PACKAGING, TRANSPORT AND STORAGE FOR TRIMO PRODUCTS
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1. **Foreword**

1.1 **Introduction**

This document presents packing, manipulation, transportation and storage of Trimo products. It combines important information for a sales person, a customer, a transport provider and a contractor. With the purpose of the quality product to be installed into the building, the content of this document should be respected.

1.2 **Purpose**

Present users of this document different types of packaging, depending on storage conditions, how to handle and transport Trimo products, how to carry out proper storage and what are the procedures in the case of damaged packaging and products.

**Contractor** is responsible for unloading and storage of Trimo products before installation.

1.3 **Definitions, acronyms and abbreviations**

- **Trimo products** – Qbiss One B, Qbiss Screen and Trimoterm
- **Side A** – external side of Trimo product - depending on the installation on the building
- **Side B** – internal side of Trimo product - depending on the installation on the building
- **Protective layer** – expanded polyethylene (PE) closed-cell foam film laying between two panels or elements
- **Self-adhesive protective foil** – is applied on coloured surfaces of steel sheets
- **Cardboard** – is a generic term for heavy-duty paper-based products having greater thickness and superior durability or other specific mechanical attributes to paper; such as foldability, rigidity and impact resistance. It is made of multiple corrugated and flat layers
- **Stretch wrap film** – it is a highly stretchable plastic film that is wrapped around items. The elastic recovery keeps the items tightly bound
- **Front film** – low-density polyethylene foil
- **EPS board** – expanded polystyrene board
- **EPE film** – reinforced expanded polyethylene closed-cell foam film
- **Lifting bands** – an additional element of packing of Trimo products intended for crane manipulation in loading / unloading and transfer of packages
- **Reinforcement palette** – an additional element of packing is made of wood and is on the place of forks of a forklift truck on a bottom side of a package
- **Wooden packing** – a wooden box for storage or as a shipping container for special Trimo products (like corners, curved elements or flashings)
- **Protective Corner element** – It is made of glued hard cardboard and are intended to protect the edges of the items in the package (especially Qbiss with corner gaskets)
- **EPS support block** – expanded polystyrene block
2. Packaging

Types of package:

- **Standard packaging** (suitable for up to 3 months indoor warehouse storage and up to 3 months outdoor storage from the production date)
- **Extended protection packaging** (same as standard packing upgraded with additional protection elements for higher level of robustness)
- **Long term packaging** (suitable for up to 12 months from production date)

Extended protection and Long term packaging is applied upon customer request only, against additional cost.

![Fig. 2.1: Side view of the package](image)

L = package length, is the panel length and packaging additive
H = package height, depend on the number and thickness of the panels in package
A = Package width, depend on the panel width (M) and type of the panels

![Diagram showing packaging components](image)

Tab. 2.1: Package maximal dimension

<table>
<thead>
<tr>
<th>Type</th>
<th>Max. width [mm] (A)</th>
<th>Max. length [mm] (L)</th>
<th>Standard height [mm] (H)</th>
<th>Max weight [kg]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qbiss One</td>
<td>1240</td>
<td>6600</td>
<td>1000 - 1320</td>
<td>2000</td>
</tr>
<tr>
<td>Qbiss Screen</td>
<td>1240</td>
<td>6600</td>
<td>630**</td>
<td>1500</td>
</tr>
<tr>
<td>Trimoterm FTV</td>
<td>1230</td>
<td>13000 (13200)*</td>
<td>1000 - 1320</td>
<td>3000</td>
</tr>
<tr>
<td>Trimoterm FTV-HL</td>
<td>1180</td>
<td>13000 (13200)*</td>
<td>1000 - 1320</td>
<td>3000</td>
</tr>
<tr>
<td>Trimoterm SNV</td>
<td>1100</td>
<td>13000 (13200)*</td>
<td>1000 - 1320</td>
<td>3000</td>
</tr>
</tbody>
</table>

* Value for standard transport; Non-standard transport 13200 – 14200 mm
** Package is max ten elements high

Any nonstandard packaging requirements are subject to additional cost and acceptance from customer.
Truck transport
Dimensions of packages must be in ratio 1,5:1 [height: width of package]. The maximum height of total packages is 2800 mm and max width of total packages is 2480 mm.

