

TRIMO

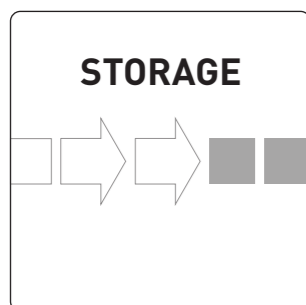
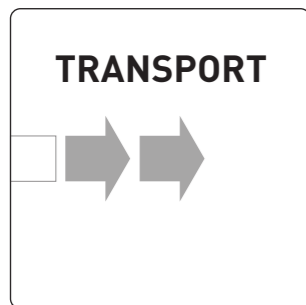


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PACKAGING, TRANSPORT AND STORAGE FOR
TRIMO PRODUCTS

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1. FOREWORD

1.1 Introduction

This document presents packing, manipulation, transportation and storage of Trimo products. It combines important information for a sales person, a customer, a transport provider and a contractor. With the purpose of the quality product to be installed into the building, the content of this document should be respected.

1.2 Purpose

Present users of this document different types of packaging, depending on storage conditions, how to handle and transport Trimo products, how to carry out proper storage and what are the procedures in the case of damaged packaging and products.

Contractor is responsible for unloading and storage of Trimo products before installation.

1.3 Definitions, acronyms and abbreviations

- **Trimo products** – Qbiss One B, Qbiss Screen and Trimoterm
- **Side A** – external side of Trimo product - depending on the installation on the building
- **Side B** – internal side of Trimo product - depending on the installation on the building
- **Protective layer** – expanded polyethylene (PE) closed-cell foam film laying between two panels or elements
- **Self-adhesive protective foil** – is applied on coloured surfaces of steel sheets
- **Cardboard** – is a generic term for heavy-duty paper-based products having greater thickness and superior durability or other specific mechanical attributes to paper; such as foldability, rigidity and impact resistance. It is made of multiple corrugated and flat layers
- **Stretch wrap film** – it is a highly stretchable plastic film that is wrapped around items. The elastic recovery keeps the items tightly bound
- **Front film** – low-density polyethylene foil
- **EPS board** – expanded polystyrene board
- **EPE film** – reinforced expanded polyethylene closed-cell foam film
- **Lifting bands** – an additional element of packing of Trimo products intended for crane manipulation in loading / unloading and transfer of packages
- **Reinforcement palette** – an additional element of packing is made of wood and is on the place of forks of a forklift truck on a bottom side of a package
- **Wooden packing** – a wooden box for storage or as a shipping container for special Trimo products (like corners, curved elements or flashings)
- **Protective Corner element** – It is made of glued hard cardboard and are intended to protect the edges of the items in the package (especially Qbiss with corner gaskets)
- **EPS support block** – expanded polystyrene block
- **Safety vest** – An article of personal protective equipment that's designed to have high visibility and reflectivity

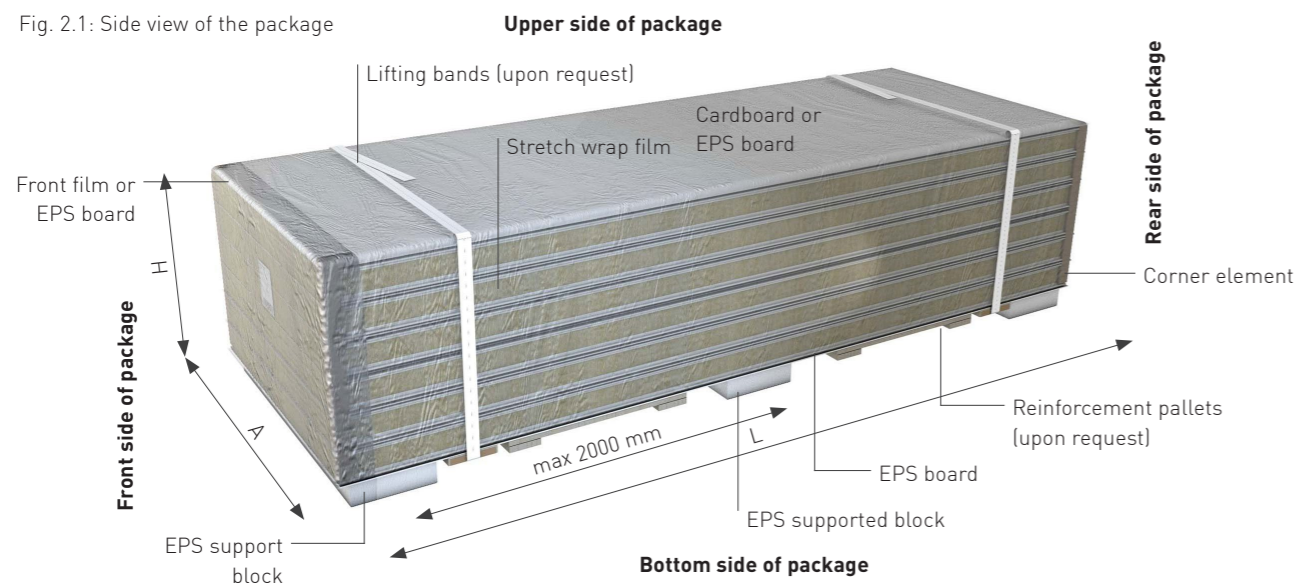
2. PACKAGING

Types of package:

- **Standard packaging:** A – suitable for up to 3 months indoor warehouse storage or B – up to 3 months outdoor storage from the production date
- **Extended protection packaging:** same as standard packing upgraded with additional protection elements for higher level of robustness
- **Long term packaging:** suitable for up to 12 months from production date
- **Container packaging:** A – suitable for up to 6 months indoor warehouse storage or B – up to 3 months outdoor storage from the production date or C – up to 6 months indoor warehouse storage and 3 months outdoor storage

➔ **NOTE: Extended protection and Long term packaging is applied upon customer request only, against additional cost.**

Fig. 2.1: Side view of the package



L = package length, is the panel length and packaging additive
H = package height, depend on the number and thickness of the panels in package
A = Package width, depend on the panel width (M) and type of the panels

Tab. 2.1: Package maximal dimension

Type	Max. width [mm] (A)	Max. length [mm] (L)	Standard height [mm] (H)	Max weight [kg]
Qbiss One	1240	6600	1000 - 1320	2000
Qbiss Screen	1240	6600	630**	1500
Trimoterm FTV	1230	13000 (13200)*	1000 - 1320	3000
Trimoterm FTV-HL	1180	13000 (13200)*	1000 - 1320	3000
Trimoterm SNV	1100	13000 (13200)*	1000 - 1320	3000

* Value for standard transport; Non-standard transport 13200 – 14200 mm

** Package is max ten elements high

➔ **NOTE: Any nonstandard packaging requirements are subject to additional cost and acceptance from customer.**

Truck transport

Dimensions of packages must be in ratio 1,5:1 (height: width of package). The maximum height of total packages is 2800 mm and max width of total packages is 2480 mm.

Tab. 2.2: Packaging for Qbiss One and Qbiss Screen

Truck packing; Qbiss One & Qbiss Screen			STANDARD PACKAGING	EXTENDED PROTECTION
Qbiss façade element	Coloured surface protection	Self-adhesive protective foil - external side A	X	X
		Self-adhesive protective foil - internal side B	X	X
Package elements	Protection between panels	Protective layer in multilayer length packages		X
	Protection of package	Strech wrapp film - double wrapping	X	
		Strech wrapp film - triple wrapping		X
	Bottom side	EPS support blocks 90x300 (mm)	X	X
		EPS board 15 mm	X	X
	Upper side	EPS board 15 mm	X	X
	Package end side	Front film	X	X
Protective corner elements		X	X	
EPS board 15 mm			X	
Package longitudinal side	EPS board 15 mm		X	
Lifting elements optional	Lifting bands	Lifting straps 40 kN	X ¹	X ¹
	Lifting pallets	Lifting pallets B = 600 mm	X ²	X ²
Fixing elements	Wooden board	Thickness 50 mm, width B ≥ 150 mm	X	X
	EPS fixing blocks	EPS support blocks 90x300 (mm)	X	X

Legend

- 1 - Lifting bands intended for manipulation (loading/uploading or transfer of packages) with lifting device. Only under special request and additional cost.
2 - Lifting pallets intended for manipulation (loading/uploading or transfer of packages) with forklift truck. Only under special request and additional cost.

➔ **NOTE: In case of containerized shipment, there is added wooden slides and pull out steel bars at the bottom of the packages.**

Tab. 2.3: Packaging for Trimoterm

Truck packing; Trimoterm			STANDARD PACKAGING	EXTENDED PROTECTION	LONG TERM PACKAGING	CONTAINER PACKAGING
Trimoterm panel	Coloured surface protection	Self-adhesive protective foil - external side (A)	X	X	X ²	X ²
		Self-adhesive protective foil - internal side (B)	X ¹	X ¹		
Package elements	Protection between panels	Protective layer		X	X	X
		Strech wrap film - double wrapping	X			X
	Protection of package	Strech wrap film - triple wrapping		X	X	
		EPS support blocks 90x300 (mm)	X	X	X	X
	Bottom side	EPS board 15 mm	X	X	X	X
		Cardboard 3 mm	X			X
	Upper side	EPE film		X	X	
		EPS board 15 mm	X ⁴	X	X ⁴	X ⁴
		Front film	X	X	X	X
	Package end side	Corner elements	X ⁶	X	X	
EPS board 15 mm				X		
Package longitudinal side		EPS board 15 mm		X	X	
Lifting elements (Optional)	Lifting bands	Lifting straps 40 kN	X ³	X ³	X ³	X ³
	Lifting pallets	Lifting pallets B = 600 mm	X ⁵	X ⁵	X ⁵	X ⁵
Fixing elements	Wooden board	Thickness 50 mm, width B ≥ 150 mm	X	X	X	X
	EPS fixing blocks	EPS Support Blocks 90x300 (mm)	X	X	X	X

Legend

- 1 - Except for panels with white (brighter) colour coat type
- 2 - Foil removed before final packing
- 3 - Lifting bands intended for manipulation (loading/uploading or transfer of packages) with crane. Only under special request and additional cost
- 4 - Only Gladio - external side (A) up
- 5 - Lifting pallets intended for manipulation (loading/uploading or transfer of packages) with forklift truck. Only under special request and additional cost
- 6 - Valid for 1200 mm Trimoterm panel module

2.1 Standard packaging

Standard packaging is used where it is predicted:

- Indoor warehouse storage up to 3 months or
- Outdoor storage up to 3 months.

