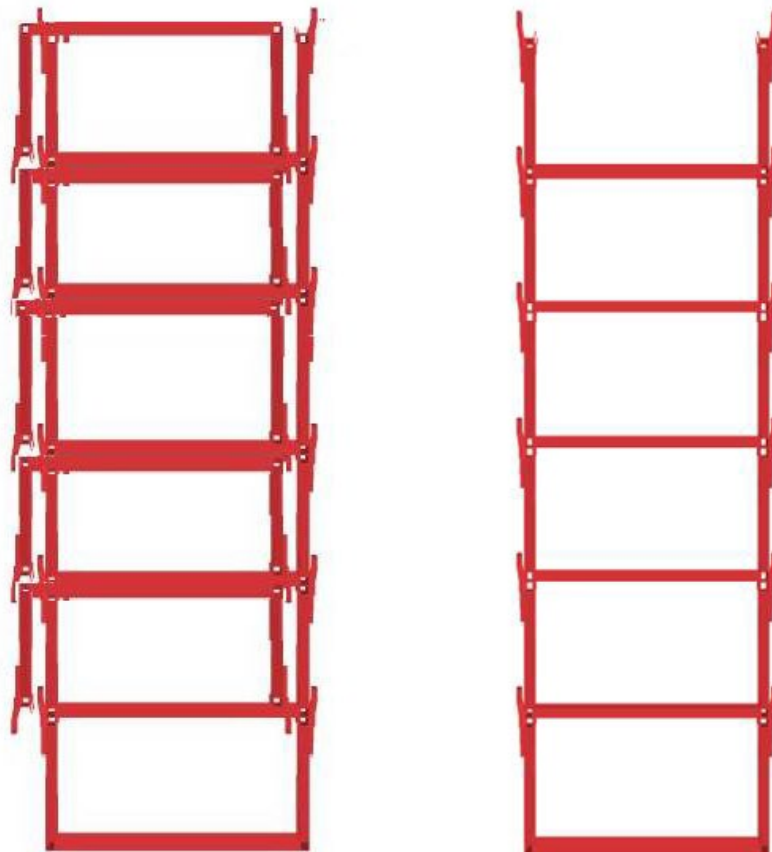


Sapa Transportation Cradle Manual

-

Return of cradles



VERSION 2019-10-11

Date 09 Feb 2011	Latest updated by Erik Hultgren	Document owner Plant Manager Vetlanda	Revision 11	Doc. Nr.	Page 1 (6)
----------------------------	---	---	-----------------------	-----------------	----------------------

TABLE OF CONTENTS**PAGE**

1	RESTRICTIONS	3
2	DEFECTIVE CRADLES	3
3	GATHERING PLACE FOR DEFECTIVE CRADLES	3
4	MANAGING OF EMPTY CRADLES	4
5	RETURN ADRESSES	5-6
6	DISTRIBUTION OF SAPA CRADLE MANUAL	6

1. RESTRICTIONS

The manual applies to the transportation cradle of the “Vetlanda” type.

It is prohibited to use Sapa transportation cradles for deliveries outside Sweden, Denmark, Norway and Finland.

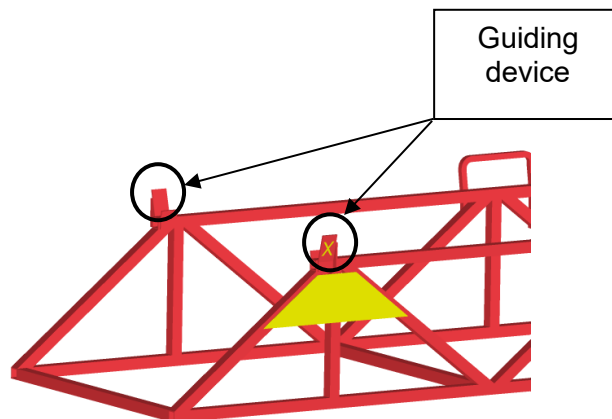
It is also prohibited to use Sapa transportation cradles for deliveries to a third party, without obtaining prior written approval from Sapa.

