RESPEITO PELO SEU FUTURO

PROCEDURE FOR RECEIPT AND STORAGE OF MATERIAL AT THE SITE

1. **OBJETIVE**

Provide instructions for receiving and storing materials on site. Correct application of the instructions will guarantee the quality, durability and useful life of equipment and materials. These instructions form part of the entire supply of KEPLER WEBER equipment and are an integral part of the purchase and sale contract as an annex.

2. COVERAGE

The procedure applies to National and International customers.

3. DEFINITION

4. DOCUMENTED INFORMATION

Área: Gestão da Qualidade					
Nº	**IDENTIFICAÇÃO**	**ARMAZENAMENTO (local) RECUPERAÇÃO (ordem)**	**PROTEÇÃO (forma de arquivamento)**	**TEMPO DE RETENÇÃO**	**DISPOSIÇÃO**
	-	-	-	-	-

5. DESCRIPTION OF ACTIVITIES

5.1. Conditions for the construction site

The customer must provide a construction site prepared in accordance with the following conditions:

(A) The equipment storage location must be leveled, compacted, gravel and covered with crushed stone in a non-flooded location.

(B) The location must provide access and circulation for machinery and trucks to unload the material.

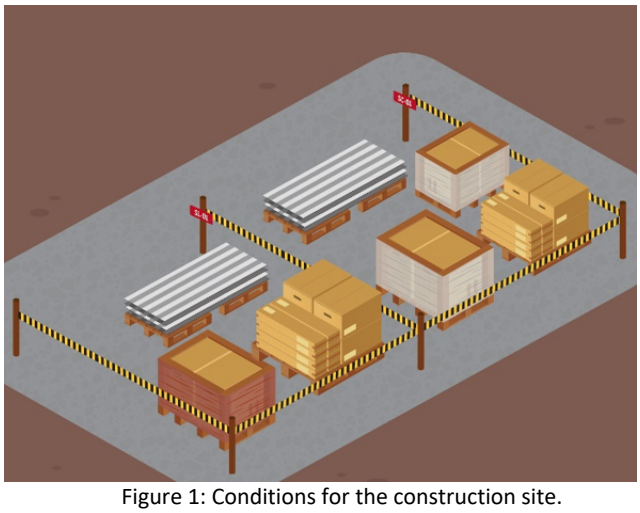


Figure 1: Conditions for the construction site.

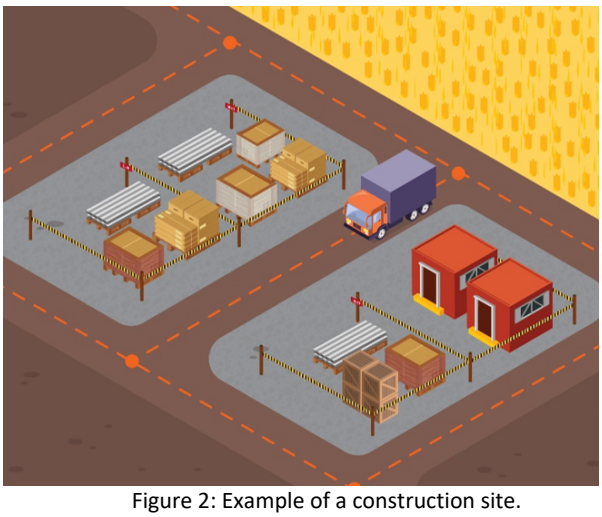


Figure 2: Example of a construction site.

(C) The equipment storage location should preferably be located at a distance of no more than 50 meters from the assembly location.

(D) Provide a 220v/380v electrical power point at a distance of no more than 50 meters from the equipment assembly location.

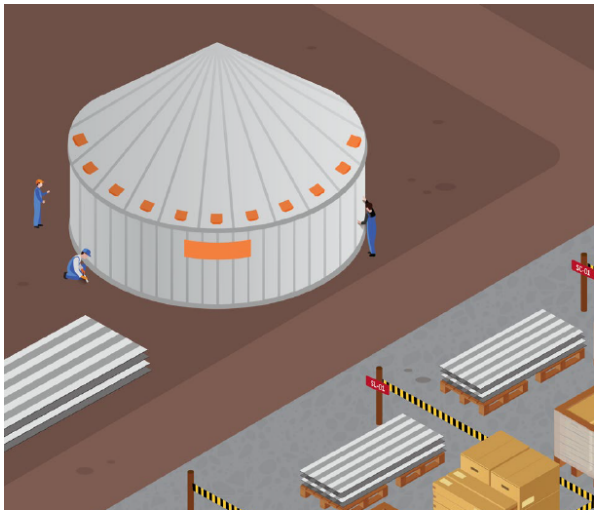


Figure 3: Example of a construction site.

