



Please dispose of packaging for the product in a responsible manner. It is suitable for recycling. Help to protect the environment, take the packaging to the local amenity tip and place into the appropriate recycling bin.

## 3 Ton Trolley Jack



03632

FOR HELP OR ADVICE ON THIS PRODUCT PLEASE CONTACT YOUR DISTRIBUTOR,  
OR SIP DIRECTLY ON:  
TEL: 01509500400  
EMAIL: [sales@sip-group.com](mailto:sales@sip-group.com) or [technical@sip-group.com](mailto:technical@sip-group.com)  
[www.sip-group.com](http://www.sip-group.com)

Please read and fully understand the instructions in this manual before operation. Keep this manual safe for future reference.

Declaration of Conformity

We

SIP (Industrial Products) Ltd  
Gelders Hall Road  
Shepshed  
Loughborough  
Leicestershire  
LE12 9NH  
England

As the manufacturer's authorised representative within the EC  
declare that the

3 Ton Trolley Jack - SIP Part No. 03632

**Conforms to the requirements of the following directive/s, as indicated.**

2006/42/EC      Machinery Directive

**And The Relevant Harmonised Standard/s, including**

EN 1494+A1:2008

Signed:  .....

Mr P. Ippaso - Managing Director - SIP (Industrial Products) Ltd  
Date: 28/06/2014.



## PARTS LIST

Ref. No.	Description	SIP Part No.	Ref. No.	Description	SIP Part No.
1.	Frame	HY01-00222	22.	Spring washer (M18)	HY01-00201
2.	Rear castor	HY01-00197	23.	Bolt (long)	HY01-00235
3.	Nut (M12)	HY01-00087	24.	Bolt (short)	HY01-00236
4.	Front wheel	HY01-00223	25.	Return spring (handle base)	HY01-00237
5.	Washer	HY01-00224	26.	Hydraulic unit	HY01-00238
6.	Circlip	HY01-00225	27.	Pin	HY01-00239
7.	Grease nipple	HY01-00226	28.	Gear shaft	HY01-00240
8.	Bolt	HY01-00227	29.	Split pin	HY01-00241
9.	Spring washer (M12)	HY02-00022	30.	Washer	HY01-00242
10.	Spring	HY01-00228	31.	Gear	HY01-00243
11.	Lifting arm shaft	HY01-00229	32.	Spring washer (M10)	HY01-00044
12.	Saddle	HY01-00230	33.	Nut (M10)	HY01-00059
13.	Lifting arm	HY01-00231	34.	Handle base screw	HY01-00244
14.	Bolt	HY01-00232	35.	Washer	HY01-00245
15.	Circlip	HY01-00218	36.	Lower handle	HY01-00246
16.	Piston rod	HY01-00233	37.	Upper handle	HY01-00247
17.	Split pin	HY01-00207	38.	Handle bolt (M6x35)	HY01-00248
18.	Handle base	HY01-00234	39.	Shaft	HY01-00249
19.	Circlip	HY01-00191	40.	Release valve	HY01-00250
20.	Spring washer (M16)	HY02-00042	41.	Oil fill screw	HY01-00220
21.	Nut (M16)	HY01-00055			

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## SAFETY SYMBOLS USED THROUGHOUT THIS MANUAL



**Danger / Caution:** Indicates risk of personal injury and/or the possibility of damage.



**Note:** Supplementary information.

## SAFETY INSTRUCTIONS



**IMPORTANT:** Please read the following instructions carefully, **failure to do so could lead to serious personal injury and / or damage to the trolley jack.**

When using your jack, basic safety precautions should always be followed to reduce the risk of personal injury and / or damage to the jack or load.

Read all of these instructions before operating the jack and save this user manual for future reference.

The jack should **not** be modified or used for any application other than that for which it was designed.

The jack was designed for safely lifting loads up to its rated capacity.

If you are unsure of its relative applications do not hesitate to contact us and we will be more than happy to advise you.

Before operating the jack always check no parts are broken, that no oil is leaking and that no parts are missing.

Always operate the jack safely and correctly.