Qbiss One, Qbiss Screen facade elements and Trimoterm sandwich panels are packaged in packages with a height of up to 1320 mm (depends of the number and thickness) and width up to 1240 mm (depends of the type and module width) see tab. 2.1. Panel package is placed on an EPS support blocks with a height of 90 mm and width 300 mm. The external coloured surface of the panels is protected with self-adhesive protective foil, which is removed before the installation of an individual panel. The protective foil is placed between all facade elements in multilayer length packages (as shown in fig. 2.5.3). Each package is wrapped using a stretch machine and packaging foil, while the package fronts are protected by PE foil.

NOTE: A protective standard self-adhesive protective foil on panel must be removed from both sides of sheet metal within three months from production date!

Protective corner elements are used for Qbiss One and Qbiss Screen facade elements and for Trimoterm panels only for module 1200 mm, where demanding handling is expected during unloading from a truck on a construction site.

2.2 Extended protection packaging (on request)

Extended protection packaging providing extra robustness is used where it is expected more demanding outdoor storage conditions and multiple manipulation of packages before the installation.

Differences from standard packaging:

- Package is wrapped in a PE+HD foil (Cardboard is not suitable (condensation)) - triple wrapping
- Package end side - EPS board (for Qbiss One and Qbiss Screen; for Trimoterm when is used container transport)
- Package longitudinal side - EPS board
- Protective corner elements are used for all

2.3 Long term protection packaging (on request - available for Trimoterm only)

Coloured surfaces are without protection during installation!

Long term protection packaging is used where it is predicted:

- Goods are stored up to 12 months from production date.

Differences from standard packaging:

- Self-adhesive protective foil is removed from the coloured surfaces before final packaging
- Protection between panels - PE foam foil
- Package is wrapped in a PE+HD foil (Cardboard is not suitable (condensation)) - triple wrapping
- Package end side - EPS board
- Package longitudinal side - EPS board
- With protective corner elements

2.4 Container packaging (mandatory for Trimoterm - available for Trimoterm only)

Container protection packaging is used where it is predicted:

- Indoor warehouse storage up to 6 months or
- Outdoor storage up to 3 months or
- Indoor warehouse storage up to 6 months and 3 months outdoor storage

Differences from standard packaging:

- Self-adhesive protective foil is removed from the coloured surfaces before final packaging
- Protection between panels - PE foam foil

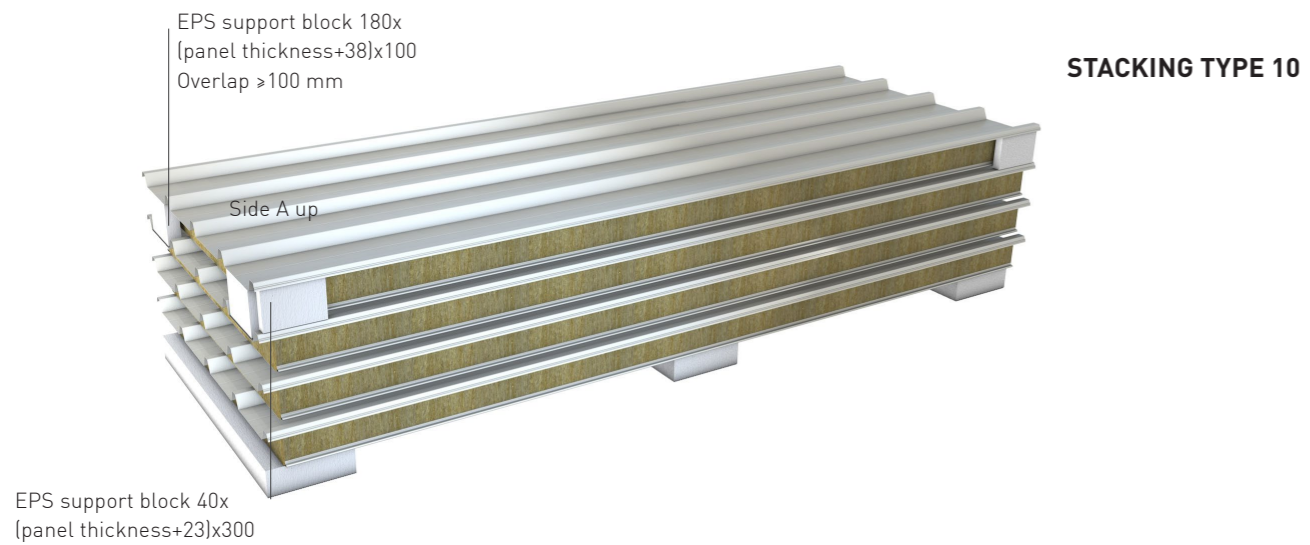
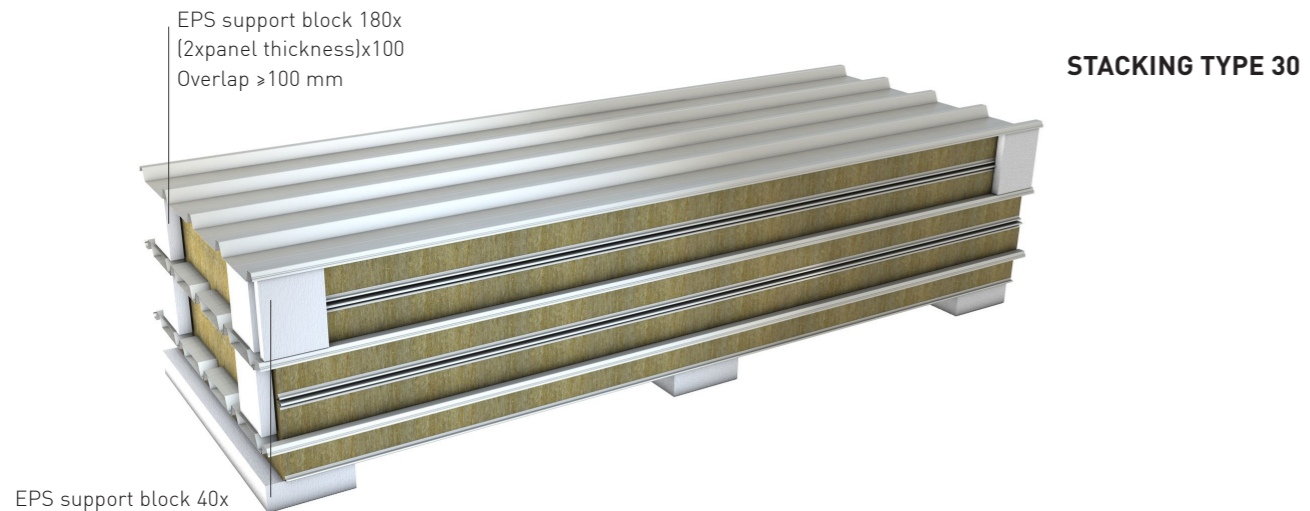
May differ in case of a accessories and/or elements prepared in postproduction workshop.

2.5 Additional packaging elements – preventing packaging damage

EPS support blocks (support overhangs)

There are some cases where it is necessary to support the overhangs due to the possibility of injury wrapping with stretch film.

Fig.2.5.1 Trimoterm SNV package



NOTE: Trimoterm SNV panels of thicknesses 100, 120, 150, 172, 200 mm can be stacked with trapezes up. Trimoterm SNV panels of thicknesses 60 and 80 mm are packed using stacking type 30.

Fig.2.5.2 Trimoterm FTV HL package

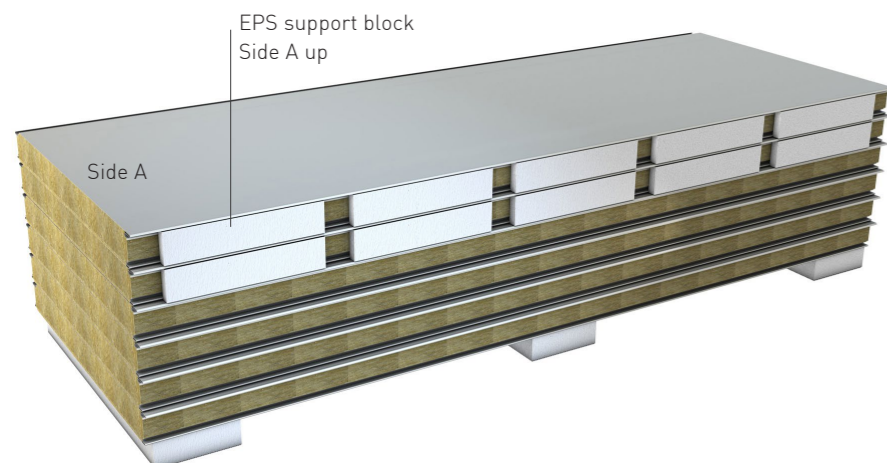
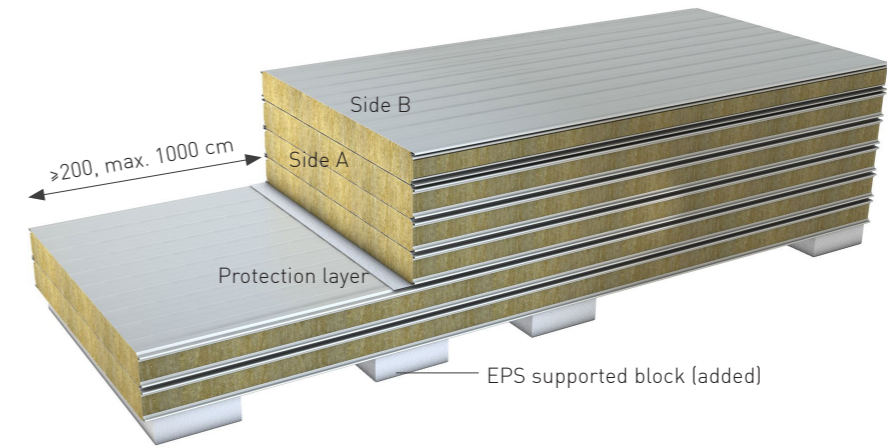


Fig.2.5.3 Protective layer and EPS support block in multilayer length packages.



