

## HANDLING GUIDE

1. Before off loading check banding is secure and not damaged. If banding is found to be damaged then packs to be secured before off loading.
2. Check that the off loading vehicle is suitable and able to offload the weight of the pack (pack weights will be on labels stapled to the pallet). Ensure forks are maximum width apart. Check the packs for any damages, if any products are found to be damaged the Northwich sales office is to be informed.



3. When offloading the pallet, ensure the forks are fully inserted.



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4. Forklifts should be driven across level ground at a suitable speed to avoid the packs from rocking back and forth.
5. Packs should be stored on level ground no more than four high.
6. When stacking products the bearers on the base of the pallet should all be in line to ensure the weight is distributed evenly.



7. If the pack requires splitting:
  - a. The pack should be placed at ground level ensuring all products have a bearer/lath underneath.
  - b. The outer banding should be cut first to help prevent the panels from falling off the pallet: The front panel should be supported whilst the banding is cut.
  - c. The products should be manually handled (by trained operatives) off the pack rather than using the forks on a fork lift.



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8. When the products are handled, they should be handled in the same manner as they were delivered – panels should be picked up on their edge and not flat.



9. Products should be placed on a pallet in the same way they were delivered. With panels on their edge not flat on the pallet. All products are to be placed on the pallet and not dropped.



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10. A timber bearer or lath is to be placed between each layer of product; products are not to be stacked directly on top of each other.



11. Products should be loaded securely with a banding strap over the bearers on the pallet, a single strap is not to be placed over the middle of the product.



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INTERNATIONAL

Thorne & Derrick  
+44 (0) 191 410 4292  
[www.powerandcables.com](http://www.powerandcables.com)

[www.andertonconcrete.co.uk](http://www.andertonconcrete.co.uk)