



# Pop-Up & Pop-Up+

Push Around Scissor Lifts

## Familiarisation Guide



*Pop-Up platforms  
The access method of  
choice for contractors*

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# Introduction

## A Familiarisation Guide for **Pop-Up** users and trainers

With work at height coming under the spotlight following the 2005 Work at Height regulations and being a growing concern for safety bodies and contractors ever since, a new solution to working at height was required.

**“Falls from height are the biggest workplace killer!” HSE.**

**“The majority of accidents and related costs, in low-level access environments, come from the use of ladders and scaffolds”. HSE.**

## Work at height: low-level access

**Pop-Up** provides a safe working platform up to a 4.5m working height and has been developed in line with the Work at Height regulations 2005. **Pop-Up** replaces the need for stepladders and scaffolds and the high risks associated with these traditional access methods.

**“HSE estimates that accidents in construction cost “3-6% of the total cost of the project”.**

In 2008-2009 alone, the cost of accidents to the UK building and construction industry from slips, trips and falls was **£99,184,100**. With over 5,000 **Pop-Ups** in the market over the past 4 years and an unparalleled safety record, **Pop-Up** has become the access method of choice for contractors in the UK.

In addition to our familiarisation guide, employers must ensure that:

1. All work at height is properly planned and organised
2. Those involved in work at height are competent
3. A full risk assessment is carried out and appropriate equipment is selected and used
4. The risks from fragile surfaces are properly controlled
5. Equipment for work at height is properly inspected and maintained

## Before operation...familiarisation!

The difference between **Pop-Up** and **Pop-Up+** is essentially one of vertical reach; **Pop-Up** has a 1.6m platform height and a 3.6m working height, whilst **Pop-Up+** has a 2.5m platform and a 4.5m working height.

Before either the **Pop-Up** or **Pop-Up+** is used, operators and trainers should familiarise themselves with all the relevant information about the machine they're using. Naturally, this guide is an excellent overall introduction to both machines, but there are additional sources of information that should be read and understood.

The Operator's Safety and Maintenance Handbooks provide detailed safety, operating and maintenance instructions, and these should be thoroughly studied by all relevant users and trainers. A full Operator's Safety and Maintenance Handbook is provided with each machine, and is housed at the base of the platform at the gate end and it can also be downloaded from **[www.popupproducts.co.uk](http://www.popupproducts.co.uk)**

On the machines themselves, there are several safety decals. These provide a useful and ready up-front reminder of safety procedures, so it's important that these notices should be kept clean and readable at all times. There's also a Training and Operating Instruction Card which provides a quick start guide to operating the machines.

# Important Facts

## Important facts - essential benefits!

Below is a summary of the key features and benefits of both **Pop-Up** and **Pop-Up+** scissor lifts.

### Pop-Up

#### Pop-Up - the facts

- 1.6m platform height and 3.6m working height
- 113cm long x 70cm wide footprint
- Weighs just 235kg
- Safe working load of 240kg
- Battery powered

#### Pop-Up - the benefits

- Reaches maximum height in 8 seconds
- No dismantling or erection before use required
- Ease of access through standard doorways
- Ease of access into personnel lifts
- Low weight and low floor loading
- Low exposure to risk
- Carry tools safely with 240kg SWL (1 man + tools)
- Heavy duty castors for harsh site conditions
- Market leading Trojan battery