2.6 Additional packaging elements – for crane and fork lift off-loading and manipulation

It is recommended to be used for all panels of module 1200 mm and for all panels longer than 8 m. Additional packaging elements are provided upon request. Requirement has to be stated at the time of order by the customer. Lifting bands however are not applied on packages shorter than 1000 mm and lighter than 100 kg even if customer is requesting so.

Fig. 2.6.1 Lifting band



Fig. 2.6.2 Lifting band corner with declaration; Lifting band marking and identification

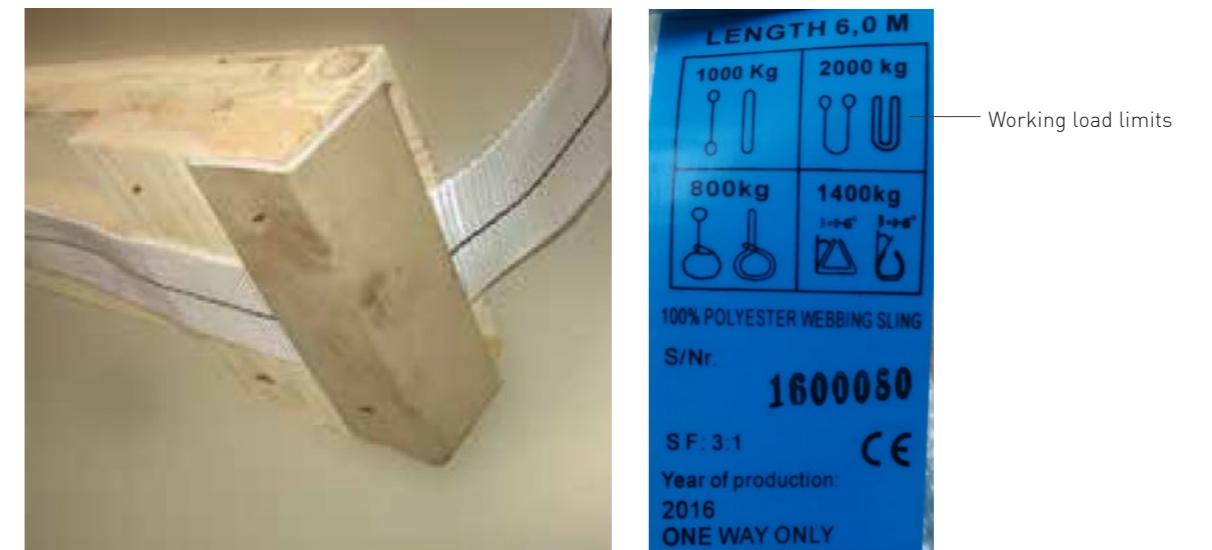


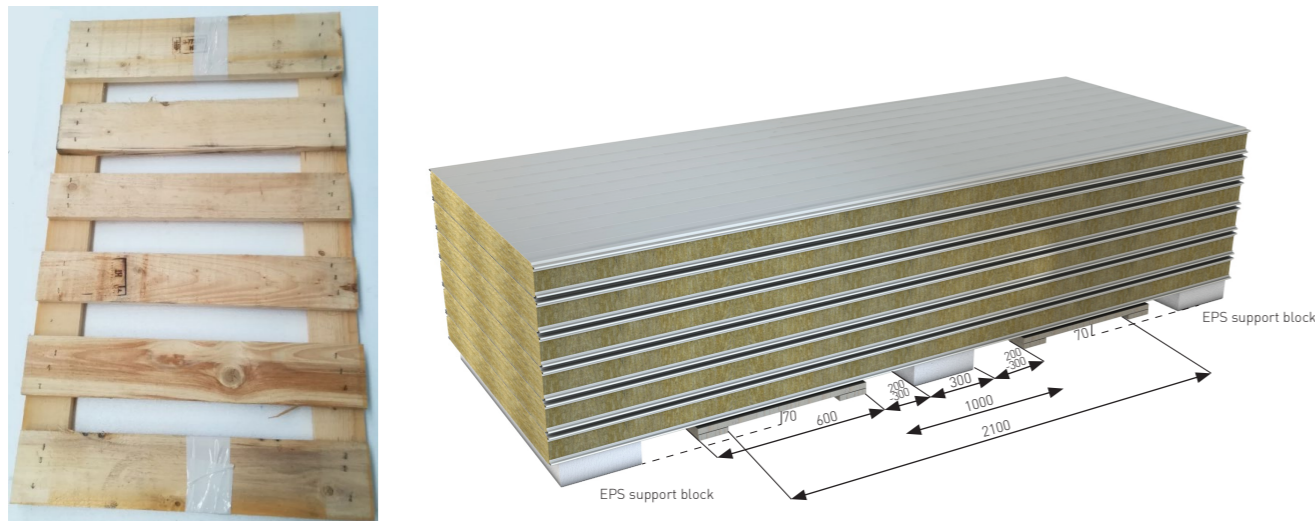
Fig. 2.6.3 Lifting band location on package



Reinforcement pallets (upon request only)

Reinforced pallets are on the place of forks on a forklift truck on a bottom side of a package are used when unloading of package longer than 4 m with an equipment with forks.

Fig. 2.6.4 Reinforcement pallet; Location on package

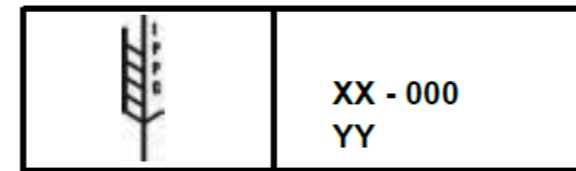


NOTE: Reinforcement pallets are for one time use only.

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The specified marks are applied to wood packaging material in accordance with standard ISPM 15, where relevant.

Fig. 2.6.5 Reinforcement pallet; Location on package



2.7 Packaging for a transport in containers (ship)

Packages are pushed or drawn from a container on adjusted pallets (sledge) see fig.2.6.1.

Fig. 2.7.1 Packaging for a transport in containers



Tab 2.7.1 Container dimensions

TYPE 40FT STANDARD [m]							
EXTERNAL			INNER			DOOR	
Length	Width	Height	Length	Width	Height	Width	Height
12,2	2,44	2,59	12,0	2,35	2,39	2,34	2,25

Max weight of two packages is 3500 kg and height 2020 mm. Dimensions of packages must be in ratio 1,5:1 (height : width of package). Combination with turning of a packet on a side is possible, where the panels are packed in a wooden packaging [Chapter 2.8].

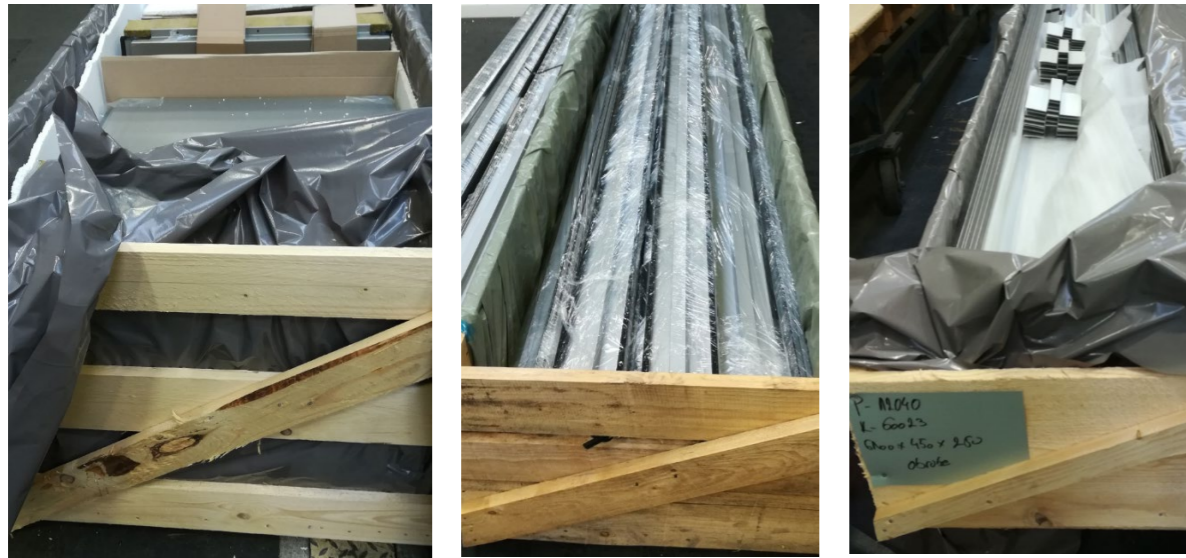
NOTE: Lifting two packages at the same time is not allowed!

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2.8 Packaging in wood (on request)

Packaging in wood is usually used for additional façade elements like, corner element, curved elements, decorative profile, flashings, screws or sealing tape.

Fig. 2.8.1 Packaging in wood



It is used for rail transport of panels or combined transport (wagon + truck). It is available in standard version and above-standard versions. The standard packaging includes a wooden frame as well as a bottom and cover made of wooden boards. The above-standard packaging also has reinforced wooden on the sides of the package. It is recommended for multiple transshipments. It is used at special requirements at the construction site or at the customer's request.

