

**APPENDIX B  
Battery Fill/Change Procedure**

**1. Procedure Requirements**

**1.1. Function of Beauty has a two-person lift protocol for changing batteries cylinders.**

1.2. Two employees must work together whenever changing an LPG cylinder on any PIT.

**1.3. Unless the PIT has run out of fuel somewhere remote from the area where propane cylinders are located, all cylinder changes must take place at or near the full cylinder storage area.**

1.4. It is preferable to change cylinders outdoors but can be done indoors during extreme weather conditions. The employees involved in the change should note the location of the nearest fire extinguisher, e.g., should not be more than 50' (17m) from the change site.

**1.5. The following PPE must be worn:**

1.5.1. Safety glasses;

1.5.2. Leather gloves; and

1.5.3. Steel toed shoes.

**2. The following cylinder change protocol must be followed:**

2.1. Fuel hose from cylinder to carburetor is normally under pressure; consequently, to safely change the cylinder, the pressure must be dissipated. Therefore,

2.2. STOP the PIT.

2.3. Shut propane cylinder valve OFF.

2.3.1. Do NOT shut off the propane cylinder valve while the PIT is moving;

2.4. Wait for the motor to stop running. Pressure is now dissipated. NOTE: If the propane cylinder becomes empty while the PIT is still operating, the motor will stop running, and the pressure will be dissipated;

2.5. Turn OFF ignition switch and all lights.

2.5.1. DO NOT OPERATE any electrical equipment, create any sparks, or allow smoking in the changing area;

2.6. Disconnect the fuel hose from the empty cylinder. Always make sure the cylinder valve is in the OFF position before disconnecting the fuel hose;

2.7. Remove the empty cylinder;

2.8. Place the empty cylinder in the proper storage location with the valve OFF;

2.9. Place a full cylinder horizontally on the PIT with the locator hole at the bottom.

2.9.1. Ensure that the fuel hose stays protected inside the running lines of the PIT;

2.10. Check to make sure that the cylinder valve on the new (Full) cylinder CLOSED;

2.11. Connect the fuel hose to the new (Full) cylinder;

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- 2.12. Slowly OPEN the valve, checking for leaks, e.g., appearance of frost, hissing sounds, and/or smell.
  - 2.12.1. NOTE: Always OPEN the Valve ALL THE WAY. If the Valve is only open halfway, there is a chance it could leak;
- 2.13. If leaking, immediately close the valve and tighten all connections;
- 2.14. Re-open the cylinder. If the leak continues, close the valve, disconnect the cylinder, remove the cylinder, attach a DO NOT USE tag, and place the cylinder in the empty cylinder area; and
- 2.15. Repeat the cylinder install protocol with another FULL cylinder.
- 2.16. If in a remote location, the FULL and EMPTY cylinders must be transported on a hand cart.