

# REQUEST FOR ACCESS OF LIFT TRUCKS AND ELEVATOR PLATFORMS

FAIR SERVICES DEPARTMENT

Send to [stecnica@ifema.es](mailto:stecnica@ifema.es)

REQUEST NO.: \_\_\_\_\_

## IFEMA CALL CENTRE

CALLS FROM SPAIN  
INFOIFEMA 902 22 15 15

INTERNATIONAL CALLS (34) 91 722 30 00

IFEMA FERIA DE MADRID  
Avda. del Partenón, 5  
28042 Madrid  
Spain

[lineaifema@ifema.es](mailto:lineaifema@ifema.es)

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**IFEMA**  
Feria de  
Madrid

C.I.F. Q-2873018-B

## INFORMATION TO BE FILLED IN BY THE REQUESTING COMPANY

MEETING/EVENT (PERIOD OF VALIDITY) \_\_\_\_\_

### DETAILS OF THE REQUESTING COMPANY

COMPANY \_\_\_\_\_ VAT no \_\_\_\_\_

TRADING NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ Post Code \_\_\_\_\_

TOWN/CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_

COUNTRY \_\_\_\_\_ TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_ WEB \_\_\_\_\_

PERSON IN CHARGE \_\_\_\_\_ POSITION \_\_\_\_\_ MOBILE \_\_\_\_\_

### IF THE MACHINE HAS BEEN RENTED, INCLUDE CONTACT DETAILS OF THE RENTAL COMPANY

COMPANY \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_ TELEPHONE \_\_\_\_\_

## SERIAL NUMBERS OF THE MACHINES THAT WILL ENTER THE VENUE

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

7 \_\_\_\_\_ 8 \_\_\_\_\_ 9 \_\_\_\_\_

## PERSONS AUTHORISED TO OPERATE THE MACHINES

Name	Surname	ID. CARD
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 1. PURPOSE

The purpose of this document is to regulate the conditions that should be fulfilled by any automotive lift truck and/or mobile elevating work platform (MEWP), hereinafter the "machines", to be used in the Feria de Madrid in order to guarantee the safety of the people and facilities in the assembly and disassembly phases, and while any event is being held.

## 2. RESPONSIBLE DECLARATION

By presenting this Application for Access THE APPLICANT HEREBY MAKES THE FOLLOWING DECLARATION OF RESPONSIBILITY:

1. The company is aware of and accepts the technical regulations of IFEMA for the use of lift trucks and elevating platforms within the exhibition premises as reflected in this document, and also the applicable legal regulations.
2. The people for whom access is requested are aware of said regulations and have been suitably and sufficiently trained to work under said regulations.
3. The machines for which access to the premises is requested fulfil current legal regulations and the IFEMA rules concerning the use of lift trucks and elevator platforms.

Person in charge from the requesting company \_\_\_\_\_ Dated and signed \_\_\_\_\_

The applicant company confirms that it is aware of and accepts the prevailing rules (see note on reverse).

As the data controller for the personal data gathered in this form, IFEMA - FERIA DE MADRID (Q/2873018B) informs you that: **Purposes:** (i) the management of companies and their personnel and (ii) the management and handling of the assembly of the fair or event. **Legal basis:** consent and contractual relationship. **Recipients:** The contractor shall obtain, where appropriate, the consent of its personnel for the transfer of this data. IFEMA may communicate your data to companies involved in assembly-related work (see [ifema.es](http://ifema.es)) as well as to the administrative and judicial authorities, where legally required. Your data will not be subject to international transfer. **Storage:** The data will be stored for the legally required periods. **Rights:** you may exercise your right to access, rectification, deletion, restriction or objection to processing and to data portability, withdrawing the consent given by writing to Avenida del Partenón 5, 28042 Madrid, or by sending an email to "[protecciondedatos@ifema.es](mailto:protecciondedatos@ifema.es)" with the subject: "ASSEMBLY-company and name of the fair", including your name and passport or national identification number. You may request guidance from the AEPD and consult our full privacy policy at [ifema.es](http://ifema.es). Help us keep data up to date by informing us of any changes thereto. **Failure to provide this information or its cancellation means you will not be authorised to provide services on the premises.**

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### 3. GENERAL CONDITIONS

Exhibitors and/or assembly companies, hereinafter the "companies", can use the machines in accordance with the conditions and requirements reflected in this document.

