

# UNLOADING GUIDELINES

Bonteo wovens & nonwovens



The following guidelines (\*) facilitate the unloading of our products in a safe and efficient way. The goal of BontexGeo is to help create a safe environment for our customers and their (sub)contractors and assure the quality of our products until storage and/or installation.



Bonteo products being unloaded at a job site

Proper preparation before receiving the goods is essential to avoid damage, unsafe situations or other problems during unloading.

## Preparation

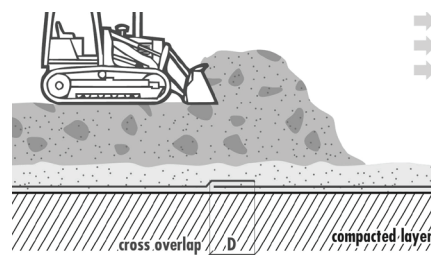
Prior to the shipment of the goods the customer will be informed about how the transport to the requested delivery address will be organised (unless the customer is organising its own transport). If you have not been informed please contact our customer service team.

Based on the type of transport, e.g. (type of) truck, (type of) container, the customer should verify or prepare the appropriate man power, unloading equipment and suitable area at the unloading site.

## Types of loading

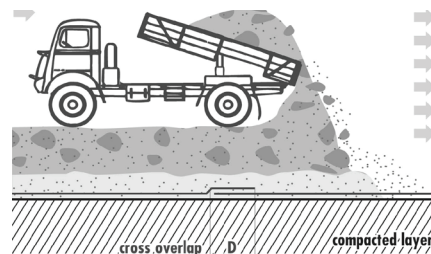
### Loose rolls

For this type of goods you generally need a fork-lift with pole for containers. The products are rolled onto a core (\*\*) which will be left open at minimum one side. The loading tables (\*\*\*) of the equipment should always be respected. Unloading from side with forks is possible for curtain-side trucks.



### Rolls in packs (bundled onto a pallet or without a pallet)

Loose rolls (depending on the product) can be packed by BontexGeo. For this type of load one needs equipment with forks. A combination of loose rolls and packs is also possible. The loading tables of the equipment should always be respected.



(\*) BontexGeo NV cannot be held liable for any accidents, unsafe situations, damages, de-lays or—not limited to—other topics related to unloading. These guidelines give an indication on how to unload goods from BontexGeo NV but the sole responsibility for unloading lies with the customer or the responsible company for unloading.

(\*\*) Generally a core of 100 mm inner diameter so a thorn of 85-90 mm is advised

(\*\*\*) Also known as Forklift Data Plate

## BONTEXGEO

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## Types of transport

*Truck or lorry (\*\*\*\*)*

### Container (one-door type) on a truck

For this type of transport you need an unloading dock to be able to drive the unloading equipment into the container. The truck needs to be secured in such a way it cannot move or drive away until unloading has finished.



### Closed truck (one-door)

For this type of transport you need an unloading dock to be able to drive the unloading equipment into the truck. The truck needs to be secured in such a way it cannot move or drive away until unloading has finished.



### Curtain truck

In this case the truck can be unloaded from the side if BontexGeo loaded the goods also from the side. When loose rolls and/or packs were loaded from the rear of the truck, it's important to secure the area when unloading from the side (preferably) with forks. Make sure the loose rolls are not damaged by the forks and/or by falling of the truck.



### Open truck (flatbed)

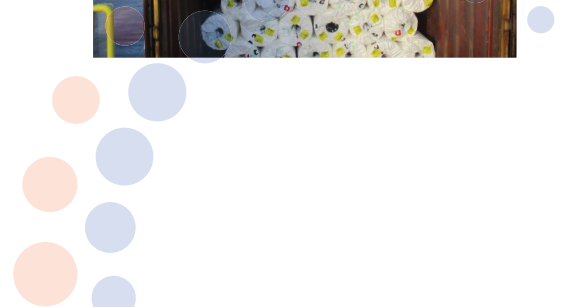
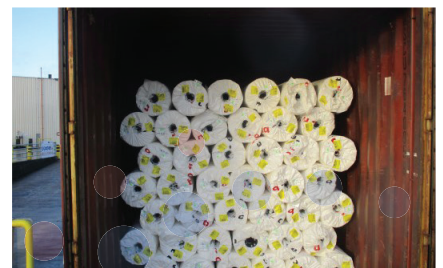
Depending on how the rolls and/or pallets were loaded at BontexGeo, one should choose the side of unloading. If loaded from the rear but not possible for the customer, one should follow the guidelines like a curtain truck.

*(\*\*\*\*) In all cases the unloading floor or surface needs to be flat and suitable for unloading equipment*



### Container (one-door type)

For this type of transport you need an unloading dock to be able to drive the unloading equipment into the container.



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## Opening the straps of the secured load

To avoid goods rolling, falling or becoming unstable the load will be secured with straps. In all cases (especially when a load did shift during transport), make sure the unloading area is secured to avoid unsafe situations when opening the safety straps.

The opening of the straps needs to start with last straps used by BontexGeo mostly securing the full load. The rest of the opening is to be continued in reverse order.

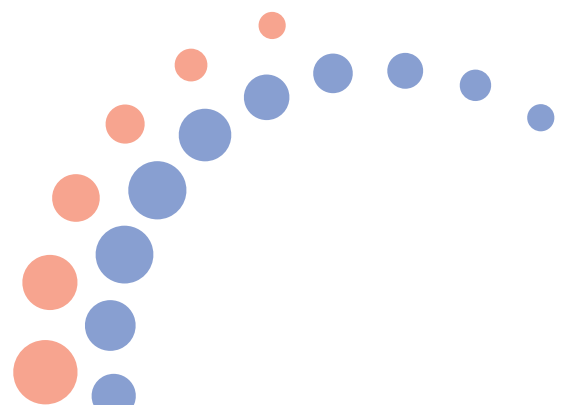


*E.g. the outer straps first, followed by the straps of the separate loads.*

## Other

During unloading make sure missing and/or damaged goods are noted on the transport documents (CMR).

In this case BontexGeo must be notified in the time frame according to our sales conditions. If any damage or loss of goods is not noted on the CMR, BontexGeo or (its) transport cannot be held responsible



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