

User Manual

For safe and efficient conversion of non-lowering light poles.

Range to suit existing pole sizes DN32 to DN80.

Before installation please ensure you have read the Installation & Operation guides for individual products.

Copies of general assembly drawings are available online www.swivelpole.com

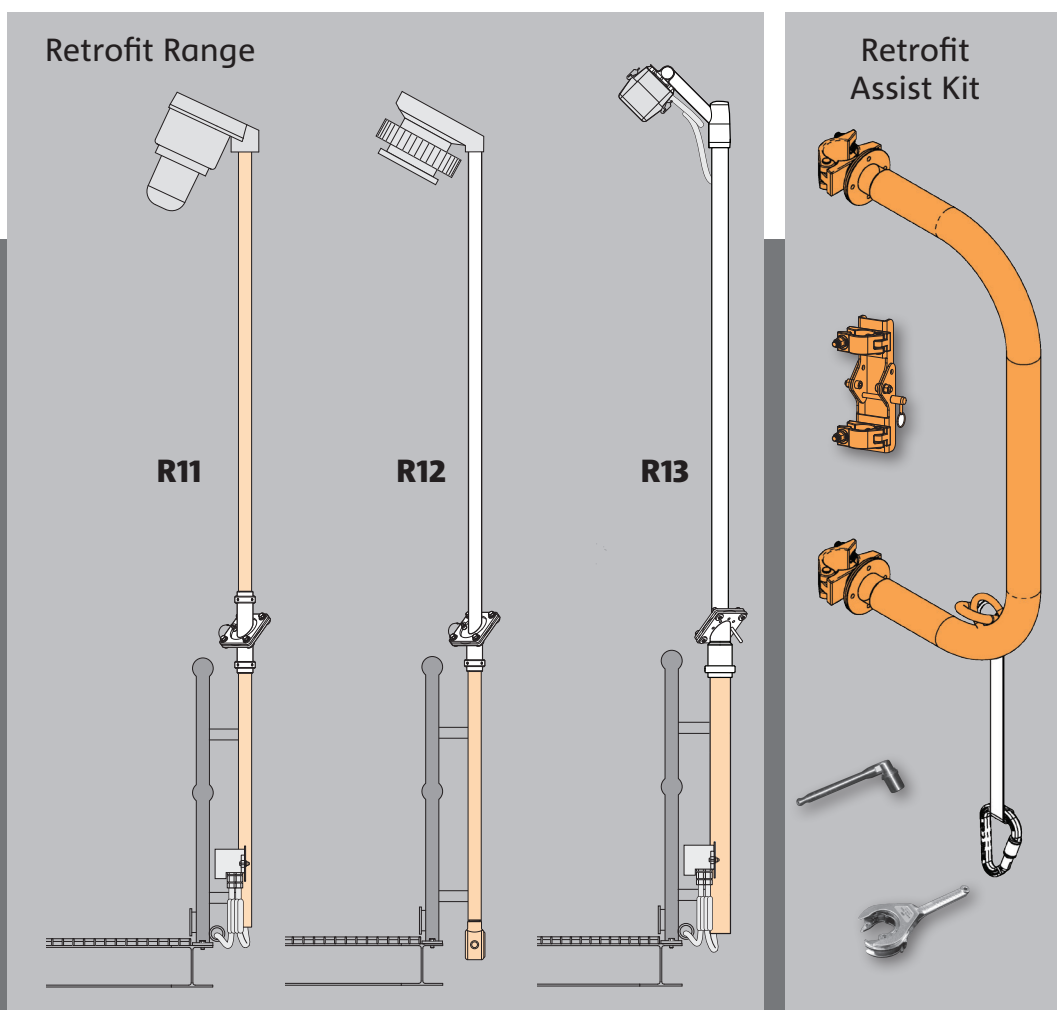
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Applications

Allows replacement of faulty luminaires, upgrades to new lighting technology and replacement of corroded or oversized pole tops.

- Swivelpole™ R11
Conversions reusing existing pole
- Swivelpole™ R12, R13
Conversion renewing pole top while utilising existing pole base



Retrofit Assist Kit (Patent Pending)

For safe and efficient conversion of non-lowering light poles.

Depending on the preferred disconnection method, there are two pole conversion tool kits available.

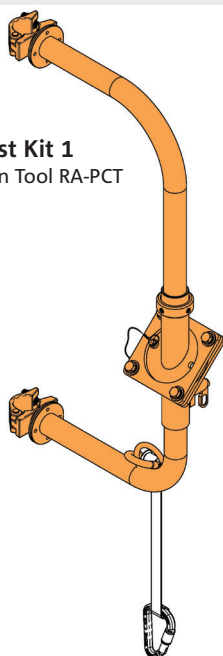
The **Swivelpole™** Retrofit Assist Pole Conversion Tool clamps to and safely supports the light pole, which is then cold cut with a Ratchet Pipe Cutter, eliminating the need for hot work permits.

The luminaire can then be safely lowered using the swivel mechanism where disconnection is performed at the junction box (Retrofit Assist Kit 1) or alternatively by using the Mid Hinge (Retrofit Assist Kit 2) which allows lowering the luminaire without the need to disconnect.

The **Swivelpole™** Retrofit – R11, R12 or R13 - then simply fastens onto the existing pole and the pole is ready for service.

All work takes place at platform level eliminating the risks of working at heights.

