

Cement bag handling

Procedure



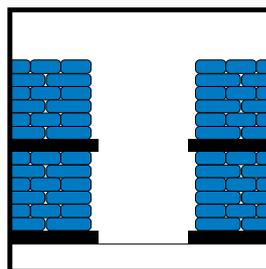
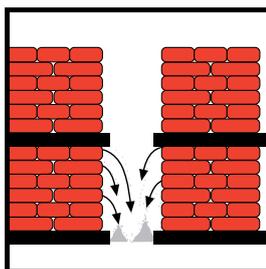
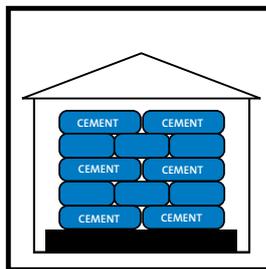
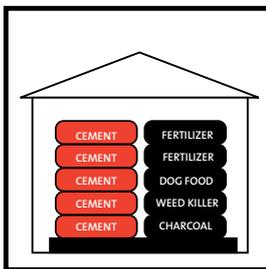
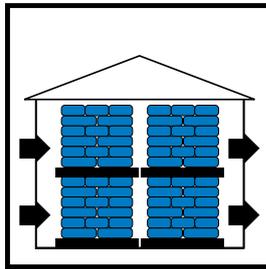
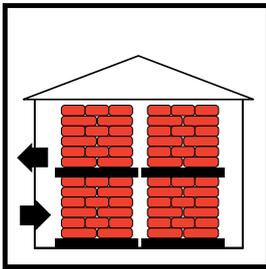
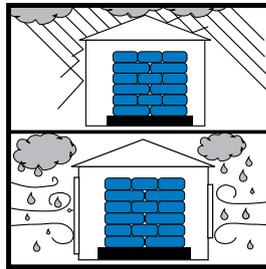
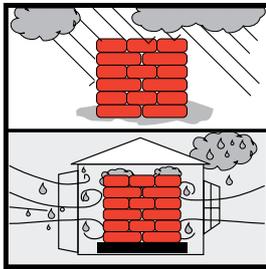
Cement bag handling

General information

AfriSam's cement bags are manufactured from extensible kraft paper and are strong enough to hold 50 kgs of cement intact when handled with reasonable care.

Careful loading and unloading saves money. With this in mind, we are certain that if the advice given in this

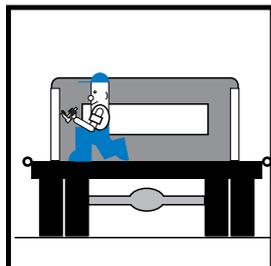
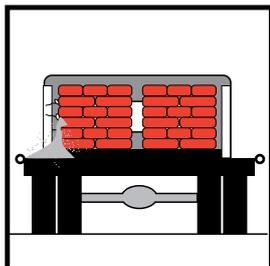
document is followed, breakages and losses will be reduced to a minimum, resulting in savings for all our customers.



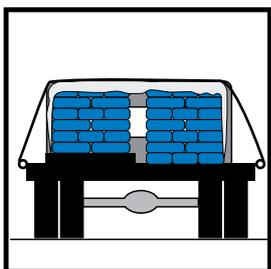
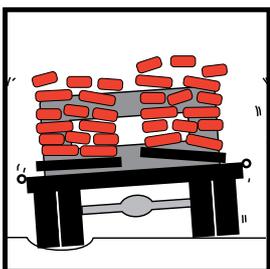
Storing cement

- Cement should always be stored in a dry place, protected from rain by an undamaged, impermeable plastic sheet and raised off the floor if possible.
- Cement absorbs moisture from the air, therefore doors and windows should be kept closed to eliminate damp air or draughts.
- Cement starts deteriorating after approximately three months. Cement stock should be rotated on a "first in, first out" basis to ensure that there is never a problem with stock that is hydrating.
- **Extremely important:** Never store cement with other products such as fertiliser, gypsum based products or even foodstuffs, as even a minute amount of contamination can have disastrous results on the performance of cement in mortars, plasters or concrete.
- Make sure that there's plenty of room in and around the aisles where the cement is stored to prevent cement bags from being "snagged" or damaged.

