

PACKING, HANDLING & STORAGE PROCEDURES

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PACKING, HANDLING & STORAGE PROCEDURES

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1. Scope and Purpose

This specification describes packing typologies, including related information about the composition and the construction of the same, providing also the Spina recommendations concerning the activities of management of goods, like Storage, Transportation and handling procedures.

If not specified by customer, SPINA will take into account the suited method based on our experience and in relation to the scope of supply.

For more information please refer to “Packing Table 1.1”.

1.1 Packaging Table

GOODS DESCRIPTION		TYPE OF TRANSPORTATION												NOTE	
		TRUCK						AIRFREIGHT / VESSEL							
		Carton Box	Wooden Pallet	Wooden Crate	Wooden Case	Wooden Drum	Staved Wooden Drum	Bundle	Carton Box	Wooden Pallet	Wooden Crate	Wooden Case	Wooden Drum		Staved Wooden Drum
CABLE TRAYS	STRAIGHT ELEMENTS						M			X				M	
	ELBOWS		M						M	X	X				
	ACCESSORIES	X	M					X	M		X				
CABLES	LV & MV CABLES				X							M	X		
	INSTRUMENTAL AND THERMOCOUPLE CABLES				X							M	X		
	COAXIAL AND OPTIC FIBER CABLES				X							M	X		
	GROUNDING CABLES		M		X				M			X	X		(3)
ELECTRICAL MATERIAL	JUNCTION BOXES AND PANELS		M		X				M		X				(1)
	CABLE GLANDS AND ELEC. FITTINGS		M		X				M		X				(1)
	LIGHTING FIXTURES		M		X				M		X				(1)
	ELECTRICAL EQUIPMENT		M		X				M		X				(1)
POLES	POLES AND LIGHTING POLES						M				M				
	HIGH MAST						M							M	
	POLE ACCESSORIES	X	M					X	M						
GROUNDING	LIGHTING AND EARTHING RODS						M							M	
	EARTHING ACCESSORIES	X	M					X	M		X				
	CONCRETE AND PLASTIC PIT		M						M		X				
	CONDUIT						M							M	
PNEUMATIC	TUBING						M							M	
	FITTINGS AND MANIFOLDS	X	M					X	M		X				
	VALVES	X	M					X	M		X				
	SEPARATION AND DISTRIBUTION POT		M						M		X				
LABORATORY	LABORATORY INSTRUMENTATION				M						M				(1)
	REAGENTS AND CHEMICAL ITEMS														(2)
	LABORATORY FURNITURE		M						M		X				(1)
	LABORATORY MACHINERY		M						M		X				(1)
SAFETY AND CONSUMABLES	PPE, SAFETY AND EMERGENCY EQUIPMENTS	X	M					X	M						
	OIL AND LUBRICANTS	X	M					X	M						
	WORK TOOLS	X	M					X	M						

NOTES:

- Barrier Bag is applied on material along with Dehydrating Agent when the selected packing type is Wooden Case for Vessel transporation;
- For "REAGENTS AND CHEMICAL ITEMS" the packages will be in accordance with Dangerous Goods Requirements (DGR) Prescription;
- Cables coils on Wooden Pallet are only applicable for minimum amounts;

LEGENDA:

- **M: Minimum applicable**
- **X: Applicable**

2. Packing Procedures

The purpose of packing is to protect materials during transport, handling and storage from mechanical damages and environmental impact (rain, humidity, temperature variations, dust, sand etc.), and it is also aimed at preventing, wherever possible, theft.

Packing are designed and realized to withstand loading and unloading during transport and storage. The type of packing is always commensurate with the weight of the materials. Moreover Standardized ISO R/780 symbols (img.1) are applied if the package requires special handling.