Retrofit Assist Kit 1
Pole Conversion Tool RA-PCT



Tools recommended for installation of R11, R12 and R13 models

Retrofit Assist Kit 1*

For disconnection at junction box or T-fitting

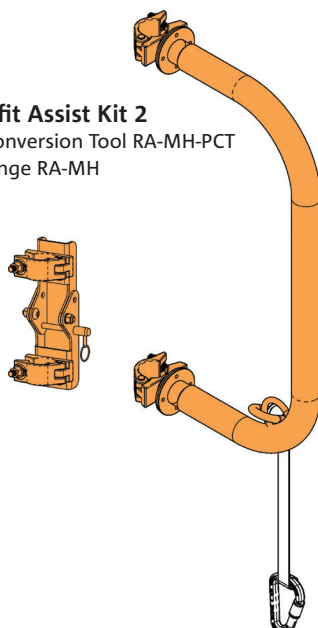
Ordering Information				
To suit Pole Size			Retrofit Assist Kit 1	Includes Pole Conversion Tool
NPS	DN	OD	Ordering Code	Product Code
1¼"	32	42.4	RAK1-PCT-32	RA-PCT-32
1½"	40	48.3	RAK1-PCT-40	RA-PCT-40
2"	50	60.3	RAK1-PCT-50	RA-PCT-50

Retrofit Assist Kit 2*

For disconnection at luminaire

Ordering Information					
To suit Pole Size			Retrofit Assist Kit 2	Includes Pole Conversion Tool	Includes Mid Hinge
NPS	DN	OD	Ordering Code	Product Code	Product Code
1¼"	32	42.4	RAK2-PCT-32	RA-MH-PCT-32	RA-MH-32
1½"	40	48.3	RAK2-PCT-40	RA-MH-PCT-40	RA-MH-40
2"	50	60.3	RAK2-PCT-50	RA-MH-PCT-50	RA-MH-50

Retrofit Assist Kit 2
Pole Conversion Tool RA-MH-PCT
Mid Hinge RA-MH



* All Kits include	Product Code
1 x Riggers Bag	RA-RGB-01
1 x Ratchet Pipe Cutter	RA-RPC-01
3 x Spare blades	RA-RPC-01-SB
1 x Socket wrench	RA-SKWR

Retrofit Assist - Interchangeable Pole Clamps

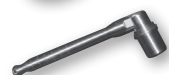
Kits come with the pole clamp sizes as indicated in the ordering code. Other sizes can be ordered to accommodate different pipe sizes.

Ordering Information				
To suit Pole Size			Ordering Code	
NPS	DN	OD	Pole Conversion Tool	Mid Hinge
1¼"	32	42.4	RA-IPC-32	MH-IPC-32
1½"	40	48.3	RA-IPC-40	MH-IPC-40
2"	50	60.3	RA-IPC-50	MH-IPC-50

Note: Tools are available for conversion of PVC coated poles.



Retrofit Assist - Ratchet Pipe Cutter



Retrofit Assist - Socket Wrench

Before installation please ensure you have read Swivelpole™ Installation & Operation Guide – **Importance of Safe Swivel™ joint orientation and Operation and safety information.** This guide should be followed to ensure the Swivelpole™ is assembled and installed safely and correctly.

Copies of general assembly drawings are available online www.swivelpole.com

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Swivelpole™ R11

Conversion reusing the existing pole

Isolation of power

Onsite safety working procedures should be followed to locate and isolate power circuits at the switchboard.

Conversion Tools

Swivelpole™ recommends the use of its Retrofit Assist Tools to ensure safe conversion of non-lowering poles.

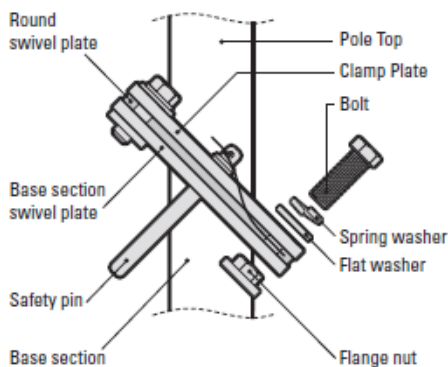
There are two pole conversion kits available depending on the preferred disconnection method selected.

For disconnection at the luminaire, refer to **Swivelpole™ Retrofit Assist Kit 2 User Guide** (see overleaf) and follow steps 1 to 6.

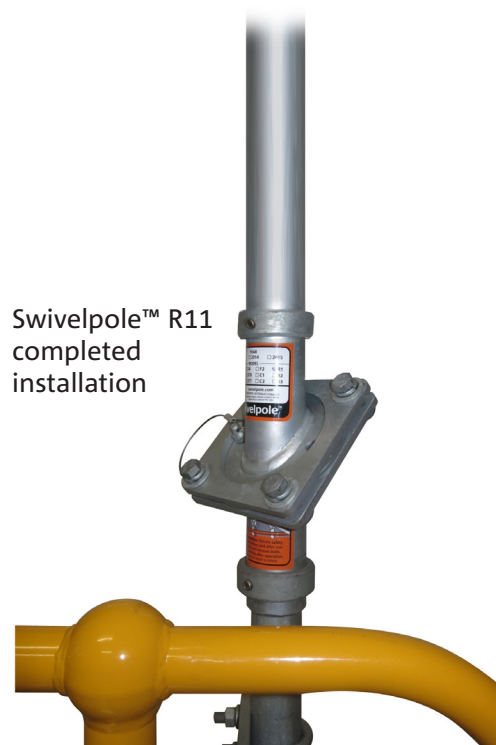
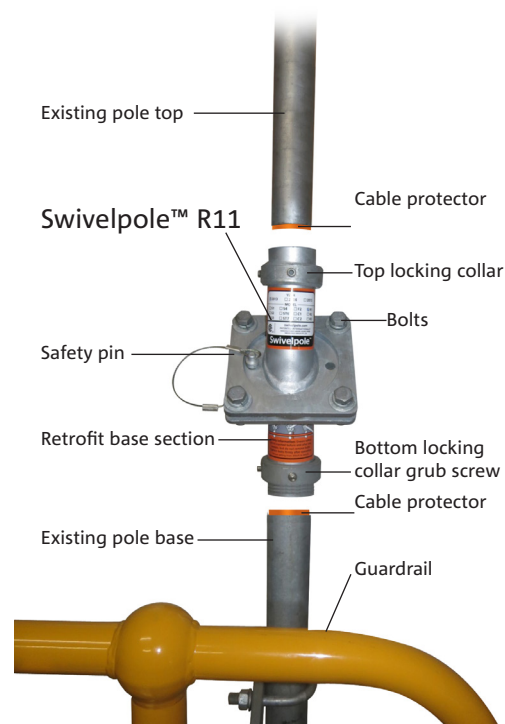
For disconnection at the Junction Box, refer to **Swivelpole™ Retrofit Assist Kit 1 User Guide** (see overleaf) and follow steps 1 through to 6.

