

CHEP pallet handling guidelines

Wheeled display platform-dolly
Ensuring safe use when unloaded

Document version: 1 – 08/2016



Carrying a single platform



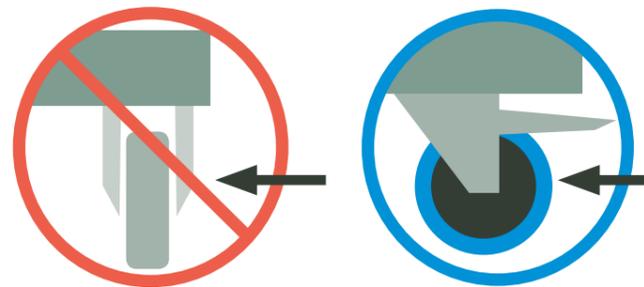
- + Use the ergonomic handle when picking up and carrying the platform

Applying the brakes



- + We recommend that you always apply the brakes during handling, storage, packing, loading and fork-lift movement
- + To move the platform on its wheels, simply press the brake releaser and push the stack gently

Moving the platform on its wheels



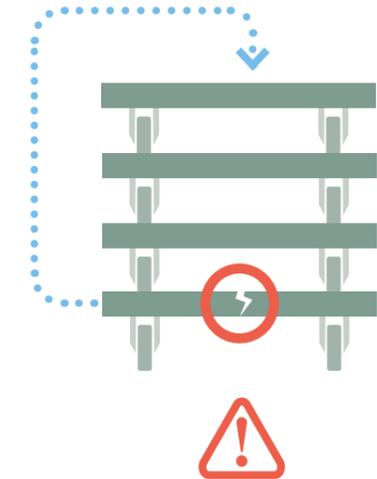
- + Do not slide wheels against the resting position as it will damage them – turn the load 90° and push
- + Always keep the brake within the reach of your foot

Avoiding accidents



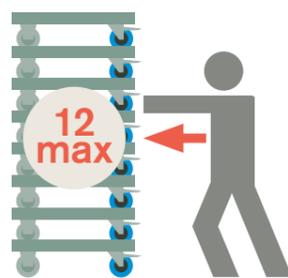
- + Never ride on the platform

Handling damaged platforms



- + Never push a stack with a damaged platform at the base
- + Please separate and place damaged platforms on top of the stack
- + Please report any damaged platforms to your CHEP representative

Stacking and pushing



- + Stacks of up to 12 platforms can be moved manually, using the wheels of the bottom platform

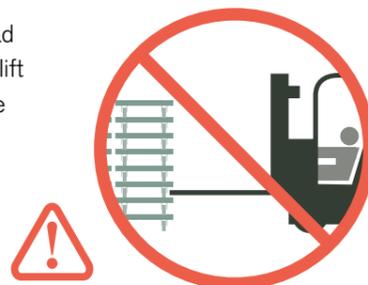
Moving stacks using a fork-lift truck



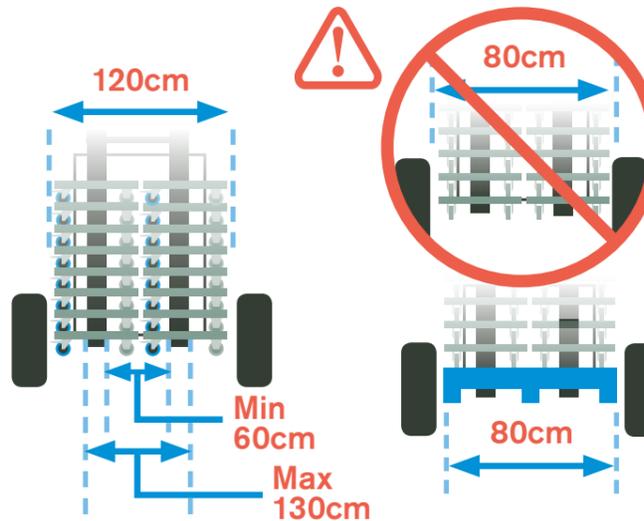
- + Do not attempt to lift stacks higher than eight platforms
- + Only move single stacks when special equipment to secure the load is available
- + Stacks should be shrink-wrapped together, from bottom to top, before lifting

Warning: only push stacks manually

- + Never push the pallet load with a lift-truck – always lift and manoeuvre with care