The specified marks are applied to wood packaging material in accordance with standard ISPM 15 (see fig. 2.6.5)

Standard wood packaging:

Maximal dimensions of the package, external dimensions

Width: 1230* mm
 Height: 1340 mm
 Length: 13200** mm
 Weight: 3000 kg

* Value for truck; for train 1280 mm

** Value for standard transport; Non-standard transport 13200 – 14200 mm

Fig. 2.8.2 Side views – standard wood packing

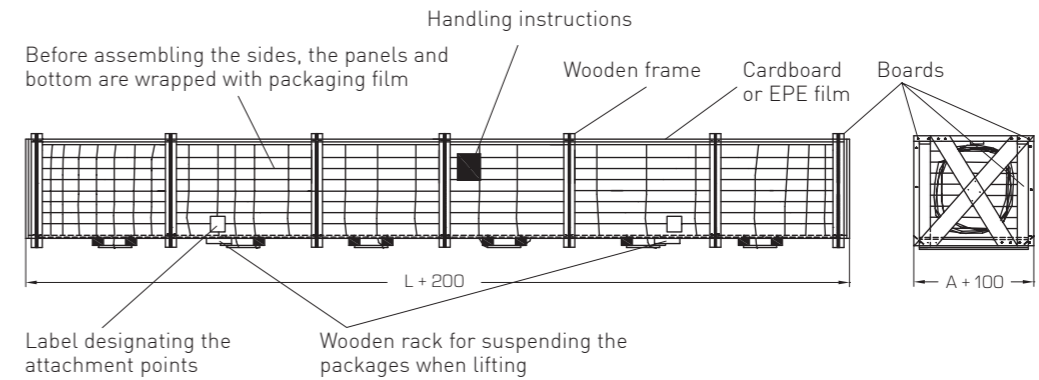


Fig. 2.8.3 Cover

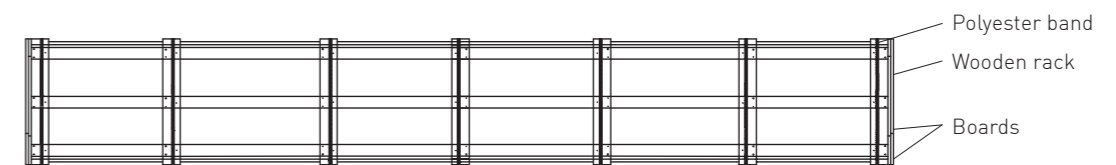
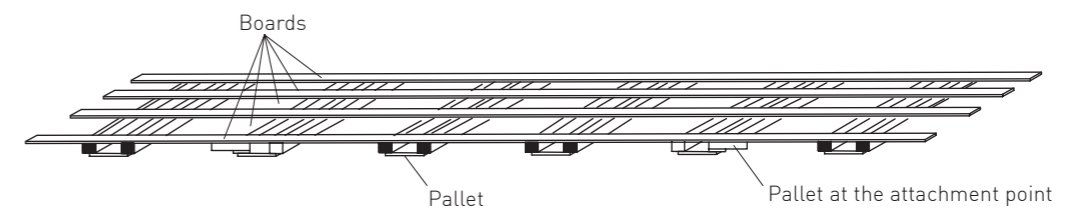


Fig. 2.8.4 Bottom



Above-standard wood packaging (reinforced):

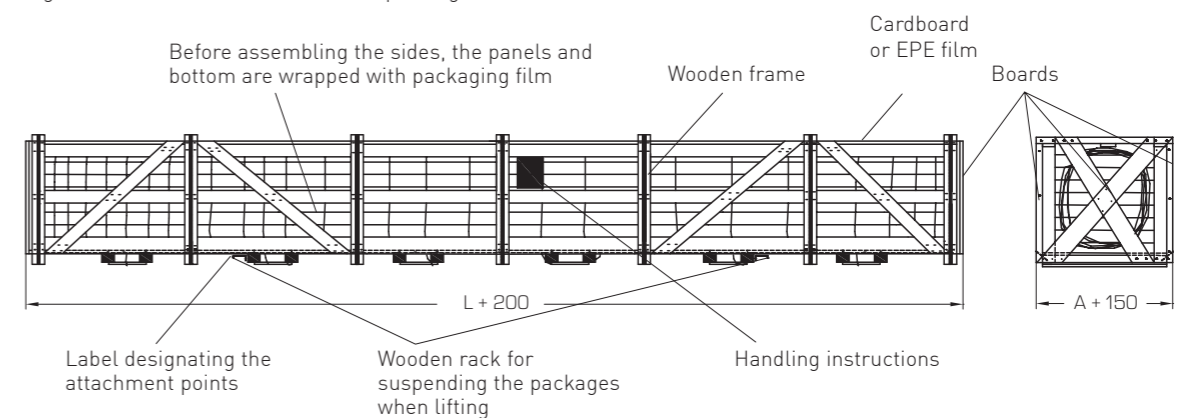
Maximal dimensions of the package, external dimensions

Width: 1230* mm
 Height: 1340 mm
 Length: 13200** mm
 Weight: 3000 kg

* Value for truck; for train 1280 mm

** Value for standard transport; Non-standard transport 13200 – 14200 mm

Fig. 2.8.5 Side views – standard wood packing



For cover and bottom se fig.2.8.3 and 2.8.4

2.9 Short panel package

Modified packaging is used for shorter panels due to production technology limitation.

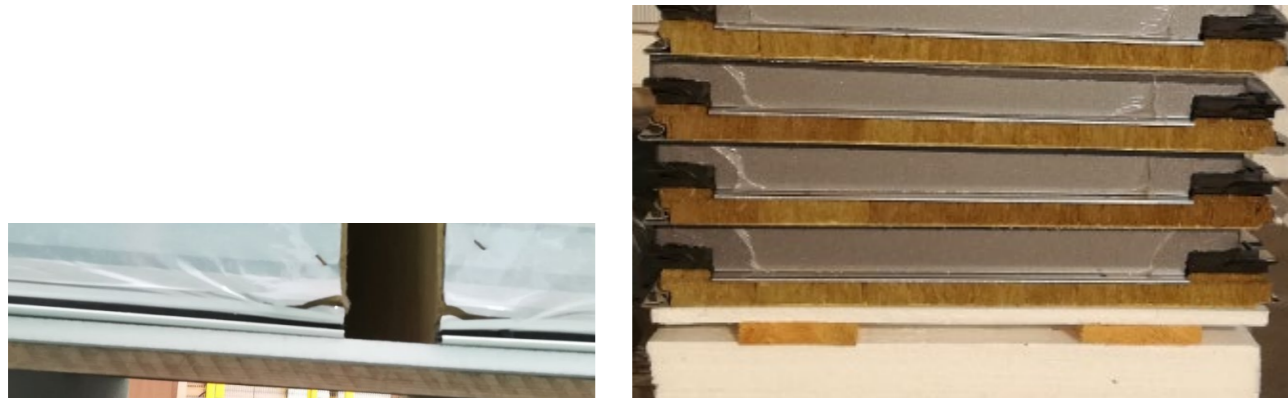
If the panels/elements are shorter than the minimum length for

- Trimoterm is required additional cutting and specific packaging (fig. 2.9.1),
- Qbiss One and Qbiss Screen specific packaging is required (fig. 2.9.2).

Fig. 2.9.1 Packaging on wooden pallet for Trimoterm



Fig. 2.9.2 Packaging reinforced with wooden board for Qbiss



2.10 Packaging for air or train transport

The transport must be harmonized with transport contractors. Dimensions and type of packages depends on type of panels or facade elements and transport contractors demands.

Air transport

Packages are on adjusted wooden pallets, bottom and upper side of package are protected by 15 mm thick EPS board. Rear and front side are covered with a front film and use the corner elements. Package is triple wrapped with stretch wrap film.

Bulk material (screws, rivets, sealing strips) is transported in closed crates.

For further information contact logistic department in Trimo d.o.o. Regulation of wood packaging material in international trade must be respected – ISPM No.15

Train transport

It is usually packed in wooden packaging, see chapter 2.8.

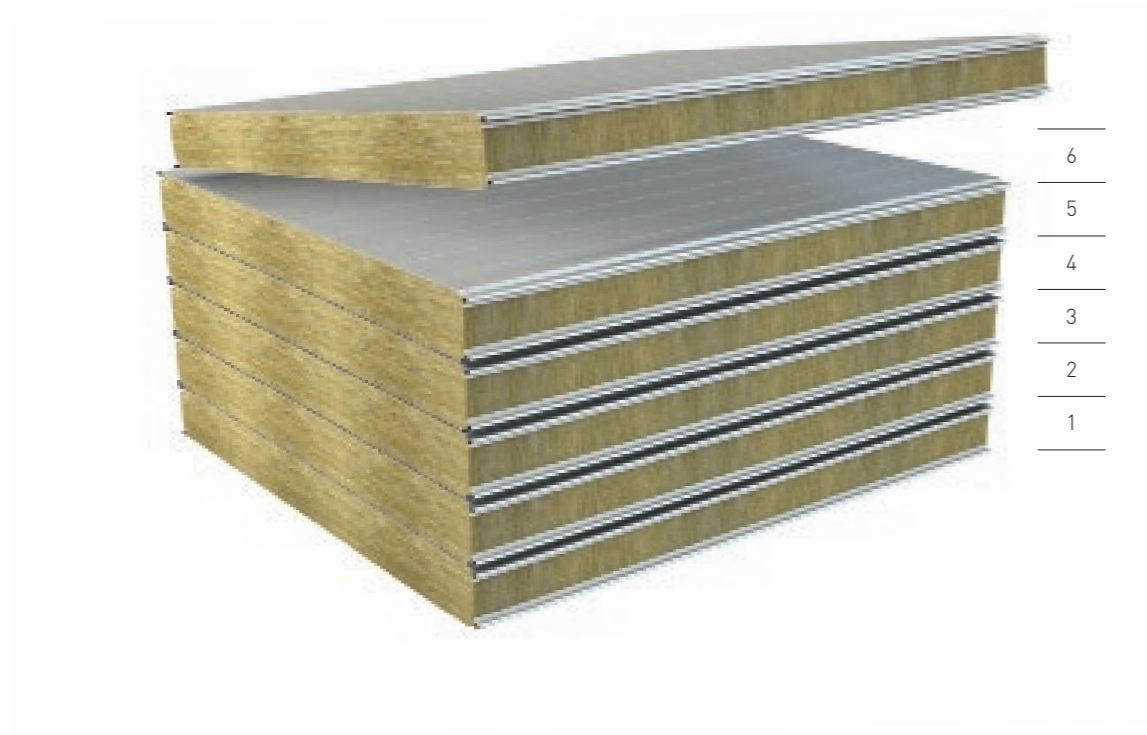
Observe restrictions on transport by rail according to the regulations of individual countries.