Installing the Swivelpole™ R11 Retrofit

1. Fit the Retrofit cable protectors into the cut ends of the pole.
2. Rout the electrical cable through the components according to the conversion method used.
3. Fit the base section of the retrofit over the existing pole base.
4. Tighten the bottom locking collar grub screws – do not fully tighten at this point.
5. Swivel the top section of the assembly at 90 degrees to the base section.
6. With one person holding the pole top horizontally, slide the pole top into the top of the retrofit section.
7. Rotate the Safe Swivel™ joint section to the desired orientation (see **Importance of Safe Swivel™ joint orientation**).
8. Tighten the top locking collar grub screws – do not fully tighten at this point.



9. At this point, the Swivelpole™ will be self supporting.
10. Raise the pole top, guiding it as it swivels to the upright position.
11. Insert the safety pin.
12. With the pole top in the upright position, mark the pole in the direction the luminaire is to face and lower it again to fit the luminaire mount.
13. To lower, remove the safety pin and swivel the pole top down to a safe working height and insert the safety pin.
14. Fit the luminaire mount as per marked position on the pole top. Tighten the grub screws to a torque setting of 17Nm to 20Nm.
15. Fit the luminaire and complete termination.
16. Raise the Swivelpole™ and insert the safety pin.
17. Tighten the bolts evenly to a torque setting of between 40Nm and 80Nm.
18. Tighten the bottom locking collar grub screws to a torque setting of 40 and 60Nm.
19. Swivelpole™ conversion is now complete and ready for operation.



Swivelpole™ R11 completed installation

Before installation please ensure you have read Swivelpole™ Installation & Operation Guide – **Safe Swivel™ joint orientation and Operation and safety information**. This guide should be followed to ensure the Swivelpole™ is assembled and installed safely and correctly.

Copies of general assembly drawings are available online www.swivelpole.com

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Swivelpole™ R12, R13

Conversion utilising existing pole base and renewing the pole top

Isolation of power

Onsite safety working procedures should be followed to locate and isolate power circuits at the switchboard.

Conversion Tools

Swivelpole™ recommends the use of its Retrofit Assist Tools to ensure safe conversion of non-lowering poles.

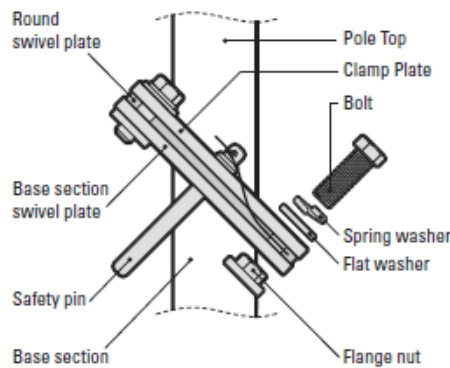
There are two pole conversion kits available depending on the preferred disconnection method selected.

For disconnection at the luminaire, refer to **Swivelpole™ Retrofit Assist Kit 2 (RAK2-PCT) User Guide** (see overleaf) and follow steps 1 to 6.

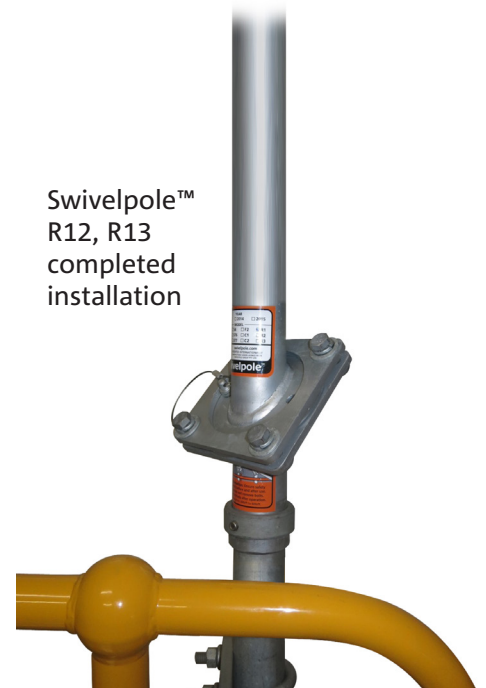
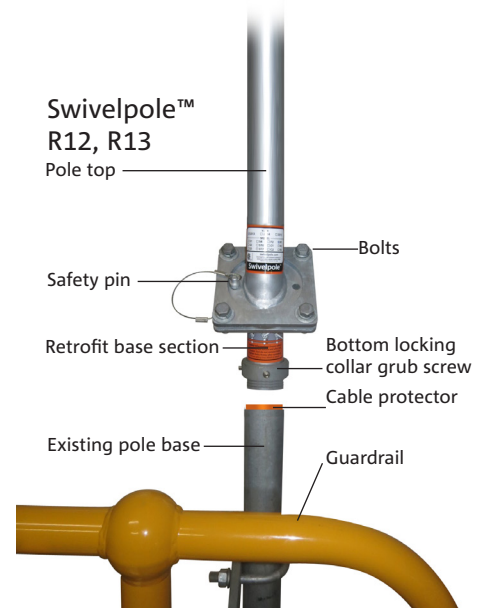
For disconnection at the Junction Box or T-fitting, refer to **Swivelpole™ Retrofit Assist Kit 1 (RAK1-PCT) User Guide** (see overleaf) and follow steps 1 through to 6.