Tab. 2.2: Packaging for Qbiss One and Qbiss Screen

<table>
<thead>
<tr>
<th>Package elements</th>
<th>Truck packing; Qbiss One &amp; Qbiss Screen</th>
<th>Standard</th>
<th>Extended protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qbiss façade element</td>
<td>Coloured surface protection</td>
<td>Self-adhesive protective foil - external side A</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Self-adhesive protective foil - internal side B</td>
<td>X</td>
</tr>
<tr>
<td>Protection between panels</td>
<td>Protective layer</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Protection of package</td>
<td>Strech wrap film - double wrapping</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strech wrap film - triple wrapping</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Bottom side</td>
<td>EPS support blocks 90x300 [mm]</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>EPS board 15 mm</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Upper side</td>
<td>EPS board 15 mm</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Package end side</td>
<td>Front film</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Protective corner elements</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>EPS board 15 mm</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Package longitudinal side</td>
<td>EPS board 15 mm</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lifting elements optional</td>
<td>Lifting bands</td>
<td>Lifting straps 40 kN</td>
<td>X¹</td>
</tr>
<tr>
<td></td>
<td>Lifting pallets</td>
<td>Lifting pallets B = 600 mm</td>
<td>X²</td>
</tr>
<tr>
<td>Fixing elements</td>
<td>Wooden board</td>
<td>Thickness 50 mm, width B ≥ 150 mm</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>EPS fixing blocks</td>
<td>EPS support blocks 90x300 [mm]</td>
<td>X</td>
</tr>
</tbody>
</table>

Legend
1 - Lifting bands intended for manipulation [loading/uploading or transfer of packages] with lifting device. Only under special request and additional cost.
2 - Lifting pallets intended for manipulation [loading/uploading or transfer of packages] with forklift truck. Only under special request and additional cost.
Note: In case of containerized shipment, there is added wooden slides and pull out steel bars at the bottom of the packages.
<table>
<thead>
<tr>
<th>Tab. 2.3: Packaging for Trimoterm</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Trimmoterm panel</strong></th>
<th><strong>Truck packing; Trimoterm</strong></th>
<th><strong>Standard package</strong></th>
<th><strong>Extended protection</strong></th>
<th><strong>Long term package</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Package elements</strong></td>
<td><strong>Truck packing; Trimoterm</strong></td>
<td><strong>Truck packing; Trimoterm</strong></td>
<td><strong>Truck packing; Trimoterm</strong></td>
<td><strong>Truck packing; Trimoterm</strong></td>
</tr>
<tr>
<td><strong>Protection between panels</strong></td>
<td>Self-adhesive protective foil - external side</td>
<td>X</td>
<td>X</td>
<td>X³</td>
</tr>
<tr>
<td><strong>Protection of package</strong></td>
<td>Self-adhesive protective foil - internal side</td>
<td>X¹</td>
<td>X²</td>
<td>X²³</td>
</tr>
<tr>
<td><strong>Bottom side</strong></td>
<td>Stretch wrap film - double wrapping</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>EPS support blocks 90x300 [mm]</strong></td>
<td>EPS board 15 mm</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Upper side</strong></td>
<td>EPS board 15 mm</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Cardboard 3 mm</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>EPE film</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>EPS board 15 mm</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Corner elements</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>EPS board 15 mm</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Package longitudinal side</strong></td>
<td>EPS board 15 mm</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Lifting elements (Optional)</strong></td>
<td>Lifting bands</td>
<td>X²</td>
<td>X²</td>
<td>X²</td>
</tr>
<tr>
<td><strong>Lifting straps 40 kN</strong></td>
<td>X²</td>
<td>X²</td>
<td>X²</td>
<td></td>
</tr>
<tr>
<td><strong>Lifting pallets B = 600 mm</strong></td>
<td>X³</td>
<td>X³</td>
<td>X³</td>
<td></td>
</tr>
<tr>
<td><strong>Fixing elements</strong></td>
<td>Wooden board</td>
<td>Thickness 50 mm, width B ≥ 150 mm</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>EPS fixing blocks</strong></td>
<td>EPS Support Blocks 90x300 [mm]</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Legend**
1. - Except for panels with white (brighter) colour coat type
2. - Foil removed before final packing
3. - Lifting bands intended for manipulation (loading/uploading or transfer of packages) with crane. Only under special request and additional cost.
4. - Only Gladio - external side (A) up
5. - Lifting pallets intended for manipulation (loading/uploading or transfer of packages) with forklift truck. Only under special request and additional cost.
2.1 Standard packaging

- Indoor warehouse storage up to 6 months and
- Outdoor storage up to 3 month
- Goods are stored in a warehouse up to 6 months in case of no outdoor storage

Qbiss One, Qbiss Screen facade elements and Trimoterm sandwich panels are packaged in packages with a height of up to 1320 mm (depends of the number and thickness) and width up to 1240 mm (depends of the type and module width) see tab. 2.1. Panel package is placed on an EPS support blocks with a height of 90 mm and width 300 mm. The external coloured surface of the panels is protected with self-adhesive protective foil, which is removed before the installation of an individual panel. The protective foil is not placed on the internal surface except Qbiss One, Qbiss Screen and Trimoterm sandwich panels with the smooth profile [G] or upon request. Each package is wrapped water-tight using a stretch machine and packaging foil, while the package fronts are protected by PE foil.