The cradles may be used only for Sapa's aluminum profiles.

2. DEFECTIVE CRADLES

Anyone who discovers a defective/damaged cradle which is loaded with profiles, is responsible for:

- if it is a **minor damage**, making sure that the cradle is marked so that the department that receives the cradle can take it out of production after emptying the cradle. The marking shall be made with yellow chalk on the guiding device. Note that the cradle must be **marked** on both sides (alternatively, Sapa transportation cradles can be marked on both sides with yellow tape on the guiding device or around the rod next to the guiding device).
- if it is a **major damage**, immediately contact the supervisor who decides when reloading is necessary before transportation.



3. GATHERING PLACE FOR DEFECTIVE CRADLES

A well-marked gathering place for defect cradles shall be installed at all factory sites.

The gathering place shall be separate from other storages for cradles to prevent the defective cradles to be confused with the undamaged cradles, and thus avoiding the risk of taking defective cradles in to production by mistake.

Staff shall be informed about where the gathering place is and its purpose.

The sorting of defective cradles to be repaired/destroyed shall be performed regularly.

4. MANAGING OF EMPTY CRADLES

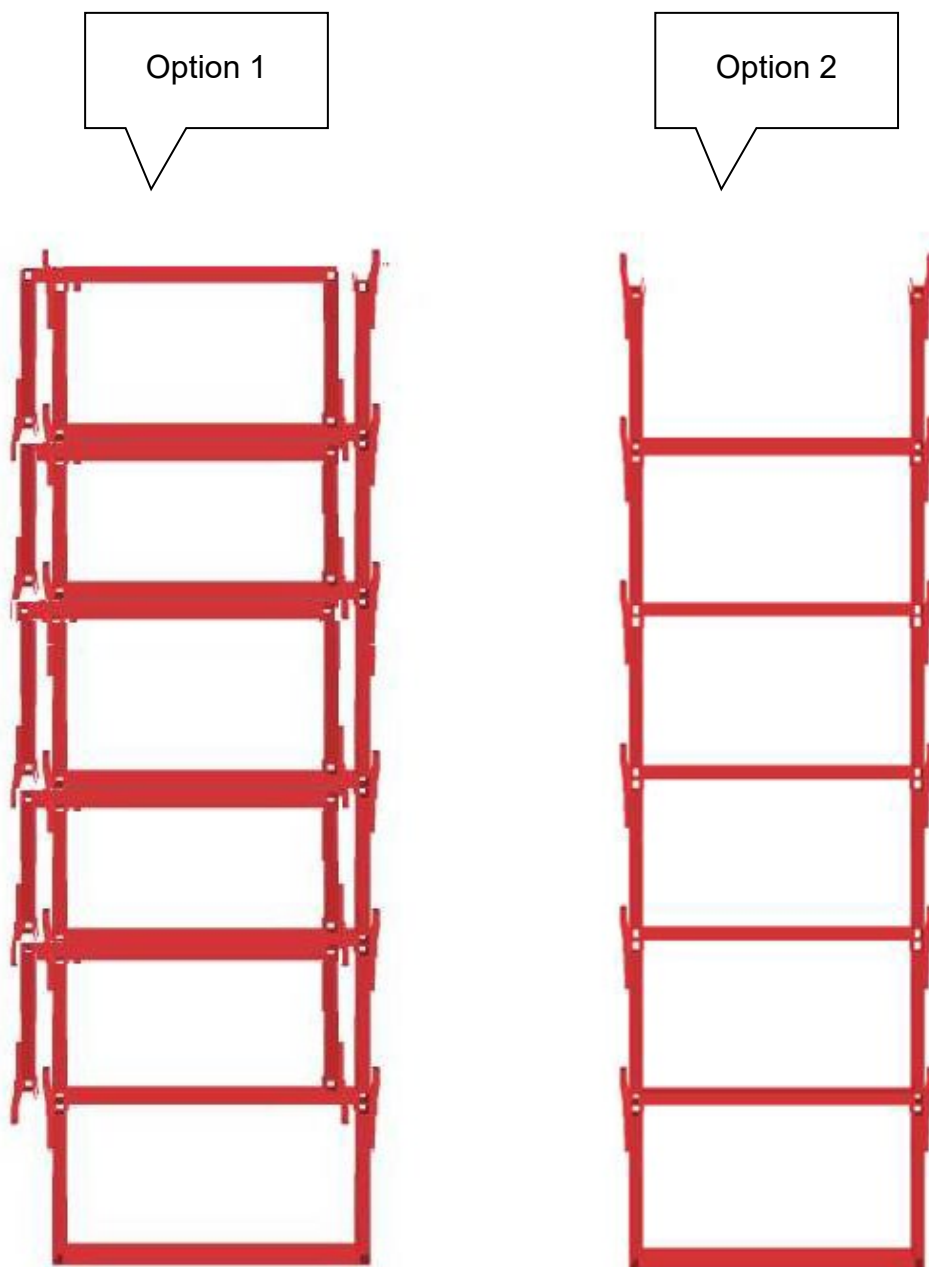
Empty cradles to be return to Sapa must be stacked according to the Option 1 (se drawing below) up to a maximum of 11 cradles per stack.

