

Prepared (also subject responsible if other) <b>Bo Rasmusson</b>		No. <b>SELC-17:011e</b>		
Approved	Checked	Date 2020-04-16	Rev A	Reference

## GENERAL

This work instruction provides guidelines for the handling of cable products from storing them at finished goods warehouses to the unloading of goods at the customer site.

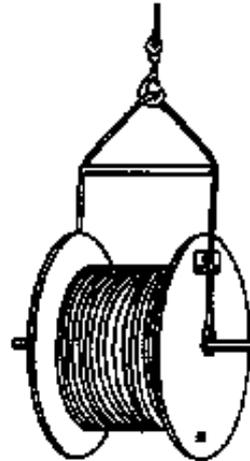
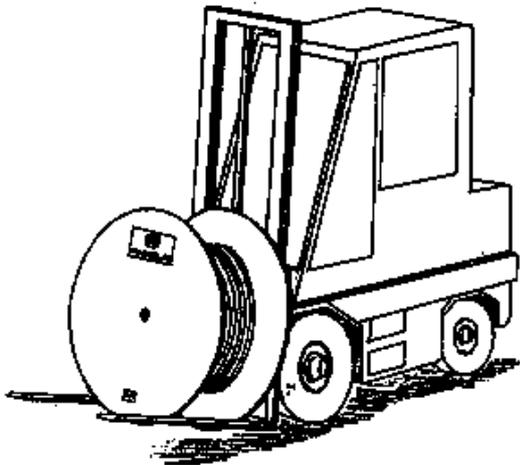
## HANDLING OF CABLE DRUMS

Cable drums should be handled by means of a forklift, crane or similar in accordance with the figures below. Forks, straps or the like must not be applied directly to the cable; only to the drum.

It is paramount that all lifting is done through the drum and that all closures or fixations are made against the drum flanges. The cable must not be subjected to any kind of load or stress.

While lowering or lifting a drum by forklift, the forklift should be standing still to avoid damaging the drum flanges or protection lagging. The forklift should always lift a standing drum in such a way that the forks support both flanges.

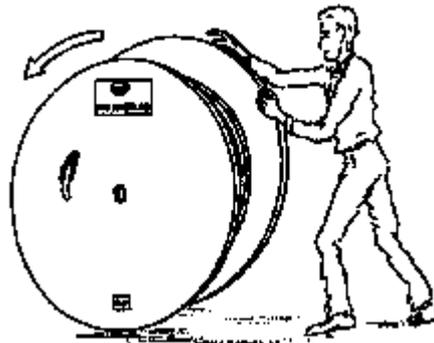
When handling large and heavy drums by crane, the lifting straps must be fixed to a shaft pushed through the centre holes of the drum. In cases where the straps are short, a load spreading beam must be used, or the drum flanges will be crushed. Wires must not be used instead of a shaft through the centre holes, as the small contact surface of wires against the iron reinforcement of the centre holes may cause the reinforcement to deform.



## ROLLING

Rolling of drums may only take place for short distances. If rolling must be done a longer distance, this shall be done in a specific rolling direction as shown below. The rolling direction should be in the direction that the cable end is pointing, as it sticks out through the drum end.

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### OVERTURNING DRUMS

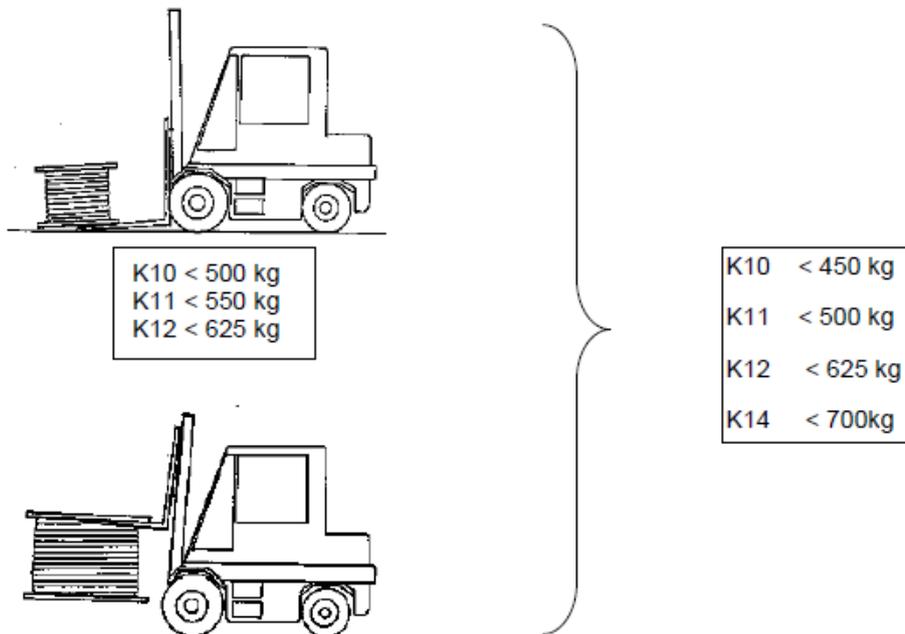
Overturning a standing drum to its side may only be done within drums within the drum size K5 - K14.

However, in the drum assortment K10 - K14, drums may not be overturned if their weight exceeds 500 kg for K10, 550 kg for K11 625 kg for K12 and 700 kg for K14.

The prerequisite for overturning is that the free edge allows for such handling.

### LIFTING A LAYING DRUM

Lifting a laying drum can be done using a forklift as shown below depending on weight.



**K10 < 500 kg K11 < 550 kg K12 < 625 kg**

**K10 < 450 kg**

**K11 < 500 kg**

**K12 < 625 kg**

**K14 < 700kg**

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**STORAGE**

Products shall be handled and stored in such a way that no quality degradation takes place. Customers' special quality requirements should always be considered.

Drums size K14 and larger as well as all Opto-drums shall be stored standing on its flanges.

Drums size K12 and smaller may be stored laying down, when possible on pallet, either indoors or outdoors depending on cable type.

Cable on ring or bobbin packaged on pallet can be stored indoors or outdoors under roof.

Cable in cardboard (type boxwire, slingpack or jumbo box) should be stored indoors.

**LOADING**

When loading, the forklift driver and truck driver shall be jointly responsible for maintaining product quality, including packaging and cargo carriers.

The truck driver must actively participate during loading and check that the number of package IDs loaded onto the truck corresponds to those on the consignment note and that the loaded goods are without visible damage. If damage is detected, the driver must report this to the forklift driver who takes the given measures.

Upon completion of loading, the driver must acknowledge the 4th copy of the consignment note which is handed over to the forklift driver.

**TRANSPORT**

When transporting, the cargo is required to be road safely secured in accordance with the regulations of the Swedish Road Safety Agency's regulations.

The securing of cargo is done by closing and lashing and is under the truck driver's own responsibility.

The drums with cable must not be rolled into each other so the flanges overlap and come in contact with the cable of another drum, nor to be stacked on top of each other in an upright position.

**UNLOADING**

When unloading, the consignee must ensure that the arrived goods have not been subjected to any kind of damage and that the number of packages IDs corresponds to those on the consignment note.

Notes of visible damage and lost goods shall be made on the consignment note immediately upon delivery. Hidden transport damage is reported no later than (7) days after receipt. In both cases, notification shall be made to the carrier indicated on the consignment note with a request for inspection.