**A protective standard self-adhesive protective foil on sheet metal must be removed within three months from the take-over of goods in a warehouse!**

Protective corner elements are used for Qbiss One and Qbiss Screen façade elements and for Trimoterm panels only for module 1200 mm, where demanding handling is expected during unloading from a truck on a construction site.

2.2 Extended protection packaging (on request)

Extended protection packaging providing extra robustness is used where it is expected more demanding outdoor storage conditions and multiple manipulation of packages before the installation.

Differences from standard packaging:

- Package is wrapped in a PE+HD foil (Cardboard is not suitable (condensation)) - triple wrapping
- Package end side - EPS board [for Qbiss One and Qbiss Screen; for Trimoterm when is used container transport]
- Package longitudinal side - EPS board
- Protective corner elements are used for all

2.3 Long term protection packaging (on request - available for Trimoterm only)

**Coloured surfaces are without protection during installation!**

Long term protection packaging is used where it is predicted:

- Goods are stored up to 12 months from production date

Differences from standard packaging:

- Self-adhesive protective foil is removed from the coloured surfaces before final packaging
- Protection between panels - PE foam foil
- Package is wrapped in a PE+HD foil (Cardboard is not suitable [condensation]) - triple wrapping
- Package end side - EPS board
- Package longitudinal side - EPS board
- With protective corner elements
2.4 Additional packaging elements – preventing packaging damage

**EPS support blocks (support overhangs)**

There are some cases where it is necessary to support the overhangs due to the possibility of injury wrapping with stretch film.

![Fig.2.4.1 Trimoterm SNV package](image1)

![Fig.2.4.2 Trimoterm FTV HL package](image2)
2.5 Additional packaging elements – for crane and fork lift off-loading and manipulation

**Lifting bands**

Lifting bands for single use are exclusively intended for crane handling and manipulation of packaging only. These should be disposed after such single use. The use of lifting bands is required when unloading with the lift when we have the width of the total packages over 1150 mm. It is recommended to be used for all panel modules of 1200 mm and is provided upon request. Packages longer than 8 meters are equipped with lifting bands by default. Requirement has to be stated at the time of order by the customer. Lifting bands however are not applied on packages shorter than 1000 mm and lighter than 100 kg even if customer is requesting so.

Fig. 2.5.1 Lifting band

Fig. 2.5.2 Lifting band corner with declaration; Lifting band sketch
Reinforcement pallets (upon request only)

Reinforced pallets are on the place of forks on a forklift truck on a bottom side of a package are used when unloading of package longer than 4 m with an equipment with forks.
The specified marks are applied to wood packaging material in accordance with standard ISPM 15, where relevant.

2.5.5 Reinforcement pallet; Location on package

2.6 Packaging for a transport in containers (ship)

Packages are pushed or drawn from a container on adjusted pallets (sledge) see fig.2.6.1.

Fig. 2.6.1 Packaging for a transport in containers

<table>
<thead>
<tr>
<th>TYPE 40FT STANDARD [m]</th>
<th>EXTERNAL</th>
<th>INNER</th>
<th>DOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>Width</td>
<td>Height</td>
<td>Length</td>
</tr>
<tr>
<td>12,2</td>
<td>2,44</td>
<td>2,59</td>
<td>12,0</td>
</tr>
</tbody>
</table>

Max weight of two packages is 3500 kg and height 2020 mm. Dimensions of packages must be in ratio 1,5:1 (height : width of package). Combination with turning of a packet on a side is possible, where the panels are packed in a wooden packaging (Chapter 2.7).

Lifting two packages at the same time is not allowed!
2.7 Packaging in wood (on request)

Packaging in wood is usually used for additional façade elements like, corner element, curved elements, decorative profile, flashings, screws or sealing tape.

Fig. 2.7.1 Packaging in wood

It is used for rail transport of panels or combined transport (wagon + truck). It is available in standard version and above-standard versions. The standard packaging includes a wooden frame as well as a bottom and cover made of wooden boards. The above-standard packaging also has reinforced wooden on the sides of the package. It is recommended for multiple transshipments. It is used at special requirements at the construction site or at the customer’s request.

The specified marks are applied to wood packaging material in accordance with standard ISPM 15 (see fig. 2.5.5)

**Standard wood packaging:**

Maximal dimensions of the package, external dimensions

- Width: 1230* mm
- Height: 1340 mm
- Length: 13200** mm
- Weight: 3000 kg

* Value for truck; for train 1280 mm
** Value for standard transport; Non-standard transport 13200 – 14200 mm
Above-standard wood packaging (reinforced):

Maximal dimensions of the package, external dimensions

- Width: 1230* mm
- Height: 1340 mm
- Length: 13200** mm
- Weight: 3000 kg

* Value for truck; for train 1280 mm
** Value for standard transport; Non-standard transport 13200 – 14200 mm

For cover and bottom see fig. 2.7.3 and 2.7.4
2.8 Short panel package

Modified packaging is used for shorter panels due to production technology limitation.