For short trips, cradles can be stacked according to Option 2 up to a maximum of 6 cradles per stack.

Each cradle stack have to be strapped before being loaded onto the trailer.

Tape, shipping notes, etc. must be removed from the cradles before shipment to Sapa.

Please NOTE: Yellow warning signs must not be covered!



4.1. RETURN OF FOAM PROTECTIONS.

In order to protect sensitive profile surfaces, U-profiles of foam are often used ("foam protection"). See picture below. The foam protection can be used several times and we therefore ask you to return it to Sapa Vetlanda. The foam protection shall be placed in pallets and pallet rims, alternatively in sacks, and returned in connection with return of Sapa transportation cradles.



5. RETURN ADDRESSES

Return of the packaging cradles must be done to Sapa Profiler to any of the addresses below. Which return address to be used is specified on your delivery notes under the heading *Weight (gross/net) volume-selection*.

The return address to be used depends on your geographical location and the distance to either Vetlanda or Finspång.

Option 1 (Vetlanda)

Text according to delivery note:

Empty Sapa cradles shall be returned to:

Hydro Building Systems Sweden AB
Brogårdsfabriken
Stålvägen
SE-574 38 Vetlanda

Option 2 (Finspång)

Text according to delivery note:

Empty Sapa cradles shall be returned to:

Hydro Building Systems Sweden AB
Hydro Extrusion Sweden AB
Godsmottagning Produktion
SE-612 81 Finspång

Sapa will only bear the cost of transportation from receiving addresses within Scandinavia and Finland.

5.1 TRANSPORT BOOKING

Booking of transport within Sweden is to be done according to the instruction on your delivery note, heading *Weight (gross/net) volume-selection*. The same booking procedure is to be used for return whether to Vetlanda or Finspång.

Text according to delivery note:

- **For quantities above 6 Sapa-cradles, transport is to be booked with Schenker on Sapa Building Systems customer number: 22093819.**
- **For quantities of less than 6 cradles the sender is to bear the transportation costs.**

For transport from other Nordic countries than Sweden, transport bookings are to be made through your local Sapa sales offices.

6. DISTRIBUTION OF SAPA CRADLE MANUAL

The distribution is to be handled by the issuer of this cradle manual who is also responsible for maintaining a distribution list. The manual shall be made available to everyone who handle cradles, including transporters, contract manufacturers and end users.

The Sapa cradle manual for customers consists of two parts: **HANDLING OF CRADLES** and **RETURN OF CRADLES**. Everyone who receives any material from Sapa in Sapa cradles is responsible for ensuring that those manuals are followed.