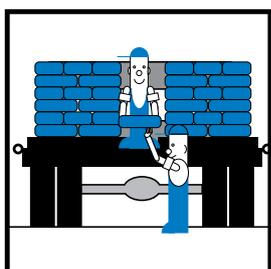
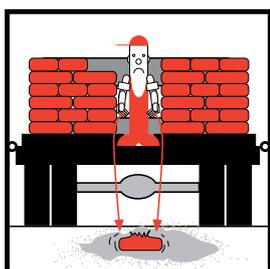
Transportation of cement



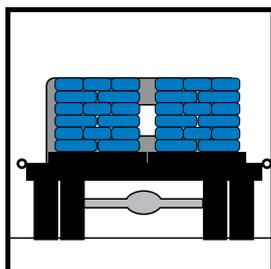
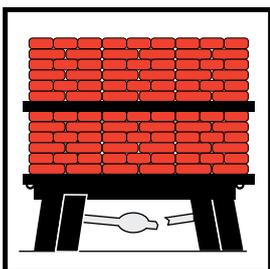
- Remove any sharp objects from the vehicle that you will use to transport the cement bags so that the bags are not torn or damaged.



- Load cement bags carefully onto the transport vehicle, making sure that they are covered (i.e. with a tarpaulin) and tied down securely. Always stack the cement bags in the same way (i.e. in alternate directions), even if the bags are not palletised.

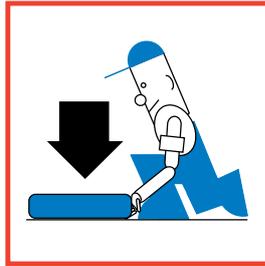
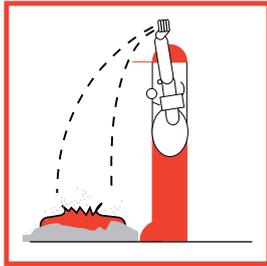


- Do not drop the cement bags from the vehicle.

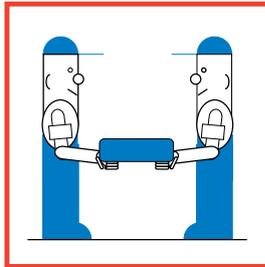
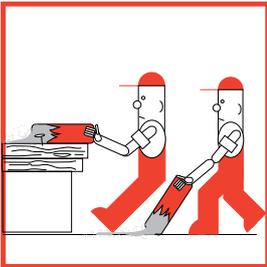


- Do not overload your vehicle.

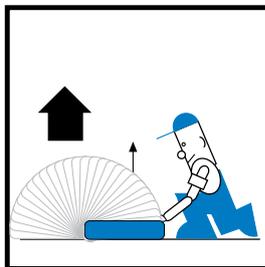
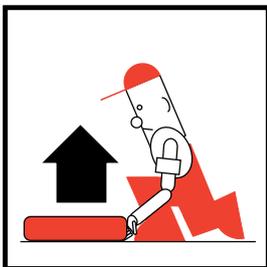
Manual handling procedure



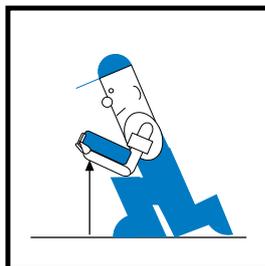
- Never drop the cement bags from head height as this weakens the paper sack substantially and may cause breakages later.



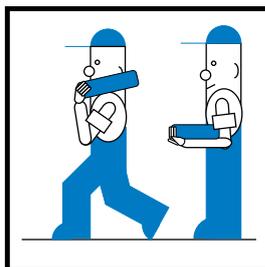
- Bags should be picked up with the hands supporting the under side of the bag. They should never be pulled over other merchandise or over the ground. The last layer of bags on the pallets should be rolled off and not pulled. Particular care should be taken not to roll bags onto the corner of the pallet.



- Cement bags should always be rolled over before lifting. This motion loosens the consolidated cement within the bag and reduces the possibility of bag splitting. In addition, this also allows for the underside of the bag to be checked for any damage prior to lifting, thereby avoiding further damage of the bag.