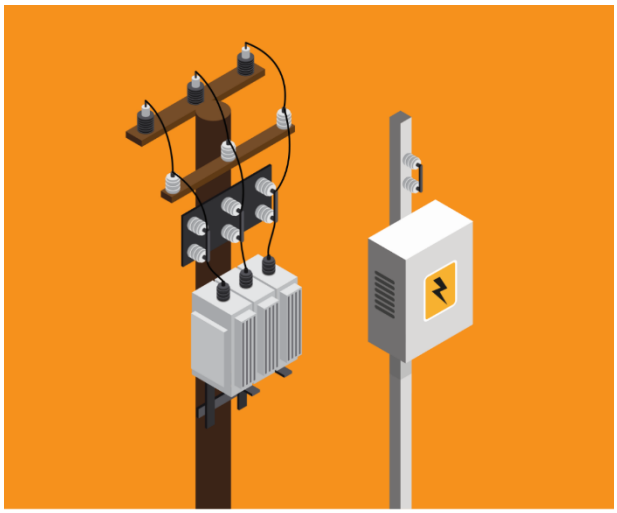


Figure 4: Illustrative image.

(E) Provide a drinking water point at a distance of less than 50 meters from the equipment assembly location..

(F) To ensure the safety of material stored on site, the customer must maintain vigilance at the construction site.

(G) Have a covered area for storing materials as provided in item 5.3.

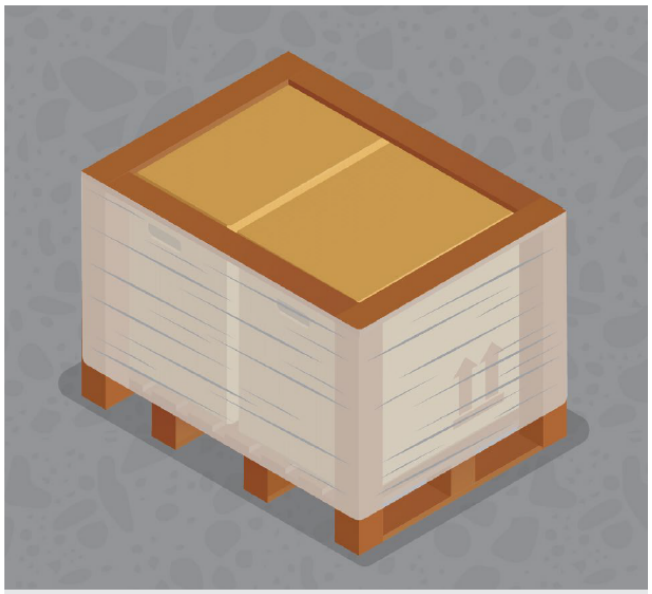
5.1.1. Identification of materials and organization by assembly sequence

The wooden boxes will be sent by Kepler Weber wrapped in colored stretch plastic film according to the type of equipment, facilitating identification and ensuring protection during transport. On site, the plastic film must be removed from the boxes to carry out the check.

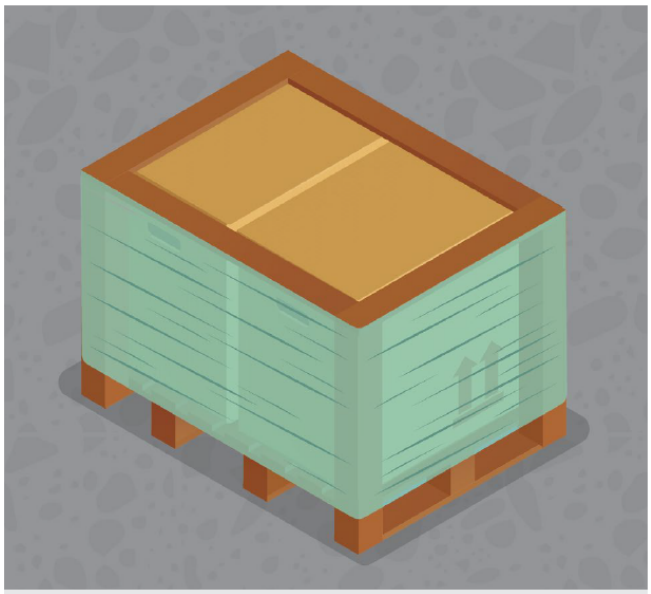
Color identification:

LOGÍSTICA - PREPARAÇÃO DE EMBALAGENS:			
VERMELHO	SILOS	VERDE	MÁQUINAS DE LIMPEZA
TRANSPARENTE	SECADORES (PLÁSTICO TRANSPARENTE)	BRANCO	CANALIZAÇÃO + ESTAIAMENTO
AMARELO	ELEVADORES	CINZA	GALERIA METÁLICA/ ESTRUTURA
AZUL	CT / TR / RV / TC	LARANJA	TULHA

Figure 5 – Color identification of packaging.



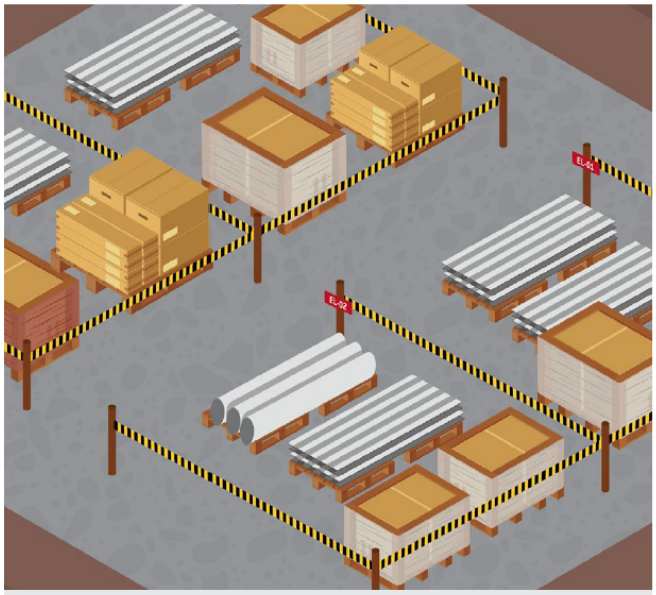
FILME TRANSPARENTE – PEÇAS DE SECADOR



FILME VERDE – PEÇAS DE MÁQUINAS DE LIMPEZA

Figure 6 – Example of boxes with stretch film.

he materials must be unloaded and arranged separately by equipment and in accordance with the assembly sequence, example: Silo 54 SL-2, Silo 54 SL-3, Dryer ADS 120 SEC-1, Elevator EA-4 E-1, to facilitate the separation, assembly, quality and general organization of the work. In the case of Kepler assembly, the assembly contractor is responsible for organizing the assembly items.



SEPARAÇÃO POR EQUIPAMENTO

Organização em área coberta por equipamento

Figure 7 – Example of construction site organization.

The equipment that will be assembled first must be organized to allow immediate removal, avoiding unnecessary movements that could damage parts. Avoid stepping on the pieces or placing them in direct contact with the ground so that they do not stain or damage them.

5.2. Receiving, unloading and checking material.

If the assembly process is the responsibility of Kepler Weber, the guidelines described below are the responsibility of the contracted contractor.

In the case of assembly, which is the customer's responsibility, upon arrival of the material on site, the customer must follow the following guidelines::

- Observe how the load is packed in the truck to avoid falling material or accidents when opening the body. In the case of a container, open the door carefully to avoid accidents, as the merchandise may have moved during transport.
- Unloading must be carried out by qualified personnel, with the ability to unload, check and store the material.
- When unloading the material from the truck or container, all care must be taken to avoid damaging the pieces, avoiding dropping boxes, bundles or loose items.
- All material received on site must be checked in accordance with the CONFERENCE LIST OF MATERIAL ON SITE that accompanies the invoice for orders from the domestic market. In the case of Export orders, a copy of the CONFERENCE LISTING OF MATERIALS UNDER CONSTRUCTION is sent along with the documentation that accompanies the cargo and another copy is sent to the customer electronically.