SYMBOL SIMBOLO	DESCRIPTION DESCRIZIONE	REMARKS NOTE
	HANDLE WITH CARE ATTENZIONE! FRAGILE	To be shown on one side and on the top at least (preferably on all sides) <i>Indicare almeno su un lato e in alto (preferibilmente su tutti i lati)</i>
	THIS WAY UP ALTO	To be shown on all top covers <i>Indicare sugli angoli superiori</i>
	SLING HERE IMBRAGARE QUI	To be shown on slinging points, depending on centre of gravity <i>Indicare in corrispondenza dei punti di imbragatura, dipendentemente dal baricentro</i>
	KEEP DRY TENERE ALL'ASCIUTTO	To be shown on one side and on the top at least (preferably on all sides) <i>Indicare almeno su un lato e in alto (preferibilmente su tutti i lati)</i>
	CENTRE OF GRAVITY BARICENTRO	
	DO NOT USE HOOKS NON USARE GANCI	To indicate that hooks are forbidden for the package lifting <i>Per indicare che è proibito l'uso di ganci per il sollevamento</i>
	KEEP AWAY FROM HEAT TENERE LONTANO DA FONTI DI CALORE	To indicate that the package must be kept away from heat <i>Per indicare di tenere il collo lontano da fonti di calore</i>
	DO NOT ROLL PROIBITO IL ROTOLAMENTO	To indicate that the package must not be rolled <i>Per indicare di non far rotolare il collo</i>



img.1 General Packing & Symbols

2.1 Carton

Carton boxes are composed by double wall sheets of standard corrugated cardboards (*img.2*).

Cartons are assembled by means of metal staples, adhesive tape and metal or plastic strips (*img.3*)



Img.2 Carton Boxes



Img.3 Strips for Carton Boxes

2.2 Pallet

Pallet dimensions (Fig.4) are established either considering the various special requirements of transportation or by taking into account the type of equipment tools.

Poplar wood is used for building pallets which are fumigated according to standard ISPM No. 15. “Guidelines for regulating wood packaging material in international trade, 2002” on request.

Material is placed and secured on the pallet and covered with a protective plastic film (Fig.5) to protect it from atmospheric agents and unintentional movements. Accessories or small items are placed first into carton boxes and then placed on pallets.



Fig.4 Pallets



Fig.5 Pallets with protective film

2.3 Crate

Crates are built by fixing all the planks at an equal distance one from the other (Fig.7), in order to guarantee a uniform resistance to the whole structure. Moreover, the angles of the crates are reinforced.

Wooden crates are fumigated according to standard ISPM No. 15. "Guidelines for regulating wood packaging material in international trade, 2002" on request.

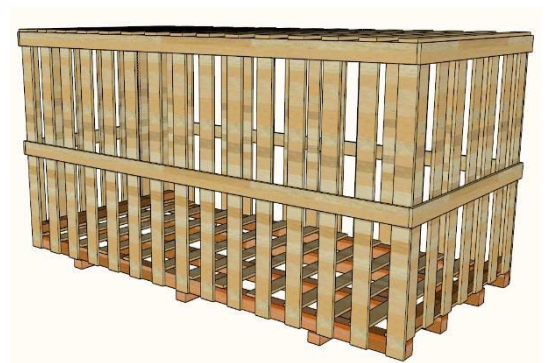


Fig.6 Crates

2.4 Case

Cases are made up of unplanned OSB wood or plywood with closed joints, according to client requirements. The walls (sides and heads) are made up of vertical boards, joined with properly placed crossbeams (Fig.8). The material is secured inside the case with protective plastic film (Fig.9).

Small components or supplied accessories are packed into bags (polyethylene) or carton boxes. Wooden case are fumigated according to standard ISPM No. 15. "Guidelines for regulating wood packaging material in international trade, 2002" on request.

On top, a polyethylene paper is applied to prevent liquid infiltration (Fig.7).



Fig.7 Case

Case should be stored preferably in dry locations; in case of outdoor storage, cases should be protected from atmospheric agents, saline or corrosive atmosphere.

