

---

# Folding Stackable Containers (FSCs)

This Safe System of Work must be followed at all times and consolidates advice given in operator training. Any problems should be reported to your line manager immediately.

It is the legal responsibility of every employee at work:

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions
- To report defective or faulty equipment immediately.
- To wear the appropriate PPE identified for the work area and to ensure its fit for purpose.

Type	Tare Weight (Container)	Gross Weight (Load & Container)	Stacking
Folding Stackable Container	93 kgs	750 kgs.	Maximum four high-12 when folded

## MIPP Core Standards

The following MIPP Core standards apply to this Safe System of Work:

**Weight**      The maximum weight of:

- Bags is 11 kg
- Trays is 10 kg
- FSC's is 750 kg
- Centrica Boxes 30kg

**Volume/Fill**      No container to be filled above the top of the container and it **must** be loaded within the weight limit.

**Restraint**      All containers going into the National Network must be properly restrained using the appropriate load restraint system.

Local conditions may dictate that restraint is necessary within the site.

**Condition**      The structural condition of all Folding stackable containers must be such that a container can be lifted and stacked safely. There must be no protrusions or jagged edges, the container must be correctly assembled, with the gates secured.

The condition of trays, boxes and bags must be safe including all D-Rings intact, unsoiled by substances hazardous to health, without holes large enough to lose contents and hazardous loose ends.

Any non-mail items must be removed from any container

Transport and transfer equipment must meet the receiving customer's safety requirements.

**General**      Know the types of containers used in your workplace.

Know their maximum gross weight (load + container) 750kg.

Only named and trained forklift operators can perform stacking/de-stacking

Use all personal protective equipment provided.

## Before use

You must report any defects to your manager eg:

- Sharp, jagged or pointed hazards
- Anything which prevents proper assembly or movement.
- Temporary or amateur repairs.
- Broken welds.
- Broken side wires bent inwards or outwards.
- Excessive corrosion.
- Mis-aligned feet or spigots which hinder stacking.
- Incorrectly locking doors/sides.
- Missing gates or flaps, hinges or locks.

## **When loading/unloading**

When opening gates:

- Watch out for gates dropping or opening
- Keep control of gate when opening and securing.
- Take care of items falling out if load is unstable
- Place heavier bags/trays at the base of stack.
- DO NOT load above side walls
- DO NOT exceed the gross weight (load + container) 750kg.

## **Before moving**

Gates must be properly closed with fasteners properly engaged

Check the load cannot shift or collapse.

Check there is enough room to manoeuvre.

## **Moving**

Use only approved lift trucks or pallet trucks.

Only trained operators may use MHE.

Only trained staff may stack containers.

DO NOT use faulty containers, place them in the designated area for repair.

**Note:** Refer to the appropriate Safe System or Work for any mechanical equipment used.

When using a FLT/PPM to transport 2 loaded or 6 folded FSCs, travel backwards to provide clear vision. A hand pallet truck can move 3 folded FSCs or 1 assembled FSC on flat level flooring.

## **General instructions when loading or unloading**

FSCs are suitable for the following loads

- Empty Trays
- Loaded Trays
- Strapped bundles
- Bulky light packets or parcels (e.g average weight 2.5 kgs with a maximum weight 5 kgs).
- Stacked packets, parcels or boxes.
- Mail bags

When loading note the following –

- Heavy and light items should not be mixed
- Staff loading and unloading FSCs should be rotated between other tasks.
- Any bag necks that are protruding from the sidewalls should be pushed into the container before loading them into a vehicle.
- When loading mixed loads the trays must be loaded first with the bags stacked on top. It is good practice to lay empty mail bags on top of the trays to protect the mail before loading the mailbags on top.

Open either gate to gain suitable access i.e. Hinge back and secure full depth gates for full depth access or fold down the top section of the half gate as required.

Trays should be loaded 8 to a layer with 3 trays loaded to each side of the FSC so the slide to stack method can be utilised and a further 2 trays loaded crossways to the six. 5 layers can be loaded when trays are full, 9 when the trays are empty and 'nested'. Empty trays should be stacked upside down (As with current RSC).

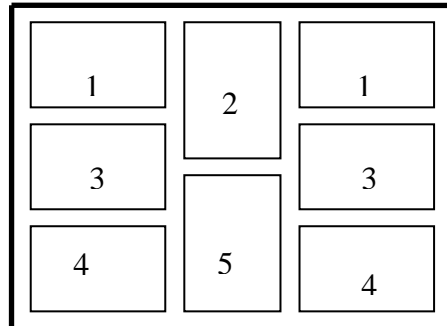


When loading or unloading stackable items, strapped bundles, cartons or loaded trays it is recommended that the full depth hinged gates are opened and secured to cage sides using the bungees provided. Load against the closed hinged gates.