Load set-up when using a fork-lift



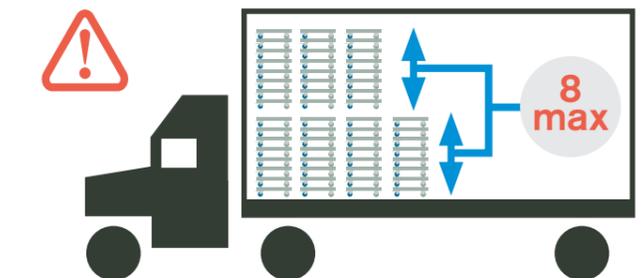
- + Up to 32 platforms can be lifted simultaneously (four stacks of eight platforms) on a 80 x 120cm footprint
- + Double-width loads must be held together with shrink-wrap; do not rely solely on a fork-lift multi-attachment as this may result in the stacks tipping over
- + Make sure that stacks are centred and that the fork doesn't damage the wheels or brakes at the base

Fork alignment



- + Forks should be fully inserted before lifting
- + Make sure load is centred and pallets are not affected by the lift operation
- + Be careful not to damage the platform brakes

Transporting stacks of empty platforms by truck



- + Stacks must be shrink-wrapped securely before transportation, either in loads of 16 (two stacks of eight) or 32 (four stacks of eight)
- + Loads can be stacked on top of one another provided each individual load is no more than eight platforms high
- + Make sure the bottom platform of each stack has its brake applied for safe transportation

CHEP pallet handling guidelines

Wheeled display platform-dolly Preparation and delivery of display units

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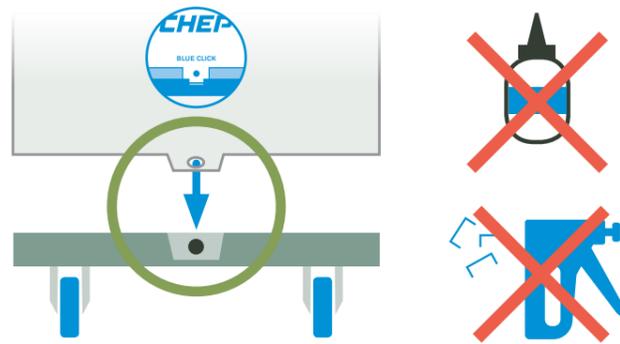
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Applying the brakes



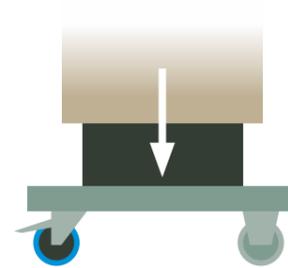
- + We recommend the brake is applied before you assemble the corrugated point-of-sale (POS) display unit and fill it with product

Attaching a POS display to the display platform



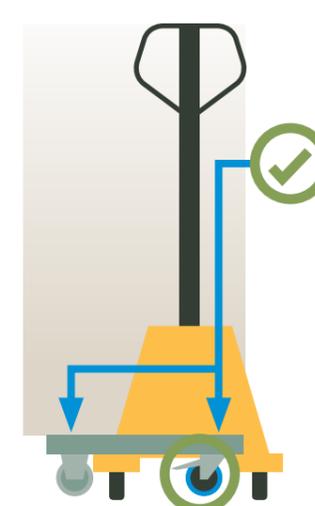
- + Use the Blue Click® system and other connectors to attach the POS display unit to the wheeled platform securely
- + See CHEP POS display design guidelines for connectivity options

Protecting the POS display



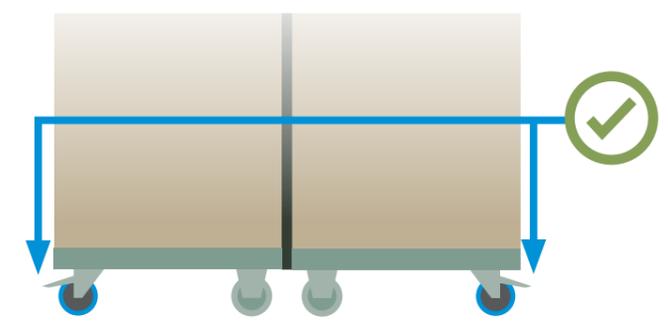
- + Once the POS display unit is assembled and contains the product, follow your POS display designer's recommendation to protect it – for example, with a corrugated sleeve

Moving the loaded platform using a hand-truck



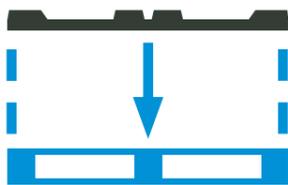
- + If using a hand-truck, ensure the platform is supported along two axes across the 60cm side
- + Aligning the forks is easier if the platform's two self-centring wheels are turned in
- + Avoid hitting the brake