For further information contact logistic department in Trimo d.o.o. Regulation of wood packaging material in international trade must be respected – ISPM No.15

2.11 Stacking types

The stacking type should be selected in accordance with the instructions, the available means of transport and the requirements at the construction site. Data about the packaging must be given into Trimo production process when the order is placed or latest when specifications of panels (cutting list) is submitted.

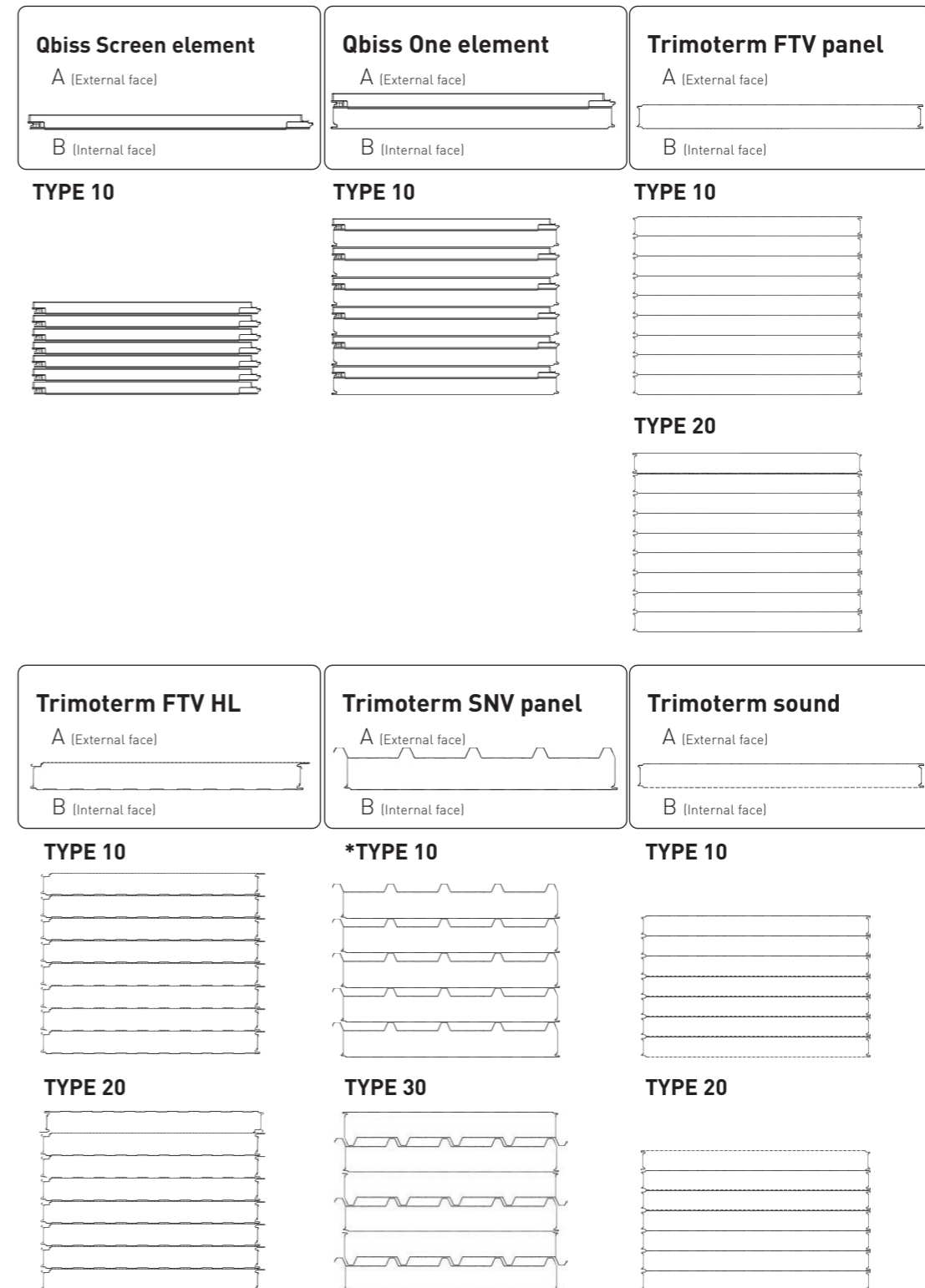
Fig. 2.11.1 Package structure



Stacking types:

- 10 DEFAULT (all external face "A" up)
- 20 OPTIONAL (all external face "A" up, except top element face down)
- 10 DEFAULT (all trapezoidal face "A" up)
- 30 OPTIONAL (even-numbered elements with trapezoidal face "A" down)

Fig. 2.11.2 Turning principles



* Trimoterm SNV panels of thicknesses 100, 120, 150, 172, 200 mm can be stacked with trapezes up. Panels are packed without supporting EPS blocks between the panels. Stacking type 10 is not allowed to be used for SNV panel thicknesses of 60 and 80 mm.

3. INFORMATIVE LOADING TABLES

Tab. 3.1: TRIMOTERM FTV ELEMENTS PER TRUCK

Panel type	Stacking type	No. of panels in one package	No. of panels in cross-section of truck	Height in one package (cm)	Total height of packages on the truck (m)	
FTV-50	10	14	6	82	2,46	Module 1100 - 1200 mm
FTV-60	10	12	6	84	2,52	
FTV-80	10	9	6	84	2,52	
FTV-100	10	11	4	122	2,44	
FTV-120	10	9(10)	4	120,132	2,52	
FTV-133	10	8(9)	4	118,132	2,50	
FTV-150	10	7(8)	4	117,132	2,49	
FTV-172	10	6(7)	4	115,132	2,47	
FTV-200	10	5(6)	4	112,132	2,44	
FTV-240	10	4(5)	4	108,132	2,40	
FTV-250	10	4	4	112	2,24	
FTV-50	10	14	6	82	2,46	
FTV-60	10	12	6	84	2,52	
FTV-80	10	9	6	84	2,52	
FTV-100	10	11(12)	4	122,132	2,54	
FTV-120	10	9(10)	4	120,132	2,52	
FTV-133	10	8(9)	4	118,132	2,50	
FTV-150	10	7(8)	4	117,132	2,49	
FTV-172	10	7(6)	4	115,132	2,47	
FTV-200	10	6	4	132	2,64	
FTV-240	10	5	4	132	2,64	
FTV-250	10	4	4	112	2,24	
FTV-50	10	11	9	67	2,01	Module 600 - 795 mm
FTV-60	10	9	9	66	1,98	
FTV-80	10	7	9	68	2,04	
FTV-100	10	9	6	102	2,04	
FTV-120	10	8	6	108	2,16	
FTV-133	10	7	6	105	2,10	
FTV-150	10	6	6	102	2,04	
FTV-172	10	5(6)	6	98,115	1,96	
FTV-200	10	5	6	112	2,24	
FTV-240	10	4	6	108	2,16	
FTV-250	10	4	6	112	2,24	

This table also applies to Qbiss One elements, for Qbiss Screen please use 10 pcs. per package.

NOTE:

- In order to determine the truck loading height, 80 mm (connecting plank and tolerances) NEEDS TO BE ADDED TO THE TOTAL HEIGHT OF THE PACKAGES.
- PANELS OF 600 TO 900 mm MODULE WIDTHS, CAN ONLY BE UP TO 12,5 m LONG (panel lengths above 12,5 m are a subject of individual agreement).
- For the Swiss (Switzerland) market packaging must fit the standard truck dimensions.

Tab. 3.2: TRIMOTERM SNV ELEMENTS PER TRUCK

Panel type	Stacking type	No. of panels in one package	No. of panels in cross-section of truck	Height in one package (cm)	Total height of packages on the truck (m)
SNV-60	30	9	6	86	2,58
SNV-80	30	11	4	124	2,48
SNV-100	30	9	4	122	2,44
SNV-120	30	8	4	124	2,48
SNV-150	30	6	4	114	2,28
SNV-172	30	6	4	127	2,54
SNV-200	30	5	4	124	2,48

For panels longer than 12,5m please consult with dispatch department!

NOTE: In order to determine the truck loading height, 80 mm (connecting plank and tolerance) NEEDS TO BE ADDED TO THE TOTAL HEIGHT OF THE PACKAGES.

Tab. 3.3: INFORMATIVE LOADING STANDARDS FOR TRUCKS (in m²) - for module width of 1000mm

Panel Type	Number of panels in cross section	Panel length										
		3	4	5	6	7	8	9	10	11	12	13
SNV-60	54	648	648	540	648	378	432	486	540	594	648	702
SNV-80	44	528	528	440	528	308	352	396	440	484	528	572
SNV-100	36	432	432	360	432	252	288	324	360	396	432	468
SNV-120	32	384	384	320	384	224	256	288	320	352	384	416
SNV-150	24	288	288	240	288	168	192	216	240	264	288	312
SNV-172	24	288	288	240	288	168	192	216	240	264	288	312
SNV-200	20	240	240	200	240	140	160	180	200	220	240	260
FTV-50	84	1008	1008	840	1008	588	672	756	840	924	1008	1092
FTV-60	72	864	864	720	864	504	576	648	720	792	864	936
FTV-80	54	648	648	540	648	378	432	486	540	594	648	702
FTV-100	46	552	552	460	552	322	368	414	460	506	552	598
FTV-120	38	456	456	380	456	266	304	342	380	418	456	494
FTV-133	34	408	408	340	408	238	272	306	340	374	408	442
FTV-150	30	360	360	300	360	210	240	270	300	330	360	390
FTV-172	26	312	312	260	312	182	208	234	260	286	312	338
FTV-200	24	288	288	240	288	168	192	216	240	264	288	312
FTV-240	20	240	240	200	240	140	160	180	200	220	240	260
FTV-250	16	192	192	160	192	112	128	144	160	176	192	208

If there is no specification, the number of trucks is estimated on the basis of value in the "10m" column! Careful!
This table applies to module width of 1000mm!

