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Instructions for loading & unloading steel coils - voestalpine Stahl GmbH



voestalpine
ONE STEP AHEAD.

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1 PURPOSE

This document includes the loading, unloading and storage requirements for steel coils produced by voestalpine Stahl GmbH (voestalpine) and is intended to be used by all external service providers who are responsible for loading, unloading and storing such materials. Deviations from the requirements and instructions included in this document are not permitted unless officially approved in written form by the respectively responsible department at Logistik Service GmbH (LogServ) or voestalpine.

2 INSTRUCTIONS FOR LOADING AND UNLOADING STEEL COILS PRODUCED BY VOESTALPINE STAHL GMBH

2.1 INTRODUCTION

Depending on local circumstances, a variety of different equipment can be used for unloading the coils from their carriers. The highest priority is to ensure that the property of voestalpine is not damaged by improper equipment and/or improper use of the same. If there are any questions about the suitability of available equipment, or if plans exist to invest in new equipment, please contact the respectively responsible department at LogServ or voestalpine. All costs arising from damage caused by improper equipment or improper use shall be borne by the contractor or subcontractor.

2.2 NORMATIVE FRAMEWORK

As a general rule, compliance with the Terms of Purchasing for Logistics Services of LogServ is mandatory. These and the General Terms and Conditions of LogServ are essential agreement constituents and can be downloaded in their currently applicable form at www.logserv.at/service.

Any loading, unloading or stowage of voestalpine coils in connection with ocean transports must be in compliance with the provisions set forth in this document.

All pertinent national and international regulations, e.g. CSS-Code¹ and SOLAS² of the International Maritime Organization (IMO) shall apply as amended.

Compliance with all national and international regulations, norms and standards pertaining to health, safety and environmental aspects is mandatory.

2.3 LOADING, UNLOADING AND STORAGE REQUIREMENTS

- Material produced by voestalpine must be handled with the greatest of care.
- As a general rule, only the unloading and loading equipment approved in this document shall be permissible.
- The hoisting devices must be serviced regularly according to a rigid schedule and may never be used in damaged condition.
- Only trained and certified workers or service providers are authorized to operate or maintain equipment used for loading, unloading and transport. Training and maintenance documentation must be presented upon request to responsible employees of LogServ and /or voestalpine.

¹ Code of Safe Practice for Cargo Stowage and Securing

² International Convention for the of Life at Sea

- The movement of voestalpine coils must be limited to the absolute minimum in order to avoid damage. Repeated movements are to be avoided.
- Material produced by voestalpine may not be loaded or unloaded under an open sky unless the weather conditions are completely dry. Work activities must be discontinued during rainy or snowy conditions and may not be resumed until the conditions are dry again.

2.3.1 STORAGE REQUIREMENTS

Any required interim storage is permitted only in covered storage areas.

The material may not be placed directly onto the ground or floor (concrete, asphalt, etc.)

Boards or **rubber mats** of sufficient thickness **must be placed under the material**. Coil wedges made by Lankhorst or similar systems are the most optimum solution.



Figure 1: Optimum storage of coils on the warehouse floor

Wedges must be used to prevent the coils from rolling.

Squared wooden stabilizers are not permitted because they may cause dents on the material.



Figure 2: Securing of coils during interim storage

2.4 STOWAGE GUIDELINES

When stacking coils, care must be taken to place lighter coils on heavier ones.

Compliance with top stowage provisions when meeting dispatch requests is mandatory

2.4.1 COIL LABELS

Coils labeled with the following stickers may not be stacked. Stowage of these coils must be either on once level or at least on the top level. When stowed on ships, these coils must not be placed under any other coils or other freight.



Figure 3: Coil labels that prohibit stacking

Loading, unloading and stowage are permitted only under dry weather conditions. Work activities must be discontinued during rainy or snowy conditions, and the ship hatches must be closed immediately. Any coils on the quay must be protected from wetness, e.g. by covering them with tarpaulins.

2.4.2 QUAY LOADING AND UNLOAD

Coils produced by voestalpine must be individually loaded, unloaded and transported. Hoisting more than one coil simultaneously with any equipment is strictly prohibited.



Figure 4: Quay loading and unloading

2.5 LOADING AND UNLOADING EQUIPMENT

Depending on the local circumstances and the type of logistics services, several different hoisting devices can be used. Only proper equipment is permitted when hoisting steel coils.

The **Quality Control department of LogServ must be contacted** when an investment in replacement equipment is being planned that would lead to a change in the current standard.



Figure 5: Overview of hoisting devices

2.6 NON-CONFORMANCE HANDLING

The following procedure must be followed whenever packaging or material is damaged during delivery:

- Photographic documentation of the damage while still loaded on the means of transport, prior to unloading.
- All affected coils as well as the type and degree of damage must be documented on the CMR bill of lading (truck transports) or discharging report (ship transports). A formal claim report (CIT20 or similar) must be requested by the responsible railway company when the material has been delivered by rail.
- Immediate transmission of all information and documents is required (photographic documentation of damage, discharging reports, mate's receipt, stowage report, etc.) to the following email address:

[LogServ LK Qualitätslenkung - QS-LogServ@logserv.at](mailto:QS-LogServ@logserv.at)

- Please wait for further instructions. Material may not be loaded into the vessel without prior approval issued by the Quality Control Department at LogServ. A reply can be expected within a short period of time under normal circumstances. In very urgent cases, members of the Quality Control Department at LogServ can be reached at the following telephone numbers.



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