### Pop-Up+

#### Pop-Up+ - the facts

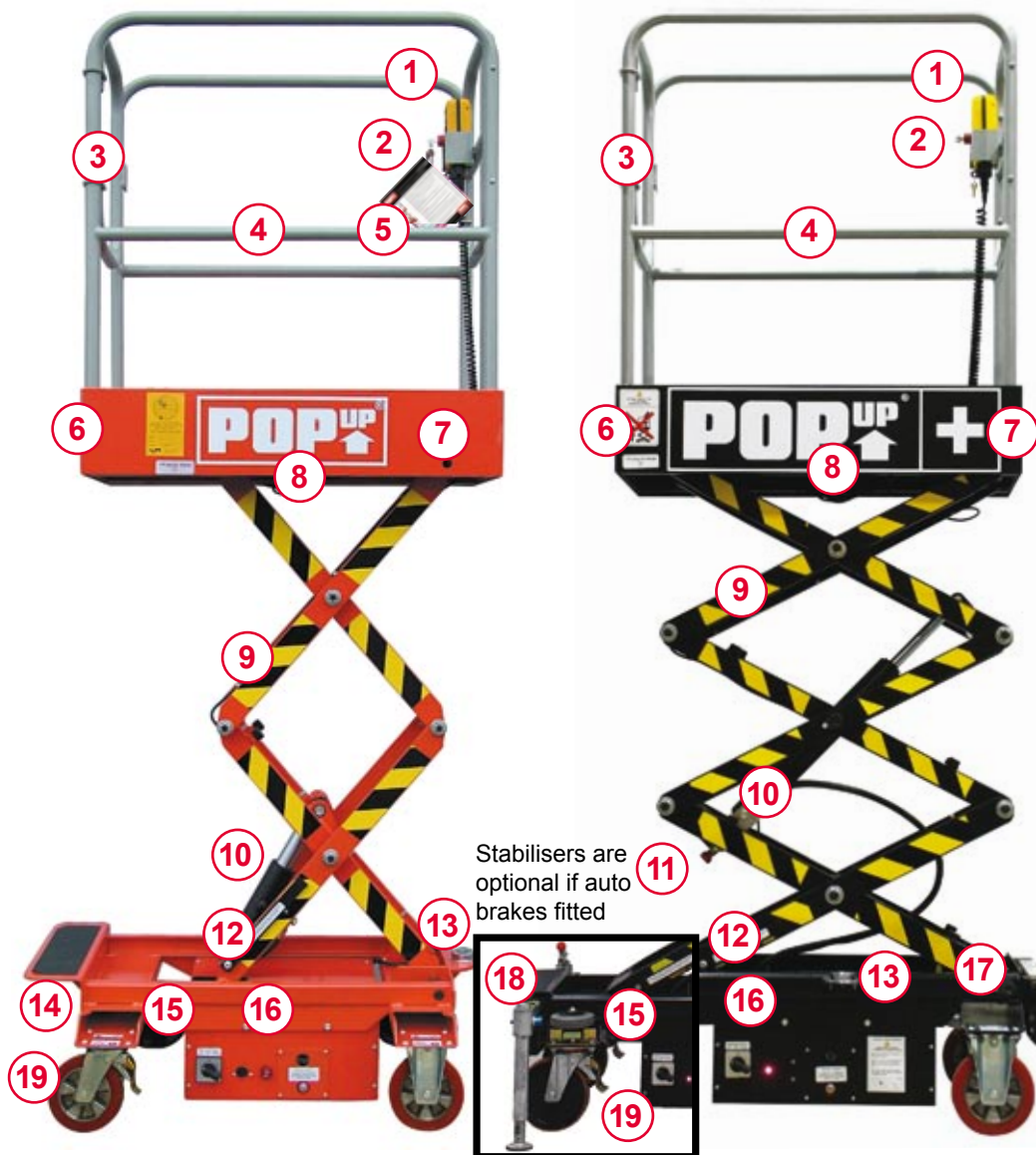
- 2.5m platform and 4.5m working height
- 120cm long x 70cm wide footprint (without stabilisers)
- 130cm long x 70cm wide footprint (with stabilisers)
- Weighs just 343kg (without stabilisers)
- Safe Working Load of 240kg
- Available with auto brakes and no stabilisers

#### Pop-Up+ - the benefits

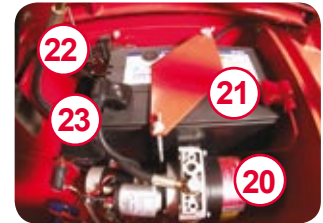
- Auto brakes allow removal of stabilisers and safely prevent movement of the machine whilst elevated
- Ease of access through standard doorways
- Ease of access into personnel lifts
- Low weight and low floor loading
- Low exposure to risk
- Carry tools safely with 240kg SWL (1 man + tools)
- Heavy duty castors for harsh site conditions
- Market leading Trojan battery
- For indoor wind exposure of up to 12.5m/sec – stabiliser pack available on request



