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OBJECTIVE

The objective of the manual is to describe the requirements for the safe loading and transporting of Lasita Maja products and to describe activities for the clearer and simpler processing of returns.

RESPONSIBLE PERSON

Director of finished products and logistics department

IMPLEMENTERS

Director of finished products and logistics department, logistician, truck driver

DESCRIPTION OF ACTIVITY

Description of product

- The product consists of wood material layers with glass doors and windows packaged between them.
- The product is surrounded by packaging film and wooden boards to protect against weather and damage.

Risks

- Wood and packaging film are easily damaged and require careful handling.
- In the event of an impact, components and the glass panes of the windows and doors may break.
- Exposure to rain may ruin the entire product in the case of a damaged package.

Requirements

- The truck driver shall familiarise themselves with the loading scheme and, if it is suitable, give their consent for loading. If the loading scheme is not suitable, a proposal shall be made to the warehouse director to amend the scheme.
- The driver shall keep track of loading and supervise the lift operator so that the placement of the products ensures stability during transport.
- The truck has at least 16 cargo straps.
- The vehicle has at least 32 plastic corner protectors for the cargo straps. (The permitted corner protectors are shown in Annex 1.)
- The strap will be secured by the driver.
- The product may be stepped on for the purpose of securing the strap only in the area protected by the protective board.
- When securing the straps, the straps for the top products must be placed from atop the protective board. If this is not possible, plastic corner protectors shall be placed under the straps to keep the straps from damaging the product.

- When tightening the cargo straps, the product's fragile and vulnerable areas and attendant risks should be borne in mind.
- It is recommended that additional packages be fastened separately. If the load plan does not enable this, the additional packages shall be fastened along with the basic products, considering the contents of the extra packages.
- The driver must check the fastenings in the truck before transport begins, immediately after driving the truck off-site and periodically under way (especially after abrupt braking) and, if necessary, tighten the load's fastenings.
- The driver is obliged to supervise unloading at the destination and to notify the customer of any loading and transport damage.
- Products that sustain damage during loading or unloading must be marked by the driver on the *CMR*.
- The driver must fill in a *Transportation claim form* regarding products damaged during unloading or transport, with comments about the cause of the damage.

Liability

- Lasita Maja shall be liable for transport damage to the package arising due to the peculiarities of the product.
- Other liability is distributed under the CMR convention (Convention on the Contract for the International Carriage of Goods by Road).

AS Lasita Maja

Transporter

(Signature, seal)

(Signature, seal)

Date:

Date:

Annex
1.
Permitted
corner
protect
ors

Prohibited
corner
protect
ors



Lubatud kaitsenurgad



Keelatud kaitsenurgad