DADOS PEDIDO	LISTAGEM DE CONFERÊNCIA DE MATERIAL EM OBRA	PAG. 1 DE X
Pedido: XXXXXXXX-XXXXXXX Cliente: XXXXXXXXXX Data de emissão de Nota F: XXXXXXX Tipo de frete: Endereço de Obra: XXXXXXXXXXXXXXXXX	Ordem de Venda: XXXXXXXX Remessa: XXXXXXXXX Cidade/UF/País: XXXXXXXX Data de Saída: XX/XX/XXXX	

RESUMO

Resumo de Volumes: X

Código Embalagem	Descrição	Quantidade	Código Embalagem	Descrição	Quantidade
AM	AMARRADO DE ARAME	7.000	AV	CORPO DO ITEM AVULSO	1.000
C55	CAIXA DE 1,5 METROS	1.000	C66	CAIXA DE 1,2 METROS	1.000
C68	CAIXA DE 1,2 METROS	1.000	E34	ENGRADADO 3000 COM 4	1.000

DADOS DO EQUIPAMENTO

CT 54 1500TH X 23,0M X 75 CV (INC. 8º) - ACIONAMENTO

DADOS LISTA CONFERÊNCIA

Sequência	Embalagem	Descrição Embalagem	Componente Material	Descrição Material	Qtd.	UM	PESO BRUTO	ROMANEIO
014000	AM-49743	AMARRADO DE ARAME	3100011780	LATERAL DIR CAV ACION CTI 54	1	UN	188.001	000213119
014000			3100011781	LATERAL ESQ CAV ACION CTI 54	1	UN		000213119
014000	AM-49778	AMARRADO DE ARAME	3100012329	FUNIL ESPECIAL D680 REVEST CER	1	UN	201.501	000213119
014000	AV-49742	CORPO DO ITEM AVULSO	3000002421	CHUTE CT54 AR400 ESP 2016	1	UN	504.301	000213119

Figure 8 – Example of the on-site material check list.

In the case of Export orders, it is the customer's responsibility to remove the containers or cargo from the designated location/port in accordance with the proforma, carrying out an inspection of them before proceeding with removal from the location, in case of any external damage/damage that indicates that the container was knocked down or suffered an accident, the person must notify the insurance company immediately. In the case of containers, when opening them on site, proceed in the same way, taking as many photos as possible immediately with the parts still inside,

reporting which items suffered damage/damage. For both cases, follow the Instructions on Procedures in Case of Loss and Damage contained in the TRANSPORT INSURANCE CERTIFICATE.

Notification in case of discrepancies in the quantity of loose, tied and boxes.

If the assembly process is the responsibility of Kepler Weber, the guidelines described below are entirely the responsibility of the contracted contractor.

Domestic market orders (in Brazil):

In the case of assembly by the customer, it is their responsibility to check the quantities of loose parts, bundles and boxes at the time of unloading and in case of discrepancy it must be noted in the Parts Delivery Term (document GLRG 005) before release from the transporter, as it must be signed by the driver and the person responsible for receiving it. Discrepancies must be communicated within 48 hours to KEPLER WEBER by sending the CNC (Non-Conformity Card), which must be completed at the following address: https://app.pipefy.com/public/form/1BwCY62Z a It will be sent to the email support.tecnico@kepler.com.br for the appropriate procedures to resolve the divergence. In cases where damaged parts are received, proceed in the same way, taking photos of the volumes or parts still on the truck to prove the problem and record them on the Parts Delivery Statement.

Recommendation: Inspect the cargo before starting unloading, take photos of any damaged parts while still in the original condition of the load to prove that the damage did not occur during unloading.

Foreign market orders (outside Brazil):

The quantities of loose items, tied items and boxes must be checked upon receipt of the container or truck at the site. The deadline for making any complaint is 5 days from arrival on site. Discrepancies must be communicated within 48 hours to KEPLER WEBER by sending the CNC (Non-Conformity Card), which must be completed at the following address: https://app.pipefy.com/public/form/1BwCY62Z a It will be sent to the email support.tecnico@kepler.com.br for the appropriate procedures to resolve the divergence. For damaged parts received, proceed in the same way, taking photos of the damaged volume or part still on the truck or inside the container to prove the problem.

