM CENTRE ONLY AND SECURE
- 13) RELEASE DOORS AND CLOSE
- 14) PADLOCK DOORS
- 15) REMOVE REAR JACK POINTS AND PACK AWAY TO REAR STORAGE COMPARTMENT
- 16) RELEASE TOW BAR LOCK FACILITY / BRAKE ETC
- 17) HOOKUP VEHICLE
- 18) CHECK BRAKE LIGHTS ETC
- 19) OFF WE GO HOME **50MPH MAX**

A SPARE SET OF EMERGENCY USE TRAILER KEYS ARE KEPT IN THE KEYSAFE WHICH IS AFFIXED TO THE TRAILER BODY. THE KEYSAFE HAS A FOUR DIGIT COMBINATION WHICH IS AVAILABLE ON TRAILER COLLECTION