

Overview	To orient all personnel on the proper handling and processing of Al Inma Bank boxes
Person Affected	Station, Hub and Linehaul personnel
Instructions	Please refer below

VISUAL CONTROL DOCUMENT (ALINMA-SMSA PROJECT)

HANDLING OF ALINMA BOXES

<p>1. DO NOT STACK MORE THAN THE STACKING LIMIT, THIS WILL RESULT TO DAMAGED, CRUSHED AND DEFORMED BOXES.</p>	<p>1. FOLLOW THE STACKING LIMIT OF THE BOXES. IT IS SUGGESTED THAT 1 PALLET HIGH IS OBSERVED FOR THIS PROJECT.</p>
	

VISUAL CONTROL DOCUMENT -ALINMA-SMSA_PROJ-2013-09-001

VISUAL CONTROL DOCUMENT (ALINMA-SMSA PROJECT)

HANDLING OF ALINMA BOXES

<p>1. DO NOT STACK THE BOXES UNEVENLY, THE WEIGHT OF 2 OR MORE BOXES WILL UNEVENLY BE PRESSING ON THE TOP COVER THEREBY DAMAGING IT.</p> <p>2. OVERHANG BOXES MAY RESULT TO DAMAGES</p>	<p>1. STACK THE BOXES CORRECTLY IN A PALLET, FOR ALINMA BOXES, A COLUMN-STACKED IS APPROPRIATE TO EVENLY DISTRIBUTE THE WEIGHT TO THE SIDE OF THE BOX.</p> <p>2. THERE SHOULD BE NO OVERHANG BOXES</p> <p>3. AN EVEN SPACING SHOULD BE OBSERVED.</p>

VISUAL CONTROL DOCUMENT -ALINMA-SMSA_PROJ-2013-09-001

VISUAL CONTROL AIDE(ALINMA-SMSA PROJECT)

HANDLING OF ALINMA BOXES

1. DO NOT HANDLE THE BOXES ON ANY OF ITS PART NOT INTENDED FOR HANDLING THIS MAY RESULT TO DAMAGES.

2. DO NOT HANDLE THE BOX WITH ONE HAND.

1. HANDLE THE BOXES CORRECTLY WHICH IS ON THE PROVIDED HANDLE AS SHOWN BELOW.

2.HANDLE THE BOX WITH 2 HANDS AT ALL TIMES.



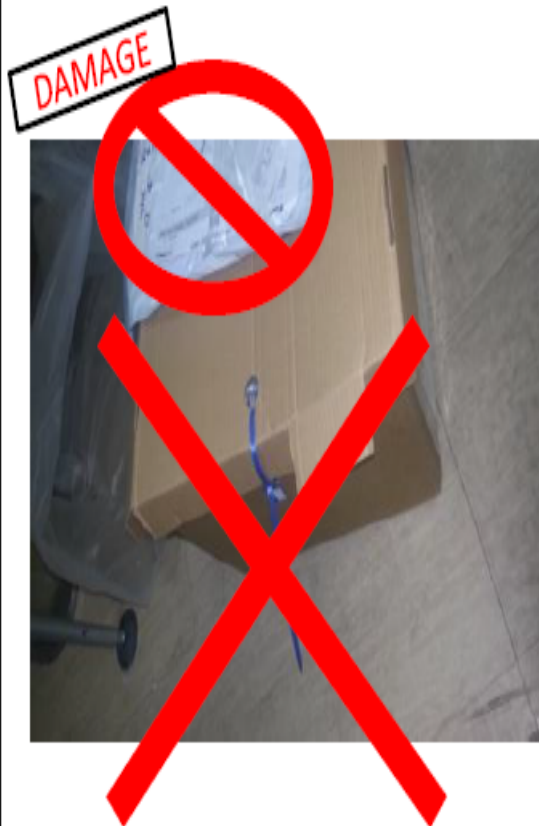
VISUAL CONTROL DOCUMENT -ALINMA-SMSA_PROJ-2013-09-001

VISUAL CONTROL AIDE (ALINMA-SMSA PROJECT)

HANDLING OF ALINMA BOXES

1. DO NOT PLACE HEAVY ITEMS ON TOP OF THE BOXES AS THIS WILL DEFORM THE BOX.
2. DO NOT PLACE THE BOX ON AREAS THAT MAY DAMAGE THE BOX.
3. DO NOT STACK THE BOX NEAR ITEMS THAT COULD LEAK, BREAK & OR DAMAGE THE BOX.

