

BATTERY CHANGING & CHARGING PROCEDURES FOR ELECTRIC FORKLIFTS

A. BATTERY CHANGING

1. Use gloves when handling batteries.
2. If you should get acid in the eyes, flush thoroughly with clean water and obtain professional medical attention immediately.
3. The battery should be changed when there are two bars left flashing on the battery level indicator gauge. Do not run the battery completely dead.
4. Turn off the ignition and set the park brake before changing the battery.
5. Lift the steering wheel by using the tilt lever attached to the parking brake.
6. Unhook the seat latch at each end of the seat, then unhook the middle latch and lift the seat. Secure the seat by using the safety latch.
7. Take the overhead hoist and hook it up to the battery's handling hooks. However, before lifting, make sure the cables are disconnected.
8. Lift the battery just high enough to clear the battery case, and place it into an empty charging location.
9. Before lifting the charged battery, make sure to disconnect the cables that hook it up to the charger.
10. When installing the battery, again lift it just high enough to clear the battery case.
11. A board has been placed inside the case to prevent the battery from sliding or shifting. When lowering the battery, make sure the battery is placed behind the board and not on top of it.
12. Connect the cables and put the seat back down. Lock the seat into place by using the latches.
13. Before leaving the area, make sure the discharged battery is hooked up and charging.

B. BATTERY CHARGING

1. Be sure the charger is **OFF** before connecting or disconnecting the battery.
2. Do not disconnect the battery plug when there is current going through, as this may cause arcing and damage the plug.
3. Battery chargers should be in a well ventilated area and should be easily accessible.
4. Battery chargers should not be in a wet or damp area, and never stand in water when connecting battery to charger.

STANDARD OPERATING PROCEDURE

5. Always match the correct charger for the battery. At (Company) we have 24 volt, 36 volt and 48 volt batteries. If you are unsure about the correct charger, ask your supervisor.
6. Do not smoke, use power tools or do anything that will create sparks around the battery charger area. Charging batteries gives off explosive flammable gases which easily ignite when coming into contact with a spark.
7. Handle the battery carefully. Do not drop, bump or have something fall onto the battery. Keep feet clear of the battery and stay out of the fall zone.
8. Contact your supervisor if the battery, battery charger cables or connectors show any bare wires, melting or damage. The connectors should have a snug fit and should not be damaged from arcing.
9. Check to make sure that the power supply cable to the charger is in good condition.
10. Do not touch battery terminals or the cell connectors on top of the battery to prevent getting an electrical shock.
11. Do not place any tools or any other metal objects on top of a battery.
12. Equalize batteries on the last day of the week, last shift of the day - to fully charge battery.
13. If you suspect any abnormal battery or charger condition, turn off the power supply and inform your supervisor immediately.
14. Contact 'Vehicle Maintenance' if the battery needs maintenance, excessively dirty, wet, etc.