## Loading filled trays

Follow the layout illustrated below -

Walk into the cage to load trays as follows:



Lift trays using both hands.

Load trays into the back corners - position 1.

Load trays in position 2.

Slide trays into position 3.

Completing stacks 1, 2 and 3 before loading trays into position 4 and then 5.

When correctly stacked the labels of all trays in each stack face in the same direction.

The load should be balanced as evenly as possible i.e. complete layers where mail volume permits, using empty trays to make good any gaps in the last layer.

When loading mixed loads the trays must be loaded first with the bags stacked on top. It is good practice to lay empty mailbags on top of the trays to protect the mail before loading the mailbags on top.

The trays should **not** be loaded above the top height of the FSC.

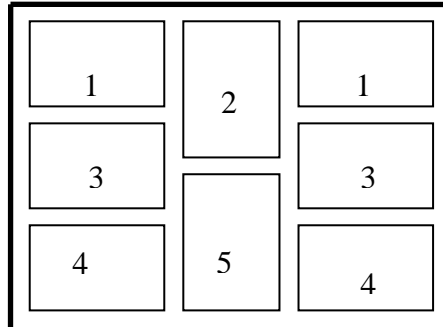
Close the full depth gates ensuring that they are correctly located and locked closed.

Test that the gates are correctly latched.

## Loading Empty Trays

FSCs can be loaded with 8 stacks of 9 nested trays with the bases of the trays uppermost.

Open the full depth hinged gates and secure to cage sides using the bungees provided. Follow the layout illustrated below:



Up to four empty trays can be loaded at a time, by lifting the trays with both hands, changing the grip to turn them upside down.

Lower the stack of trays into the FSC and complete the stacks for positions 1 and 2, pushing them into place when they are complete.

For columns 3, 4 and 5 lower the bottom four trays into the FSC and push into position, then complete the stacks in order 3 to 5.

The trays should **not** be loaded above the top height of the FSC.

Carefully close the gates ensuring that the pins are located properly.

Test that the gates are correctly latched

## Unloading filled or empty trays

When unloading check that the trays will not fall out when the gates are opened.

Open the full depth hinged gates and secure to cage sides using the bungees provided.

Remove trays in reverse order of the loading procedure.

Remove each loaded tray separately using both hands making use of the slide stack facility.

Or if the trays are empty use both hands to remove up to four from each stack in a single lift.

Once the cage is empty, close the gates and test that it is secure.

## **Stacking/De-stacking**

Damaged FSCs must not be stacked but put in the designated area for repair.

Do not stack loaded assembled FSCs or RSCs on top of folded FSCs .

FSCs must be placed accurately on existing stacks of FSCs/RSCs when stacking.

As with RSCs no more than 2 assembled FSCs or 6 folded FSCs should be stacked/de-stacked at any one time, if stacks are mixed then you should refer to the guidance listed below.

Adjacent stacks must not be snagged when lifting FSCs to stacks.

Any stack that is unsteady should be de-stacked and restacked.

## **Storage**

FSCs/RSCs may be stored up to four 4 high in an assembled state loaded or unloaded or 12 high in a folded state unless local conditions prevent this.

Stack no more than 2 assembled FSCs or 6 folded FSCs at a time.

Using 3 folded FSCs to equate to 1 assembled FSC, a mixed stack of assembled and folded FSCs must not exceed the equivalent to 4 assembled FSCs.

- i.e.      4 assembled FSCs,  
            2 assembled **empty** FSCs stacked on 6 folded,  
            1 assembled **empty** FSCs stacked on 9 folded FSCs  
            12 folded FSCs.

If every truck on site has 1000mm long forks, then each FSC should be stored with a clearance gap of 100mm (4 inches). A gap of 100mm is required along both sides of the container.

Where any truck on site has 1150mm forks, the gap between the shorter sides of adjacent RSCs/FSCs should remain 100mm but the gap between the longer sides must be 200mm (8 inches) in order to avoid forks snagging other stacks.

### **Transportation of FSCs in Double Stacked vehicles**

When transporting FSC/RSC combinations in Double Stacked vehicles the following combinations can be adopted:

1 Empty FSC/RSC stacked on 3 Folded FSCs.

3 Folded FSCs stacked on 1 Loaded FSC/RSC.

Double Stacked assembled FSCs/RSCs loaded or unloaded.

6 Folded FSCs.

### **Transportation of FSCs in Single Stacked vehicles**

When transporting FSC/RSC combinations in Single Stacked vehicles the following combinations can be adopted to best utilise available space:

1 Empty FSC stacked on 2 Folded FSCs.

2 Folded FSCs stacked on 1 Loaded

5 Folded FSCs.



## Folding method for FSCs

FSCs to be folded must be completely cleared of all debris before folding.

Lift up RH full gate and hinge open, secure against side panel with bungee strap.



