

Viridian Transport Frames (VTF's) are provided to you as a value-added service to streamline your delivery and optimise onsite handling of your Viridian Glass products.

To ensure we can continue to provide deliveries on VTF's, we require that you understand and accept the following terms of usage.

Viridian Transport Frames must be unloaded within **3** days from delivery.

Frames must be made available for pickup no later than **5** working days after delivery.

Contact your local Viridian branch or Viridian Customer Service to arrange collection so frames can be collected on the next scheduled allocated drivers run.

## Viridian Transport Frames always remain Property of Viridian Glass

### Important Note

Failure to make frames available for pickup in the required timeframe will impact our ability to service you, and to make further deliveries. This may result in your future deliveries being delayed.

Failure to abide by these conditions and not aid in the return VTF's in due time, may result in rental charges for excessive delays.

Lost Frames will incur a replacement charge of \$5,000 per frame. Notify Viridian as soon as you become aware of any Frame that can no longer be located.

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**I acknowledge that I have read and understood the fair use policy and customer handling guide:**

**Client Company:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Accepted By (Name):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Viridian Branch:** \_\_\_\_\_ **Viridian Account Manager:** \_\_\_\_\_

**As a reminder,**

**VTF's must never be removed from the site where they have been delivered to by Viridian.**

**VTF's are not to be used for any other purpose & once unloaded must be made available for pickup.**

Viridian Transport Frames (VTF's) assist customers to safely position glass and reduce manual handling of individual panels. They also reduce the risk of damage to glass panels during transportation.

#### Delivery Requirements

- VTF's must never be placed on a vehicle or trailer.
- VTF's must never be removed from the site where they have been delivered by Viridian.
- Before moving the VTF, you must ensure that the glass is adequately restrained for your intended movements.
- Viridian VTF assets are not to be used for customer storage racks at any given time.
- VTF's are to be emptied of glass and ready for collection within 3 working days of delivery.

#### VTF Key Safety Points

If you are unsure about how to properly use VTF's, you should contact your local Viridian branch before commencing work.

- Prior to Viridian loading any VTF, the frame is inspected by Viridian staff to ensure that it meets the compliance requirements specified by the frame manufacturer. Each inspection is documented and kept for our records.
- VTF's are certified for lifting using a forklift or crane. Frames must only be lifted by the designated lifting points.
- The medium sized VTF's (2440mm x 1160mm) have a SWL (safe working load) of 2,200kg. The gross mass WLL (working load limit) is 2,580kg.
- The small sized VTF's (1220mm x 1160mm) have a SWL (safe working load) of 970kg. The gross mass WLL (working load limit) is 1195kg.
- Do not stand on VTF's at any time.
- Always ensure that VTF's are located on flat and level ground to prevent unexpected movement of loads and assist in safe unloading.

Viridian recommends that all customers conduct their own site & manual handling risk assessments before using VTF's.

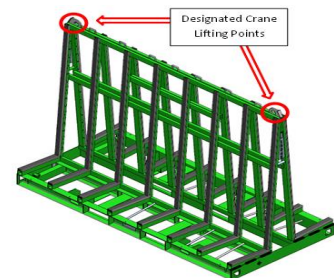
#### Damaged or Dropped Frames

If any damage to a VTF, or if a VTF has been dropped you must contact your local Viridian Branch immediately with details. Please provide the VTF frame number and a photo of the incident or damage.

**Do not move any frame loaded with glass if the frame is damaged or has been dropped.**

#### Moving VTF's with a Crane

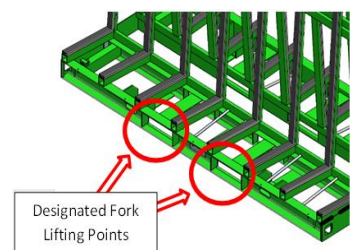
- Ensure the load is adequately restrained before lifting.
- Only trained, competent operators should perform any lifting operations using a crane.
- Ensure only suitable and certified lifting equipment is used.
- Check that lifting lugs on the VTF are not visibly damaged.
- Ensure the frame remains level and the load is always balanced whilst being lifted.
- Safe industry practices are to be used when lifting or moving frames using any lifting device.



#### Moving VTF's with a Forklift

- Ensure the load is adequately restrained before lifting or moving.
- Only trained and competent operators should perform any movement using a forklift.
- Ensure only suitably load rated and well-maintained equipment is used.
- Check that forklift tine pockets on the VTF are not visibly damaged.
- Ensure the frame remains level and the load is always balanced whilst being lifted.
- Safe industry practices are to be used when lifting or moving frames using a forklift.
- Never use a forklift to push or shunt a VTF on the ground, truck bed or other surface.

**VTF's must always be lifted off the truck or ground before moving.**





#### **Removing the Glass Restraints**

- Before proceeding, check glass and frame for any damage/breakages
- Viridian restrains glass to VTF's using a combination of load-rated filament tape and poly-strapping.
- The restraints secure the glass against the VTF. The restraints should not be cut until the glass is ready to be unloaded.
- Whilst removing any weather proofing, be sure to not cut or damage the restraints.
- Ensure that glass is adequately always restrained while on the VTF.
- Check panel weight on sticker and ensure safe manual handling is practiced or lifting aids are used as required.
- Always ensure that VTF's are located on flat and level ground to prevent unexpected movement of loads and assist in safe unloading.

VTF's are fitted with nylon stabiliser or web strapping are not designed to restrain glass and are only used to stabilise the glass.

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