Installing the Swivelpole™ R12 or R13 Retrofit

1. Fit the Retrofit cable protectors into the cut ends of the pole.
2. Rout the electrical cable through the components according to the conversion method used.
3. Swivel the pole top at 90 degrees to the base section.
4. With one person holding the pole top horizontally, slide the base section over the existing pole base.
5. Rotate the Safe Swivel™ joint section to the desired orientation (see **Safe Swivel™ joint orientation**).
6. Tighten the locking collar grub screws – do not fully tighten at this point.
7. At this point, the Swivelpole™ will be self supporting.

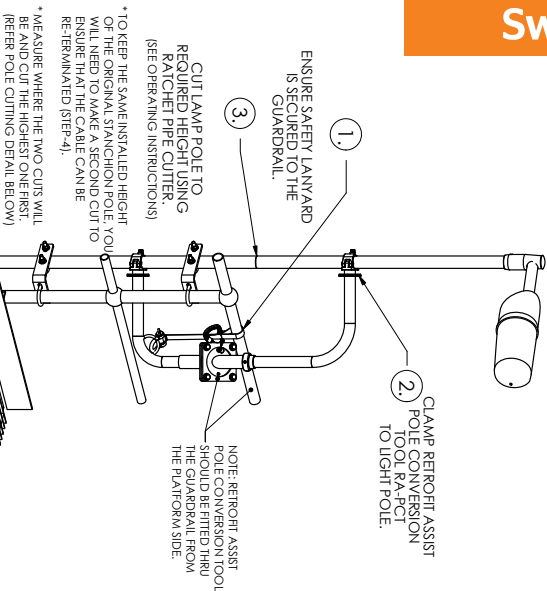


8. Raise the pole top, guiding it as it swivels to the upright position.
9. Insert the safety pin.
10. With the pole top in the upright position, mark the pole in the direction the luminaire is to face and lower it again to fit the luminaire mount.
11. To lower, remove the safety pin and swivel the pole top down to a safe working height and insert the safety pin.
12. Fit the luminaire mount as per marked position on the pole top. Tighten the grub screws to a torque setting of 17Nm to 20Nm.
13. Fit the luminaire and complete termination.
14. Raise the Swivelpole™ and insert the safety pin.
15. Tighten the bolts evenly to a torque setting of between 40Nm and 80Nm.
16. Tighten the bottom locking collar grub screws to a torque setting of 40 and 60Nm.
17. Swivelpole™ conversion is now complete and ready for operation.

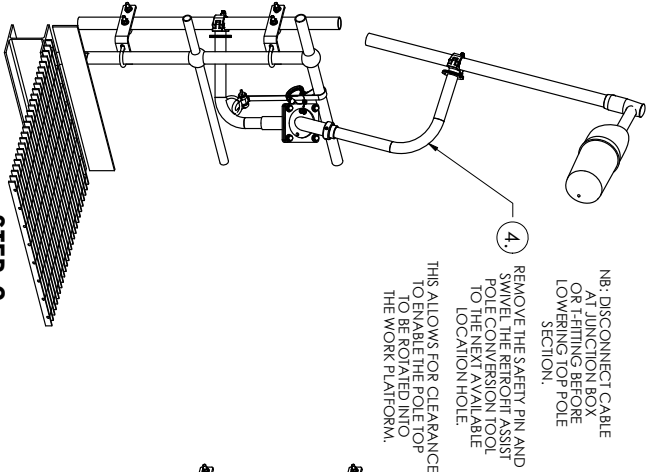
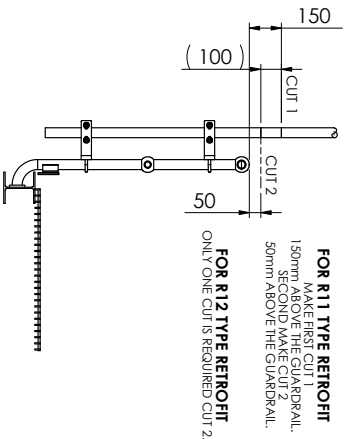