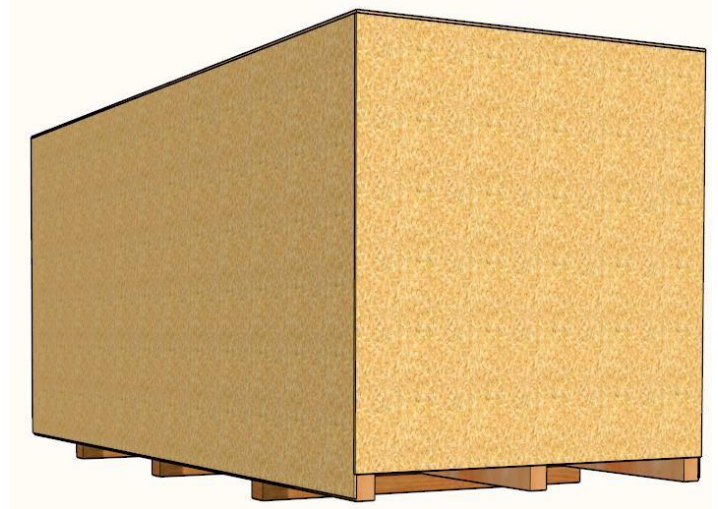
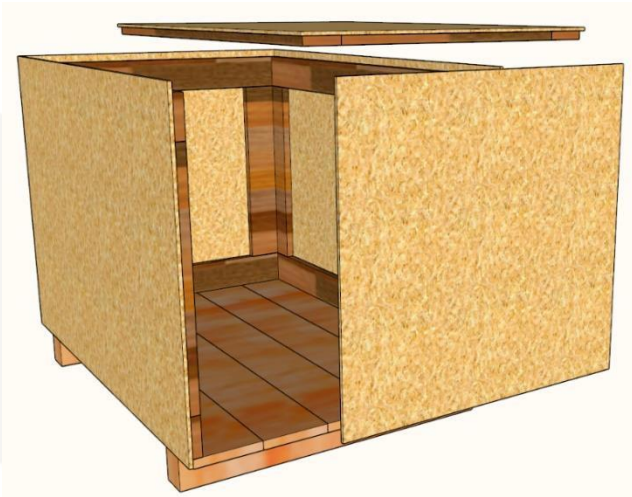


Fig.8 Typical Cases assembly

When a barrier bag is required (Fig.10), a moisture-absorbing agent (dessicant salt) is placed inside it. This is useful to remove humidity stuck inside the bag.



Fig.9 Plastic film



Fig.10 Barrier Bag

Wooden Case as per SEI 4C standard

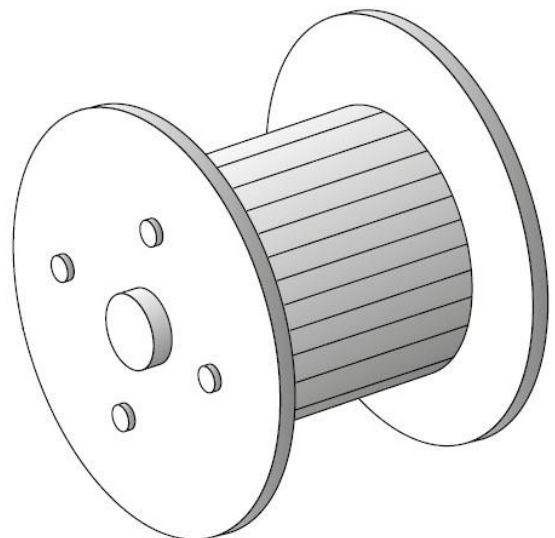
At request, it is possible to supply wooden cases in accordance to SEI 4C standard. This type of packages are composed by treated wooden as per ISPM 15 FAO with the addition of the VCI (Volatile Corrosion Inhibitors) bags that ensure an higher protection against corrosion and humidity to the packed material.

2.5 Drum

Cables are rolled up and protected inside a wooden drum, while the ending part of the cable is left outside in order to easily check the cable materials/types. Drums are completely sealed by means of heat shrinkable sheaths or sealing resin to prevent the infiltration of water and humidity.

Staves, if applied (img.11), are used for the mechanical protection of cables during transportation; they should not be removed from drums until cable installation has started.

Wooden drum will be fumigated in according to standard ISPM No. 15. "Guidelines for regulating wood packaging material in international trade, 2002" on request.



Img.11 Wooden Drum

2.6 Bundles

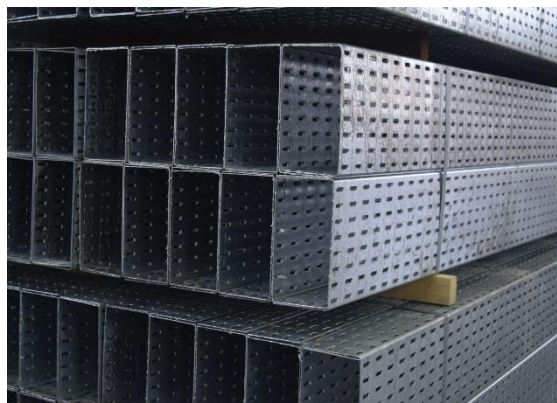
Some long and/or stackable materials can be sometimes supplied in bundles.