If the panels/elements are shorter than the minimum length for:
- Trimoterm is required additional cutting and specific packaging (fig. 2.8.1),
- Qbiss One and Qbiss Screen specific packaging is required (fig. 2.8.2).

Fig. 2.8.1 Packaging on wooden pallet for Trimoterm

Fig. 2.8.2 Packaging reinforced with wooden board for Qbiss
2.9 Packaging for air or train transport

The transport must be harmonized with transport contractors. Dimensions and type of packages depends on type of panels or facade elements and transport contractors demands.

**Air transport**

Packages are on adjusted wooden pallets, bottom and upper side of package are protected by 15 mm thick EPS board. Rear and front side are covered with a front film and use the corner elements. Package is triple wrapped with stretch wrap film.

Bulk material [screws, rivets, sealing strips] is transported in closed crates.
For further information contact logistic department in Trimo d.o.o. Regulation of wood packaging material in international trade must be respected – ISPM No.15

**Train transport**

It is usually packed in wooden packaging, see chapter 2.7.
Observe restrictions on transport by rail according to the regulations of individual countries.

For further information contact logistic department in Trimo d.o.o. Regulation of wood packaging material in international trade must be respected – ISPM No.15
2.10 Stacking types

The stacking type should be selected in accordance with the instructions, the available means of transport and the requirements at the construction site. Data about the packaging must be given into Trimo production process when the order is placed or latest when specifications of panels (cutting list) is submitted.

Fig. 2.10.1 Package structure
Stacking types

10 DEFAULT (all external face “A” up)
20 OPTIONAL (all external face “A” up, except top element face down)
10 DEFAULT (all trapezoidal face “A” up)
30 OPTIONAL (even-numbered elements with trapezoidal face “A” down)

Fig. 2.10.2 Turning principles
### Informative loading tables

Tab. 3.1: TRIMOTERM FTV ELEMENTS PER TRUCK

<table>
<thead>
<tr>
<th>Panel type</th>
<th>Stacking type</th>
<th>No. of panels in one package</th>
<th>No. of panels in cross-section of truck</th>
<th>Height in one package (cm)</th>
<th>Total height of packages on the truck (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTV-50</td>
<td>10</td>
<td>14</td>
<td>6</td>
<td>82</td>
<td>2.46</td>
</tr>
<tr>
<td>FTV-60</td>
<td>10</td>
<td>12</td>
<td>6</td>
<td>84</td>
<td>2.52</td>
</tr>
<tr>
<td>FTV-80</td>
<td>10</td>
<td>9</td>
<td>6</td>
<td>84</td>
<td>2.52</td>
</tr>
<tr>
<td>FTV-100</td>
<td>10</td>
<td>11</td>
<td>4</td>
<td>122</td>
<td>2.44</td>
</tr>
<tr>
<td>FTV-120</td>
<td>10</td>
<td>9</td>
<td>4</td>
<td>120,132</td>
<td>2.52</td>
</tr>
<tr>
<td>FTV-133</td>
<td>10</td>
<td>8</td>
<td>4</td>
<td>118,132</td>
<td>2.50</td>
</tr>
<tr>
<td>FTV-150</td>
<td>10</td>
<td>7</td>
<td>4</td>
<td>117,132</td>
<td>2.49</td>
</tr>
<tr>
<td>FTV-172</td>
<td>10</td>
<td>6</td>
<td>4</td>
<td>115,132</td>
<td>2.47</td>
</tr>
<tr>
<td>FTV-200</td>
<td>10</td>
<td>5</td>
<td>4</td>
<td>112,132</td>
<td>2.44</td>
</tr>
<tr>
<td>FTV-240</td>
<td>10</td>
<td>4</td>
<td>4</td>
<td>108,132</td>
<td>2.48</td>
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<tr>
<td>FTV-250</td>
<td>10</td>
<td>4</td>
<td>4</td>
<td>112</td>
<td>2.24</td>
</tr>
</tbody>
</table>

This table also applies to Qbiss One elements, for Qbiss Screen please use 10 pcs per package.

