

NPA SKAWINA	TD-I 1_EN	Publication Date	Edition	Page	PI
		16.01.2023	3	1/5	

Instructions for transport, unloading and storage of drums with product

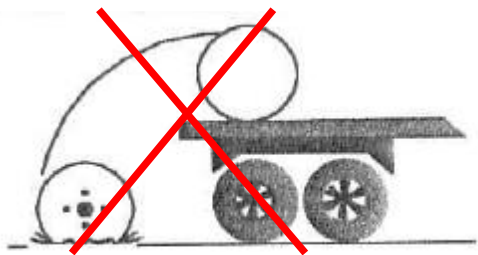
1. Purpose of the instruction

The purpose of the manual is to provide useful tips on transporting, unloading and storing the drums.

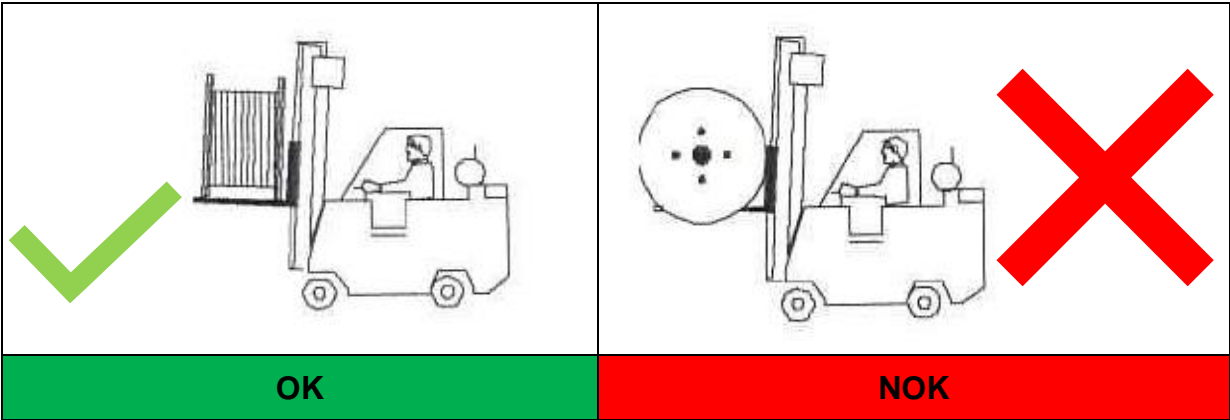
In order not to damage the drum with product during transport, unloading and storage, the following instructions are recommended.


2. Loading and unloading

- a. Loading and unloading should be carried out in such a way that the drum is in a vertical position. Pay special attention that the sides of the drum are not damaged in any way.
- b. To unload the drums, use a forklift or a crane of appropriate load capacity. Under no circumstances should the drums be thrown from the truck to the ground during unloading.



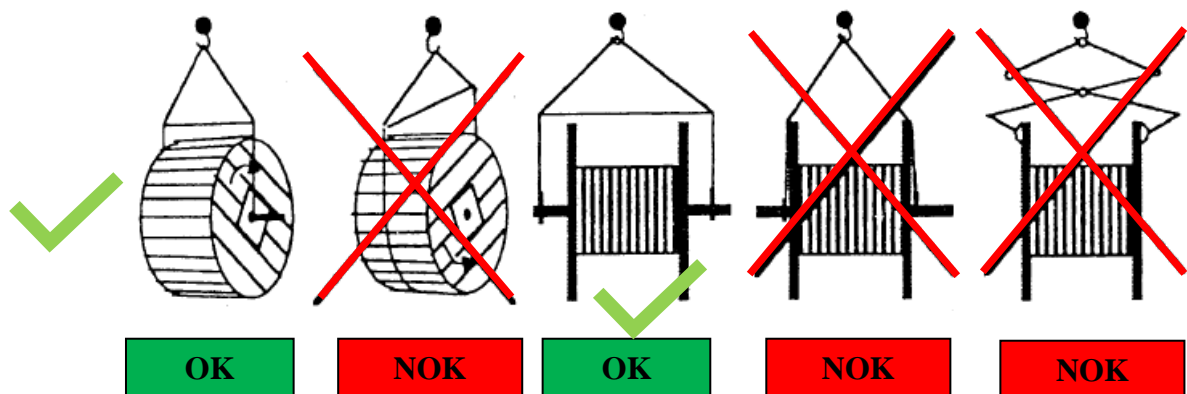
- c. The drums should be unloaded with a forklift only along the drum axis so that both drum flanges rest on the forks of the forklift. The forks of the forklift must never come into contact with the product.



	TD-I 1_EN	Publication Date	Edition	Page	PI
		16.01.2023	3	2/5	
Instructions for transport, unloading and storage of drums with product					

- d. If a crane is used to unload the drums, a round steel beam should be put through the axis hole in the drum in such way as not to damage drum or product wounded on the drum. The drum should be transported using special slings of adequate capacity (check the weight of the drums).

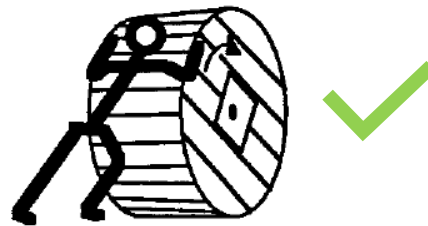
The company unloading the delivery is responsible for the selection of certified and appropriate slings.



