

AM-BOSS Access Ladders

Special Hatch Size Installation, Operation & Maintenance Guide

Important safety notice: Read this guide in full before starting work. Incorrect installation, unauthorised alteration, modification, cutting, or failure to follow the applicable AM-BOSS installation guide may void warranty and CodeMark certification. Do not use the ladder until all fixing screws are installed and the ladder has been correctly adjusted.

Product type: Special Hatch Size | **Document purpose:** Installation, safe operation and maintenance instructions

1. Before You Start

1. Choose a location that provides safe, practical access from above and below the ceiling.
2. Confirm there is sufficient floor and ceiling clearance for the ladder to unfold fully before cutting the opening.
3. Check the ceiling cut-out dimensions shown in the product specification section of this guide. The cut-out must not be wider than the specified size.
4. Inspect the work area for hazards, including electrical services, plumbing, insulation, fragile ceiling surfaces and fall risks.

2. Prepare the Ceiling Opening

Timber joist installation: Use suitable structural timber such as MPG10 90 mm x 45 mm pine or hardwood. Select straight timber with minimal knots. Approximately four metres of timber and around two dozen 90 mm nails will usually be sufficient, subject to the required opening size.

Critical structural warning: Do not cut roof trusses without written approval from a building surveyor, engineer or other suitably qualified person. Confirm the structural adequacy of the supporting building structure and fixings before installation.

Truss installation: Where trusses are present, install trimming members only in accordance with approved structural requirements. The truss webbing is omitted from the illustration for clarity.

1. Mark the opening from below by carefully transferring the outline through the plaster, or from above by measuring from visible wall top plates.
2. Do not stand on plasterboard or on any joist that has been cut before it has been securely trimmed and fixed back into the supporting structure.
3. Measure the opening diagonally to confirm it is square, then cut the plaster only after the framing is complete and the opening size has been checked.

3. Install the Access Ladder

1. Fit the eyebolt to the hatch panel.
2. Confirm the hatch opens from the correct end before lifting the unit into position.
3. Use a second person to assist with lifting the fully assembled access ladder into the ceiling opening. Keep the architrave hard against the plaster.
4. Open the hatch gently using the supplied hook and pole. Keep light pressure against the architrave at the opening end while securing the first screws.
5. Install one supplied Type 17 hex screw into each pre-drilled hole at the opening end to secure the frame to the timber.
6. Unfold the ladder for access to the remaining fixing points. Do not walk on the ladder at this stage.
7. Install the remaining screws through all pre-drilled holes. The pre-drilled holes on either side of the metal plates must be used without exception.
8. Adjust the fixing screws as required so the clearance between the architrave and panel is even on both sides.
9. Adjust the ladder using the two adjustment screws with lock nuts, referring to the adjustment sticker inside the frame. The feet must sit firmly on the floor and the hinges must be fully closed against each other.

4. If Assistance Is Not Available

Caution: If the ladder assembly is removed from the panel to reduce lifting weight, the panel can spring upward without the ladder weight attached. Keep control of the hatch panel at all times.

1. Remove only the ladder assembly from the hatch panel by undoing the four or six nuts, depending on the model.
2. Lift or pull the hatch panel into the ceiling opening and ensure the architrave is hard against the ceiling.
3. Fix the frame using the supplied screws through the pre-drilled holes into the prepared timber support.
4. Refit the ladder assembly to the panel using the original nuts. Do not over-tighten the nuts.
5. Adjust the frame and ladder as described above before use.

5. Safe Operation

Opening the ladder

1. Engage the supplied hook and pole into the eyelet at the opening end of the ceiling access panel.
2. Gently pull the panel open until it rests against the stops on the adjusting mechanism.
3. With both hands, unfold and extend the ladder to the floor before use.

Closing the ladder

1. Use both hands to lift the lower ladder section and fold the sections back on top of each other.
2. Use the supplied pole to gently push and guide the panel closed.
3. Confirm the hatch panel is fully closed. The counter-balance spring system will hold the panel shut when correctly adjusted.