Grouping loaded platforms before movement or racking



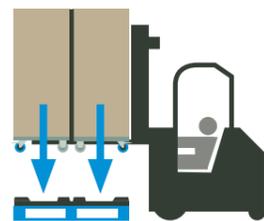
- + If you need to group loaded platforms together, make sure the brakes of each platform are facing outward, as this will give easy access to the brakes for safer handling
- + The self-centring wheels will align automatically

Preparing to rack the loaded platforms



- + To prepare for racking, ensure a suitable CHEP racking tray (80 x 120cm) is manually aligned on the carrier pallet before placing the load on top

Lifting loaded platforms onto the racking tray



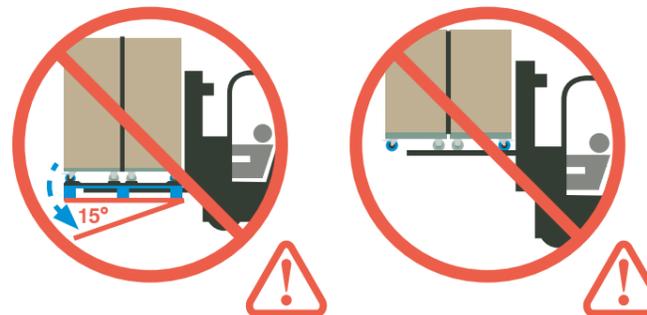
- + Make sure the platform brakes are on
- + Lift the load with a fork-lift truck and place it carefully onto the racking tray and carrier pallet before releasing
- + Never rack POS display units unless they are on a carrier pallet and racking tray and properly secured

Aligning the wheels on the racking tray



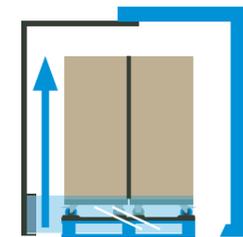
- + Make sure that every wheel falls into one of the curved receivers and is making contact with the tray
- + Check that the tray and carrier pallet are still well-aligned

Racking loads using a fork-lift truck



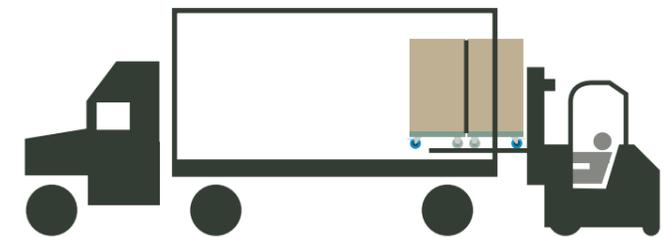
- + When handling with a fork-lift truck, the maximum tilt angle should not exceed 15°
- + Never rack POS display units unless they are on a carrier pallet and racking tray and properly secured

Wrapping racked loads



- + If the load is to be shrink-wrapped, please ensure it is fully secured and that the POS display unit and product are protected
- + Shrink-wrap from the bottom to the top

Preparing loaded platforms for transportation by truck



- + POS display units can be loaded onto trucks individually, or in groups of four units (wrapped or strapped)
- + Loaded platforms can be moved on their wheels, so the use of a carrier pallet and racking tray for transportation is optional
- + We recommend the use of cardboard sheets between POS display units to absorb impacts and to prevent foil sheets from sticking to each other
- + Make sure the platform brakes are on and that loads are secured during transportation

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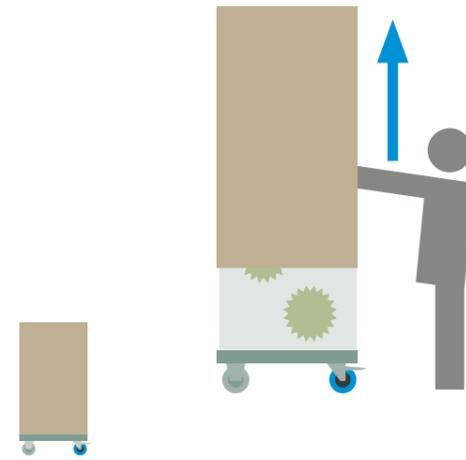
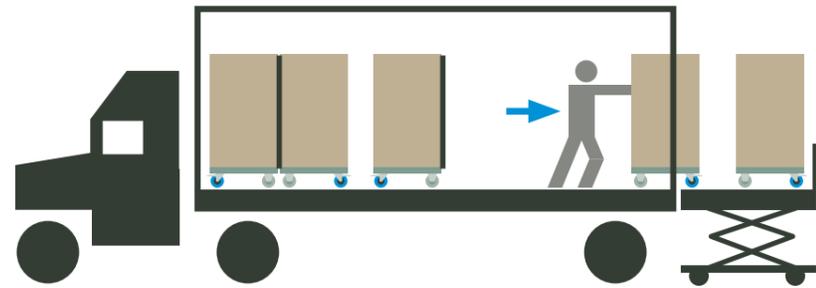
Wheeled display platform-dolly
Retail usage and disassembly

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Separate the point-of-sale (POS) displays...

