

### SERIE 2000 SHELVING



### PRELIMINARY WARNINGS

The majority of accidents that occur during the performance of work activities are attributable to lack of attention, failure to observe the most basic safety procedures and rules or improper and incorrect use of vehicles or equipment. It is recommended to always observe the utmost caution and adopt suitable behavior during all phases of use of the shelving. Read the instructions contained in this document carefully and scrupulously follow the instructions contained therein. Apply and comply with current regulations regarding hygiene, accident prevention and safety at work. The personnel assigned and authorized to operate must possess the physical and attitudinal requirements, as well as the experience and technical skills required and foreseen by the type of activity carried out. If during the use, maintenance, adjustment or other phases, tools or procedures not specifically indicated by the manufacturer become necessary, you must ensure that these are safe for yourself and others, and that they do not damage the product or alter its safety parameters.

Provide an information and training plan on the use of the system and on the activities to be carried out in case of need for auxiliary personnel.

<p><b>GENERAL INSTRUCTIONS FOR USE</b></p>	<p>The user will appoint a person responsible for safety and this person's name should be communicated to all warehouse staff.</p> <p>Instructions relating to safe use must be posted in a conspicuous place on or adjacent to the storage equipment so that they can be easily viewed, in the national language and in a durable format. Where necessary, instructions must be posted so that a person with inadequate knowledge of the national language can still understand them. The safe loading capacities of storage equipment are calculated on the basis of good practice for the positioning and withdrawal of load units.</p> <p><b>PRESCRIPTIONS:</b></p> <p>It is absolutely forbidden to use any mechanical means to load the shelves. Loading and unloading must be carried out exclusively by hand, taking care to deposit the goods in a rational and equally distributed manner on the surface of the shelf itself.</p> <p>It is recommended to fill the levels from the bottom upwards, storing the heaviest materials on the lower shelves.</p> <p>Never use the shelves of the shelving as steps to reach the upper levels, as the failure of the shelf itself could cause serious injuries for the operator.</p> <p>Never overload the structures beyond the requirements indicated in the capacity tables, which must always be present and legible.</p> <p>Damaged structural components and structures showing deformations and/or damage to the vital parts of the system (uprights, crosspieces, hooks, shelves, tie rods or stability bands, fixings, etc.) must be unloaded. Damaged areas must be appropriately marked, so as to prevent their use while waiting for the elements to be replaced.</p> <p>It is also necessary for the personnel in charge to be trained and sensitized to use the shelving correctly, to inform the person in charge/manager when accidental impacts occur on the structures and whenever any anomaly is found. It is forbidden to carry out welding or set up systems of any kind on the structures supplied, unless designed and authorized in writing by the manufacturer's Technical Office.</p> <p>It is absolutely forbidden to alter the geometry of the structure corresponding to the original project without consulting the manufacturer and receiving his consent and written authorization.</p> <p>Do not use aggressive chemical agents to clean the components or direct water jets. Preferably use cloths moistened with water and neutral detergents. Dry immediately afterwards, to avoid the formation of encrusted white spots (passivation) or rust.</p> <p>Do not store bottles or bottles containing potentially corrosive products in direct contact with the surfaces of the shelves, as any spills, even if minimal, but repeated over time, could cause through corrosion.</p> <p>Then isolate the surface of the shelf, placing the bottles containing the substances inside watertight boxes/containers and placing them inside after having opened and used them.</p>
<p><b>TRAINING, INFORMATION AND PERIODICITY OF CHECKS AND INTERVENTIONS</b></p>	<p><b>WHAT STAFF MUST BE TRAINED AND INFORMED ON:</b></p> <p>For the safety of the operators, appropriate measures must be adopted for a regular inspection of the structure, in order to detect any damage or other dangers deriving from a poor state of conservation of the materials or the geometric arrangement of the whole, in order to guarantee the efficiency and suitability of the system over time. These checks should be carried out daily by the operators responsible for storing and handling the goods, reporting any observations to the warehouse manager/supervisor.</p> <p>We believe it is appropriate, in particular, for operators to carry out a visual inspection every time the shelving is used, in particular, before each operation (withdrawal or storage), to check the presence and legibility of the capacity tables. Check for any obvious damage not yet reported to the vertical and horizontal structures. If necessary, inform the warehouse manager/supervisor.</p>

Furthermore, exclude the presence of situations of immediate danger, such as events that indirectly or directly could lead to the risk of damage to the shelving or to users. For example, in the case of the presence of external maintenance workers who could create interference, with the occupation of spaces adjacent to the shelving area or in the presence of handling means, such as mechanical elevators, platforms, lifting means, electric extension cords, potentially dangerous, near or close to it, which could cause damage to the shelving, due to accidental contact. Adopt the necessary precautions to avoid collisions and consequent damage, delimiting and protecting the areas with appropriate signs or preventing, if possible, vehicles or equipment from being placed or operating close to the shelving.