Cable trays (straight elements) are supplied in bundles (img.13), while bends and other special products are supplied on pallet, if necessary, according to their dimensions.

Poles are supplied in bundles and tied together with plastic resistant strips in order to guarantee the correct fastening and avoid frictional effects. On request, ends of every pole can be covered by a protective waterproof film (img.12) in order to avoid water infiltration.



img.12 Protective waterproof film



img.13 Cable trays bundle

All the material is raised off the ground by means of a wooden stock (img.14a), in order to avoid direct contact with ground.



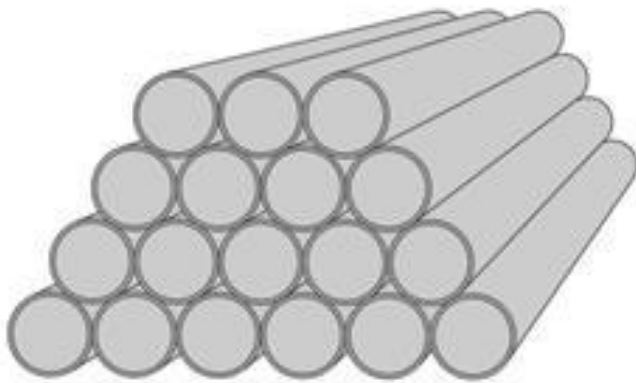
img.14a Bundle placing

After unpacking, bundles should be stored where possible as described below:

Poles shall be stacked in a bundled beehive configuration (img.14b) and, where possible, pipes with largest diameter shall be placed at the bottom.

Cable trays shall be lifted from the ground with wooden stocks or stacked as per (img.14c)

Products are stored distant from excessive heat, avoiding contamination by oil, petroleum or greases.



img.14b general stacking



img.14c cable trays stacking

The storage area must be flat and leveled, with no sharp objects or projections and cargo must be equally distributed considering the weight of the material being stored.

Sheet metal poles/ cable trays can be stored outdoor avoiding direct contact with the ground. It is recommended to identify an area suitable for storage, that allows to reduce movements as much as possible (until the installation) in order to avoid possible damages.

Any eventual electrical material supplied with the poles (terminal boards, lighting bodies) must be stored in a covered and dry environment.

2.7 Standard packing dimensions

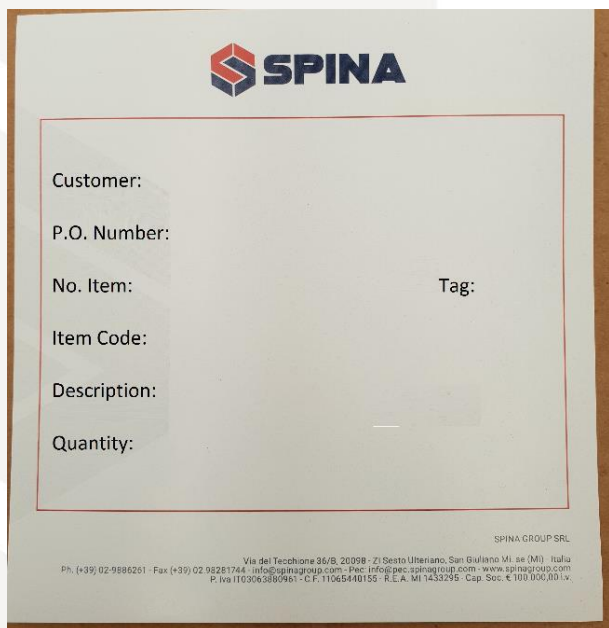
All packings are designed and customized on the basis of each scope of supply. For each type of packing, our standard maximum weight is about 2.500 Kg.

In case of significant weight, in order to apply a particular packing, all applicable safety and security procedures have to be followed before proceeding with packing.

3. Marking & Labeling

Each package is identified, where applicable, by a label (img.16) containing all the necessary information to identify the package and to allow the traceability between the Client TAG number and the SPG Item Number.

Furthermore, packages are identified also by the packing list (img.17), which indicates the relative dimensions and weights to be considered for the handling phase. Packing list as per client format can be used when required.