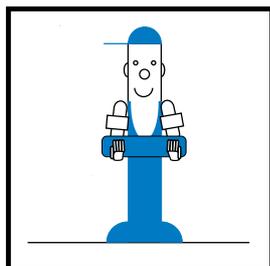
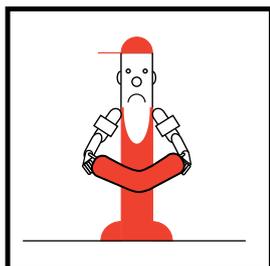


- A 50 kg cement bag picked up incorrectly can place an excessive strain on the spine and could result in a back injury. Anybody handling the bag should be well trained in using their legs and arms to raise the load. Where possible, two workers should pick up a cement bag to prevent personal injury and damage to the cement bag.

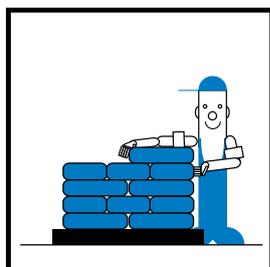
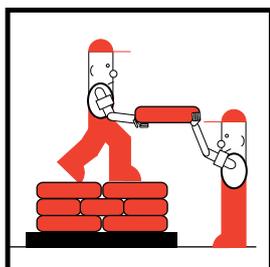


- Bags should be carried at waist height or flat on the shoulder.

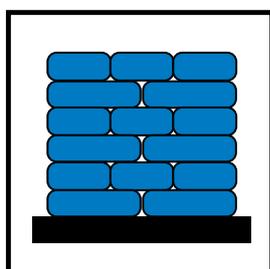
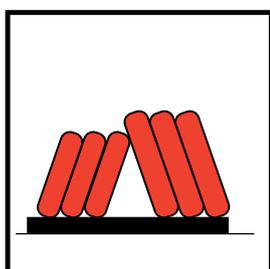
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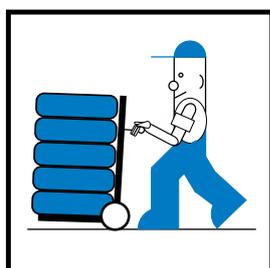
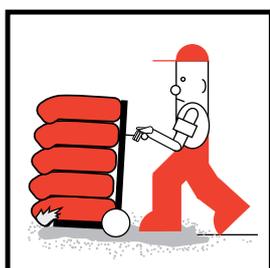
- Never carry bags at their ends. Not only will this be very stressful on the arms, shoulders and back, it will also cause the bag to sag and rip. This is why cement bags should always be supported on the underside.



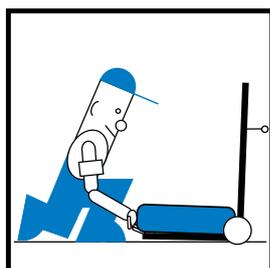
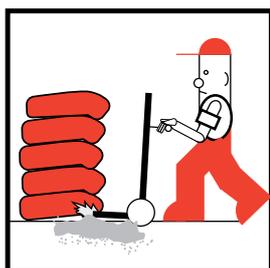
- Do not walk over the cement bags.



- Cement bags should not be stored on their sides or standing upright. Lay the bags on their broad, flat sides when stacking.

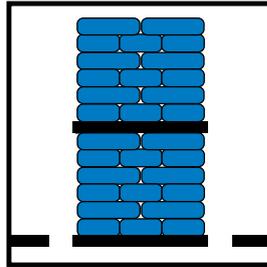
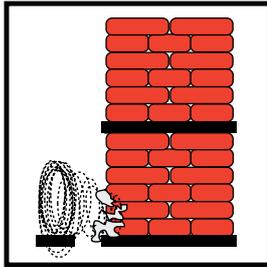


- When using a trolley, ensure that it has extended tines to give complete underneath support for the cement bag, even if it is being moved a relatively short distance.

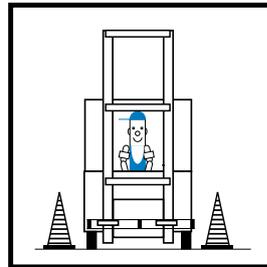
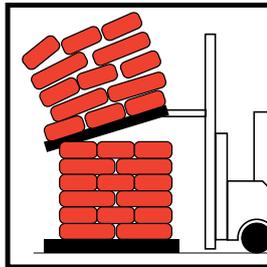


- Be careful not to tear the bag by banging the trolley tines into the side of the cement bag. Never pick up the bags directly off the floor with the trolley. Always lift bags onto the tines.