**KNOW YOUR JACK:** Read and understand the owner's manual and labels affixed to the jack. Learn its applications and limitations, as well as the potential hazards specific to it.

**KEEP CHILDREN AND UNTRAINED PERSONNEL AWAY FROM THE WORK AREA:** All visitors should be kept at a safe distance from the work area; never allow untrained persons to operate the jack.

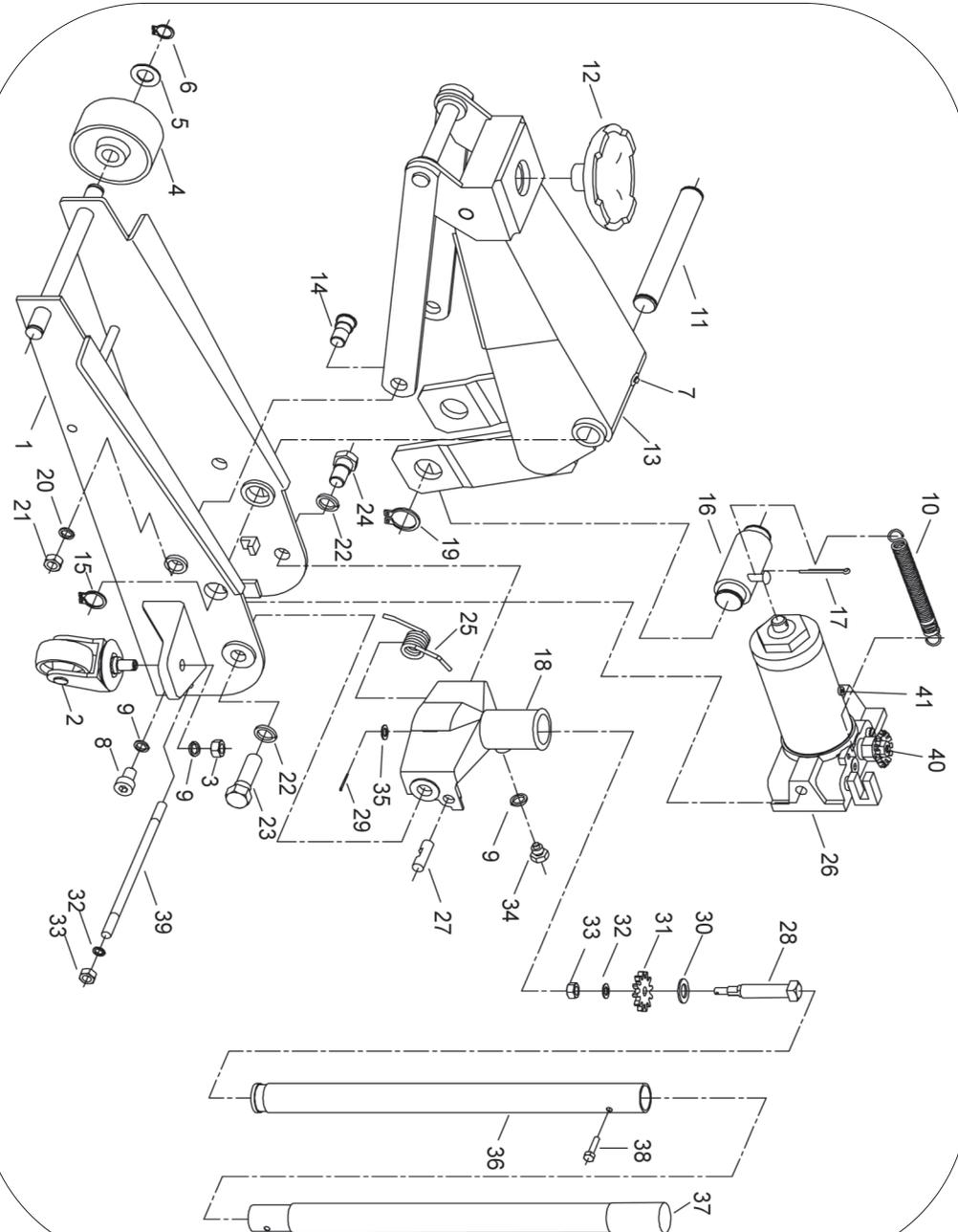
**STAY ALERT:** Always watch what you are doing and use common sense.