SPINA

Customer:

P.O. Number:

No. Item: Tag:

Item Code:

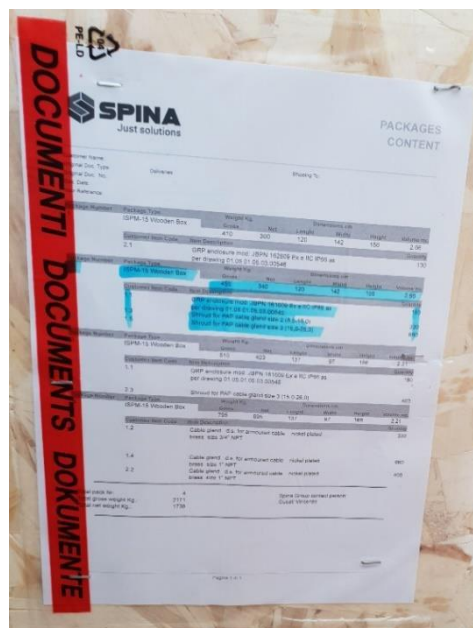
Description:

Quantity:

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 P. Iva IT03063800961 - C.F. 11065440155 - R.E.A. MI 1433295 - Cap. Soc. € 100.000/01 i.v.

img.17 Packing List



SPINA
Just solutions

PACKAGES CONTENT

DOCUMENTI DOCUMENTS DOCUMENTE

Item Number	Package Size	Weight	Volume	Dimensions	Material	Weight	Volume	Dimensions	Material
0.1	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
0.2	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
0.3	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
0.4	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
0.5	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
0.6	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
0.7	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
0.8	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
0.9	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
1.0	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
1.1	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
1.2	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
1.3	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
1.4	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
1.5	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
1.6	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
1.7	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
1.8	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
1.9	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
2.0	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
2.1	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
2.2	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
2.3	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
2.4	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
2.5	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
2.6	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
2.7	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
2.8	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
2.9	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
3.0	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
3.1	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
3.2	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
3.3	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
3.4	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
3.5	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
3.6	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
3.7	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
3.8	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
3.9	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
4.0	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
4.1	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
4.2	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
4.3	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
4.4	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
4.5	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
4.6	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
4.7	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
4.8	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
4.9	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
5.0	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
5.1	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
5.2	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
5.3	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
5.4	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
5.5	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
5.6	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
5.7	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
5.8	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
5.9	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
6.0	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
6.1	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
6.2	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
6.3	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
6.4	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
6.5	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
6.6	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
6.7	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
6.8	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
6.9	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
7.0	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
7.1	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
7.2	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
7.3	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
7.4	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
7.5	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
7.6	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
7.7	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
7.8	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
7.9	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
8.0	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
8.1	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
8.2	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
8.3	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
8.4	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
8.5	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
8.6	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
8.7	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
8.8	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
8.9	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
9.0	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
9.1	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
9.2	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
9.3	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
9.4	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
9.5	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
9.6	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
9.7	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
9.8	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
9.9	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50
10.0	SPG-13 Wooden Box	410	300	120	140	150	2.50	150	2.50

img.16 Tagging

4. Handling & Transportation Procedures

4.1 Carton boxes, pallets, bundles, cases and crates

Handling of goods shall be done manually (for lower weight carton box) or by using a forklift (pallets, cases, crates, bundles), by loading/unloading packages one by one. Gravity center (img.18) must be checked before lifting in order to balance the weight properly. For a right handling of bundles by means of a forklift, forks have to be positioned in the central part of the bundle and at the same time the bundle must be as close to the forklift as possible. When using wires ropes for lifting, these must be parallel to case side to prevent inward pressure (img.18).

When using a forklift truck, forks are inserted all the way under the case base ensuring a sufficient grip.

The packages are moved gently, goods shall not be dropped.

To allow the safe handling and transportation (i.e. unpaved road) the goods are secured to the bottom trailer with belts or any other suitable materials.

Standardized symbols are applied if the package requires special handling.

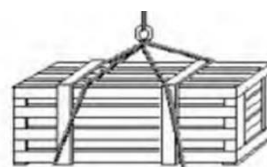
As standard, cases are not stackable. If stacking is requested, different packages have to be considered properly.