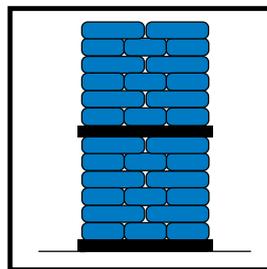
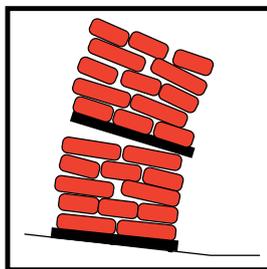
Fork handling procedure



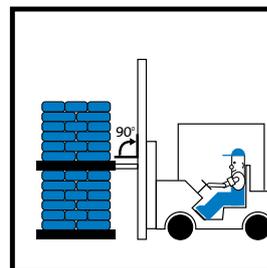
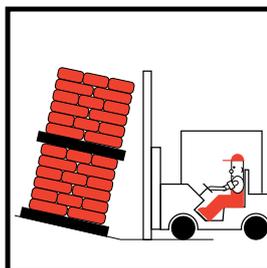
- Where possible, remove any sharp objects from around the cement bags as they may cause damage to the bags.



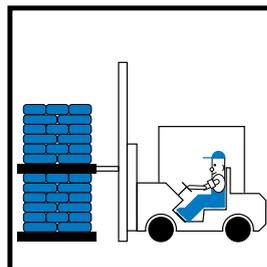
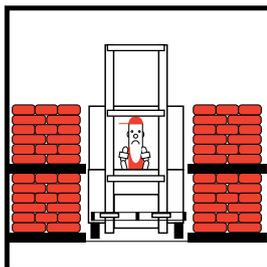
- Drivers should be well trained in the safe and careful operation of the forklift.



- Pallets should be stored on a flat, level surface, as this will ensure that they are lifted correctly and safely.

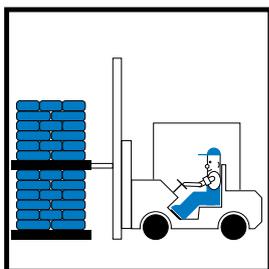
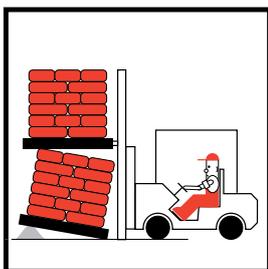


- Forklift tines should be parallel with the surface, that the cement is being lifted from, or lowered on to. This will prevent damage to pallets and subsequent damage to the cement bags.

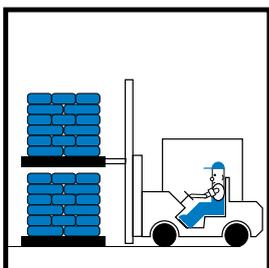
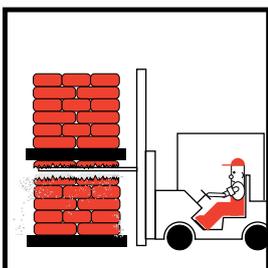


- Do not overload the forklift. The more popular forklifts have a 2,5 ton capacity and can therefore only handle one pallet of cement at a time.
- Ample access should be given for the forklift to manoeuvre in.

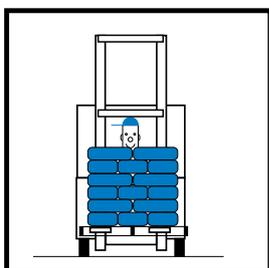
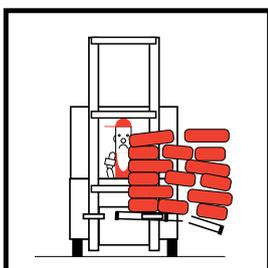
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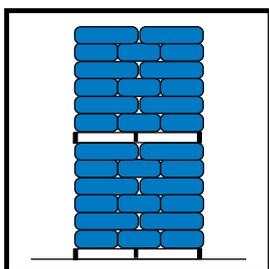
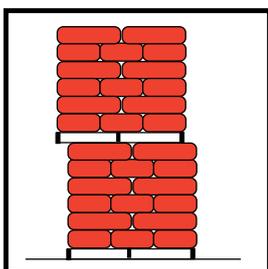
- Ensure that the pallets are stable.