**NEVER LEAVE THE JACK UNATTENDED:** When in use / under load.

**HAVE YOUR JACK REPAIRED BY A QUALIFIED PERSON:** The jack is in accordance with the relevant safety requirements. Repairs should only be carried out by qualified persons using original spare parts, otherwise this may result in considerable danger to the user and void the warranty.

**DANGER!** Check that the jack is in sound condition and good working order before each use; Take immediate action to repair or replace damaged parts.

## EXPLODED DRAWING



## TROUBLESHOOTING

Symptom	Possible Causes	Corrective Action
Jack will not lift load	<ul style="list-style-type: none"> <li>• Release valve not tightly closed</li> <li>• Load is too heavy</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure release valve tightly closed</li> <li>• Consider higher capacity jack</li> </ul>
Jack will lift, but not maintain pressure	<ul style="list-style-type: none"> <li>• Release valve not tightly closed</li> <li>• Hydraulic unit malfunction</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure release valve tightly closed</li> <li>• Discontinue use, contact supplier</li> </ul>
Jack will not lower after unloading	<ul style="list-style-type: none"> <li>• Reservoir overfilled</li> <li>• Linkages binding</li> <li>• Fluid level low</li> </ul>	<ul style="list-style-type: none"> <li>• Drain fluid to proper level</li> <li>• Clean and lubricate moving parts</li> <li>• Ensure proper fluid level</li> </ul>
Poor lift performance	<ul style="list-style-type: none"> <li>• Fluid level low</li> <li>• Air trapped in system</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure proper fluid level</li> <li>• With ram fully retracted, remove oil fill plug/screw to let pressurized air escape. Reinstall oil fill plug/screw.</li> </ul>
Will not lift to full extension	<ul style="list-style-type: none"> <li>• Fluid level low</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure proper fluid level</li> </ul>

## SAFETY INSTRUCTIONS...cont

**WARNING!** Only operate on a level and stable surface and never use on soft ground where the jack is likely to “sink” whilst in operation.

**NEVER STAND ON THE JACK:** The jack is not designed for this purpose.

**DO NOT** dismantle or tamper with the jack, as this may be dangerous and will invalidate the warranty.

**ALWAYS** ensure the load is central on the saddle.

- If a problem with the jack is experienced or suspected stop using the jack **immediately** and contact your distributor for repair.
- Do not attempt to lift a load that exceeds rated capacity of the jack.
- Do not attempt to lift a load beyond the maximum height of the jack.
- This jack is a lifting device only.
- Immediately after lifting, support the load with a pair of appropriately rated jack stands.
- Never work on, under or around a load supported only by the jack.
- Regularly inspect and lubricate the jack, ensuring that it is in good working order and condition.
- Always ensure that the work area is clean and tidy, free from unrelated materials and has adequate lighting.
- When lifting a vehicle ensure a minimum distance of 0.5m between vehicle and static objects such as doors, walls, etc. to allow for tilting during jacking.
- Ensure that all persons are out of the vehicle before jacking.
- **DO NOT** enter the vehicle whilst it is supported on the jack or axle stands.
- Check vehicle weight and recommended lifting points by referring to the vehicle’s manual. Ensure that the lifting point is not corroded.
- **DO NOT** allow the vehicle to move, or try to start the engine, during jacking.
- **DO NOT** start the engine when vehicle is jacked up.
- **DO NOT** jack a vehicle if this may result in the spillage of fuel, battery acid, or other dangerous substances.
- Check that the jack saddle is centred and stable on the lifting point (off-centre loads can slip).
- Position the jack to avoid operating it from under vehicle.
- Keep hands, limbs etc. clear of moving parts during the raising and lowering of the vehicle.
- **DO NOT** top-up the jack with brake fluid, or other oil types; use only hydraulic oil.
- **DO NOT** adjust the safety overload valve.
- Ensure that there are no persons or obstructions beneath the load before lowering.
- Clean and stow the jack correctly, with the ram in the down position, **DO NOT** leave it extended; ensure storage area is dry.
- **IMPORTANT!** Ensure that you can see the saddle and jacking point throughout the jacking operation in case there is any relative movement.
- Failure to follow the warnings in this manual, may result in personal injury and/or property damage.