Be sure to guarantee the personnel safety during all the logistic process by following symbols and marking helps, together with this procedure.

SYMBOL SIMBOLO	DESCRIPTION DESCRIZIONE	REMARKS NOTE
	HANDLE WITH CARE ATTENZIONE! FRAGILE	To be shown on one side and on the top at least (preferably on all sides) <i>Indicare almeno su un lato e in alto (preferibilmente su tutti i lati)</i>
	THIS WAY UP ALTO	To be shown on all top covers <i>Indicare sugli angoli superiori</i>
	SLING HERE IMBRAGARE QUI	To be shown on slinging points, depending on centre of gravity <i>Indicare in corrispondenza dei punti di imbragatura, dipendentemente dal baricentro</i>
	KEEP DRY TENERE ALL'ASCIUTTO	To be shown on one side and on the top at least (preferably on all sides) <i>Indicare almeno su un lato e in alto (preferibilmente su tutti i lati)</i>
	CENTRE OF GRAVITY BARICENTRO	
	DO NOT USE HOOKS NON USARE GANCI	To indicate that hooks are forbidden for the package lifting <i>Per indicare che è proibito l'uso di ganci per il sollevamento</i>
	KEEP AWAY FROM HEAT TENERE LONTANO DA FONTI DI CALORE	To indicate that the package must be kept away from heat <i>Per indicare di tenere il collo lontano da fonti di calore</i>
	DO NOT ROLL PROIBITO IL ROTOLAMENTO	To indicate that the package must not be rolled <i>Per indicare di non far rotolare il collo</i>



Img.18 Gravity center & lifting chain symbols

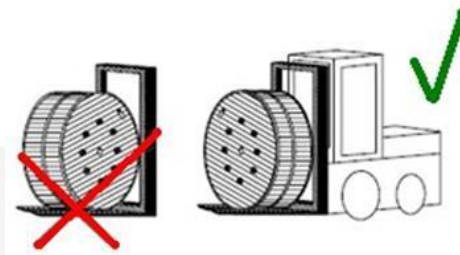


Crates and cases are lifted by ropes passed underneath.

4.2 Cable drums

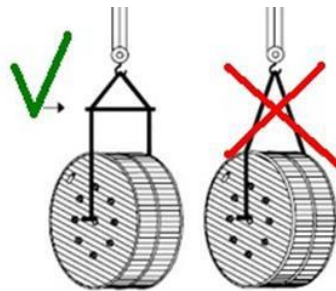
Cable handling & transportation can be achieved by using a forklift or a lifting crane.

In case of *forklift* handling, ensure the drums before moving them and place them on vertical position as per (img.19). The forks have to be longer than the width of the wooden drums.