**IN ORDER TO DETERMINE THE TRUCK LOADING HEIGHT, 80mm (connecting plank and tolerance) NEEDS TO BE ADDED TO THE TOTAL HEIGHT OF THE PACKAGES.**
Tab. 3.3: INFORMATIVE LOADING STANDARDS FOR TRUCKS (in m²) - for module width of 1000mm

<table>
<thead>
<tr>
<th>Panel Type</th>
<th>Number of panels in cross section</th>
<th>Panel length</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>SNV-60</td>
<td>54</td>
<td>649</td>
</tr>
<tr>
<td>SNV-80</td>
<td>44</td>
<td>528</td>
</tr>
<tr>
<td>SNV-100</td>
<td>36</td>
<td>432</td>
</tr>
<tr>
<td>SNV-120</td>
<td>32</td>
<td>384</td>
</tr>
<tr>
<td>SNV-150</td>
<td>24</td>
<td>288</td>
</tr>
<tr>
<td>SNV-172</td>
<td>24</td>
<td>288</td>
</tr>
<tr>
<td>SNV-200</td>
<td>20</td>
<td>240</td>
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<tr>
<td>FTV-50</td>
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<td>FTV-60</td>
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<tr>
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<td>408</td>
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<tr>
<td>FTV-150</td>
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<tr>
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<td>24</td>
<td>312</td>
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<td>FTV-200</td>
<td>20</td>
<td>288</td>
</tr>
<tr>
<td>FTV-240</td>
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<td>240</td>
</tr>
<tr>
<td>FTV-250</td>
<td>16</td>
<td>192</td>
</tr>
</tbody>
</table>

If there is no specification, the number of trucks is estimated on the basis of value in the "10m" column! Careful!
This table applies to module width of 1000mm!
For Qbiss 10% less per truck should be considered, due to lower height of the packages in average!
Note: This table is only informative in nature. For an exact calculation, more data is needed (panel length, location, manner of packaging, etc.)
**Tab. 3.4: TRIMOTERM FTV ELEMENTS PER TRANSPORT CONTAINER**

<table>
<thead>
<tr>
<th>Panel type</th>
<th>Container type</th>
<th>Dry box</th>
<th>Open Top</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of panels in cross</td>
<td>number of packages</td>
<td>Number of panels in cross-section</td>
</tr>
<tr>
<td>FTV-50*</td>
<td>60</td>
<td>4</td>
<td>72</td>
</tr>
<tr>
<td>FTV-60*</td>
<td>52</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>FTV-80*</td>
<td>44</td>
<td>4</td>
<td>68</td>
</tr>
<tr>
<td>FTV-100*</td>
<td>36</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>FTV-120</td>
<td>28</td>
<td>4</td>
<td>32</td>
</tr>
<tr>
<td>FTV-133</td>
<td>26</td>
<td>4</td>
<td>28</td>
</tr>
<tr>
<td>FTV-150</td>
<td>24</td>
<td>4</td>
<td>24</td>
</tr>
<tr>
<td>FTV-172</td>
<td>20</td>
<td>4</td>
<td>22</td>
</tr>
<tr>
<td>FTV-200</td>
<td>18</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>FTV-240</td>
<td>14</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>FTV-250</td>
<td>14</td>
<td>4</td>
<td>16</td>
</tr>
</tbody>
</table>

This table also applies to Qbiss One! Be careful about the width!

The maximum package length for dry box containers is 11.000 mm, for longer packages a special agreement with the dispatch department is necessary!!

* max. weight of 2 packages is 3,5 tons, therefore number of panels in packages to be adjusted accordingly.

**Tab. 3.5: TRIMOTERM SNV ELEMENTS PER TRANSPORT CONTAINER**

<table>
<thead>
<tr>
<th>Panel type</th>
<th>Stacking type</th>
<th>Container type</th>
<th>Dry box</th>
<th>Open Top</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of panels in cross</td>
<td>number of packages</td>
<td>Number of panels in cross-section</td>
<td></td>
</tr>
<tr>
<td>SNV-60*</td>
<td>30</td>
<td>40</td>
<td>4</td>
<td>/</td>
</tr>
<tr>
<td>SNV-80*</td>
<td>30</td>
<td>36</td>
<td>4</td>
<td>/</td>
</tr>
<tr>
<td>SNV-100*</td>
<td>30</td>
<td>28</td>
<td>4</td>
<td>/</td>
</tr>
<tr>
<td>SNV-120</td>
<td>30</td>
<td>24</td>
<td>4</td>
<td>/</td>
</tr>
<tr>
<td>SNV-150</td>
<td>30</td>
<td>20</td>
<td>4</td>
<td>/</td>
</tr>
<tr>
<td>SNV-172</td>
<td>30</td>
<td>18</td>
<td>4</td>
<td>/</td>
</tr>
<tr>
<td>SNV-200</td>
<td>30</td>
<td>16</td>
<td>4</td>
<td>/</td>
</tr>
</tbody>
</table>

| SNV-60*    | 10             | 36             | 4       | 38       |
| SNV-80*    | 10             | 30             | 4       | 32       |
| SNV-100*   | 10             | 24             | 4       | 28       |
| SNV-120    | 10             | 22             | 4       | 24       |
| SNV-150    | 10             | 18             | 4       | 20       |
| SNV-172    | 10             | 16             | 4       | 18       |
| SNV-200    | 10             | 14             | 4       | 16       |

Special packaging is needed for transport by transport containers! The maximum package length for dry box containers is 11.000 mm, for longer packages a special agreement with the dispatch department is necessary!!