Hinge open LH full gate, secure against side panel with bungee strap.



Lift out the top folding section of the folding gate, hinge outwards and fold down over lower half of gate.



Using both hands slide the lower gate release catches inwards to release them from the outer posts. Lower the folded gate assembly into the FSC.



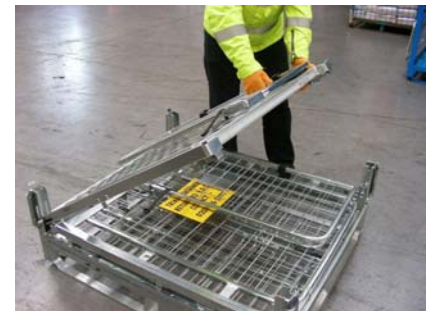
Lift the top folding section up and hinge down to sit flat against the FSC base. Step in if required.



Firmly grasp the LH side panel and carefully lift it until the lower support legs are clear of the base and fold forward, lowering it over the folded gate.



Firmly grasp the RH side panel and carefully lift it until the lower support legs are clear of the base and fold forward, lowering it over the folded LH side.



## Assembly method for FSCs

Assembly is the reverse of the folding procedure listed above. When assembled ensure all catches are secured.

### Local arrangements for removal from service

An *Out of Service* label must be attached and the nature of the problem noted on the label.

### Out of service containers must be placed


### Local hazards


IF IN DOUBT ASK YOUR MANAGER

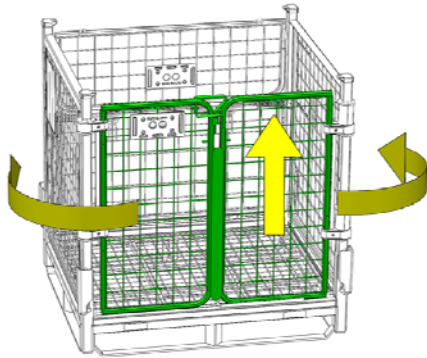
### Trainee

Signed
Name (CAPITALS)

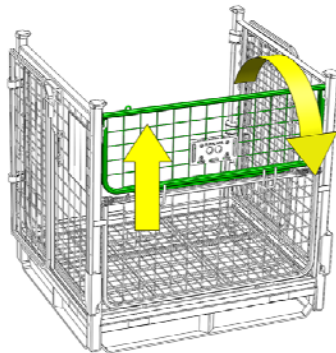
### Trainer

Signed
Name (CAPITALS)

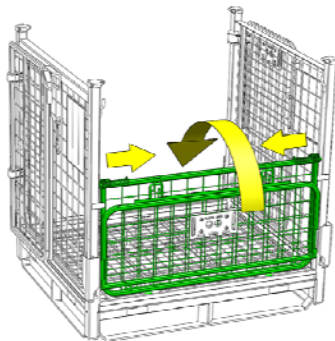
# Folding Down the FSC



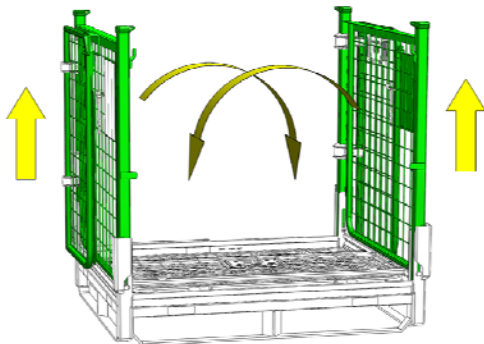
**Lift the right hand gate to disengage it from the left hand gate, rotate both gates to the outsides of the container and secure them in position with the elastic straps**



**Lift the upper half drop gate off its latch pins and rotate it down to the outside of the container**



**Slide the lower half gate latches inwards and lower the gate assembly inwards onto the base of the container**



**Lift each end-frame in turn out of its location in the base and rotate them downwards onto the base of the container.**

**Reverse the procedure to assemble the container, ensure all parts are correctly located before loading or stacking.**



**IMPORTANT SAFETY NOTICE – DO NOT COVER**

**FOLDING STACKABLE  
CONTAINER**

Call Royal Mail's Central Postal Control  
if you have any issues with this unit.

**Contact No 020 7016 2999**



**MAXIMUM Gross Weight 750 kg**



**ENSURE** Gates are closed and  
secured before stacking  
**MAXIMUM STACKING HEIGHT -**  
4 high when fully  
assembled  
12 high when folded



**DO NOT Use damaged equipment**  
**DO NOT Fill above walls**

Property of Royal Mail Group plc.  
Only to be used for the carriage of mail  
destined to enter the operational network  
of Royal Mail group plc.

**TARE WEIGHT 93 kg**

**Manufactured 08 - 11**

**Manufactured by K Hartwall 0114 257 3631**