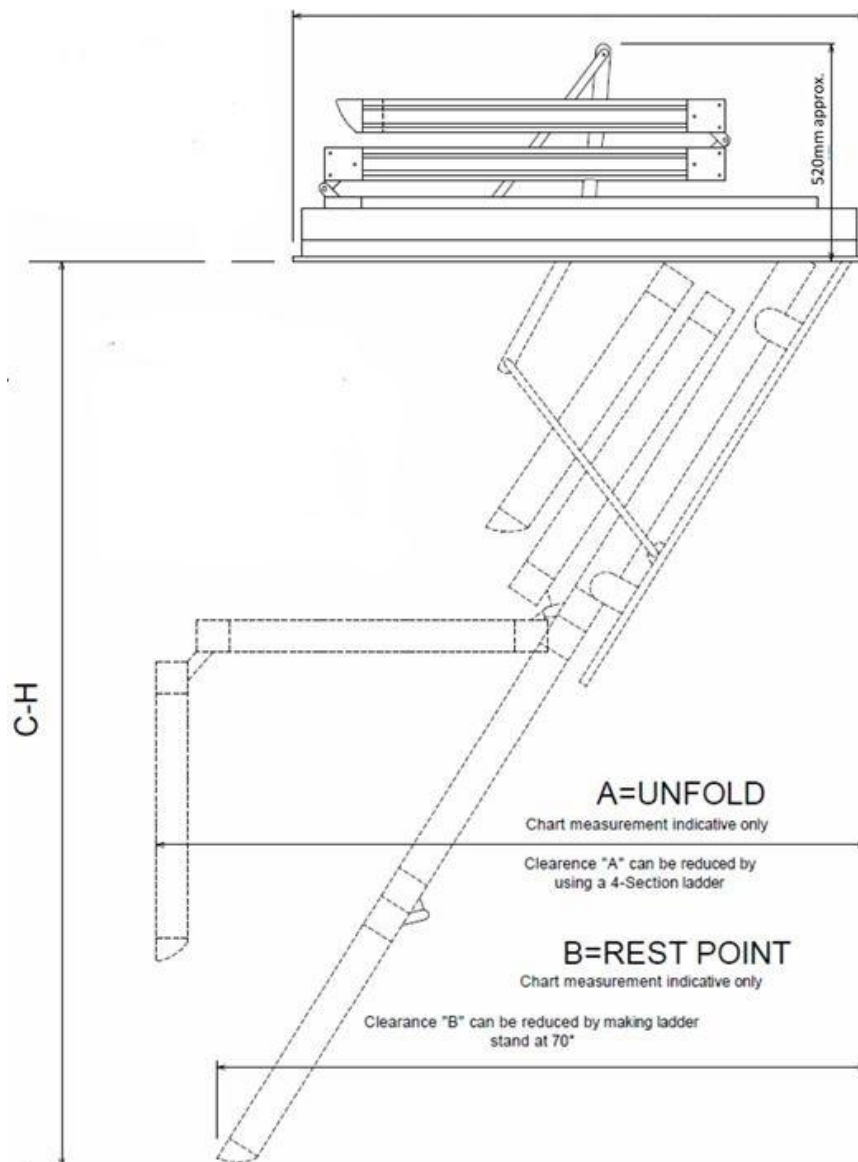
6. Maintenance and Inspection

AM-BOSS Access Ladders operate using a counter-balance spring system. Moving parts are factory pre-lubricated and should not usually require lubrication for some time. If the ladder is operated more than three to five times per day, lubricate all moving parts every two months. Pay particular attention to the pivot point of the linkage arms joined to the side plate and adjustment system, as this area carries much of the operating load.

Annual inspection requirement: Inspect the complete ladder system at least once every 12 months and take corrective action if wear, looseness, damage, poor adjustment or unsafe operation is identified.

7. Product-Specific Information

Access Ladder Model No.:	Series:
Ceiling height:	
Ceiling cut-out:	
Unfold clearance:	
Rest point:	
CodeMark serial no.:	
AM-BOSS invoice no.:	



8. Compliance Notes

- AM-BOSS access ladders are CodeMark certified when manufactured and installed in accordance with the applicable AM-BOSS instructions and the scope of the relevant certificate.
- The suitability of the supporting building structure and fixing method must be confirmed for the specific installation.
- Where workplace installation activities involve a fall hazard, apply the hierarchy of control and use the highest level of fall prevention reasonably practicable for the task.
- Use ladders for short-duration, low-risk access tasks only where more protective controls are not reasonably practicable.