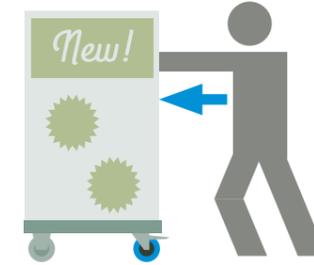
- + Separate the POS displays to unload individually – for example, with the use of a lift platform
- + Remember to release the brakes before pushing the POS displays



Remove protective packaging

- + It includes corrugated sleeves and tape

Push to the shop floor to the final destination



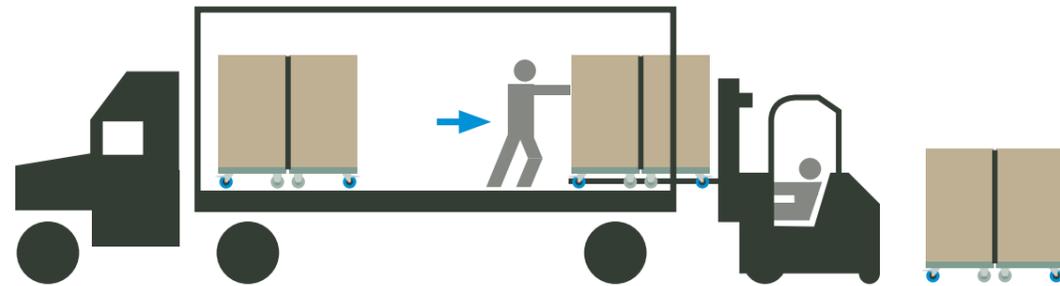
Apply the brake to secure the POS display



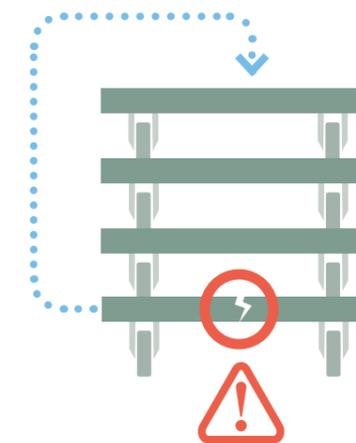
- + Put the brake on once the POS unit is at its final location

...or unload them all together from the truck

- + Keep the POS displays together for unloading with a fork lift truck
- + Remember to release the brakes before pushing the POS displays

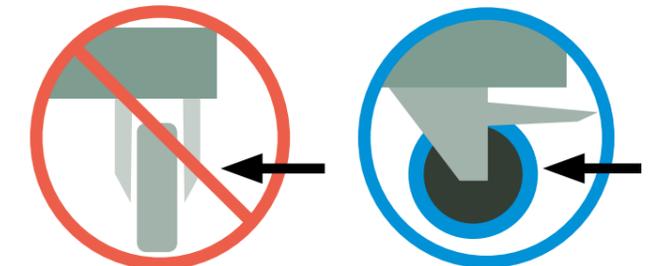


Handling damaged platforms



- + Never push a stack with a damaged platform at the base
- + Please separate and place damaged platforms on top of the stack
- + Please report any damaged platforms to your CHEP representative

Moving the platform on its wheels



- + Do not slide wheels against the resting position as it will damage them – turn the load 90° and push
- + Always keep the brake within the reach of your foot

Remove the exhausted display and push it to the back of the store

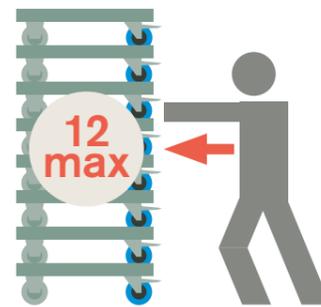


Separate cardboard for recycling and recover the platform



Finally, stack the empty platforms...

- + Stacks of up to 12 platforms can be moved manually, using the wheels of the bottom platform
- + Make sure all wheels are nested in the top deck receivers



...and prepare them for transportation back to the distribution centre

- + Stacks must be shrink-wrapped securely before transportation, either in loads of 16 (two stacks of eight) or 32 (four stacks of eight)
- + Loads can be stacked on top of one another provided each individual load is no more than eight platforms high
- + Make sure the bottom platform of each stack has its brake applied for safe transportation