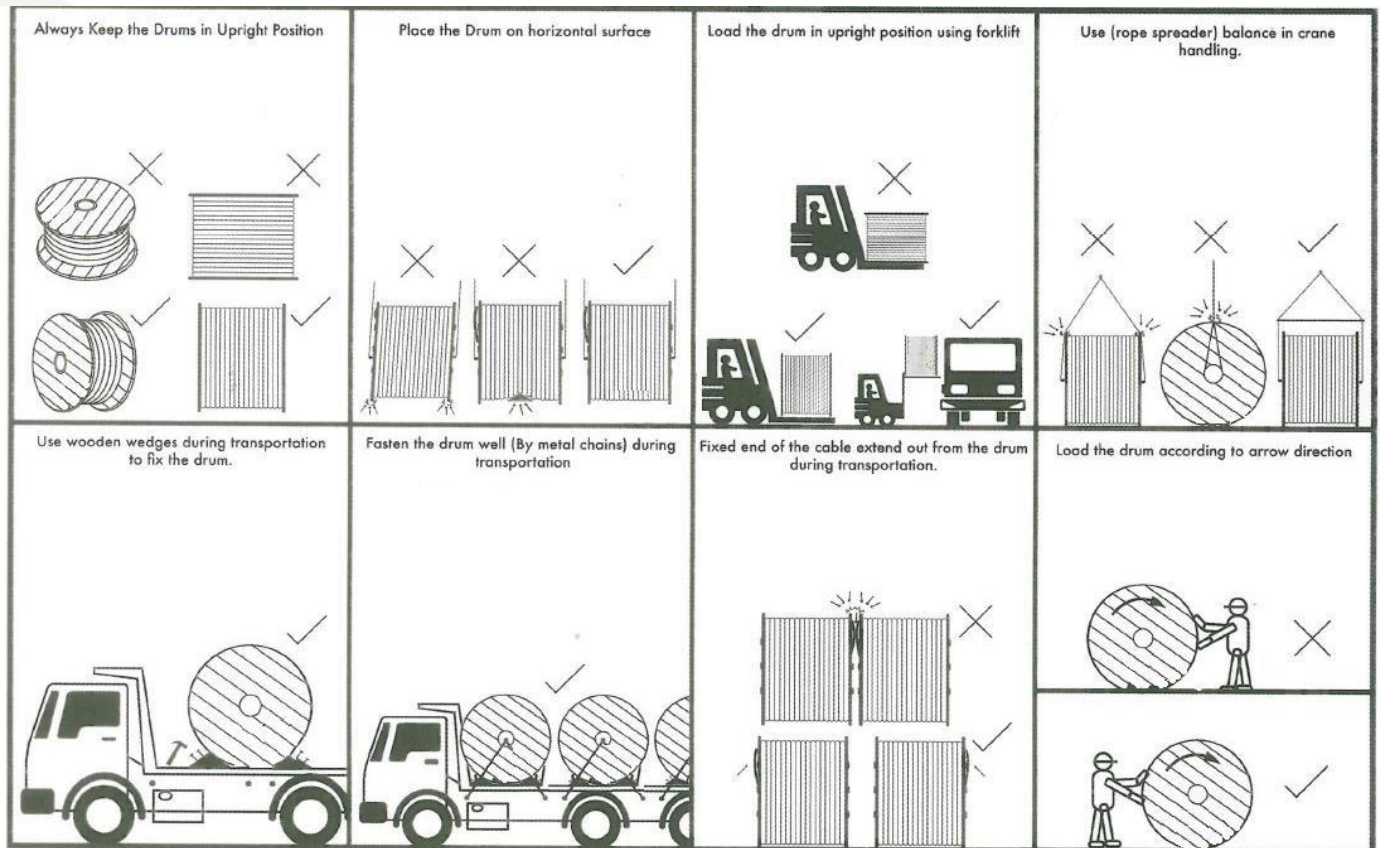
img.19 forklift handling

In case of *lifting crane* handling, be sure to use a separator of the same dimensions of the middle shaft (img. 20). This procedure will help to avoid damages to the edges and flanges of the wooden drums.



img.20 Lifting the drums

The procedure of transport and shipment shall be made in accordance with the material to be transported, taking in consideration all the aspects shown in the (img.21). Remember to use all the necessary precautions, supervising adequately all the steps.



Img.21 Handling & Transportation Procedures

The use of a lifting or transport device for a weight which exceeds its permitted capacity is never allowed.

The use of a lifting or transport device for a purpose which it is not primarily intended for is never allowed unless professional approval.

Never transport any objects without ensuring the proper stacking.

Never allow an unauthorized person to operate any device or a mechanical transport.

4.3 Cable drums Handling & Transportation Recommendations

Lift by using equipment which has been specifically designed for lifting cable drums and avoid using arrangements unless professional approval has been given; this is particularly recommended when drums of special construction require special devices for guaranteeing safety.

Avoid to makes drums rolling wherever possible, except in situations where rolling is the correct procedure.

Where ramps are necessary, ensure that drums movement is always under control.

Drums marked “roll this way only” should always be rolled in the indicated direction.

When lifting drums by crane and spindle-type rods, use only rods that have been approved for this specific use with the correct sides, weights and widths of the drums.

Collars should be fixed to rod ends to hold hooks or slings, unless they are constructed with suitable alternative devices, as in case a spreader beam is used. When using a spreader beam, ensure that its weight capacity and length are suitable for the weight and width of the drum.

Special lifting devices which clamp to the rims of the flanges, or which depend upon a weight operated cantilever device, should be properly adjusted in position before lifting.

Ensure that the flange rims are in perfect conditions before attaching the lifting device.

Booms should always completely pass through the spindle hole of the drum.

The use of personal protective accessories is recommended (img.22). The personnel involved in handling operations should always wear heavy-duty gloves, safety footwear and helmets should be considered together. Gloves with stapled palms should not be used in order to avoid accidents while rolling drums.