## SAFETY INSTRUCTIONS...cont



**Danger:** Never load a weight greater than what the jack was designed for, overloading can lead to personal injury or damage to the jack.



**Danger:** NEVER use the hydraulic jack to hold the load; after lifting, immediately support the lifted vehicle with a pair of appropriately rated jack stands.



**CAUTION:** The warnings and cautions mentioned in this user manual can not cover all possible conditions and situations that may occur. It must be understood by the operator that common sense and caution are factors which cannot be built into this product, but must be applied.

## GUARANTEE

This SIP hydraulic jack is covered by a 12 month parts and labour warranty covering failure due to manufacturers defects. This does not cover failure due to misuse or operating the jack outside the scope of this manual - any claims deemed to be outside the scope of the warranty may be subject to charges including, but not limited to parts, labour and carriage costs.

This guarantee does not cover consumables such as rubber pads and oil etc.

In the unlikely event of warranty claims, contact your distributor as soon as possible.



**Note:** Proof of purchase will be required before any warranty can be honoured.

## MAINTENANCE...cont

1. Loosen the oil fill screw.
2. Insert the handle into the handle base.
3. Turn the handle anti-clockwise to open the release valve.
4. Pump the handle up and down quickly several times, this will purge the air from the system.
5. Retighten the oil fill screw fully.

### LUBRICATION

A periodic coating of light lubricating oil to pivot points, axles and hinges will help to prevent rust and assure that wheels, castors and pump assemblies move freely. Some grease should also be applied to the main pivot through the grease nipple.

### CLEANING

Periodically check the pump piston and ram for signs of rust or corrosion. Clean as needed and wipe with an oily cloth.

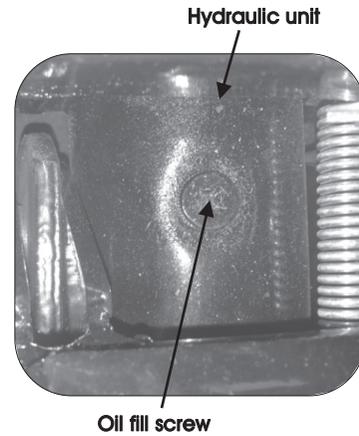


**Note:** Never use sandpaper or abrasive material on these surfaces.

## MAINTENANCE

### ADDING OIL

1. Lower the saddle to its lowest position (turn the handle anti-clockwise).
2. Remove the plate.
3. With a cross headed screwdriver, unscrew the oil fill screw fully from the hydraulic unit.
4. Pull back on the handle until the handle base is nearly horizontal.
5. The oil level should be around the bottom of the oil filler hole - Top up if required.
6. Refit the oil filler screw.
7. Wipe away any excess oil.



**Note:** Do not touch or use the handle when filling with oil.

### OIL CHANGE

For the best performance and longest life, completely change the oil at least once per year. Always dispose of hydraulic oil in accordance with local regulations.

1. Lower the saddle to its lowest position (turn the handle anti-clockwise).
2. With a cross headed screwdriver, unscrew the oil fill screw fully from the hydraulic unit.
3. Turn the jack upside down and drain the fluid into a suitable container.
4. Return the jack to an upright position.
5. Pull back on the handle until the handle base is nearly horizontal.
6. Fill with hydraulic oil until the oil reaches the bottom of the oil fill hole.
7. Refit the oil fill screw.
8. Wipe away any excess oil.