- e. In the case of wooden drums, immediately after delivery, it is recommended to check and tighten the screws that have loosened as a result of transport or due to temperature changes in the drum dimensions. Recommended value of torque:
- For drum sizes < 2000mm: 80 Nm
 - For drum sizes > 2000mm: 100 – 120 Nm
- f. The drums may only be rolled a short distance on a flat and hardened ground. Make sure that there are no objects in the path of the rolled drum that could damage the product. While rolling, the product on the drum should be properly secured so that it is not damaged and does not create a risks to workers. Due to the heavy weight of the drum, special precautions should be taken during rolling and adequate protection for workers should be provided during this operation. Roll the drum in such a way that it is pushed in the winding direction, as marked on the drum

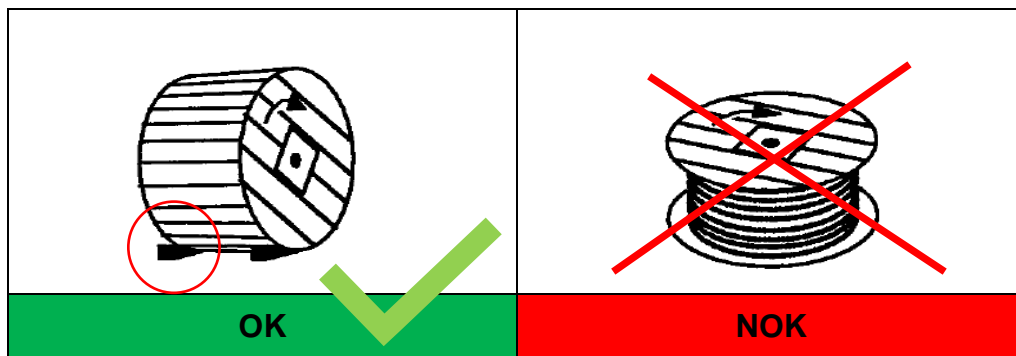
NPA SKAWINA	TD-I 1_EN	Publication Date	Edition	Page	PI
		16.01.2023	3	3/5	

Instructions for transport, unloading and storage of drums with product
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3. Storage of drums

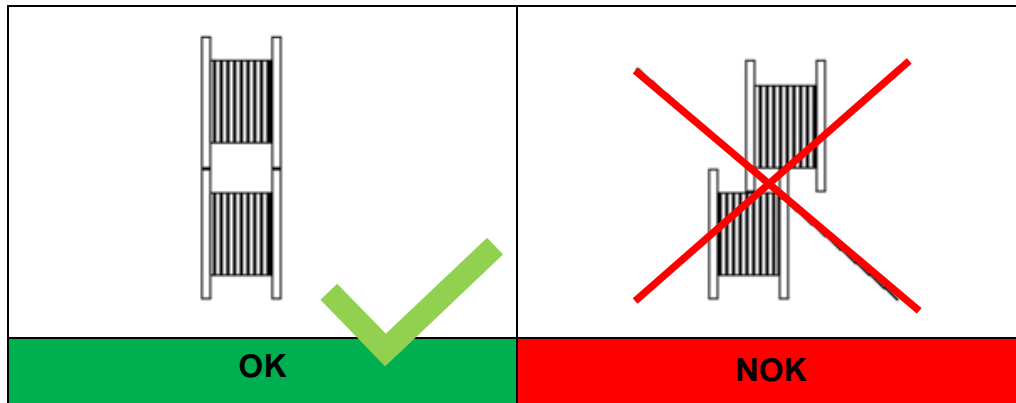
- Storage of drums with product is allowed only in an upright position.
- Storage of drums in other position can lead to winding defects
- Drums located in the storage area must be secured with a wedge on two opposite sides of the drum. Protection of the drums is required so that the product do not get damaged and the drums do not move arbitrarily.



- Drums should be stacked in a row (side by side) or one after the other. The first and last drum in a row is secured with two wedges to prevent the drums from rolling away. Flanges of each drums shall not touch product on any other drum. Empty drums can be stacked to increase the storage space of the drums.

NPA SKAWINA	TD-I 1_EN	Publication Date	Edition	Page	PI
		16.01.2023	3	4/5	

Instructions for transport, unloading and storage of drums with product
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Top view


- e. Storage of the drum should be on the area free from water, mud, stone, etc.
- f. In case of wooden drums, due to environment surrounding the wooden drums the wood degrades over a period of time. To avoid such degradation during its storage period, indoor storage is recommended. If drums/reels are stored outdoor (as long as the wound product can be stored outside), the storing surface should be hard and no moist soil should come in contact with wood. (see picture below).



- g. In case of long storage period it is recommended to do regular check-ups of drum condition.

4. Liability

NPA Skawina Sp. z o.o. shall not be liable for any direct or indirect damage resulting from faults during transport, unloading and storage of the drums.

	TD-I 1_EN	Publication Date	Edition	Page	PI
		16.01.2023	3	5/5	
Instructions for transport, unloading and storage of drums with product					

The information contained in the document is believed to be reliable, but its accuracy and completeness are not guaranteed. The person using them does so at their own risk and bears all risks associated with it. During transport, unloading and storage, appropriate health and safety regulations must be strictly applied, and the persons carrying them out should have appropriate training. NPA Skawina Sp. z o.o. shall not be liable to the user or other persons under any provisions of law for any direct, indirect, incidental or consequential damages incurred in connection with the improper use.