

<h1>Delivery instructions for sheet metal and bar stock</h1>			Edition:
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	Date	Department	Name
Revised	2020-06-04	tomgl	A. Steinert
Checked	2020-06-04	tomgl	M. Sudhoff
released	2020-06-04	tomgsp	M. Tapken
Applicability:	VTSK suppliers for sheet metal and bar stock		
Distribution:	Distribution via the internal network; a paper copy to the VTSK suppliers for sheet metal and bar stock		

1. General

1.1. Delivery address:

J.M. Voith SE & Co. KG | VTA
Gottfried-Linke-Straße 205
38239 Salzgitter

1.2. Lorry driver register with the gatekeeper.

1.3. The following must be observed prior to unloading of sheet metal and bar stock:

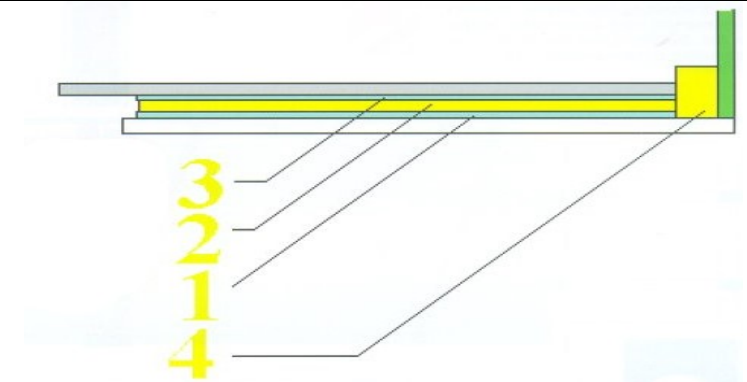
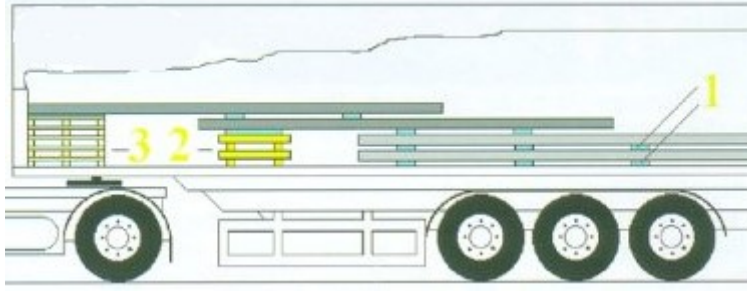
- (1) Delivery times: **Monday through Friday 07:00 am to 14:00 hrs.**
- (2) The complete delivery notes must be available.
- (3) The goods must not show any defects. Defective goods are rejected.
- (4) The safe transportation of the goods must be ensured.
- (5) Unloading on Voith's premises is accomplished using a forklift truck, which requires that the material is freely accessible.

2. Delivery instructions for sheet metal:

The following must be observed when delivering sheet metal:

- (1) One piece of sheet metal must not weigh more than **3.0 (metric) tons**, one piece of sheet metal sized **1500x3000** must not weigh more than **2.5 tons**.
- (2) There must be a spacing of **at least 8 cm** between stacked sheets (for example, by placing blocks of square timber in between) so that the fork arms of the forklift truck are free to slide between the sheets without any interference.
- (3) Make sure that the load is secured safely for transportation (refer to legal requirements in public law e.g. §§ 22 , 23, 49 STVO §§ 17 to 34a GGVSEB, § 30, 31, 69 STVZO , §§ 222, 229 , 315b , 324, 326 , 330 STGB, §§ 412 HGB standards for load securing applicable throughout Europe CEN 12195 parts 1 to 4 (calculation and lashing material) and CEN 12642 (vehicle superstructures). BGV D29 §§ 22 and 37.
- (4) The material must be clearly labelled according to the specifications.