Retrofit Assist Kit 1 (RAK1-PCT) - User Guide

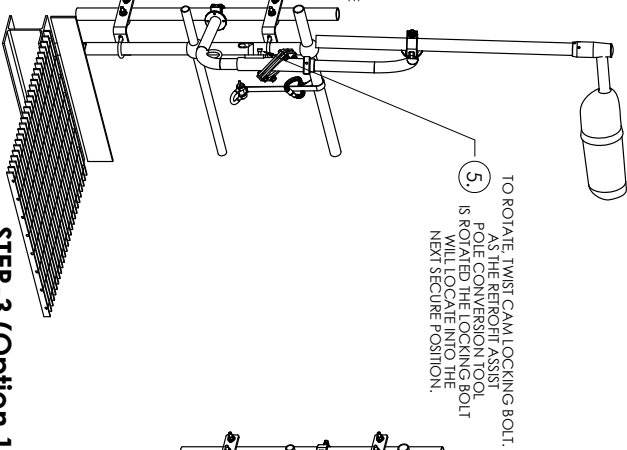
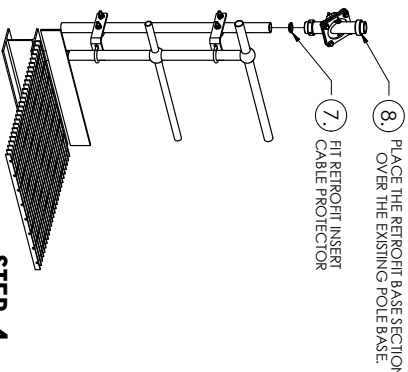
For disconnection at the Junction Box/T-fitting



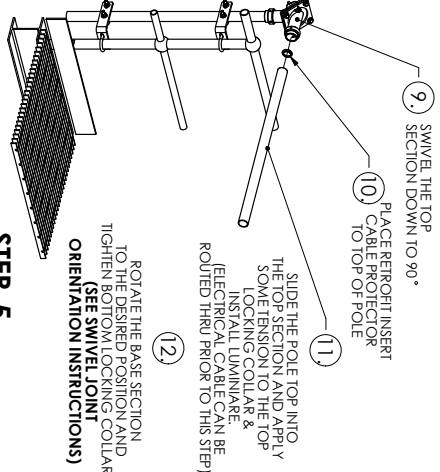
STEP-1



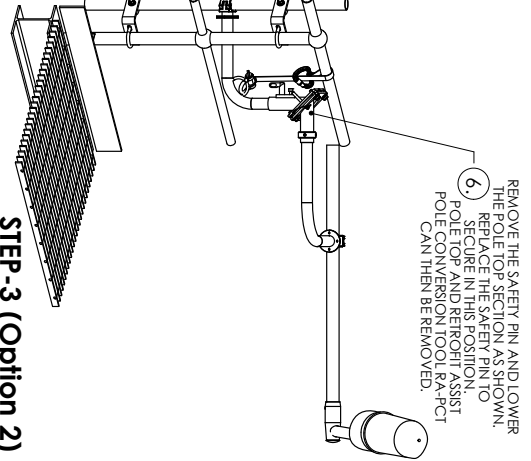
STEP-2



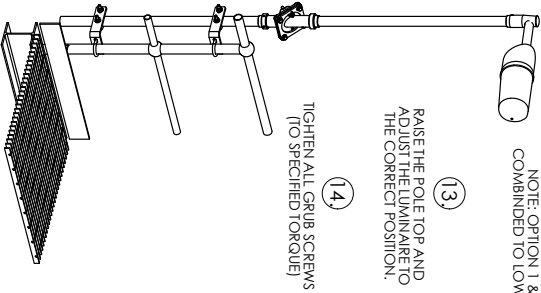
STEP-3 (Option 1)



STEP-5



STEP-3 (Option 2)



STEP-6

See also Retrofit System - User Guide for detailed instruction of Swivelpole R11,R12,R13