* max. weight of 2 packages is 3,5 tons, therefore number of panels in packages to be adjusted accordingly.
4. **Transport and handling**

4.1 **Transport**

Qbiss One and Qbiss Screen façade elements and Trimoterm panels can be transported from the factory by road, railway, sea or air.

The basic means of transport for Trimo products are technically fit for commercial vehicles, with a load bed or semitrailer, which ensure:

- The possibility to load elements or panels from both sides of the vehicle
- Appropriate width of the cargo space (min 2.48 m)
- Appropriate carrying capacity of the load bed
- Load bed must be covered and capable to be loaded from the top
- The vehicle must be long enough to ensure complete support coverage for the loaded package. It is not allowed to protrude.
- Cargo must be appropriately fastened to the means of transport using textile bands. The carriers-driver are bound to periodically check (after 5, 25 and every 100 km) the condition of cargo fastening and correct it accordingly.
- Protecting the Trimo products against indentations by means of wooden or artificial overlays. In addition, the load bed should have flat floor without any bulges, and the wall and the floor should have any sharp edges.

Each driver is involved in loading of packages on the truck. Therefore the driver is obliged to comply health and safety regulations. See Annex 1 - Instruction for drivers.

4.2 **Handling**

For the transfer of packages, it is possible to use a lifting device or a mobile crane. For packages shorter than 8 m, it is also possible to use a forklift. It is not permitted to move or push packages with the tips of forks. When transferring packages with a lifting device, it is not permitted to use steel ropes. It must use lifting bands with an appropriate load capacity.

Table 4.2.1 Forks dimension for manipulation different length of packages

<table>
<thead>
<tr>
<th>PACKAGE LENGTH</th>
<th>FORK WIDTH</th>
<th>SPACE BETWEEN THE FORKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 m</td>
<td>Min.120 mm</td>
<td>Min.1200 mm</td>
</tr>
<tr>
<td>8 m</td>
<td>Min.150 mm</td>
<td>Min. 2100 mm</td>
</tr>
</tbody>
</table>

It is obligatory to lift packages with lengths above 8 m with a load carrier (L= 4-5 m for Qbiss) fig. 4.2.1 – 4 or four-point lifting harness with a length of 6 m fig. 4.2.1 – 5.
Note:
- Only product in the manufacturer’s original packaging can be loaded and unloaded.
- Lifting more than one package at a time is not allowed.
- To prevent unnecessary damage, consistently follow the handling instructions attached to every package.
- The recipient is liable to report all visual damages to the carrier upon reception of packages at the construction site.

4.3 Loading/unloading containerized shipments

Container loading
Packages are loaded usually to Dry Box 40ft containers - for dimensions see table 2.6.1. Packages are placed on a bespoke slides which are then pushed into the container from the end.

Table 3.3.1 Container loading
Container unloading

Handling steps are:

- Container is placed on flat and solid ground of size 10 x 30 m.
- Firstly, the wooden crates are removed from the container, if there are any.
- Steel hook shall be located on the inner side of the bottom package, where the steel rope is attached and the package is pulled out of the container.
- Once the consignment is pulled out, the top package is removed by the second forklift firstly, followed by the second (bottom) package.
- Care must be taken to prevent tilting the packages.

4.4 Fastening packages for truck transport

The packages must be fastened to the truck with textile bands (minimum width of 50 mm) at maximal distance 2.5 m (Qbiss One and Qbiss Screen) and 3 m (Trimoterm) or less (depending on package length) or in accordance with the local regulations (the liability for performance lies with the transport operator). The use of steel wire rope is not allowed. Textile bands should be placed at the point of the EPS board lining. While fastening the bands it is necessary to control the contact of the under-lying wood battens with the upper product in the package, to protect possible deformation of the upper product sheet metal. During transport, the driver should occasionally check the stability of the cargo and to re-tighten the bands if necessary. The tension of the belts should be such, so as not to deform the product surface.

Fig. 3.4.1 Attachment for truck transport
5. **Storage**

5.1 **Standard and extended packaging**

**storage up to 6 months**
- Outdoor storage up to 3 month from production date
- Goods are stored in a warehouse up to 6 months

Panels must be stored on fortified terrain without the risk of water accumulation (terrain with inclination, guaranteed water drainage). Panels [packages] must be stored above ground \(H > 100\ mm\) - relining with wooden planks or other persistent material.

For storage during the winter with snow, additional cover is required with tarpaulin to the bottom edge of the package.

It is recommended for packages to be covered with a non-transparent cover (tarpaulin) > 400 g/m², which is to be ventilated (the air layer > 30 mm), bottom edge of cover must be at least 50 mm lower than the edge of the package.