The user, through the RSPP or a designated representative, carrying out careful periodic checks of the state of the elements that make up the system, their conservation condition and their structural situation in general, as well as observing the legal obligations regarding accident prevention, can identify any anomalies not noticed or not reported by the operators and ensure the suitability of the structures over time, avoiding situations of potential danger or shutdown of the warehouse/archive

The inspection frequencies recommended below are intended as minimum recommendations; However, it remains the responsibility of the archiving/warehouse manager or the Protection and Prevention Service Manager to intensify or reduce the checks based on the presumed/actual intensity of use of the shelving, also taking into account any damage found. However, it is advisable that all personnel who have access to the archive/warehouse are trained, and in particular:

1. Recognize and identify the capacities of the components which are described in the capacity tables applied to the shelving
2. Inform those responsible when accidental impacts to structures occur
3. Inform those responsible of any anomaly found
4. Use PPE during cleaning and maintenance operations

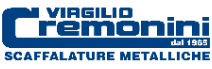

It is possible, if expressly requested, to request maintenance for a fee, so that the checks are carried out by specialized personnel. This guarantees maximum exploitation of the warranty period and optimal use of the structure, avoiding dangers due to occasional interventions possibly carried out by non-specialised personnel.

#### **WHAT TO CHECK AND HOW OFTEN:**

Furthermore, it is advisable to appoint a manager to carry out checks at least every six months, recording their execution, as indicated below:

- POS. 1: Check the absence of permanent deformations (distortions, bends, tears, etc.) in the components of the sides or shelves, due to overloading or accidental impacts
- POS. 2: Check, where present, the presence of the screws and tightening nuts on the top tie rods and the correct tightness of the self-drilling screws fixing the corner attachments
- POS. 3: Check the correct positioning of the shelves, making sure that they are completely against the anchoring hooks
- POS. 4: Check the correct positioning of the reinforcements under the shelves (where provided).
- POS. 5: Global checks on the structure: check the absence of excessive out of plumb in both the longitudinal and transversal directions (1 cm for each metre); check the alignment of the uprights along all the rows.
- POS. 6: Check the integrity of the side panels, rear backrests or all completion accessories present.
- POS. 7: Check the presence and integrity of wall fixings where applicable.
- POS. 8: Check the absence of through corrosion due to possible

	<p>prolonged contact with chemical substances or agents.</p> <p><b>WHAT TO DO ONCE THE CHECKS HAVE BEEN CARRIED OUT:</b></p> <p>In the event that, following the checks carried out according to the positions described above, anomalies or damaged components of the shelving are found, an inspection by a professionally qualified technician belonging to the purchasing company or external consultant must be requested. The above activity must be carried out in order to carry out repair work on the damaged structures (please remember that it is mandatory to replace the damaged elements), and to isolate the areas affected by the damage until such works do not restore the efficiency and safety of the system.</p> <p>The paragraph below identifies 3 types of damage that can be found and the related actions to be taken.</p> <p>The final appendix contains, by way of example, a table in which to record the periodic checks carried out and a table to be used to record any damage found.</p>
<p><b>DAMAGE ASSESSMENT</b></p>	<p><b>LOW RISK:</b> small abrasions of the surfaces or scratches on the surfaces of the shelves or other components, which do not compromise the geometry or linearity of the surfaces involved. There must be no permanent deformations on the parts of the shelving involved or significant areas uncovered by painting/galvanising.</p> <p>No urgent interventions are required as there is no danger of reducing the capacity or performance of the fixings, but it is still advisable to report the presence of any anomalies found to the manager.</p> <p><b>MEDIUM RISK:</b> slight dents in the uprights which do not cause an out-of-squareness equal to or greater than 1 cm/metre, following accidental impacts or other events.</p> <p>For shelves, the presence of permanent deformations due to accidental impacts or accidental overload but in any case such as not to exceed 1 cm of "deflection", compared to the horizontal plane, permanent, once the loads present on the surfaces have been eliminated.</p> <p>This potential damage requires intervention as soon as possible. This identifies an area where the damage is sufficiently severe to require corrective action but not so severe as to require immediate emptying of all affected shelves/bays. Once the load has been removed from the damaged component, the component should not be loaded again until repairs have been made. The user must make these shelves inaccessible to ensure that they are not used again before necessary repairs/replacements. For example, adhesive labels or warning tape could be used to indicate that shelves should not be loaded until the necessary corrective actions have been taken.</p> <p><b>RED RISK:</b></p> <p>Very serious damage that requires immediate intervention. Therefore deformations of the uprights or shelves exceeding the indications given in case of yellow risk. These are situations where a critical level of damage is identified, requiring that an area of the racking be immediately cleared of load and made inaccessible to any use until repair work has been carried out. Such repair work should normally include replacement of the damaged component. Repair is permitted only when supported by a structural analysis performed by the supplier. The user must adopt safety procedures for these areas to ensure that they are not reused before carrying out repairs/replacements. For example, a particular span could be freed from the load and provided with special signs, which prevent access and therefore use.</p>
<p><b>LOADING METHODS</b></p>	<p>The shelves are intended for manual picking operations: therefore storage with forklifts or mechanical handlers is not foreseen.</p> <p>It is recommended to store high turnover or bulkier goods on the lower</p>