POLE CUTTING DETAIL

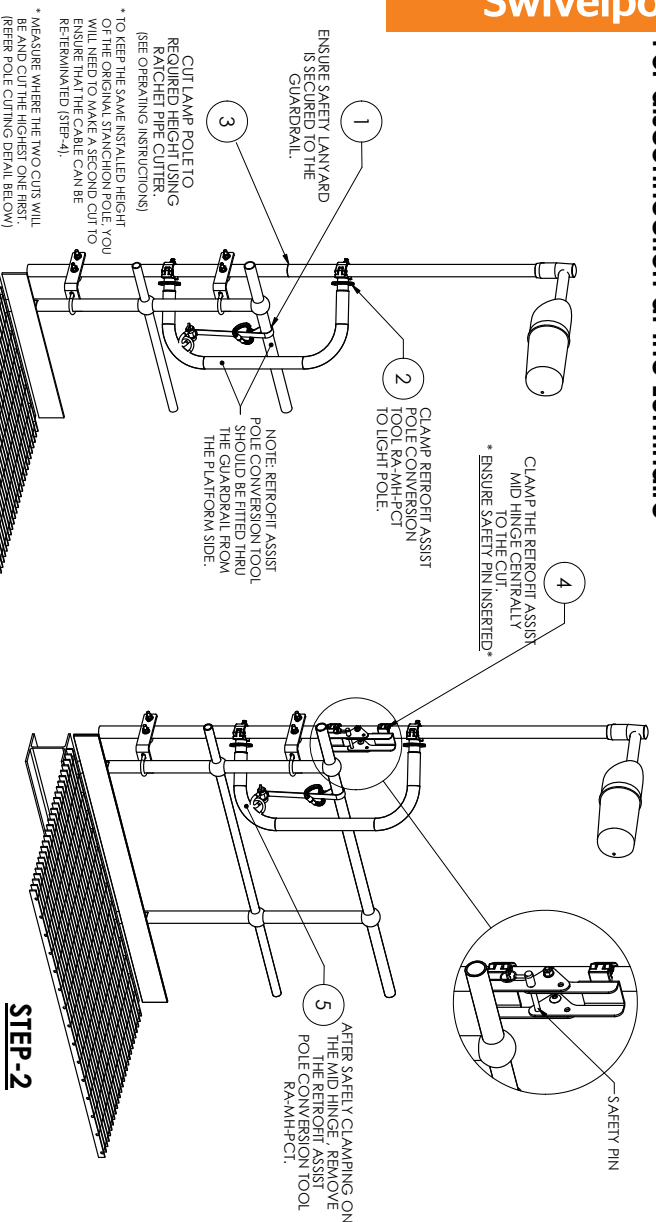
Swivelpole Retrofit Assist Kit 1

RAK1-PCT:
For disconnection at Junction box
or T-fitting

Swivelpole				This document is the property of and protected by copyright owned by Sole Swivel Technology Pty Ltd (SSTL). The designs and other information embodied in this document comprise confidential information of SST and form part of products covered by international patents and registered designs including US patent No 6957932. Unauthorised use, reproduction and disclosure are strictly prohibited. This document must not be removed from the premises of the licensed user of the document without SST's prior approval.			
ALL DIMENSIONS IN MILLIMETRES				PROJECT: SWIVELPOLE			
DRAWN BY: BP				DATE: 07-01-13			
CHECKED BY: PP				DATE: 07-01-13			
APPROVED BY: PP				DATE: 07-01-13			
THIRD ANGLE PROJECTION				SCALE: 1:20			
TITILE: Swivelpole R Retrofit Assist - User Instructions				DRAWING NO: C-RA-001-PC			
REV: 3				A3			

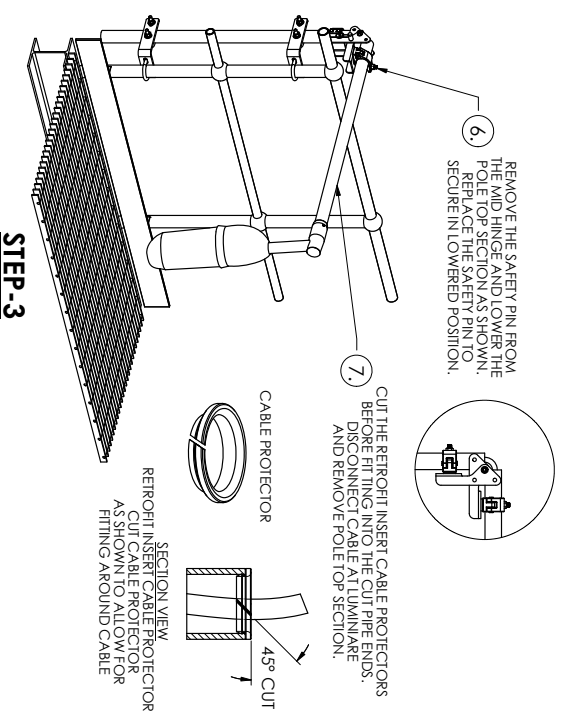
Retrofit Assist Kit 2 (RAK2-PCT) - User Guide

For disconnection at the Luminaire

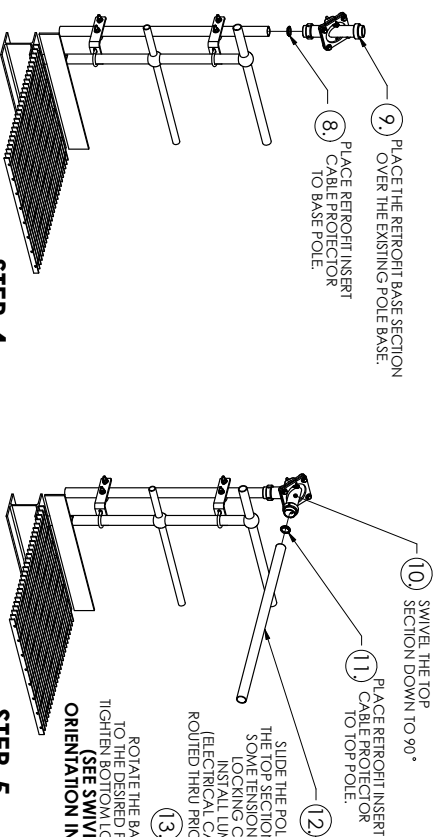


STEP-1

STEP-2

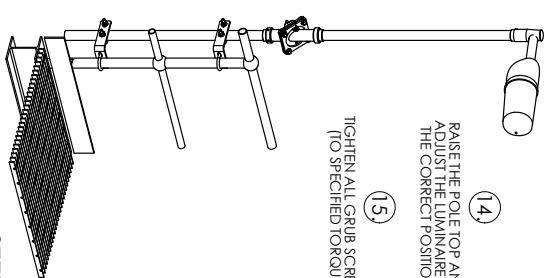


STEP-3

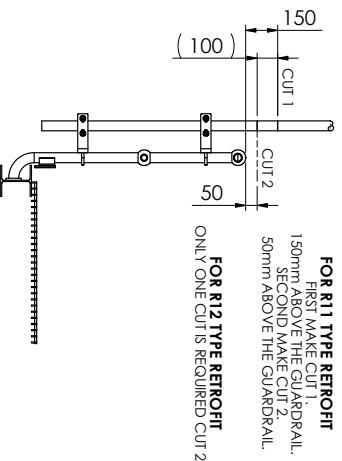


STEP-4

STEP-5



STEP-6



POLE CUTTING DETAIL

See also **Retrofit System - User Guide** for detailed instruction of Swivelpole R11,R12,R13

Swivelpole Retrofit Assist Kit 2

RAK2-PC:

For disconnection at luminaire.