- Do not damage any bag with the forklift tines. Care should be taken when positioning the forklift tines in preparation for moving a pallet.



- The tines of the forklift are to be inserted into the pallet without damaging the cement bags, and with as little friction on the pallet as possible.

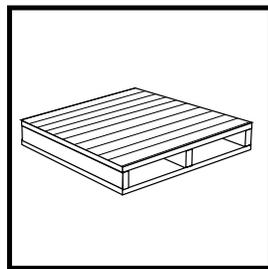
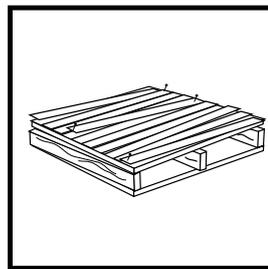
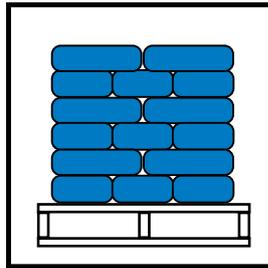
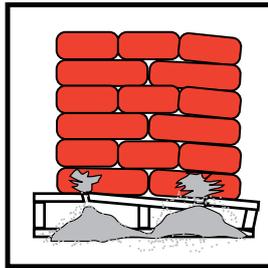


- Ensure that if the palletised cement is stacked, it is stacked directly one on top of the other. Do not let the pallets overhang.

Be pallet wise

The AfriSam Pallet System is designed to benefit you, our valued customer greatly. This innovative system comprises superior quality AfriSam pallets and a comprehensive pallet return process.

The superior quality AfriSam pallet is designed to reduce bag breakage significantly and improve the handling and presentation of AfriSam's palletised cement. To make the system work optimally, a refundable deposit is charged for each pallet.



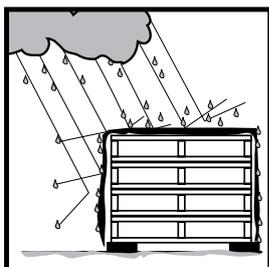
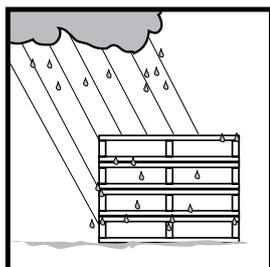
Care of AfriSam pallets

Due to the high cost of the superior quality AfriSam pallets, it is imperative that they be well treated, properly maintained and regularly re-used in order to maximise their practical benefits at an acceptable cost. Proper use of pallets can help keep the cost of palletised cement down.

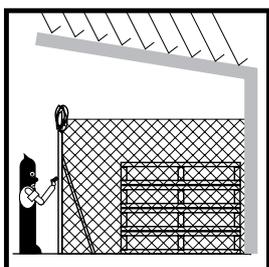
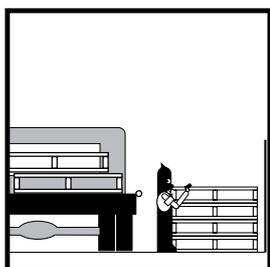
- AfriSam pallets should be placed on, and raised from even surfaces so that they do not warp, snap or break in any way.

- It is recommended that forklift operators be highly skilled in order to avoid breaking the pallet slats or bearers that can damage cement bags.