For Qbiss 10% less per truck should be considered, due to lower height of the packages in average!

NOTE: This table is only informative in nature. For an exact calculation, more data is needed (panel length, location, manner of packaging, etc.).

Tab. 3.4: TRIMOTERM FTV ELEMENTS PER TRANSPORT CONTAINER

Panel type	Container type			
	Dry box		Open Top	
	Number of panels in cross	Number of packages	Number of panels in cross-section	
FTV-50*	60	4	72	Module 700 - 1050 mm
FTV-60*	52	4	60	
FTV-80*	44	4	48	
FTV-100*	36	4	40	
FTV-120	28	4	32	
FTV-133	26	4	28	
FTV-150	24	4	26	
FTV-172	20	4	22	
FTV-200	18	4	20	
FTV-240	14	4	16	
FTV-250	14	4	16	
FTV-50*	72	6	90	
FTV-60*	60	6	78	
FTV-80*	48	6	60	
FTV-100	42	6	48	
FTV-120	36	6	39	
FTV-133	33	6	36	
FTV-150	30	6	30	
FTV-172	24	6	27	
FTV-200	21	6	24	
FTV-240	18	6	18	
FTV-250	18	6	18	

This table also applies to Qbiss One! Be careful about the width!
 The maximum package length for dry box containers is 11.000 mm, for longer packages a special agreement with the dispatch department is necessary!!
 * max. weight of 2 packages is 3,5 tons, therefore number of panels in packages to be adjusted accordingly.

Tab. 3.5: TRIMOTERM SNV ELEMENTS PER TRANSPORT CONTAINER

Panel type	Stacking type	Container type		
		Dry box		Open Top
		Number of panels in cross	Number of packages	Number of panels in cross-section
SNV-60*	30	40	4	/
SNV-80*	30	36	4	/
SNV-100*	30	28	4	/
SNV-120	30	24	4	/
SNV-150	30	20	4	/
SNV-172	30	18	4	/
SNV-200	30	16	4	/

Special packaging is needed for transport by transport containers! The maximum package length for dry box containers is 11.000mm, for longer packages a special agreement with the dispatch department is necessary!!
 * max. weight of 2 packages is 3,5 tons, therefore number of panels in packages to be adjusted accordingly.

4. TRANSPORT AND HANDLING

4.1 Transport

Qbiss One and Qbiss Screen façade elements and Trimoterm panels can be transported from the factory by road, railway, sea or air.

The basic means of transport for Trimo products are technically fit for commercial vehicles, with a load bed or semitrailer, which ensure:

- The possibility to load elements or panels from both sides of the vehicle
- Appropriate width of the cargo space (min 2,48 m)
- Appropriate carrying capacity of the load bed
- Load bed must be covered and capable to be loaded from the top
- The vehicle must be long enough too ensured complete support coverage for the loaded package. It is not allowed to protrude.
- Cargo must be appropriately fastened to the means of transport using textile bands. The carriers-driver are bound to periodically check (after 5, 25 and every 100 km) the condition of cargo fastening and correct it accordingly.
- Protecting the Trimo products against indentations by means of wooden or artificial overlays. In addition, the load bed should have flat floor without any bulges, and the wall and the floor should have any sharp edges.

➔ **NOTE: Each driver is involved in loading of packages on the truck. Therefore the driver is obliged to comply health and safety regulations. See Annex 1 - Instruction for drivers**

4.2 Handling

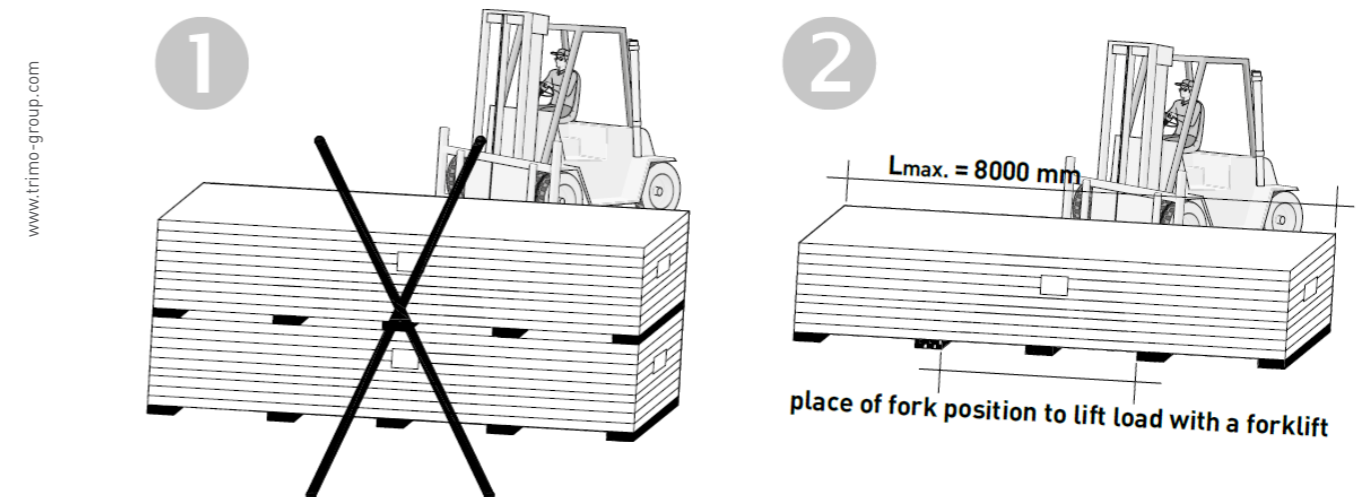
For the transfer of packages, it is possible to use a lifting device or a mobile crane. For packages shorter than 8 m, it is also possible to use a forklift. It is not permitted to move or push packages with the tips of forks. When transferring packages with a lifting device, it is not permitted to use steel ropes. It must use lifting bands with an appropriate load capacity.

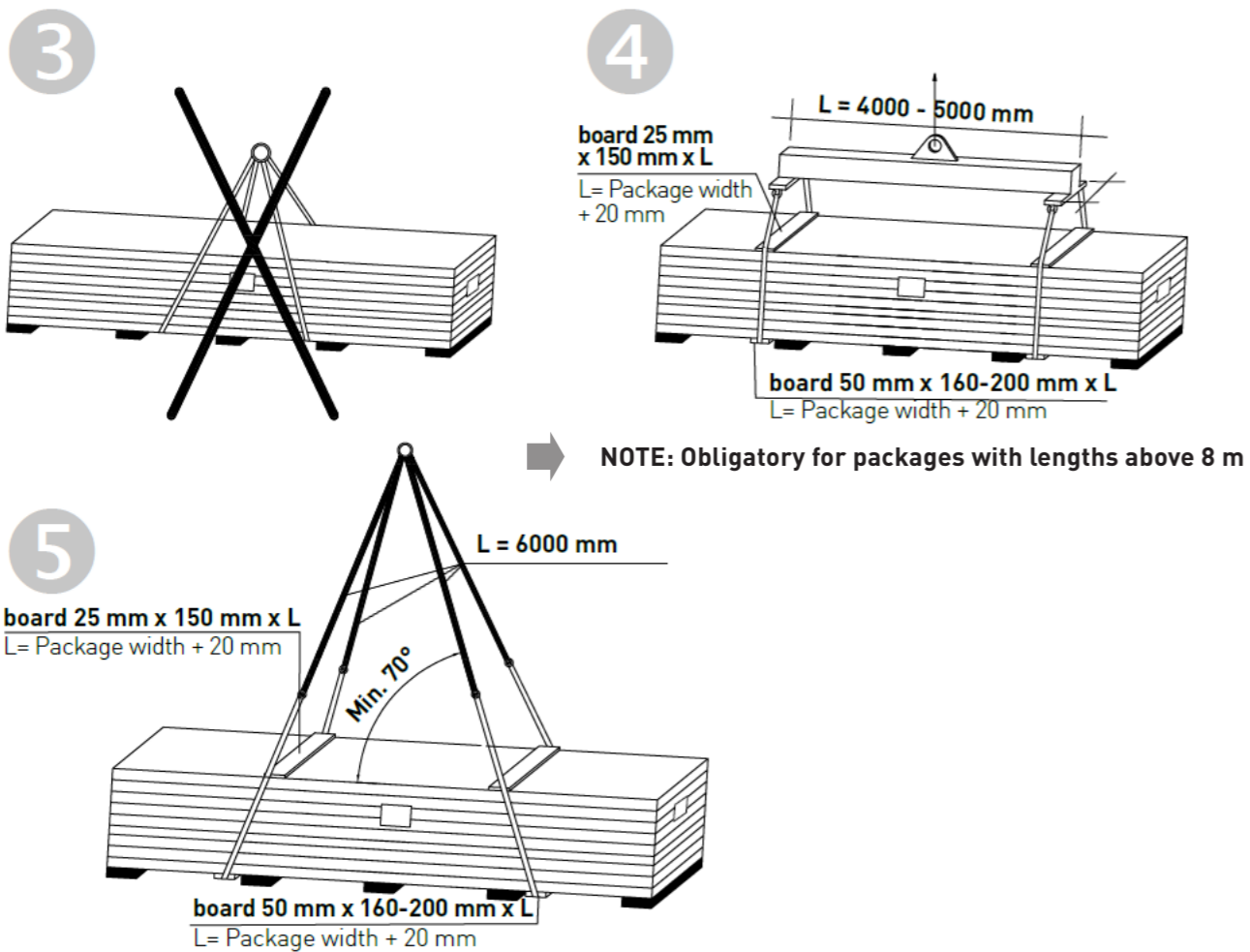
Table 4.2.1 Forks dimension for manipulation different length of packages

PACKAGE LENGTH	FORK WIDTH	SPACE BETWEEN THE FORKS
up to 4 m	min.120 mm	min.1200 mm
4-8 m	min.150 mm	min. 2100 mm

It is obligatory to lift packages with lengths above 8 m with a load carrier fig. 4.2.1 – 4 or four-point lifting harness with a length of 6 m (the length is valid for each out of four lifting harness) fig. 4.2.1 – 5.

