



TRANSPORT AND UNLOADING INSTRUCTIONS, STORAGE, ASSEMBLY AND OPERATION OF COMPOSITE TELETECHNICAL POLES

I. TRANSPORT

1. The party organizing the transport is responsible for the proper securing of the product during loading and transport.
2. The transport organizer should ensure that the means of transport is adapted to the transport of elements of considerable length. The transport of the transported products may not interfere with or create a danger in road traffic. The organizer of transport should ensure that the means of transport has:
 - unless otherwise agreed, a transport platform with a minimum length of 20% longer than the length of the longest transported element,
 - removable roof and / or side boards for loading with a forklift, crane or overhead crane,
 - a transport platform equipped with a tarpaulin to cover the transported products during transport during unfavorable weather conditions (snowfall, slush, wet road salt), the tarpaulin should be removed immediately after the goods are delivered to the place of unloading, the products should not be stored under the tarpaulin,
 - certified belts made of soft material, meeting the requirements of the standards, in order to properly secure the products during transport.
3. Alumast S.A. reserves the right to refuse to load the products in the event that the means of transport does not meet the requirements set out under point 2. If the party organizing the transport requests the loading despite the failure to meet the above requirements, full responsibility for the damage caused during transport and the consequences resulting therefrom shall be on its own responsibility. Enterprise Alumast S.A. reserves the right to refuse to load the products, without incurring any legal and financial consequences, in any case where the transport for any objective reason may pose a threat to human health or life.
4. The columns in question produced by Alumast S.A. should be transported neatly arranged.
5. Products should not be thrown, dragged or rolled.
6. After loading, the poles should be secured with appropriate straps to prevent the poles from moving during transport.

II. UNLOADING

1. Unloading should be carried out with particular care, observing the health and safety rules in a manner ensuring the safety of all persons involved in this process.
2. Before starting the unloading procedure, prepare the place for storing the products (for a description of a properly prepared place, see point III).
3. Unloading should be carried out in such a way as not to damage the unloaded products. It is forbidden to load and unload on the bare forks of the truck, due to the high risk of damaging the surface of the columns. It is recommended to load manually (in the case of lighter poles) onto a car or manually load onto secured forks of the trolley using e.g. a pallet and manually transfer from the secured forks and place them on the car. In the case of heavier poles, you can use straps, raise the poles with an appropriate loading device and lower them onto the car, placing them in line with the spacers that allow the straps to be placed and removed. It is not allowed to use chains, bars, wires, hooks or other means that may damage the surface of the poles for loading and unloading.
4. During unloading, it is not allowed to:

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- dumping products from the car,
 - pulling products on the side of the car or dragging them over surfaces that may damage the surface of the pole,
 - hitting the product while moving,
 - any other actions that may damage the surface or the entire column.
5. After unloading, check the completeness of all elements included in the set and the condition of the products after transport.

III. STORAGE

1. Products should be stored in a dry place, on hardened surfaces, not directly on the ground, on the ground first, spacers to ensure a stable stacking.
2. The yard where the products will be stored should be cleared of sharp and hard objects that may damage the stored elements and pose a threat to people working during the storage.
3. Products should be stored in places inaccessible to animals, away from places where plant protection products or other chemicals are stored.
4. It is not recommended to cover or wrap the stored elements with films or tarpaulins.
5. Products should not be thrown, dragged or rolled.
6. It should be stacked them evenly, in accordance with the recommendations under point II.

IV. ASSEMBLY

1. The installation of the poles in question should be carried out with particular care, observing the health and safety rules in a manner ensuring the safety of all persons participating in this process.
2. Before starting the foundation in the ground, it is necessary to check the correctness of the building development with the land development plan and the construction design.
3. Before starting the excavation work, the Contractor is obliged to check:
 - localization,
 - underground utilities,
 - soil and water conditions.
4. Changes and deviations from the foundation conditions require the preparation of a design as well as consultation and approval by the author of the design.
5. The excavation should be made with the use of technology that takes into account the depth of the excavation, topography and ground conditions in accordance with the construction design.
6. The installation of the pole requires the following steps:
 - preparation of an appropriate trench with a minimum depth equal to the nominal depression of the column,
 - with the help of 2 workers (in the case of light poles) or a lifting device equipped with slings made of plastic, fasten the pole in such a way as not to damage the surface and place it in a trench,
 - backfill the vertical column (e.g., with a spirit level), following the guidelines in the construction design.
7. The column in the vertical position should be supported until the trench is backfilled.
8. After completing all assembly activities, check the correct foundation and leveling of the column.

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9. The mounting height of the cable ties should be made in accordance with the construction design, but not higher than 15 cm from the top of the pole.
10. During assembly and plumbing, do not strike the pole with any hard tools, e.g., hammer.

OPERATIONAL INSPECTIONS AND MAINTENANCE

1. Operation of the product and the warranty period begins upon completion of proper installation in accordance with the manufacturer's instructions.
2. Under the pain of losing the warranty imposed by the manufacturer, it is not allowed to:
 - any type of additional load on the structure contrary to the recommendations of Alumast – S.A., included in catalog cards and / or on product rating plates. Installation of additional elements such as road signs, Christmas decorations, information boards, etc., is possible only with the written consent of the manufacturer,
 - making any modifications or repairs to the structure (drilling holes, mounting handles),
 - if no special protective coatings have been applied, sticking the structure with posters, leaflets, etc.
3. It is recommended to perform a detailed operational inspection at least once a year.

Note: Work must be performed in accordance with applicable regulations and standards, using qualified personnel with the required authorizations.