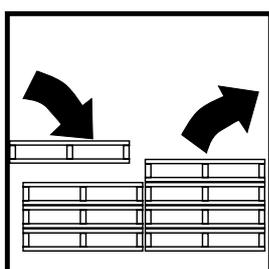
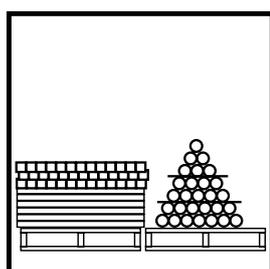
Storing and handling of the pallet



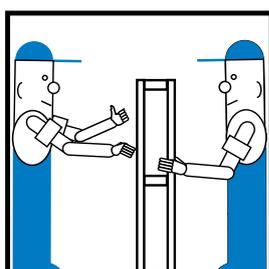
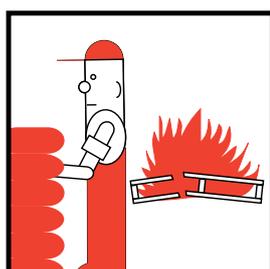
- AfriSam pallets should be stored on dry surfaces where possible, to avoid the pallets being exposed to moisture which can result in the timber rotting.



- AfriSam pallets should be stored in a safe, secure and dry area to prevent theft or damage.
- After use, AfriSam pallets should be stored separately from other pallets in order to speed up identification and collection.
- AfriSam pallets should be stored in a place that is easily accessible to the collection vehicle.

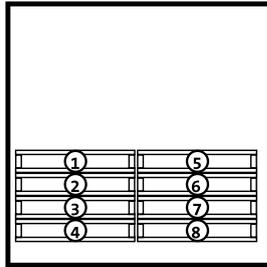
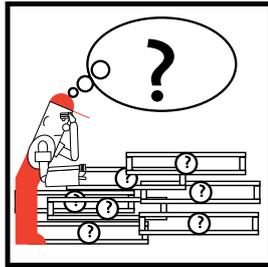


- Because AfriSam's new pallet system uses pallets from a "pallet pool", it is important that all pallets be returned quickly for redeployment. Other items should not be stored on AfriSam pallets, as this removes the pallet from the pallet pool which in turn impacts on the number of pallets available in the pool and reduces the credits that should be passed on to your account.

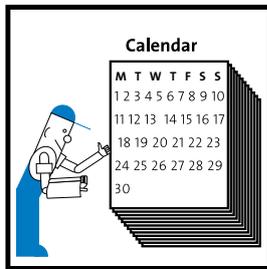
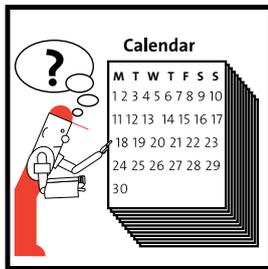


- Please ensure that your customer returns the pallet he gets from you. This will mean that your deposit can then be refunded as soon as the pallet is returned to AfriSam.

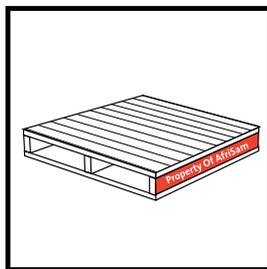
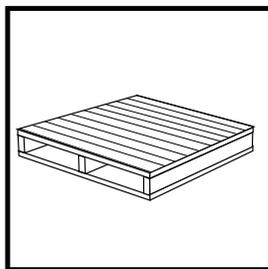
Returning the pallet



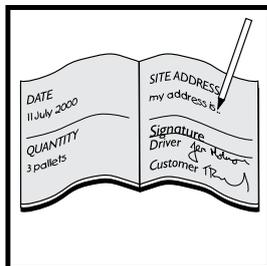
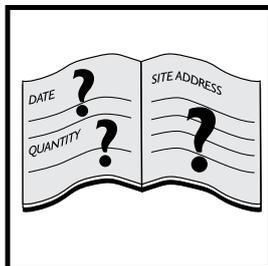
- An AfriSam representative will contact you on a regular basis to arrange for collection. It is important to keep accurate pallet count information on hand to pass on to the AfriSam representative. This information enables you to keep track of your pallet returns and enables the representative to schedule collection.



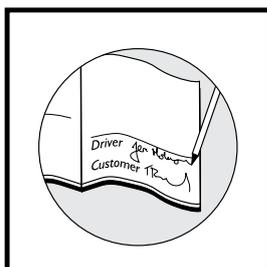
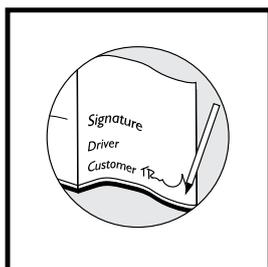
- The collection schedule is tailored to suit your needs as far as practically possible. Should the need arise, you are able to change your collection schedule by contacting AfriSam Cement's Customer Service on 0860 141 141.