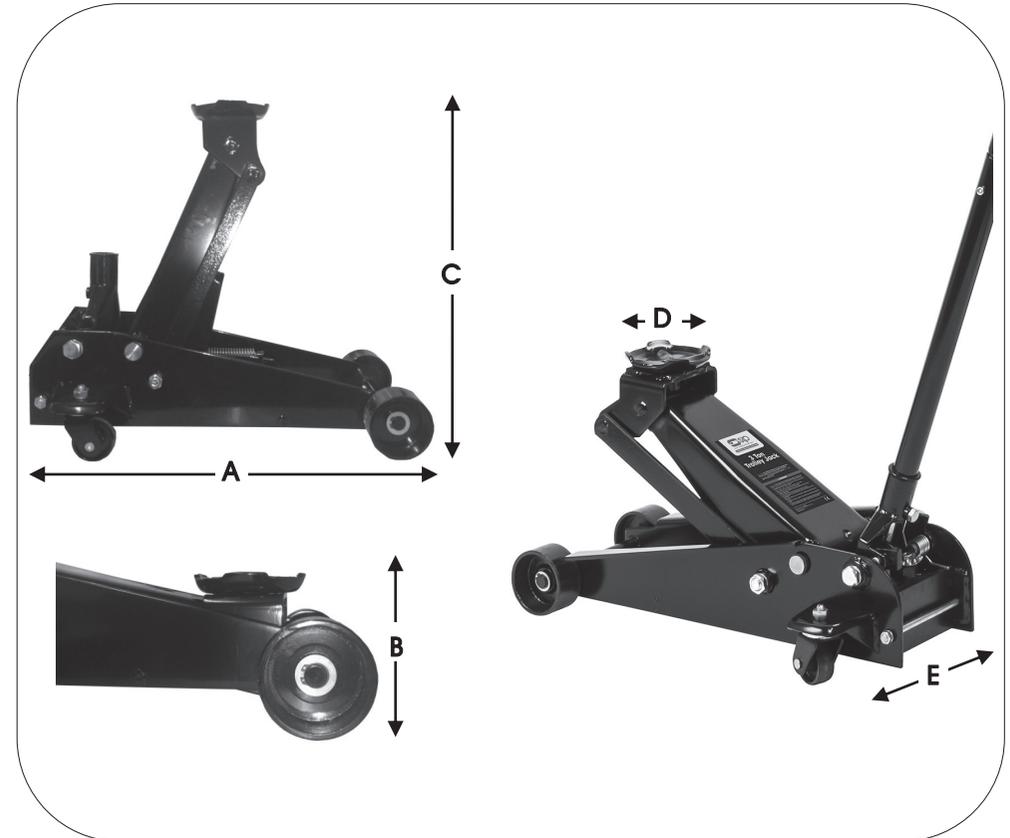


**Note:** Contact your local authority on how / where to dispose of the waste oil.

### BLEEDING

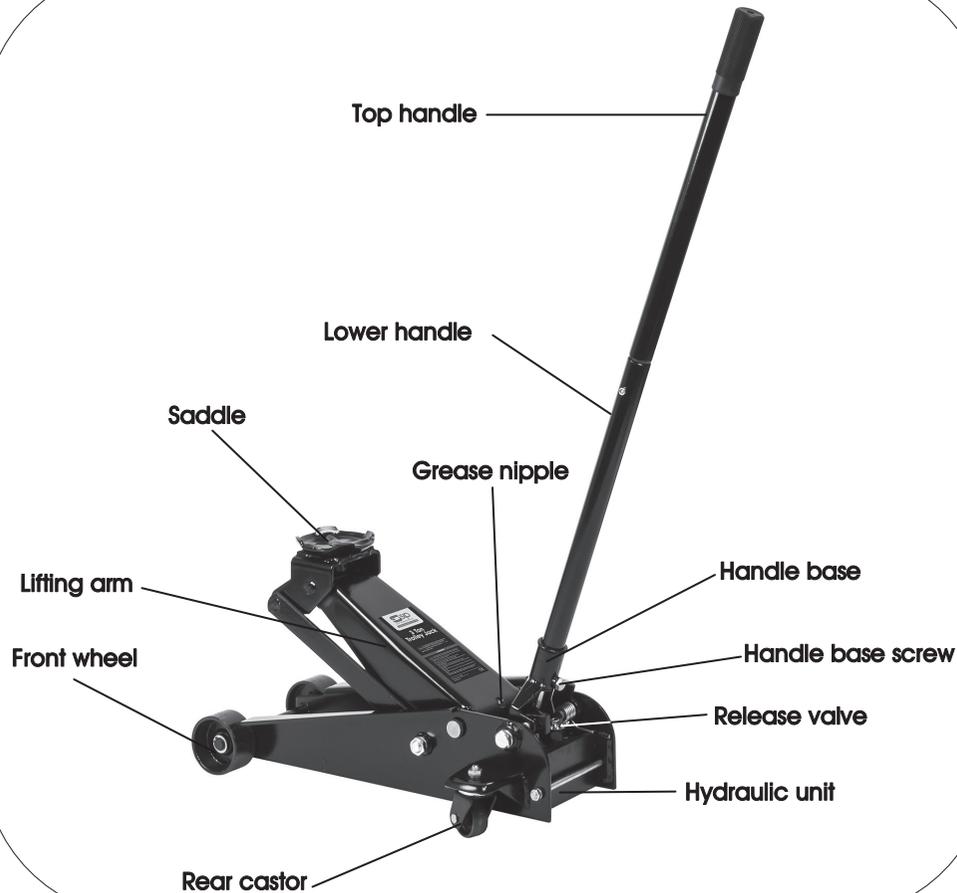
If air gets into the hydraulic system the jack will not operate correctly and will need to be bled. To bleed air from the hydraulic system, follow the instructions on page 11.

## TECHNICAL SPECIFICATIONS



	Lifting capacity	3 Ton
A.	Depth	635 mm
B.	Minimum Height	140 mm
C.	Maximum Height	502 mm
D.	Saddle	120 mm
E.	Width	370 mm

## GETTING TO KNOW YOUR JACK



## OPERATING INSTRUCTIONS

### PRE-OPERATION CHECKS

**Inspect before each use.** Do not use if broken, bent, cracked or damaged parts are noted. Any jack that appears damaged in any way, or operates abnormally should be removed from service immediately. If the jack has been or suspected to have been subjected to a shock load (a load dropped suddenly, unexpectedly upon it), immediately discontinue use until the jack has been checked by an authorized service centre / agent (contact distributor or manufacturer for list of authorized service centres). It is recommended that an annual inspection be done by a qualified person/s.

## OPERATING INSTRUCTIONS...cont



**Note:** Follow the vehicle manufacturer's recommended guidelines for lifting. Engage the emergency brake and chock each un-lifted wheel in both directions to prevent inadvertent vehicle movement.

1. Push the top handle into the lower handle, use the handle screw to secure both parts together.
2. Insert the handle into the handle base and secure using the handle base screw.
3. Close the release valve by turning the handle clockwise until firm resistance is felt.
4. Locate the lifting point, centre the jack saddle under the lifting point.



**Note:** Refer to the vehicle manufacturer owner's manual to locate approved lifting points on the vehicle.

5. Pump the handle to contact the lifting point; continue to pump the handle until the load reaches the desired height.
6. Transfer the load immediately to appropriately rated jack stands.



**NEVER** use the hydraulic jack as a stand alone device! **ALWAYS** transfer the lifted load **IMMEDIATELY** to a pair of appropriately rated jack stands. Use one pair of jack stands per vehicle. Do not exceed the rated capacity.



### LOWERING THE JACK

1. Raise the load high enough to allow it to clear the jack stands.
2. Carefully remove the jack stands.
3. Slowly turn the handle anti-clockwise to open the release valve - Never turn the handle more than 1/2 a turn at a time.
4. Allow the load to slowly lower to its original position.
5. Remove the jack from under the vehicle.



**Caution:** Take care when lowering the jack that nothing can get trapped in the moving parts of the jack, or under the load.



**Note:** After removing the jack from under the vehicle, fully lower the saddle to reduce ram exposure to contamination.