1. All machines should have the CE Mark (Royal Decree 1644/2008).
2. All machines should be insured for civil liability, whether the policy is for the machine itself or for the company, in which the serial number of the machine should be specified.
3. Current regulations for the use of automotive lift trucks and elevating platforms should be respected. It is compulsory to fulfil these regulations. In case of non-fulfilment, authorization for access may be withdrawn and/or the corresponding penalty may be applied.
4. Machines shall be parked in areas defined by IFEMA for this purpose and during the periods of time approved; they may not be parked anywhere else on the premises or outside said periods.
5. Any machine parked outside the areas established for this purpose and/or outside the periods authorized shall be removed and a deterrent fee shall be applied, whose only purpose is to achieve compliance with the regulations and respect for the period authorized.
6. The current parking fees are displayed at the accesses to the premises, accesses to car parks and at automatic and manual pay points. The machine cannot leave the premises until the penalty has been paid.
7. Under no circumstances can any kind of machine be parked in transit areas or evacuation routes or in places that imply a risk for people present in the exhibition ground. A plan of the parking area is at the end of this document.
8. In periods of assembly and disassembly, it will be free to park machines in the areas established by the IFEMA.
9. In the periods when exhibitions, fairs and other events are being held, companies that wish to park their machines on the premises, within the established areas, shall pay parking fees at the current rates.
10. Only workers who are duly trained and authorized by their company can drive the machines. Companies shall draw up a list of workers authorized to use their machines. This list shall be reflected in the request for access.

The people in charge of the machine should be locatable, via mobile telephone, at all times while the machine is in the exhibition ground.

Machines can only be driven by people who are authorized to do so on the list.

11. All machines should have an Exhibition Grounds Access Sticker. The sticker should contain the following information:
  - Access request number
  - Serial number of the machine
  - Exhibition / Event
12. It is absolutely forbidden to carry out maintenance on the machines within the exhibition grounds, including the parking area defined by IFEMA.
13. If the company needs to fill its machines up with fuel, they shall do so in accordance With the manual of use of the machine
14. It is absolutely forbidden to extend the boom of the elevating platform or the load of a lift truck over transit zones. All movements of the machines should be guided from the ground by company personnel, to avoid placing people in the work area at risk.
15. Conditions of safety should be guaranteed in the work zone in accordance with current regulations.
16. In the case of diesel machines the company shall guarantee the correct combustion of the machinery and undertakes to adopt all necessary measures to guarantee the quality of the air in the places where the machines are operating. The company shall take measurements of gases should IFEMA so require, if they suspect that the activity is emitting gases that could be harmful for people present in the exhibition ground.

### 4. AUTHORIZATION PROCEDURE

1. Companies that wish to use lift trucks and elevating platforms should fill in the **request for access of lift trucks and elevator platforms** and send it, **signed by the company representative**, by e-mail to [stecnica@ifema.es](mailto:stecnica@ifema.es) for approval. The request should include the following data:

- Access request number.
- Serial numbers of machines for which access is being requested.
- The company the machines belong to and contact details.
- The person responsible for the machines and his/her mobile phone number.
- Period of validity for the accreditation.
- List of workers authorized to use the machines, whose training in the handling of the machinery is guaranteed by the company.

2. The company shall present the request at least 30 days before assembly starts; after this deadline requests might not be accepted or authorized. IFEMA will answer within 7 days of receiving the request.

- Request approved. The company may access the premises with the machines included in the request.
- Request refused. IFEMA will inform of the reasons for not authorizing the request, in such a way that the company can remedy the mistakes or lack of data and present the request again.

3. Once the request has been authorized, the person responsible for the machine should come to the Exhibitor Service Office (located between halls 6 and 8) with the approved access request. He/she will then be given the sticker, which should be placed on the machine in a visible place, and he/she may then access the premises with the machine on the dates assigned.

The company should have the machine documentation available at all times for IFEMA.

4. Any changes to the access request shall be sent by e-mail to [stecnica@ifema.es](mailto:stecnica@ifema.es) or delivered personally at the Exhibitor Service Office (located between halls 6 and 8).

5. If during the use of a machine a malfunction is discovered, or it is seen that the authorized personnel do not have the necessary skills for operating the machine, IFEMA shall be entitled to cancel the machine access authorization, and the machine will have to be immediately withdrawn from the premises.

## 5. DOCUMENTATION FOR LIFT TRUCKS AND ELEVATOR PLATFORMS

Following is a list of the documentation the company is responsible for possessing when the access request for lift trucks and elevator platforms is signed, so that it can be authorized:

- Instruction manual for the machine, CE Mark and Technical Characteristics Card or Plaque. This should include the machine's serial number.
- Machine Maintenance Logbook, including services carried out.
- Civil Responsibility Insurance Policy, whether for the machine or for the company that owns it, provided that the machine's serial number is specified therein.
- Receipt of the latest payment of the Civil Responsibility Insurance Policy, showing that the policy is in force.

The IFEMA may require the company to show this documentation at any time, in order to check that it exists and is correct.