Cover must be mechanically attached - must be prevented regarding wind lifting.

Stacking in height – see fig. 5.2.1.

5.2 **Long term packaging**

**Packing and storages suitable for up to 12 months from production date**

The panels must be stored in a covered and enclosed storage building with guaranteed ventilation (air exchange rate > 0.05).

Stacking in height – see fig. 5.2.1.

If original packaging was performed as “standard” and requirement for extended or long-term packaging appears later, self-adhesive protective foil from the panels have to be removed.

Fig. 5.2.1 Arranging of stacks for storing

**Note:**

In case of deviations of storage condition, no warranty can be given.
6. **Actions to be taken in the event of damage packages**

Delivered goods must be checked for any possible damage caused during transport before unloading. A recipient must write down its name legibly on a delivery note or CMR. A recipient must write down any visible damage in delivery note and take the picture of damaged goods immediately before unloading, when they are still on a truck. Complaints for visible defects that are submitted contrary to the instructions stated above must not be dealt with. The panels complained about must be available until the complaint is resolved.

7. **Labels on packages**
INSTRUCTION S FOR ACCEPTANCE, UNLOADING AND STORAGE

ACCEPTANCE OF GOODS:
The recipient should write their name legibly in the delivery note or CMR. Before unloading the goods delivered they are to be inspected for any possible damage caused during transport. Any damages caused during transport or other visible defects are to be written in the delivery note, photographed and immediately reported to Trimo. Damaged goods have to be photographed at unloading while the goods are still on the transport vehicle. Subsequent complaints relating to visible defects that are not in accordance with the instructions above will not be dealt with.

UNLOADING:
Unloading and transfer by forklift truck is permitted only if individual packages are up to 8 m long (Fig. 2). Packages longer than 8 m should be unloaded by a lifting device. When unloading by the lifting device the use of lifting bands of appropriate load bearing capacity and load carriers in a length of 4 to 5 m (Fig. 4), or 4-ridge lifting element in a length of 6 m (Fig. 5) are to be used. Suitable planks are to be placed under bands lined up with the edge of the package. Distance boards should be placed on the top (Fig. 4 and 5). Lifting straps for single use are exclusively intended for one-time transferring of a load from the production to the customer. After that they are to be removed from use.

STORING:
Packages are to be stored on a straight, stable, dry and clean supporting surface. Any damage to the protective foil should be repaired or glued. If storing outdoors, ensure that packages are drained and dry before being fully covered with a tarpaulin (Fig. 1). The maximum height of stacking is 2.8 m. To prevent water in the packages the protective film needs to be removed from both sides of the panel in three months since the taken. In the building site. The protective film has to be completely removed from the panel or facade every day after the completed assembly to thereby prevent a negative effect of gathered water/condensation under the film. If adhesive remains on the surface it needs to be wiped off promptly with the detergent and cloth. The instructions for the assembly of Trimo products are to be taken into consideration during the assembly!

COMPLAINTS WILL NOT BE DEALT WITH IF THE ABOVE MENTIONED INSTRUCTIONS HAVE NOT BEEN FOLLOWED. EVERY DEVIATION SHOULD BE REPORTED IN 3 DAYS.

INFORMATION:
TRIMO D.O.O.
PRIJETLNICA CESTA 12
8310 | SLOVENIA
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F: +386 1077 34 60 127
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W: WWW.TRIMO-GROUP.COM

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Packaging, transport and Storage – Technical Document | EN | Version 8 | September 2018

NAVDILA ZA PREVZEM, RAZKLADANJ IN SKLADIŠČENJE

PREVZEM BLAGA:
Prejemnik naj svoje ime, črto svoje vplode v dobavnico ali CMR. Dovoljeno je paketo pridobiti vsaj pred začetkom prenašanja, fotografirati in takoj pogovoriti s Trimo. Po sklopljenem paketu dovoljeno fotografirovati in razkrivati ob zgoraj navedenih navodilih. ZDOLNOST:
Z viščinskim ovirem se razkladujo in prenašajo samo posamezne pakete do 8 m dolžine (slika 2). Pakete, ki so dolžniki ali 8 m razkladujo z dvokretnim. Razkladuj za razkladom obvezna uporaba dvornih traktorjev ustrezne nosilnosti ter bregov v buke dolžine 4 do 5 m (slika 4), ali 4-stimenskega vilo dolžine 6 m (slika 5). Pri traku podloži ustrezné plohe in jih poravnati z robom paketa, zgoraj pa distančne deske (slika 4 in 5). Dvorni trakovi za enkratno uporabo so namenjeni izključno za enkratno pot pri prenašanju tovora od proizvodnje do potrošnika, nato pa jih je potrebno umakniti iz uporabe.