# Terminology Diagram



**Pop-Up**



**Pop-Up+**



- |  |  |
|--|--|
| 1. Control pendant                                 | 16. Chassis                                  |
| 2. Emergency stop button & key                     | 17. Auto front brakes ( <b>Pop-Up+</b> only) |
| 3. Gate  | 18. Stabilisers                              |
| 4. Guard rail                                      | 19. Manual brake (1 of 2)                    |
| 5. Training card                                   | 20. Hydraulic tank                           |
| 6. Handbook  | 21. Battery                                  |
| 7. Platform  | 22. Hydraulic pack                           |
| 8. 110V and 240V charger leads                     | 23. Battery charger                          |
| 9. Scissor pack                                    | 24. Chassis plate                            |
| 10. Main lift cylinder                             | 25. Battery condition meter & button         |
| 11. Emergency plunger valve ( <b>Pop-Up+</b> only) | 26. Battery charging indicator               |
| 12. Maintenance props                              | 27. Battery charger socket                   |
| 13. Bubble spirit level                            | 28. Power selector                           |
| 14. Winch point ( <b>Pop-Up</b> only)              | 29. Emergency lowering valve                 |
| 15. Forklift pocket (1 of 4)                       |  |

# How to Operate

Both the **Pop-Up** and **Pop-Up+** have been designed for simplicity of use, and once operators are familiar with how they work, the machines can easily be steered and positioned, raised and lowered.

## 1. Moving the machines

Light and easy to move, **Pop-Up** lifts should always be steered from the gate end, with both hands positioned on the guard rails. Care should be taken not to trap hands or feet whilst manoeuvring the machine, and particular caution should be exercised when pushing the machines up slopes. Both **Pop-Up** and **Pop-Up+** are light and take up a small ground area, so they'll fit through standard doors and should manoeuvre easily into most lifts.

### Pop-Up Tip

Never move a **Pop-Up** whilst it is elevated - or with a person, tools or materials on the platform



## 2. Ensuring the ground is flat

It's vital that the lift is positioned on a flat, horizontal floor to ensure stability when in use. To position the machine safely, the lift's on-board bubble spirit level should be used. This is located at the opposite end to the step on the **Pop-Up** and located centrally on one side of the **Pop-Up+**. The bubble in the spirit level must be inside the perimeter of the inner circle before the machine can be safely elevated.

### Pop-Up Tip

Always check the bubble spirit level before entering the platform



## 3. Engaging the manual rear brakes

Once the machine is in the desired location, it needs to stay firmly in place. Application of the two rear manual castor brakes will make it immovable. The brakes are engaged by pushing a foot down on the lever. The brakes are released by placing the toe of the foot under the lever and flicking it up. Both manual brakes must be locked before the platform is raised. New models of **Pop-Up** and **Pop-Up+** lifts are fitted with secondary auto brakes. On these machines, the secondary brakes will engage and release automatically as the platform is raised and lowered.

### Pop-Up Tip

Make sure the wheels are straight before engaging the brakes



Engage



Release

## 4. Auto brakes

On the latest models **Pop-Up+** is fitted with a secondary automatic brake system acting on the front fixed wheels. **Pop-Up+** does not require stabilisers if these auto brakes are fitted. This system should be checked for functionality before attempting to use the machine. To check, leave the rear manual brakes 'OFF' and elevate the machine approximately 150mm. Hold the handrail on both sides at the gate end and attempt to push the machine. It should be difficult to push the machine if the auto brakes are functioning correctly. Please consult the manufacturer if the machine is easily pushed. Before operating please ensure the manual rear brakes are engaged. An auto brake kit is available for **Pop-Up+** for the safe removal of stabilisers.



Auto brakes

### Pop-Up Tip

Always engage the primary rear manual brakes before elevating the machine

## 5. Deploying the stabilisers (Pop-Up+ only)

Models of **Pop-Up+**, without auto brakes, are fitted with four stabilisers, one at each corner. All four stabilisers must be fully deployed before the platform can be raised, as follows:

1. Pull out the red knob on the stabiliser beam housing
2. Extend the beam until it locks into position
3. Pull out the blue plunger on the stabiliser leg so that the foot drops to ground
4. Ensure that the plunger pin engages into the radial slot at the top of the leg
5. Wind the handle clockwise until it is hand-tight
6. Ensure that the yellow stabiliser indicator lamp is lit

Once the stabilisers are in position, the platform can be raised to the desired height.