	<p>floors.  <b>Goods with a lower turnover rate must preferably be stored on the upper floors.</b>  <b>This allows for more ergonomic and efficient use for operators, as well as greater safety.</b>  <b>Furthermore, decreasing the amount of load as the height increases also improves the general safety of the structure.</b>  <b>Never use the shelves as steps to reach higher levels, but possibly use portable or platform ladders suitable for the type of height to be reached.</b></p>														
<p><b>GALVANIZING AND PAINTING</b></p>	<p>With a check interval varying from 6 months/1 year, for particularly aggressive environments (in the presence of sea salt, harmful emissions or polluting substances) and up to 5 (five) years for less aggressive closed environments, a check must be carried out of the state of conservation of the surface covering, with particular attention to bolts, plugs and fixings, possibly making appropriate adjustments or repairs/replacements. If the presence of elements damaged by corrosion is found, it will be necessary to repair or replace them.</p>														
<p><b>CAPACITY CHART</b></p>	<p>Always check the presence and visibility of the duly completed flow rate tables. If they are no longer legible, damaged, are not in sufficient number or are not clear, they must be replaced and/or integrated. However, it should be noted that the control and maintenance of the state of efficiency of the shelving, the understanding and subsequent application of the requirements, are the precise responsibility of the purchaser, who is responsible for managing and organizing the inspections depending on the type of system, the goods stored and the frequency of use.</p> <div data-bbox="507 981 1054 1758" style="border: 2px solid blue; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;">  <p><b>Virgilio Cremonini</b>  <small>dal 1955</small>  <b>SCAFFALATURE METALLICHE</b></p> </div> <div style="font-size: 8px;"> <p>CREMONINI VIRGILIO srl  Via di Mezzo Livorno, 1711  CREVALCORE - 50030  Tel. 051-481388 Fax 051-482274  www.cremonini.com  cremonini@cremonini.com</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 2px;">REF. TRANSPORT DOCUMENT :</td> <td style="width: 50%; padding: 2px;">YEAR:</td> </tr> <tr> <td colspan="2" style="padding: 2px;">SHOULDER CAPACITY: KG</td> </tr> <tr> <td colspan="2" style="padding: 2px;">SHELF CAPACITY: KG</td> </tr> <tr> <td colspan="2" style="padding: 2px; text-align: center;"><b>UNIFORMLY DISTRIBUTED LOAD ON THE SURFACE</b></td> </tr> <tr> <td colspan="2" style="padding: 2px;">FIRST SHELF HEIGHT: cm</td> </tr> <tr> <td colspan="2" style="padding: 2px;">NUMBER OF SHELVES FOR EACH SPAN:</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><b>CUSTOMER:</b></td> </tr> </table> <p style="font-size: 8px; margin-top: 10px;">PLEASE NOTE: THE CAPACITIES INDICATED ARE INTENDED FOR THE SHELVES ASSEMBLED IN THEIR ORIGINAL CONFIGURATION  THE HANDLING OF LOADS ON THE SHELVES MUST BE CARRIED OUT MANUALLY  ANY MODIFICATION OF THE ORIGINAL CONFIGURATION THAT SHOULD BE CONSIDERED NECESSARY MUST BE REQUESTED AND AUTHORIZED IN ADVANCE</p> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="text-align: center; margin-right: 20px;">  </div> <div style="border: 2px solid red; padding: 5px; background-color: white;"> <p style="margin: 0;"><b>IT IS FORBIDDEN TO CLIMB OVER THE SHELVES</b></p> </div> </div> </div>	REF. TRANSPORT DOCUMENT :	YEAR:	SHOULDER CAPACITY: KG		SHELF CAPACITY: KG		<b>UNIFORMLY DISTRIBUTED LOAD ON THE SURFACE</b>		FIRST SHELF HEIGHT: cm		NUMBER OF SHELVES FOR EACH SPAN:		<b>CUSTOMER:</b>	
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**Example of a table where to record the periodic checks (NORMALLY SEMI-ANNUAL) to be carried out**

POSITION	CHECK DATE	CHECKED BY	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

**Example of a table that can be used to verify any damage following an event or following a scheduled periodic check**

DETECTION DATE:	DETECTED BY:	TYPE OF DAMAGE:	DESCRIPTION OF CORRECTING ACTION:	DATE OF INTERVENTION	RESOLVED YES/NO