SKLADIŠČENJE:
Pakete skladiščimo na ravni, utrjeni, suhi in čisti podlagi. Morebitne poskodbe zaščitne folije je potrebno polegati. Pri skladiščenju na prostranem je potrebno približiti z izpuščene morebitne vode v palehi in paketi preklopiti s ponjavo (slika 1). Največja dovoljena visina skladiščenja je 2,8 m. Zaščitno folijo na ploščah je potrebno oddaljiti obeh strani v roku trih mesecih od dneva prevzema blaga na gradbniškem mestu. Vsak dan je potrebno skladati oddaljiti montaži in panel na skladališču. Zaščitne folije je potrebno oddaljiti iz lokacije v celoti in s tem preprečiti neprimerno vpliv vode v vodu. Pakete je najboljšo prenašati k robovi podlagy. Če na površini panela ostane lepilo, ga je potrebno očistiti z čistilo in krpo.

Pri montaži upoštevajte navodila za montažo Trimo proizvoda. Reklamacije ne upoštevamo, če niso bila upoštevana v skladu z navedeno navodila. Vžig odstopanjo je potrebno javiti v 3 DNI.
• Handling instructions

NAVODILA ZA MANIPULACIJO PANELOV
PANELS HANDLING INSTRUCTIONS
HANDHABUNGSANLEITUNG DER PANEELLE

Pravilno odvzemanje panela / Proper unloading of panels /
Ordnungsgemäße Paneelabladung

Nepravilno odvzemanje panela / Improper unloading of panels /
Nichtordnung sgemäße Paneelabladung

Rob zgornjega panela poškoduje spodnji panel (PRASKE) / By lifting the panel on the top with the improper move the lower steel sheet of this panel can scratch the upper steel sheet of the panel bellow. You need to be careful. /
Kante des oben aufliegenden Paneels kann das darunter liegende Paneel beschädigen (KRATZER)

TRIMO D.O.O.
PRIJATELJEVA CESTA 12
8310 | SLOVENIA
T: +386 (0)7 34 60 200, F: +386 (0)7 34 60 127
E: TRIMO@TRIMO-GROUP.COM
W: WWW.TRIMO-GROUP.COM
1. Each package is clearly marked with the content and panel installation references (markings). / Jedes Paket wird klar mit dem Inhalt und den Positionsbezeichnungen der Montage-Reihenfolge gekennzeichnet. / Vsak paket je jasno označen z vsebino in pozicijskimi oznakami vrstnega reda montaže.

2. Each panel is clearly marked with individual panel installation references. / Die Paneele sind mit den Positionsnummern entsprechend den Positionen in den Verlegeplänen auf der Verpackung angeführt. / Vsak panel je jasno označen s posamezno pozicijsko oznako vrstnega reda montaže.

⚠️ It is contractor’s responsibility to strictly follow the sequence of installation of the panels against the Elevation drawings! / Das Montageunternehmen ist für die Einhaltung der Montagereihenfolge gemäß den beigestellten Verlegplänen verantwortlich! / Montažno podjetje je odgovorno, da sledi vrstnemu redu montaže skladno z dispozicijsko risbo v načrtih!

<table>
<thead>
<tr>
<th>Form</th>
<th>Revision number</th>
<th>Revision date</th>
<th>Revision made by</th>
</tr>
</thead>
<tbody>
<tr>
<td>N-420 (EN, DE, SLO)</td>
<td>1</td>
<td>13.03.2013</td>
<td>PRIJATELJ ANDREJ</td>
</tr>
</tbody>
</table>
• Installation instructions

• Declaration
8. Annex 1 - Instruction for driver

- Rules apply in Trimo (Location Entrance 3)
• **Rules apply in Trimo (Location Entrance3)**
• How to handle of the unloading place

INSTRUCTIONS FOR THE DRIVER - HOW TO HANDLE ON THE UNLOADING PLACE

1. STEP: Call one hour before unloading contact person written on the delivery note

Delivery address (KRAJ RAZKLADA):
Den Hartogh Rohzenburg
Mr. G. Holmaar +31 6 134 647 18
Oranjelaan 45
3181 HK ROZENBURG
NETHERLANDS
Expected Date of Delivery

2. STEP: Mandatory use of safety equipment before entering the unloading area.

Before entering the unloading area the driver has to: dress safety jacket and safety boats.

3. STEP: The driver opens the left and right side of the truck (when unloading is with the forklift). In case of unloading with the crane, he has to open the roof.
4. **STEP: Before the unloading** the driver has to remove the wooden beams. At the time of unloading the beams shouldn't be on Trimo panels.

5. **STEP: In case the building site is not prepared,** please inform Trimo d.o.o. immediately.

6. **STEP: When the driver arrives at the unloading place there are no other goods allowed on the truck besides Trimo products. Otherwise the truck will not be unloaded and we will charge you all caused costs.**