Gloves should be designed and worn so that the cuff will not get caught during the drum rolling.



Img.22 Safety Accessories

5. Storage Procedures

The use of the following suggested storage procedures is important to guarantee the correct placing of goods in building site/on field, to ensure a long life to the product as recommended below:

- Case should be preferably stored in dry locations.
- In case of outdoor storage, the goods should be protected from atmospheric agents, saline or corrosive atmosphere. Do not remove any of the protections if not really needed.
- If covered areas are not available and materials have to be stocked outdoor, we recommend to raise them off the ground, and not to position them on high or humid grass, on puddles or mud.
- Store the materials away from excessive heat.
- Avoid contamination by oil, petroleum or greases.
- Pipes, poles and similar material should be stored in a bundled beehive configuration.
- The goods shall not be placed directly on the floor.

6. Dangerous and Hazardous Goods

Dangerous and Hazardous Goods are items that, when transported, can harm people, other living organisms and can be a risk to health, safety and property of the environment.

They are subject to chemical regulations for shipping, management and storage activities and identified by clear signals like the examples below:



Img.23 example of safety marks

For this reason, chemical products, accompanied by their MSDS, will be packed in accordance with IMO, IATA or ADR prescriptions in accordance with the selected mode of transport. Marking will be done using the appropriate labels as already shown into example figures above.

7. Ambient Safety & Preservation

This paragraph concerns about the ambient safety & preservation following an appropriate waste packaging management

After opening the packing, carton box waste (not re-usable) shall be appropriately discarded with an ethically corrected behaviour and following the standard regulations for recycling as shown below.

Example of Applicable Symbols:

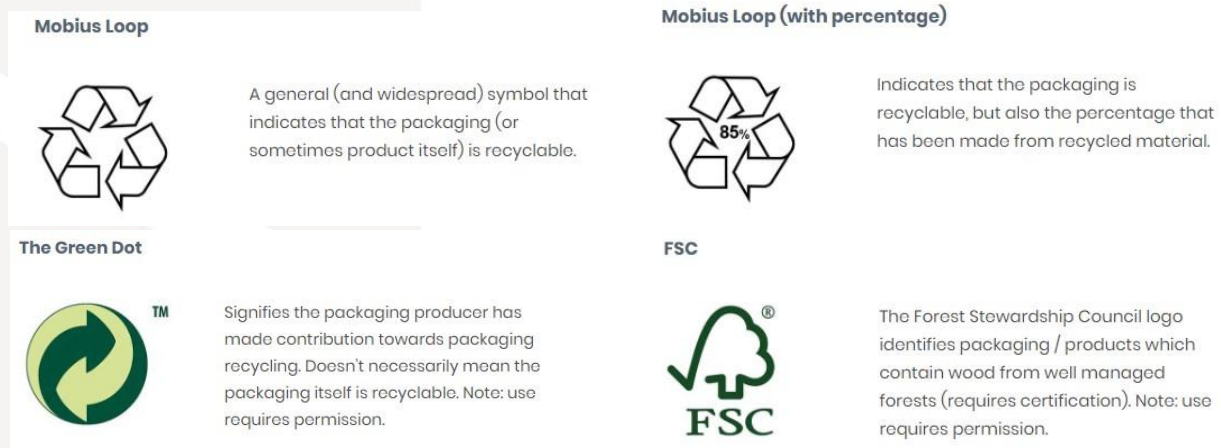


Fig. 24 Example of applicable symbols for paper waste management

Rules & Regulations:

1. Dispose the material following the current local rules for trash & recycling management
2. Do not disperse pieces of carton boxes and papers after the unboxing
3. Do not mix carton boxes with plastic, wood or other inappropriate material
4. Do not mix plastic and polylaminate carton together with normal carton boxes (paper)
In order to check if a carton box is polylaminate, try to tear it up. If the carton suffers a clear cut, so it is not a polylaminate.
5. Crush and press the carton boxes in order to reduce the volume.
6. Do not use trash of carton boxes for other prohibited purposes or inappropriate use, like setting fires and so on.

8. Notes and legal disclaimer:

Spina Group S.r.l. is not liable for any damages caused to the goods related to the inobservance of prescriptions/indications/procedures included in this document and also by negligent and incautious operator's behaviors.

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