## 6. COMPULSORY REGULATIONS

Machinery Directive 2006/42/EC. Transposed to Spanish legislation via Royal Decree 1644/2008.

Directive 89/655/EEC regarding the minimum health and safety provisions for the workers using work equipment in the workplace. Amended by Directive 95/63/EC, Directive 2001/45/EC, Directive/104/EC. Transposed to Spanish legislation via RD 1215/1997, amended by RD 2177/2004.

Directive 2014/34/EU on the harmonisation of the laws of the Member States relating to equipment and protective systems for use in potentially explosive atmospheres (ATEX). Transposed to Spanish legislation via RD 144/2016.

Directive 1999/92/EC regarding the minimum provisions for improving health and safety protection for the workers exposed to risks arising from explosive atmospheres. Transposed to Spanish legislation via RD 681/2003.

UNE 58921: 2017 Instructions for the installation, handling, maintenance, reviews and inspections of the mobile elevation work platforms (PEMP).

UNE 58452-2017 Standard: Guidelines for periodic safety checks of maintenance trucks.

UNE-EN 280:2014+A1:2016: Mobile elevation work platforms. Design calculations. Stability criteria. Construction. Safety. Exams and trials.

UNE 58923: 2014: Mobile elevation work platforms (PEMP). Operator training.

UNE 58451: 2016 "Training of operators on maintenance trucks up to 10 Tm"

UNE-EN 1175-1:1998+A1:2011 Standard: Maintenance truck safety. Electrical requirements. Part 1: General requirements for trucks powered by electrical batteries.

UNE-EN 1175-2:1998+A1 Standard: Maintenance truck safety. Electrical requirements. Part 2: General requirements for trucks equipped with thermal engines.

UNE-EN 1175-3:1998+A1:2011 Standard: Maintenance truck safety. Electrical requirements. Part 3: Specific requirements of the electrical transmission systems of the trucks equipped with thermal engines.

UNE-EN 1459:2000+A3:2012 Standard: Maintenance truck safety. Variable range self-propelled trucks.

UNE-EN ISO 3691-2 Standard: Maintenance truck safety. Variable range self-propelled trucks.

UNE-EN 1525:1998 Standard: Maintenance truck safety. Trucks without operators and their systems.

UNE-EN 1526:1998+A1:2008 Standard: Industrial truck safety. Additional requirements for the automatic functions on the trucks.

UNE-EN ISO 3691-1 Standard: Requirements for safety and checking in self-propelled maintenance trucks other than driver-less trucks, variable range trucks and conveyor trucks.

Standard UNE-EN 16307-1 Supplementary requirements for safety and checking in self-propelled maintenance trucks other than driver-less trucks, variable range trucks and conveyor trucks

UNE-EN ISO 3691-3 Standard: Additional requirements for trucks with variable height driving post trucks and trucks specifically designed for driving with elevated loads.

UNE-EN 1755:2016 Standard: Maintenance truck safety. Operation in potentially explosive atmospheres. Usage in environments with inflammable gasses, vapours, mist and dust.

RD 1644/2008 from 10 October, where the standards for marketing and launching the machinery are established.

RD 486/1997, from 14 April, where the minimum health and safety provisions in the workplace are established.

RD 773/1997 from 30 May, where the minimum health and safety provisions relating to the workers' usage of personal protection equipment are established.

RD 1215/1997, from 18 July (Official Gazette from 7 August 1997), where the minimum health and safety provisions for the workers' usage of the work equipment are established, amended by RD 2177/2004.

Safety note 634. Mobile elevation work platforms. INSHT (National Institute for Health and Safety in the Workplace).

Safety note 713. Self-propelled industrial trucks I. INSHT (National Institute for Health and Safety in the Workplace).

Safety note 714. Self-propelled industrial trucks. INSHT (National Institute for Health and Safety in the Workplace).

Safety note 715. Self-propelled industrial trucks III INSHT (National Institute for Health and Safety in the Workplace).

