

# Transportation and Storage Manual

(Applicable to Toilets, Washbasins, Bathtubs, Urinal and Other Ceramic Products)

## 1. Pre-Transport Preparation

### 1.1 Packaging Requirements

Outer Packaging: Use high-strength corrugated cartons or custom wooden crates labeled with "Fragile," "This Side Up," "Keep Dry," and other relevant icons.

Internal Cushioning: Cushioning material (e.g., EPE foam, bubble wrap, or foam boards) must fill all gaps between the product and packaging to eliminate movement.

Sealing: Seal carton seams with waterproof adhesive tape to prevent moisture ingress.

Individual Separation: Use dividers to isolate multiple items within the same carton, avoiding contact during transit.

### 1.2 Pre-Loading Inspection

Verify packaging integrity (no tears, moisture, or deformation).

Cross-check shipment contents against the packing list for model numbers and quantities.

Document vehicle condition (cleanliness, anti-vibration measures).

## 2. Transportation Protocols

### 2.1 Vehicle Selection

Use enclosed trucks or containers; avoid open-air transportation.

Ensure flat vehicle floors with anti-slip mats or stabilizing brackets.

### 2.2 Loading Specifications

Stacking Limits: Ceramic products: Maximum 3 layers.

Heavy items (e.g., bathtubs): No stacking permitted.

Securing Measures: Use straps or airbags to immobilize cargo and prevent shifting.

Vibration Mitigation: Lay rubber mats or wooden pallets on the vehicle floor to absorb shocks.

### 2.3 Environmental Controls

Avoid prolonged exposure to extreme temperatures (>40°C or <-10°C) or humidity.

Prohibit co-transportation with chemicals, oils, or greasy substances.

## 3. Loading/Unloading Guidelines

### 3.1 Manual Handling

Require a minimum of two operators wearing anti-slip gloves.

Lift products by their load-bearing bases (e.g., toilet bowls, washbasin undersides); do not grip edges (e.g., toilet tank lids, basin rims).

### 3.2 Mechanical Handling

Forklifts: Position forks centrally on pallets and operate at slow speeds.

Hoisting: Use wide nylon slings for bathtubs; avoid direct contact between steel cables and ceramic surfaces.

### **3.3 Prohibited Actions**

Dropping, rolling, or dragging packages.

Stepping on packages or using them as support platforms.

## **4. Warehousing Standards**

### **4.1 Storage Environment**

Climate: Maintain dryness (humidity <65%) with adequate ventilation; keep away from water pipes and sprinklers.

Flooring: Store products on wooden pallets; never place directly on the floor.

Stacking Heights:

Toilets/Washbasins: ≤4 layers.

Bathtubs: Single-layer flat placement.

### **4.2 Inventory Management**

Segregate products by model and batch; follow “First-In, First-Out” (FIFO) principles.

Maintain ≥0.5-meter aisles for inspection and handling access.

### **4.3 Routine Inspections**

Monthly checks for moisture damage or packaging defects; replace compromised materials immediately.

For long-term storage, rotate stacking order quarterly to prevent deformation of lower-layer items.

## **5. Emergency Procedures**

Transport Damage: Photograph damages, isolate affected items, and notify insurers for claims.

Warehouse Moisture: Relocate goods to dry areas; deploy dehumidifiers.

Impact Incidents: Inspect for internal cracks; return to factory for testing if necessary.

## **6. Responsibilities & Training**

Transport/warehouse personnel must receive training on product characteristics and handling procedures.

Maintain handover records to designate responsible parties for each stage.