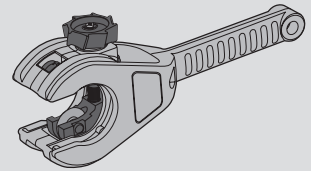
Swivelpole™				This document is the property of and protected by copyright owned by Sole Swivel Technology Pty Ltd (SSTL). The designs and other information embodied in this document comprise confidential information of SST and form part of products covered by international patents and registered designs including US patent No 6957832. Unauthorised use, reproduction and disclosure are strictly prohibited. This document must not be removed from the premises of the licensed user of this document without SST's prior approval.			
ALL DIMENSIONS IN MILLIMETERS		PROJECT		SERIES / CODE		DESCRIPTION	
SWIVELPOLE		R		R		Retrofit Assist	
DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
BP	BP	BP	BP	BP	BP	BP	BP
APPROVED BY	DATE	APPROVED BY	DATE	APPROVED BY	DATE	APPROVED BY	DATE
PP	July 12	PP	July 12	PP	July 12	PP	July 12
THIRD ANGLE PROJECTION	SCALE	THIRD ANGLE PROJECTION	SCALE	THIRD ANGLE PROJECTION	SCALE	THIRD ANGLE PROJECTION	SCALE
	1:20		1:20		1:20		1:20
C-RA-MH-001-PC				C-RA-MH-001-PC			
3				3			
A3				A3			

OPERATING INSTRUCTIONS RA-RPC-01

Ensure you have read and understood the step by step directions on using the Retrofit Assist Kit.

Caution: Ensure safety lanyard is connected to guardrail and PCT clamps are tight.

Technical enquiries: info@swivelpole.com

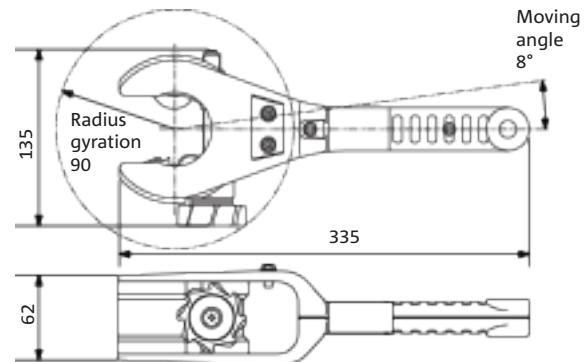


Swivelpole™

Ratchet Pipe Cutter RA-RPC-01

The Ratchet Cutter is designed to allow easy cutting in tight spaces. Cutting is possible with just an 8° swing of the handle.

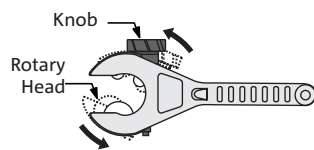
As the handle grip is moved forward and backward the rotary head turns and automatically feeds the cutting blade until pipe is cut.



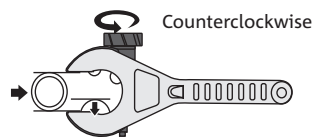
How to use

1. Before use, ensure any PVC coating is removed before cutting.

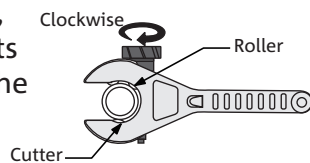
2. Turn the rotary head to fit the main body and the opening section of rotary head.



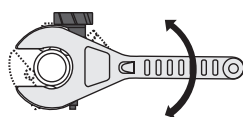
3. If cutter interferes with inserting pipe in the opening, turn the knob and move the cutter until pipe can be inserted.



4. Fit the pipe on the roller, turn the knob until it gets a little tight, and pinch the pipe with the cutter. Do not over tighten.



5. If you move the grip forward and backward, rotary head turns and with automatic cutter feeding mechanism, pipe is cut.



Max diam cut - 66 mm

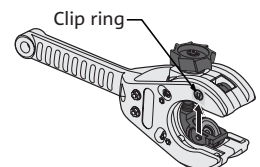
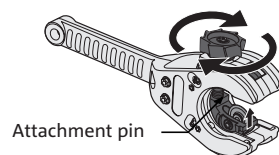
Max wall thickness

- Carbon steel - 3.8mm
- Stainless steel - 3.2mm

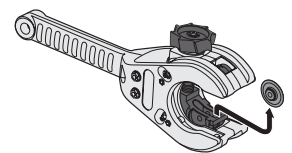
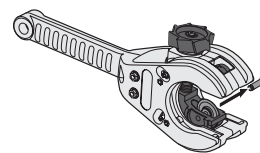
Supplied with 3 spare blades. If used in accordance with instructions and cutting lubricant, blades can last in excess of 50 cuts.

How to change cutter

1. Turn knob until attachment knob can be seen.
2. Remove clip ring.



3. Remove attachment pin.
4. Remove cutter.



Installation is in an opposite manner.



Be sure to apply grease (molybdenum grease) to attachment pin when cutter is changed.

Caution - To avoid blade failure:

- Ensure that the tool is cutting straight.
- Apply cutting oil to blade prior to each cut.
- Do not exceed 90° movement of handle grip in each backward and forward stroke.

INSTALLATION & OPERATION GUIDE

Swivelpole™

The patented Swivelpole™ allows controlled lowering of the pole into a safe and comfortable working position. This guide should be followed to ensure the Swivelpole™ is assembled and installed safely and correctly so it works to its optimum performance.