## 6. Retracting and stowing the stabilisers (Pop-Up+ only)

When work is finished on the **Pop-Up+**, the platform should be lowered into its resting position and the worker should exit the platform. Only then should the stabilisers be retracted and stowed. To do so:

1. Turn the handle anti-clockwise to loosen the stabiliser foot until the foot is fully raised
2. Pull out and hold the blue plunger
3. Lift the stabiliser leg until it is in the raised position
4. Release the blue plunger until it is seated in the radial ring around the bottom of the stabiliser leg
5. Pull the red knob on the stabiliser beam outwards
6. Push the beam back into its housing until it locks into the 'transport' position



## 6. Powering Up

To power up the machine:

1. Turn it on at the Power Selector, which is located on the base. Move the switch to position **1**.

(The switch has 3 settings: **1: ON 0: OFF 2: CHARGE**)

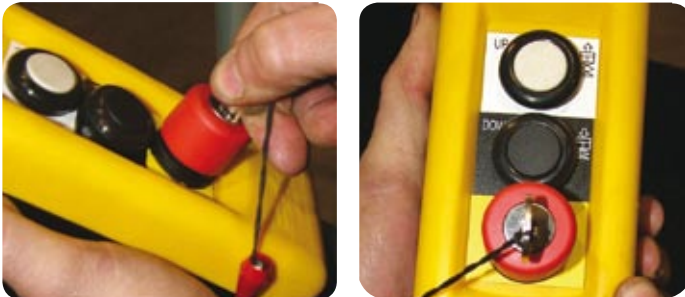
2. The key in the control pendant should be inserted into the Emergency Stop button and turned clockwise to release the button (this engages the electrical system). The control pendant is located on the handrail. This houses the key, the Emergency Stop button\* plus the raise and lower buttons.

\* This may be located elsewhere on earlier versions.



## 7. Shutting down

When shutting down the machine, the Emergency Stop button on the control pendant should be depressed and the key should be removed. The Power Selector should then be turned back to **0**.



## 8. Entering and leaving the platform

Three points of contact (two hands and one foot) should be used when entering or exiting the platform, with two hands placed on the guard-rails and one foot on the step. Once the operator is on the platform, the gate should then be securely closed behind them.



### Pop-Up Tip

Open the gate by pushing it away and placing the hand at the top of the gate to avoid trapping it

## 9. Raising and lowering the platform

Once the machine has been powered up, the platform can be raised and lowered by using the controls on the control pendant.

Pressing the UP button raises the platform.

Pressing the DOWN button lowers the platform.\*

\* On **Pop-Up+** there is a delay of 3 seconds when lowering at the 1mtr level to allow for a visual safety check of the scissor pack area. Press the DOWN button again to continue the descent.

### Pop-Up Tip

Take care to avoid repeated jerky movements when raising or lowering the platform, as these could cause damage to the structure of the machine



# Troubleshooting

## 1. Platform does not power up

- ▶ Is the Power Selector in position 1?
- ▶ Is the key inserted correctly, and is it turned to the clockwise position?
- ▶ Check that the Emergency Stop button is not depressed.
- ▶ Check that the Emergency Lowering Valve is not open.
- ▶ If **Pop-Up+** model with stabilisers fitted, are the stabilisers deployed correctly and is the indicator lamp on?

## 2. Battery not charging

- ▶ Is the Power Selector at position 2 for charging?

# Emergency Features

Both **Pop-Up** and **Pop-Up+** have a range of emergency features to ensure the safety of the operator and others.

## 1. Emergency stop

To secure an emergency stop, the Emergency Stop button should be depressed. This immediately isolates power to the 'raise' and 'lower' functions, and so disables the machine.

To restore functionality, the key in the Emergency Stop button should be twisted clockwise to power up again.