- Only AfriSam pallets with AfriSam identification painted on the pallet are accepted for return. When AfriSam collect the pallets, the number of pallets returned will be noted on the delivery note. When the pallets are returned, the deposit is refunded, provided the pallets are in a useable state. You remain responsible and accountable for all AfriSam pallets from the time of delivery to the time of collection.

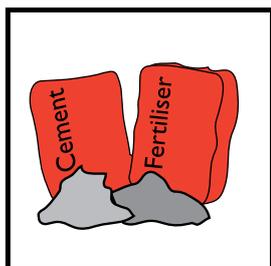


- Ensure that the correct documentation is filled out. If AfriSam are collecting the pallets, ensure that the correct number of pallets returned is recorded on the delivery note. This will enable you to check that you have been given the correct credits.

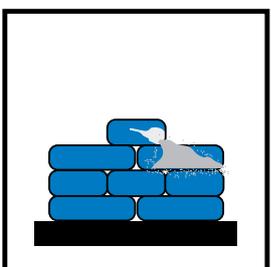
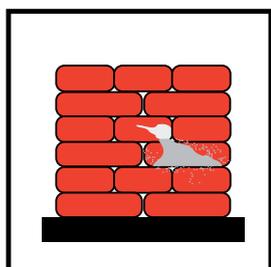


- Please ensure that both you and the driver sign the collection or delivery note. For collections, please contact: AfriSam's Customer Service on 0860 141 141 Note: These pallet return procedures do not apply in Namibia.

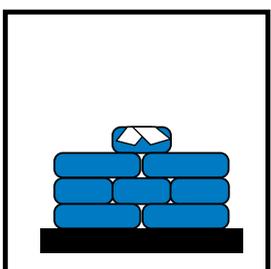
Rebagging



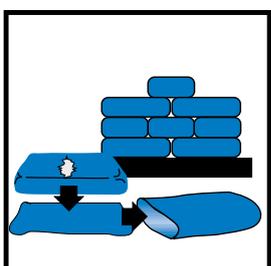
- Only spilled cement that has remained uncontaminated on a clean dry surface should be recovered for rebagging. It is important to try and retain the cement in the original packaging which displays the SABS mark, if possible. This indicates that the cement is authentic and uncontaminated. (Contamination with fertiliser, gypsum based products and foodstuffs, for example, can have disastrous results).



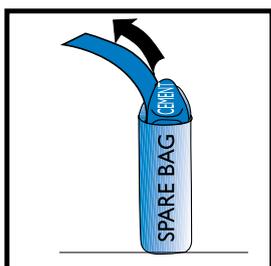
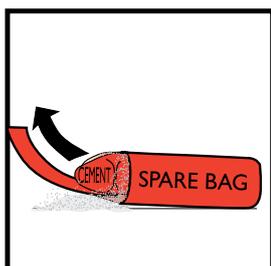
- If a bag is damaged, remove the adjoining bags to allow for adequate space to retrieve the damaged one.



- Do not stand on any of the bags.
- Carry a damaged bag with the torn side up.
- If possible, repair minor damage with gummed or pressure sensitive tape.



- Lay a new, unused bag at the most accessible point around the damaged bag and carefully place the damaged bag on top of it. Place a new bag on its open end at the closest access point to the damaged bag and carefully manoeuvre the damaged bag using the bag underneath as a stretcher or support.



- The bag containing the recovered cement bag should be placed in an upright position before the empty "support" bag is removed. Seal this final bag with string or tape.



AfriSam Cement

Telephone (011) 670 5555

Facsimile (011) 670 5446

Customer Service

Telephone 0860 141 141

e-mail: customer.service@za.afrisam.com

Region North

Sales Team (011) 670 5620

Swaziland (00268) 518 7078

Region South

Eastern Cape Sales Team (043) 745 1754

Bloemfontein Sales Team (051) 411 4760

Namibia (00264) (61) 267 500

www.afrisam.com