1. STACK THE BOXES FAR FROM SHARP OBJECTS, LIQUIDS OR ANY MATERIALS THAT COULD DAMAGE THE BOX.
2. PLACED IN A LOCATION WHERE IT CANNOT BE DAMAGED.



VISUAL CONTROL AIDE(ALINMA-SMSA PROJECT)

HANDLING OF ALINMA BOXES


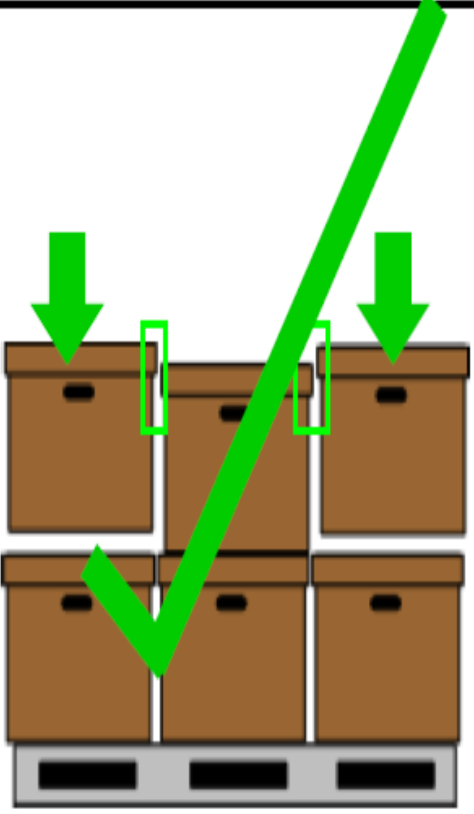
1. DO NOT LEAVE THE SEAL HANGING OUT THE BOX AS IT MAY DAMAGE OTHER BOXES AS WELL AS THE BOX ITSELF WHERE THE SEAL IS PLACED.
2. DO NOT LET THE COVER OF THE BOX UNEVENLY CLOSED AS THIS COULD LEAD TO DAMAGE COVER.

1. PLACE FRAGILE STICKERS ON THE TOP PART OF THE BOXES TO REMIND COURIERS TO TAKE CARE IN HANDLING THE BOXES.
2. ENSURE TO PLACE BOTH SEALS ON THE BOX, AND SEALED TIGHT ENOUGH TO PREVENT UNEVEN COVERING OF THE BOX THAT COULD LEAD TO DAMAGES



VISUAL CONTROL AIDE(ALINMA-SMSA PROJECT)

HANDLING OF ALINMA BOXES

<p>1. DO NOT STACK THE BOXES WHERE THE COVER COULD HIT THE BOX ON THE PALLET THIS COULD LEAD TO DAMAGE.</p> <p>2. DO NOT SQUEEZE IN THE BOXES INTO THE PALLET WHERE CLEARANCE IS NOT ENOUGH.</p> <p>3. DO NOT LEAVE THE BOXES SEAT ON TOP OF THE OTHER BOX WITHOUT MAKING SURE THEY ARE FIRMLY SEATED.</p>	<p>1. STACK THE BOXES PARALLEL TO THE COVER OF THE BOXES ALREADY IN THE PALLET TO ELIMINATE DAMAGES TO THE COVER.</p> <p>2. ENSURE PROPER CLEARANCE ARE OBSERVED DURING STACKING.</p> <p>3. ENSURE THAT THE BOX ARE FIRMLY SEATED ON THE BOX UNDERNEAT THEM.</p>
	

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