### Pop-Up Tip

Use the Emergency Stop button in circumstances such as: the occurrence of a risk at ground level when the machine is being lowered



## 2. Emergency lowering

### a) Pop-Up

The emergency lowering control is located at the chassis near the Power Selector. To operate it, the valve should be turned in an anti-clockwise direction. Once the valve is fully open, the platform will lower automatically. The valve should be closed after use and before attempting to power up again.

### b) Pop-Up+

Plunger 'A' should be pulled out and rotated through 90 degrees. Valve 'B' should then be turned anti-clockwise until the platform starts to lower. To stop the platform at any time, the valve should be turned clockwise until the platform stops descending.

Once the platform has descended fully, valve 'B' should be closed off by turning clockwise.

The plunger valve must then be reset so that the machine can operate correctly, as follows:

1. Ensure Valve 'B' is fully closed
2. Press the 'UP' button on the control pendant
3. Raise the platform until maintenance stands can be deployed
4. Once maintenance stands have been deployed, pull plunger 'A' and turn through 90 degrees
5. Push plunger back into slot
6. Press the 'UP' button again and reset maintenance stands

The machine is now ready to operate correctly.

### Pop-Up Tip

When the platform starts to lower, the operator of the emergency lowering control should ensure they have adequate clearance from descending platform



Plunger 'A'



Valve 'B'

# Battery Maintenance

Care and maintenance of the battery is crucial to the smooth functioning of the **Pop-Up** and **Pop-Up+**, so here's what to look out for:

## 1. Battery condition meter

### a) **Pop-Up**

The battery condition meter is on the opposite side of the machine to the Power Selector. To check the battery condition, the platform should be elevated from ground level whilst the red button (above the battery condition meter) is pressed. This is the only way to achieve an accurate reading - and if less than four bars are on the display, the battery requires charging.



### b) **Pop-Up+**

The battery condition meter is on the opposite side of the machine to the Power Selector. To accurately check the battery condition, a load must be applied across the battery, elevating the machine from ground level will achieve this. Stand away from the machine with the control pendant and press the UP button whilst observing the bars on the meter. All bars illuminated shows that the battery is fully charged. If less than four bars are on the display, the battery requires charging.

### Pop-Up Tip

Charge the battery daily to ensure optimum battery condition

## 2. Battery charging

The **Pop-Up** and **Pop-Up+** have a built-in multi-voltage automatic battery charger located next to the battery condition meter on the under-side of the platform. To charge the battery:

1. Turn the Power Selector switch to **0**: OFF position
2. Connect the battery charger lead to the charger socket on the base of the Pop-Up
3. Plug the battery charger into the power supply (either 110V or 240V AC at 50 Hz depending on the mains supply) leads located under the platform
4. Turn the Power Selector to **2**: the CHARGE position

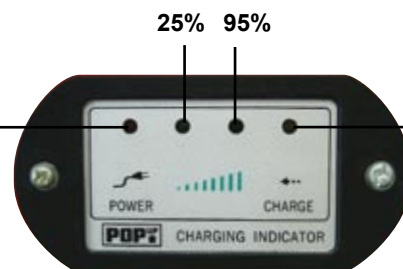
The battery should be fully charged once 95% of the LED display is illuminated on the charging indicator.



### Pop-Up Tip

Never allow the battery to run completely flat, as this damages the cells and can lead to premature battery failure

Once charger is plugged in this will show a steady red



Flashes during charging

# Machine Checks

## Daily pre-use checks

Prior to first use of **Pop-Up** and **Pop-Up+**, all daily/pre-use checks must be undertaken.

	Daily/Pre-use	Monthly	6 Monthly	12 Monthly
Inspect structure	•	•	•	•
Inspect platform	•	•	•	•
Check castors	•	•	•	•
Check manual rear brakes function	•	•	•	•
Check auto brakes function	•	•	•	•
Inspect for oil leaks	•	•	•	•
Check battery condition	•	•	•	•
Check raise/lower functions	•	•	•	•
Check emergency stop	•	•	•	•
Check emergency lower	•	•	•	•
Check stabilisers and lights function	•	•	•	•
Inspect training card and safety decals	•	•	•	•
Check hydraulic oil level		•	•	•
Inspect limit switches		•	•	•
Inspect wiring		•	•	•
Check electrical connectors		•	•	•
Lubricate roller guides		•	•	•
Lubricate grease nipples		•	•	•
Lubricate pivot pins			•	•
Lubricate castor mounts			•	•
Replace hydraulic oil				•

If the machine has been in storage for a long period of time, it may be necessary to undertake all the checks as per the table above. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) require that lifting equipment for lifting persons must be THOROUGHLY EXAMINED every six months. Following any maintenance on the two machines, a full function test should be undertaken to ensure correct operation of the machine. It is essential that only manufacturer's approved replacement parts are used when maintaining and servicing the Pop-Up machines. Failure to do so may result in an unsafe or unstable machine.