Fig. 4.2.1 Unloading procedure





- NOTE:**
- Only product in the manufacturer's original packaging can be loaded and unloaded
 - Lifting more than one package at a time is not allowed.
 - To prevent unnecessary damage, consistently follow the handling instructions attached to every package.
 - The recipient is liable to report all visual damages to the carrier upon reception of packages at the construction site.

4.3 Loading/unloading containerized shipments

Container loading

Packages are loaded usually to Dry Box 40ft containers - for dimensions see table 2.6.1. Packages are placed on a bespoke slides which are then pushed into the container from the end.

Table 3.3.1 Container loading



Container unloading

Handling steps are:

- Container is placed on flat and solid ground of size 10 x 30 m.
- Firstly, the wooden crates are removed from the container, if there are any.
- Steel hook shall be located on the inner side of the bottom package, where the steel rope is attached and the package is pulled out of the container.
- Once the consignment is pulled out, the top package is removed by the second forklift firstly, followed by the second (bottom) package.
- Care must be taken to prevent tilting the packages.

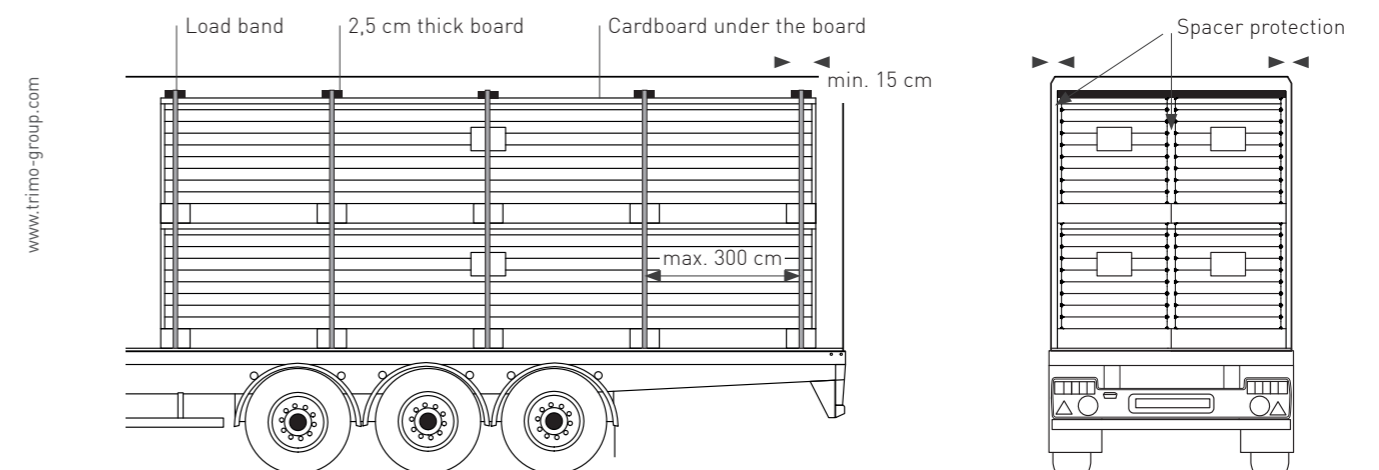
Fig.3.3.2 Container unloading



4.4 Fastening packages for truck transport

The packages must be fastened to the truck with textile bands (minimum width of 50 mm) at maximal distance 2.5 m (Qbiss One and Qbiss Screen) and 3 m (Trimoterm) or less (depending on package length) or in accordance with the local regulations (the liability for performance lies with the transport operator). The use of steel wire rope is not allowed. Textile bands should be placed at the point of the EPS board lining. While fastening the bands it is necessary to control the contact of the under-lying wood battens with the upper product in the package, to protect possible deformation of the upper product sheet metal. During transport, the driver should occasionally check the stability of the cargo and to re-tighten the bands if necessary. The tension of the belts should be such, so as not to deform the product surface.

Fig.3.4.1 Attachment for truck transport



5. STORAGE

5.1 Standard and extended packaging

Storage up to 6 months

- Outdoor storage up to 3 month from production date
- Goods are stored in a warehouse up to 6 months

Panels must be stored on fortified terrain without the risk of water accumulation (terrain with inclination, guaranteed water drainage). Panels (packages) must be stored above ground $H > 100$ mm - relining with wooden planks or other persistent material.

For storage during the winter with snow, additional cover is required with tarpaulin to the bottom edge of the package. **It is obligatory for packages to be covered with a non-transparent cover (tarpaulin) > 400 g/m²**, which is to be ventilated (the air layer > 30 mm), bottom edge of cover must be at least 50 mm lower than the edge of the package. Cover must be mechanically attached - must be prevented regarding wind lifting.

Stacking in height – see fig. 5.2.1.

5.2 Long term packaging

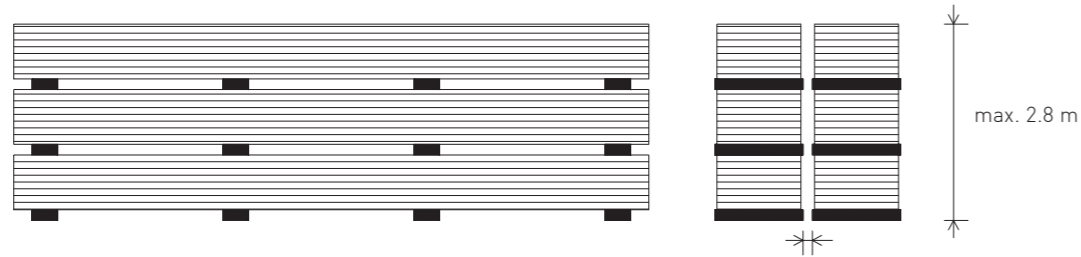
Packing and storages suitable for up to 12 months from production date

The panels must be stored in a covered and enclosed storage building with guaranteed ventilation (air exchange rate > 0.05). Stacking in height – see fig. 5.2.1.

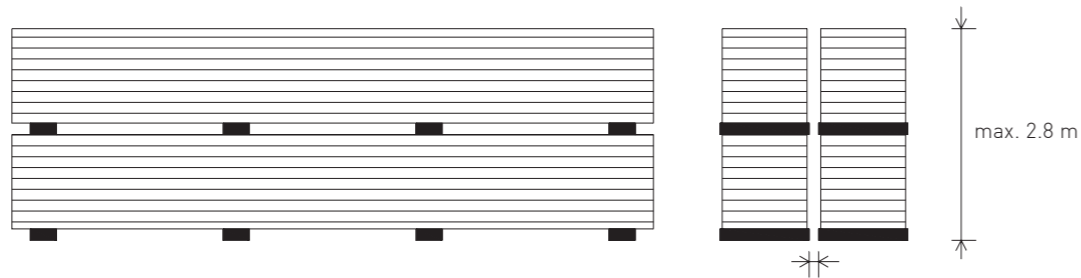
➔ **NOTE: If original packaging was performed as “standard” and requirement for extended or long-term packaging appears later, self-adhesive protective foil from the panels have to be removed.**

Fig.5.2.1 Arranging of stacks for storing

Low stacks



High stacks

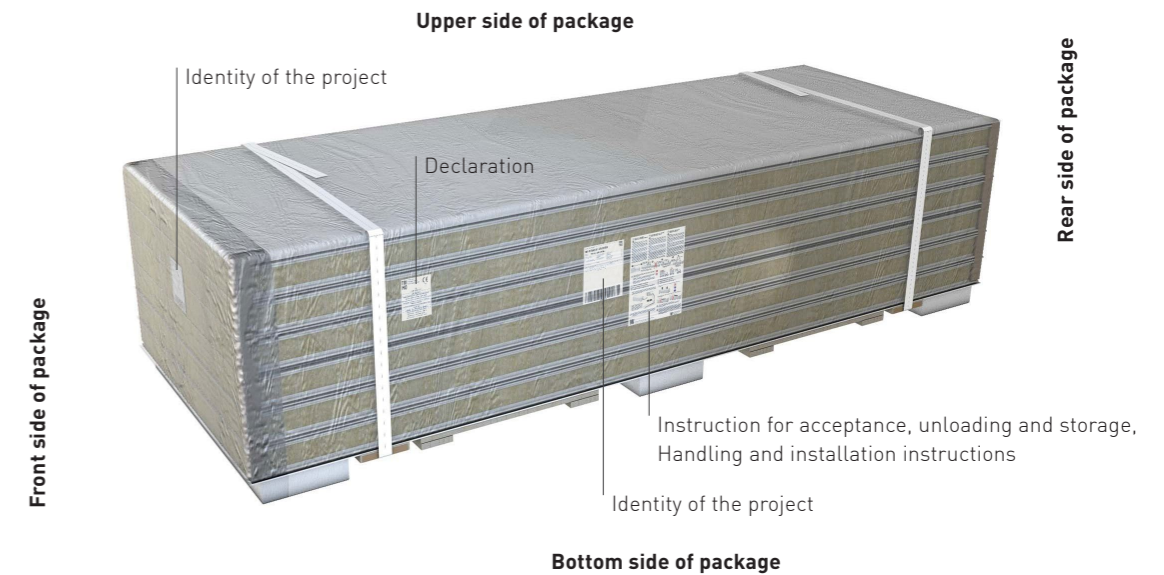


➔ **NOTE: In case of deviations of storage condition, no warranty can be given.**

6. ACTIONS TO BE TAKEN IN THE EVENT OF DAMAGE PACKAGES

Delivered goods must be checked for any possible damage caused during transport before unloading. A recipient must write down its name legibly on a delivery note or CMR. A recipient must write down any visible damage in delivery note and take the picture of damaged goods immediately before unloading, when they are still on a truck. Complaints for visible defects that are submitted contrary to the instructions stated above must not be dealt with. The panels complained about must be available until the complaint is resolved.