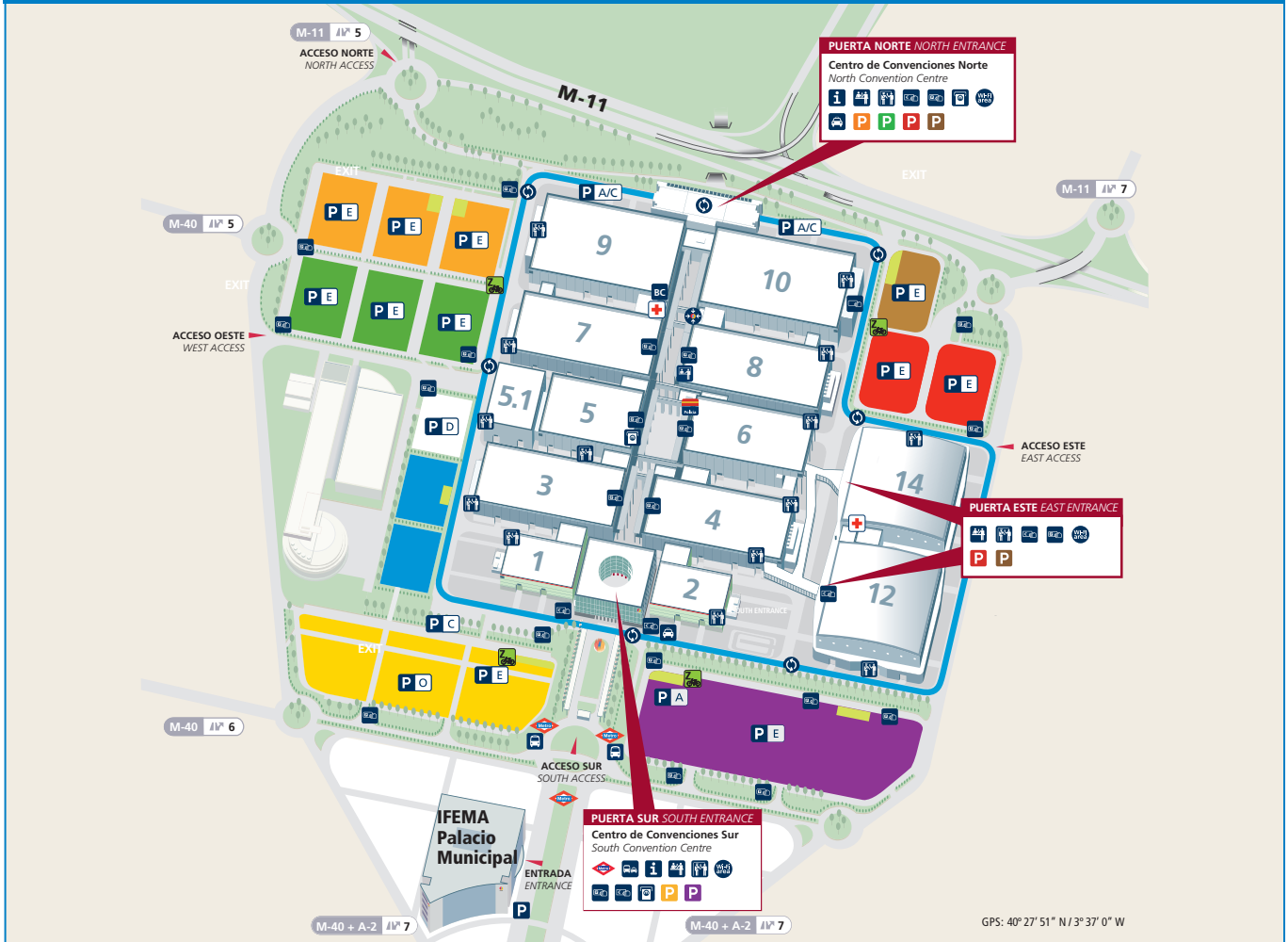
## 7. FINAL DISPOSITIONS

**First.** The Technical Regulations are compulsory for both exhibitors and for the companies they hire or subcontract, and for any collaborating company which, as a result of the holding of the exhibition, perform work or services for the exhibitor. Consequently, the exhibitor undertakes to inform said hired or subcontracted companies of the participation, regulations to the extent that the tasks entrusted to them to carry out on the exhibition ground premises may be affected.

**Second.** For cases not included in these regulations, the pertinent regulatory dispositions for the activity shall be applicable.

**Third.** The legal dispositions cited in these regulations are those in force at the time when this version of the regulations was drawn up. Should any of said dispositions be subsequently amended, the legal reference shall be understood in any case to be to the legislation in force at the time of application.

## PLAN OF PARKING ZONE FOR LIFT TRUCKS AND ELEVATOR PLATFORMS



## EXHIBITION GROUND ACCESS ACCREDITATION STICKER FOR LIFT TRUCKS AND ELEVATOR PLATFORMS



### MÁQUINA AUTORIZADA

SOLICITUD DE ACCESO Nº \_\_\_\_\_

CERTAMEN / EVENTO \_\_\_\_\_

Nº SERIE DE LA MÁQUINA \_\_\_\_\_

Válida sólo para los días de montaje y desmontaje del certamen/evento que figura en la pegatina. En otros periodos, las máquinas deberán salir del recinto o estacionarse en la zona de aparcamientos destinada a ello, abonando la tarifa correspondiente. Su incumplimiento conllevará la aplicación de la tarifa disuasoria que figura en las Normas Generales de Participación, aplicable a partir del primer día de celebración y antes de salir del recinto.