If any defects are identified, these should be reported to the relevant supervisor. Defects should only be rectified by those competent to do so. The machine should not be used unless each of the listed items is checked and ascertained to be 'OK'. For a copy of a checklist record please see Section 7 of the Operator's Safety and Maintenance Handbook: Maintenance and Repair Record form.

### Pop-Up Tip

Failure to perform these checks could place people at risk as well as potentially cause long-term damage to the machines

# Transport and Storage

## 1. Transport

Prior to transporting the machines on a vehicle, please ensure that:

1. The platform is fully lowered to its rest position
2. The control pendant is in its cradle
3. Manual brakes are engaged on both rear castors
4. The machine is secured to the transport vehicle using straps through the forklift pockets
5. A cover is used to protect the machine from outdoor conditions

The machines can **ONLY** be transported using either a forklift, winch (**Pop-Up** only) or tail lift vehicle.

**Forklift:** ensure that the forks are sufficiently inserted into the forklift pockets.

**Tail lift:** Make sure to check the capacity of the tail lift being used.

**Winch:** when winching the machine onto or off a vehicle. Please ensure that personnel are available to guide the machine.

### Pop-Up Tip

No lifting attachment points are provided on the machines, so lifting (e.g. with a crane or support) is prohibited

### Pop-Up Tip

Never attempt to lift the machines by manual effort only. Serious injury, machine or property damage could result



Forklift



Tail lift



Loading

### Pop-Up Tip

If possible, charge the machine overnight whilst it is in storage

## 2. Storage

Machines should be stored in a clean, dry indoor environment. They should not be stored outside without a cover, since the electrical components are not protected from external weather conditions. When the machine is stored, both manual rear brakes should be applied, and the Emergency Stop button should be depressed to allow for removal of the key to prevent unauthorised use. Frequent checks on the condition of the machine should be made to ensure that no excessive deterioration occurs due to the environment in which the machine is housed.



# Add-On's

For more information about all of these add-ons visit:  
[www.popupproducts.co.uk](http://www.popupproducts.co.uk)

## 1. NEW! Pop-Up+ auto brake kit

- Easy to fit
- Allows removal of stabilisers
- Helps prevent movement of the machine whilst elevated
- Acts as a failsafe to the manual brakes
- Includes improved heavy duty castors

Remember: **Pop-Up+** remains an indoor use machine, for use in indoor exposed areas up to 12.5m/sec wind speed. Pack available on request.



## 2. Pop-Up Confined Space Handrail

Available for both **Pop-Up** and **Pop-Up+**

- Easy to fit
- Enables access into ceiling voids
- Fits into hard-to-reach places
- Helps prevent the risk of overreaching
- Provides stable and secure access

***“The Pop-Up Confined Space Handrail provides a massive boost.. enabling us to fit through ceiling grids and into hard-to-reach areas carefully and safely.”***

Project Manager - Major Contractor



## 3. Pop-Up Buffer Wheels

Available for both **Pop-Up** and **Pop-Up+**

- Easy to fit
- Helps prevent accidental damage to walls and doors
- Ideal for Facilities Management or final fix areas
- Manoeuvres into tight spaces
- Provides access to all areas

***“Buffer Wheels have kept Pop-Up on site from 1st fix through to final fix stages of construction.”***

Project Health & Safety Manager - Major Contractor



# Contact Us

At **Pop-Up Products**, we welcome any feedback and suggested improvements for our products. Please call us on +44 (0) 1244 833 933. Please email us at: [feedback@popupproducts.co.uk](mailto:feedback@popupproducts.co.uk)