Copies of general assembly drawings are available online
www.swivelpole.com

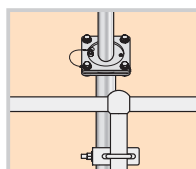
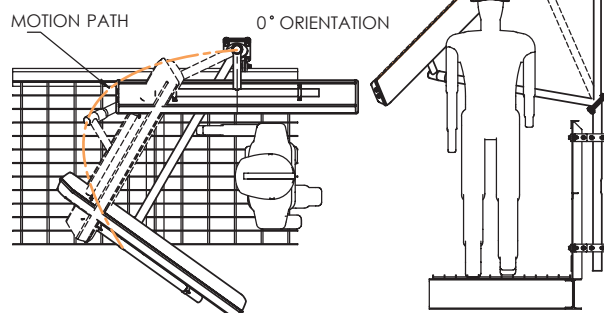


Safe Swivel™ joint orientation

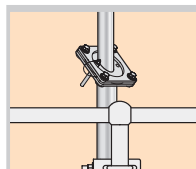
Important: Safe Swivel™ joint allows clockwise or anti-clockwise orientation at any degree from the guardrail, with lowering operation to either side to avoid any clash to either side.

0° Safe Swivel™ joint orientation

Orientation avoiding clash behind the guardrail and to the right side.



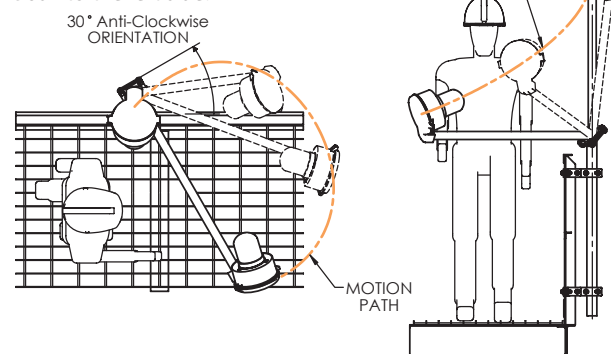
Stanchion mounted 0° orientation



Stanchion mounted 45° anti-clockwise orientation

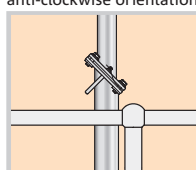
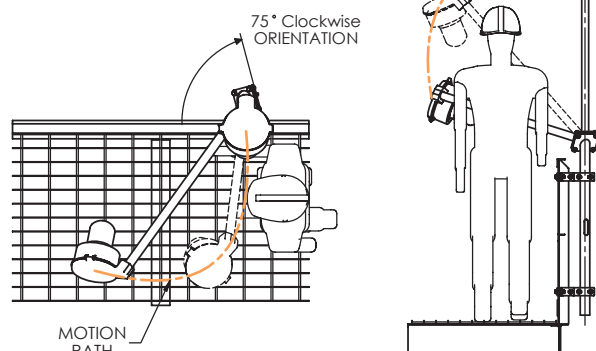
30° Safe Swivel™ joint orientation

Anti-clockwise orientation avoiding clash to the left side.

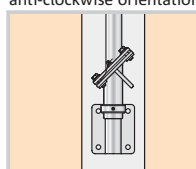


75° Safe Swivel™ joint orientation

Clockwise orientation avoiding clash behind the guardrail and to either side.



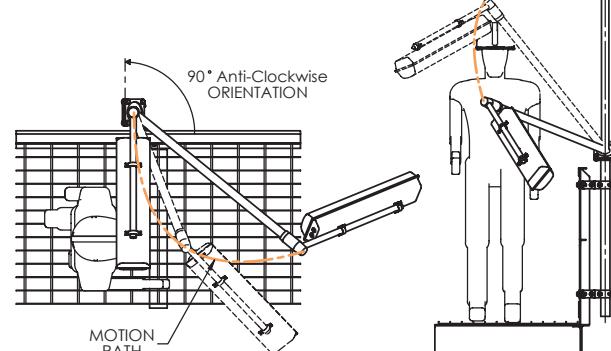
Structure mounted 90° anti-clockwise orientation



Column mounted 90° clockwise orientation

90° Safe Swivel™ joint orientation

Anti-clockwise orientation avoiding clash behind the guardrail and to the right side.



Operation and safety information

These guides are to be followed in conjunction with your worksite procedures, safety rules and regulations.

To lower Swivelpole™:

1. Ensure safety pin is inserted.
2. Loosen - **but do not remove** - bolts so the top section lowers with some resistance on the clamping plate. This allows safe and controlled lowering action for one-person operation.
3. Whilst holding the pole top with one hand, retract the safety pin and lower it to a comfortable working position.
4. Insert the safety pin.

To raise Swivelpole™:

1. Retract the safety pin.
2. Push the pole top, guiding it as it swivels to the upright position.
3. Insert the safety pin.
4. Tighten the bolts evenly to a torque setting of between 40Nm and 80Nm.

Tool and material requirements

Swivelpole™ assembly

- A torque wrench.
- Allen keys to suit: M8 grub screws - use for light mounts. M10 or M12 grub screws - use for Retrofit locking collars.
- Multi-purpose grease for Safe Swivel™ joint.

Maintenance and inspection

- Ensure the product operation label remains visible and legible.
- Visually check the Swivelpole™ for any signs of damage and report findings.

Customer Service

Swivelpole™

Email: sales@swivelpole.com
swivelpole.com

Product warranty. All equipment and goods are warranted by the seller to be free from defects in material and workmanship for five (5) years from the date of shipment. This warranty does not apply to equipment or goods which are misused, or abused, or damaged from installation, or not used in accordance with seller's instructions. Normal wear of equipment or goods is not included in this warranty. No responsibility will be taken for any modifications, alterations or additions to the standard product design. This includes exceeding recommended maximum weights for any fittings or exceeding the installed height.

Patented. Swivelpole™ products are manufactured under licence.
Patents include US patent No. 6957832 and Australian patent No. 767949