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energy drink
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BEVERAGE IN CANS:

handle with care

Procedures to be followed for loading
and unloading

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General recommendations

- Cans are in thin aluminium, with food paint internally
- Any damages can be a potential source of damages also for the other cans
- All people involved on cans handling must be properly trained to ensure good practices and reduce damages

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Operations

1. Container inspection
2. Loading procedures
3. Transport
4. Unloading procedures
5. Filled can: handling and storage

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Loading acceptance respect conditions on containers

Container inspection

No dust inside

Smell free

No leaks

No rust

No chemical contamination

Dry wood floor

No holes on containers surface (int/ext)

No traces or any product leaking

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Loading procedures container isolation

Before loading we cover both container sides with polystyrene to isolate goods from temperature changes and any other potential shock.

Handloading operations are always managed by the same properly trained staff.

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Loading procedures

Handloading must be carried out carefully avoiding hard shocks or throwing of the trays; staff must avoid heavy shoes and all operations must be conducted in the most careful way possible.

To avoid trays downfall we load by combining rows and layers creating a sort of ladder inside the container. See pictures here enclosed

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Loading Procedures

Container closing: polystyrene between door and product - sealing after closing - see picture



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Loading operations

- All loading and unloading must be done indoor to avoid possible incoming rain.
- Any wet or damaged tray must be immediately thrown away.
- Dedicated loading supervisor is responsible for the staff and all operations.

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Loading Procedures

Container closing: polystyrene between door and product – sealing after closing – see picture



Loading Procedures

Documentation to be sent to the Customer:

the Customer receives a copy of the pictures concerning loading operations.

He will also receive a copy of the pictures concerning container seal and its number

Nothing must be changed until arrival at destination

Otherwise, a claim has to be raised.

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Transport

Cans transport should be minimised in order to avoid potential damages

When goods are leaving Hub plant, the driver takes in charge all the goods in proper conditions and he must be responsible for what happens during the trip until its destination.

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Transport - HUB

responsability - incoterms

- Free Carrier selling: HUB is responsible unit the loading operations are completed.
- FOB and CIF: unit goods are loaded on vessel
- CIF: the goods are insured up to the port for unloading operations
- See incoterms 2010

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Transport

Customer: receiving goods at the port

- When claiming the containers, this must be carefully checked (number, external conditions, seal number).

If there is any inconvenience, must be raised a document complaint to the shipping company, informing also, immediately the insurance local agent (see bill of lading) and HUB Company in Italy too. Pictures during loading are always available under request.

Unloading procedures

Container opening at the port

- When you take in charge container in port, best think should be open container at the presence of shipping line agent, after having checked external general conformity of the box.
- Remember, leaved the port should be more difficult claim eventual damages to the shipping company!

- When and if, you are aware of any damage that involved or can involve shipping company, you must write your claim/remark in official documentation (bill of lading, delivery notes ecc..)
- When and if you amend any official documentation you must inform and send copy immediately to Giotti offices (sending copy)

- **Container opening at final destination:** before opening, take picture of the seal before touch it and then take a picture just after having opened the doors.
- If you can remark wet trays and/or any other inconvenient, please take pictures, make note on the transport document and send us copy, immediately.

Unloading of filled Cans must be carried out with due care and attention

Filled Cans could very easily be damaged during this basic operation

During unloading, first thing to do is put a platform justn beside to the container door (also stacking a pile of wood pallets) both for worker security and to avoid trays damages.

Start unloading operations from top, not only to the bottom (row by row) but combining rows and layers going inside the container, like building a sort of ladder; this should avoid trays falling down when starting unloading. Procedure must be opposite of what done during load (see pictures).

Unloading procedures

Do not walk or stand on top of the packs.

No wet or damaged packs should be unloaded

- **It's important to throw away eventual damaged cans (in trash) – Don't leave wet cans beside the right ones!!**

Corrosion should effects also safe cans and in short time you can have a disaster, if you don't isolate what must be put in the rubbish.

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Filled cans handling and storage

If you palletized trays, you have to use a forklift carefully avoiding to hurt the trays.

Don't stack more than 2 pallets high, third should be put higher at the middle with another row of 2 pallets

Any forklift must transport no more than two pallet high

If trays are not palletized, it's warmly suggested to stack maximum 25 trays rows

Warehouse Conditions:

Doors

To be closed when unattended
No gaps between frame/floor and door

Windows

To be screened off and close

Pests

Control system in place to manage:

- Rodents
- Birds
- Flying insects
- Crawling insects

Lighting

All lighting to be protected and in good working order

Sunlight

Direct contact with cans must be avoided

Floors

Ensure floors are even and clearly marked

Other goods

Certain materials must NOT be stored in the same warehouse

- Glass
- Chemicals
- Materials which generate dust
- Fire risk materials
- Materials which may attract pests
- Bagged animal food or cereal grains

Local hygiene policy must be adhered to.

Storage of Filled Can Pallets

Storage must provide good protection against local environmental conditions, e.g. moisture, direct sunlight, dust, insect and odours

Do not store filled cans alongside chemicals and food stuffs

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Warehouse - how to storage pallets

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- Please refer to **Hub** *Live Better* contacts in order to receive more detailed information when needed

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