7. LABELS ON PACKAGES



Trimo technical documents

• Identity of the project

Oznaka paketa / Package		M-000041-00058		TRI MO Certificate / Certificate
Kupec / Customer		TRIMO DE GMBH		
Številka naročila / Purchase order	Prodajni nalog / Projekt / Sales order / Project	Proizvodni nalog / Work order		
Dimenzije paketa [mm] / Package dimensions [mm]	Bruto / Neto teža [kg] / Brutto / Netto [kg]	Datum proizvodnje / Production date		
Opomba / Note		Line: 2		
Material	Naziv / Description	Kratek naziv / Short desc.		
Šarža / Batch	Dolžina/Length	Kos / Piece	Pozicija / Position	
81003791	Trimoterm Power S FTV-133/1000 MG 0,60 m	2970 mm	8	

**M-000041
-00058**

Customer
TRIMO DE GMBH

Production date
30.08.2018

8. ANNEX 1 - INSTRUCTION FOR DRIVER

- Rules apply in Trimo (Location Entrance 3)

**OBVEZNA UPORABA OSEBNE VAROVALNE
OPREME ZA ŠOFERJA**
MANDATORY USE OF PERSONAL PROTECTIVE
EQUIPMENT FOR DRIVER

OBAVEZNA UPORABA OSOBNE ZAŠTITNE OPREME ZA VOZAČA
VERWENDUNG DER PERSÖNLICHEN SCHUTZAUSRÜTUNG DES FAHRERS IST VERPFLICHTEND
ВОДИТЕЛЬ ОБЯЗАН ИСПОЛЬЗОВАТЬ СРЕДСТВА ИНДИВИДУАЛЬНОЙ ЗАЩИТЫ
POVINNÉ POUŽÍVANIE OCHRANNÝCH PRVKOV PRE ŠOFÉRA



**ČEVLJI Z
ZAŠČITNO KAPICO**
SHOES WITH
PROTECTIVE CAP



**ODSEVNI
TELOVNIK**
REFLECTIVE
VEST



GIBANJE NA OBMOČJU PODJETJA JE OMEJENO, UPOŠTEVATI NAVODILA ZAPOSLENIH.
MOVEMENT IN THE AREA OF THE COMPANY IS LIMITED, FOLLOW THE INSTRUCTIONS OF STAFF.
KRETANJE U KRUGU PODUZEĆA JE OGRANIČENO, SLIJEDITE UPUTE OSOBLJA.
BEWEGUNG IM BEREICH DES UNTERNEHMENS IST BEGRENZT, DIE ANWEISUNGEN DES PERSONALS FOLGEN.
ПЕРЕДВИЖЕНИЕ ПО ТЕРРИТОРИИ ПРЕДПРИЯТИЯ ОГРАНИЧЕНО, НЕОБХОДИМО СОБЛЮДАТЬ
ИНСТРУКЦИИ СОТРУДНИКОВ ПРЕДПРИЯТИЯ.
VOĽNÝ POHYB V AREÁLI SPOLOČNOSTI JE ZAKÁZANÝ, RIAĎTE SA PROSÍM POKYNNMI ZAMESTNANCOV TRIMO.

• Declaration

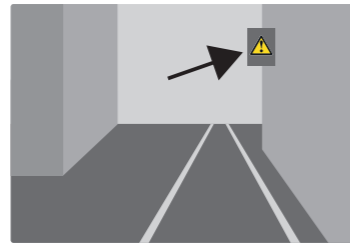
TRI MO	Trimo d.o.o., Prijateljeva cesta 12 8210 Trebnje, Slovenija	CE 1404
	09 1404 - CPR - 2115	
EN 14509:2013		
Samonosilni toplotno izolativni sendvič paneli z obojestranskim kovinskim oplaščenjem Self-supporting double skin metal faced insulating panels Selbsttragende Sandwich-Elemente mit beidseitigen Metalldeckschichten Panneaux d'isolation auto-portants confontés au métal double peau		
Uporaba - Use - Anwendung - Utilisation Zunanje stene, Notranje stene, Stropovi External walls, Internal walls, Ceilings Außenwände, Innenwände, Decken Murs extérieurs, Murs intérieurs, Plafond		
2208407		

NAVODILO ZA VARNO DELO – UPORABA PEŠPOTI

SAFETY MANUAL – PEDESTRIAN PATH



Uporabljam pešpoti!
I always use pedestrian path!



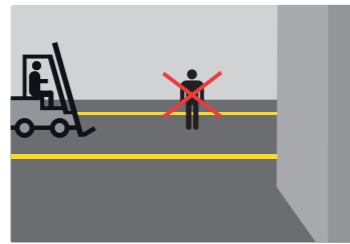
Pozoren sem na opozorilne table in ostala vozila!
I'm alerted to the warning signs and other vehicles!



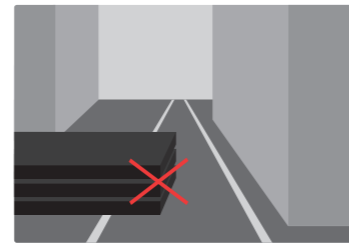
Oddaljim se od viličarja ali dvigala, ki naklada/razklada tovor! I move away from forklift or crane during loading or unloading!



Prepričam se, da so me med prečkanjem udeleženci v prometu opazili! I make sure the traffic participants noticed me during the crossing!



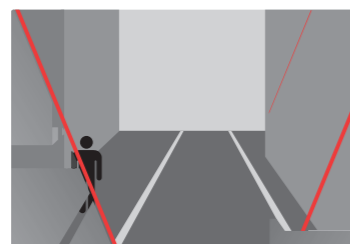
Hoja po transportnih poteh je lahko nevarna. Namenjena je za vozila! Walking along the path for transport can be dangerous. It's for vehicles!



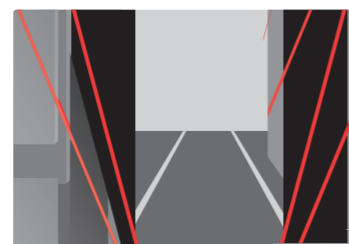
Poti morajo biti proste! The paths must be without obstacles!

POMEMBNO: VIDNO POLJE VILIČARISTA JE ZMANJŠANO!
IMPORTANT: SIGHT AREA OF THE FORKLIFT DRIVER IS REDUCED!

POGLED PEŠCA
PEDESTRIAN VIEW



POGLED VILIČARISTA
FORKLIFT DRIVER VIEW



INSTRUCTIONS TO DRIVERS FOR PREPARING A TRUCK FOR LOADING IN TRIMO d.o.o. (2018)

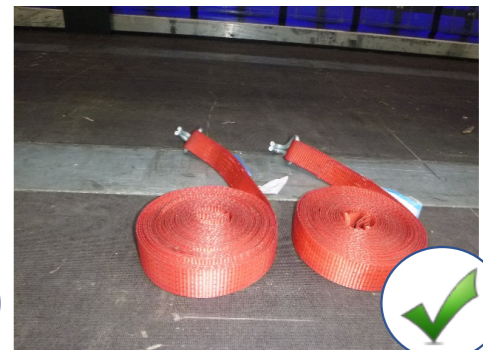
1. Mandatory equipment

Before entering the loading place, you must: **be wearing a safety vest and wear safety boots with a cap.**



2. Connecting bands

You must have a minimum of 12 connecting bands properly prepared on the truck.



3. Trailer preparation

Remove the side rails on the left side of the trailer.



INSTRUCTIONS FOR THE DRIVER - HOW TO HANDLE ON THE UNLOADING PLACE

!

1. STEP: One hour before unloading call the contact person written on the delivery note and inform the contact person, that you have panels from "Trimo."

✓



Delivery address (KRAJ RAZKLADA):
Den Hartogh Rohzenburg
Mr. /Mrs. XY + xx xxx xxxx
 Oranjelaan 45
 3181 HK ROZENBURG
 NETHERLANDS
 Expected Date of Delivery xx.xx.20xx at xx:xx



!

2. STEP: Mandatory use of safety equipment before entering the unloading area.

Before entering the unloading area, the driver has to: dress safety vest (yellow jacket) and safety boots.

✓






!

3. STEP: In case the building site is not prepared, please inform Trimo logistic, on mail etrans-reply@trimo.si.



✓

!

4. STEP: The driver opens the left or right (or both) sides of the truck (when unloading is with the forklift). In case of unloading with the crane open the roof.



✓

!

5. STEP: Before the unloading driver has to remind the customer/installation company at the building side, that they have to remove wooden beams. Process of unloading shouldn't start, if the wooden beams are still on the packages.




✓

!

6. STEP: Driver has to monitor unloading process. He must do minimum 5 pictures of the unloading process and send pictures and signed delivery note to your dispatcher, that they can send everything on mail: etrans-reply@trimo.si. The dispatcher needs to send all photographs to Trimo logistic until 15 o'clock, on the same day that delivery was executed.


✓

!

7. STEP: When the driver arrives at the unloading place there are no other goods allowed on the truck besides Trimo products. Otherwise the truck will not be unloaded, and we will charge you all caused costs.

✓



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The latest version of the document is available at www.trimo-group.com. The latest version of the published document in English prevails over other translated documents.

For information about the delivery of panels see Trimo's General conditions
(<https://trimo-group.com/en/trimo/general-conditions-of-sales>).