General information on load securing of sheet metal

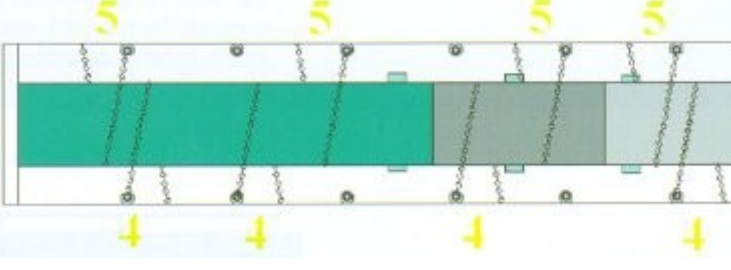
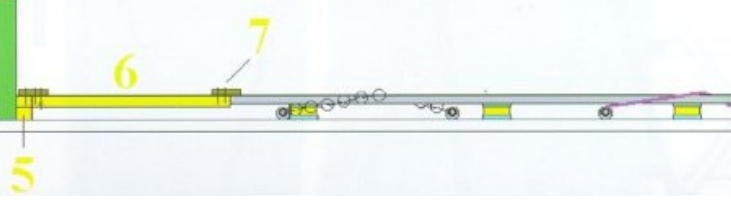
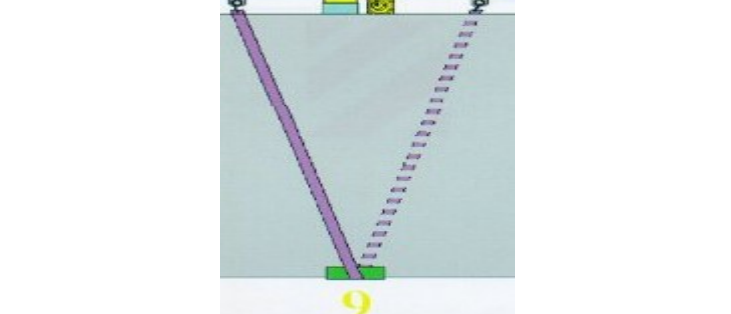
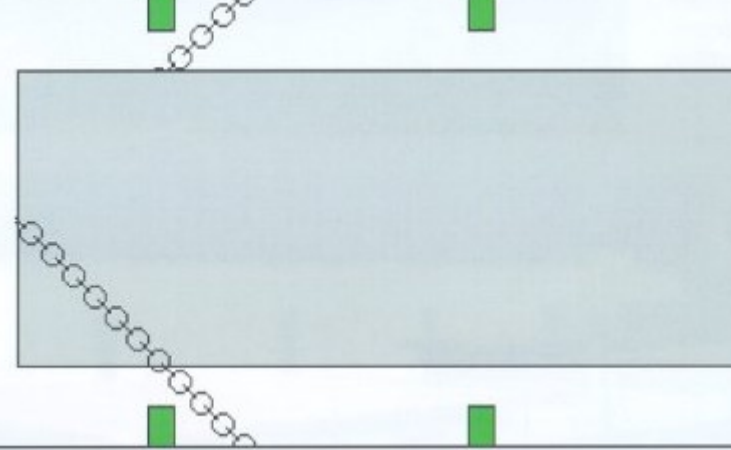
Item	Description	Photo
01	<p>Anti-slip mats must be placed on the loading area in appropriate distances (1). Scantlings must be placed flat on them (2). An anti-slip mat must be placed on them (3). Scantlings are to be placed positively at the sides (4)</p>	
02	<p>The sheet layers must be loaded according to item 1 in a way (1) that there is enough space between the individual layers. Proper unloading by means of a forklift must be ensured. Gaps resulting from weight distribution during loading (2,3) must be closed for providing a complete positive engagement.</p>	

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<p>03</p>	<p>The sides are to be properly secured by means of loop lashing from the left (4) and the right (5). Here it is crucial that the ends of the loop lashing are fixed to separate lashing points.</p>	
<p>04</p>	<p>Gaps to the end wall must be closed with squared (5) or longitudinal timbers (6) or with a comparable material. Afterwards, those are to be secured with edge protectors and respective banding (7)</p>	
<p>05</p>	<p>Edge or strap protectors (9) must be used to avoid damages</p>	
<p>06</p>	<p>On the rear side, a form fit must be achieved by means of square timber bracing or vertical lashing</p>	

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<p>07</p>	<p>As an alternative, special wedges can be used to fasten the respective upper layers on robust stake cars by transversally securing them with the help of positive engagement.</p> <p>(1) Stake (2) Sleeve (3) Locking screw (4) Wedge (5) Anti-slip mat or polyamide surface</p>	
<p>08</p>	<p>In case of walls without sufficient loading capacity, loop lashing and vertical lashing must be done. Important: All ends must be fixed to separate lashing points</p>	

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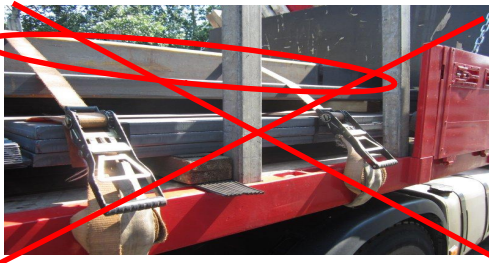
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Deliveries as shown in the following are not accepted:



There is no distance between the individual layers (e.g. by using scantlings).
The material cannot be unloaded by means of the forklift.



The material is not accessible.
External material is on the sheet.

The following method is correct:



Gaps must be left between the individual layers by means of timber so that the forklift can unload, external material must not be present on the sheet metal.



2.1. Delivery instructions for bar stock:

- (1) The bar stock must be accessible on the lorry because external material must not be moved.
- (2) The bar stock must not be longer than 6.2 m.
- (3) A round sling must be used for bar stock
- (4) The lorry must be opened from the top because it is unloaded by crane.
- (5) **Other unloading methods are not possible.**

The following method is correct:



The material must be unloaded from the top by crane, a slip must already be placed around the pipes.

Deliveries as shown in the following are not accepted:



The material cannot be unloaded from the top. The lorry must be accessible from the top.

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- (6) Make sure that the load is secured safely for transportation (refer to legal requirements in public law e.g. §§ 22 , 23, 49 STVO §§ 17 to 34a GGVSEB, § 30, 31, 69 STVZO , §§ 222, 229 , 315b , 324, 326 , 330 STGB, §§ 412 HGB standards for load securing applicable throughout Europe CEN 12195 parts 1 to 4 (calculation and lashing material) and CEN 12642 (vehicle superstructures). BGV D29 §§ 22 and 37.
- (7) The material must be clearly labelled with at least the respective batch or with the Voith material number.

If it is not possible to provide the material with the Voith material number, the Voith logistics department must be asked for approval.