Notification in case of discrepancies in the contents of the boxes and straps

If the assembly is the responsibility of KEPLER WEBER, the verification, notification/complaint of shortages/damages in the material will be carried out by the KEPLER WEBER Construction Manager together with the contractor (in Brazil). The contents of the boxes and straps must be checked within a maximum period of 30 days after receiving the material and in case of discrepancies, communicate by sending the CNC (Non-Conformity Card), which must be filled out at the address: https://app .pipefy.com/public/form/1BwCY62Z for appropriate resolution procedures. It is important that the conference is held within the deadline, so that in the event of a discrepancy, KEPLER WEBER can provide appropriate assistance. After the conference period, complaints will not be accepted and KEPLER WEBER will not replace any unclaimed materials.

5.3. General recommendations for storing material on site

If the assembly process is the responsibility of Kepler Weber, the storage guidelines described below are the responsibility of the contracted contractor, and it is the customer's responsibility to provide a covered area to carry out the process. If assembly is the responsibility of the customer, the guidelines described below must be followed:

The materials must be stored in a suitable storage location in accordance with item 5.1. Items such as motors, gear motors, bearings, tape rolls, electrical materials, control panels, thermometers, sealing masses, silo side plates, cleaning machines, adhesives, pneumatic cylinders, valves, screws, nuts, washers, drums and belts They must be stored in a covered area upon receipt at the site. Boxes identified with the symbols indicated in figure 9 must be stored in the storage position indicated by the arrow and protected against the weather.

Items such as caulking compounds, paints, refractory cements, sikaflex, vedaflex, blankets, refractory concretes, catalysts and other materials have an expiration date, so pay attention to using them as soon as possible and in accordance with the expiration dates.

Figure 9 - Identification of the material regarding storage position and protection against bad weather.

During storage, the pieces must be positioned on dry wooden blocks, pallets, rubber or other suitable material, free from direct contact with the ground and without overlapping..

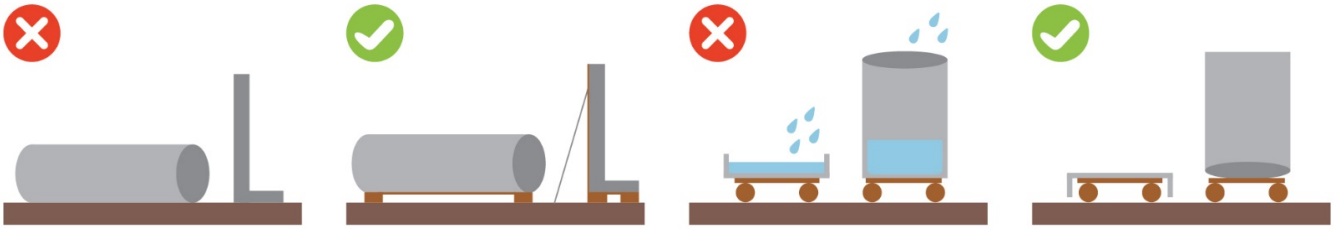


Figure 10 - The material without direct contact with the ground and without the possibility of water accumulation.

In case of unavailability of a covered area for storing side panels, silo cover plates (if there are silos) may be used or tarpaulins may be used, however it must be ensured that there is a distance of around 15cm between the cover and the parts to allow air circulation between them, in the same way at the bottom. Figure 11 shows an example of a cover using the silos' own cover plates for storing parts.

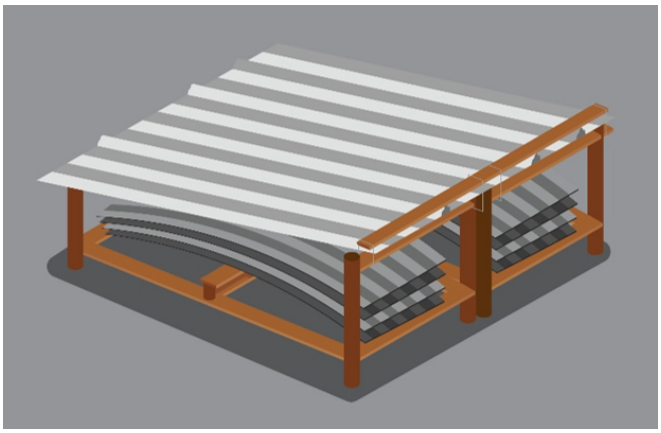


Figure 11 – Coverage using silo cover sheets.

Note: If the customer chooses to use the silo cover sheets to create a covered area, any damage to the cover sheets will be their responsibility.

Part of the materials supplied are manufactured with galvanized sheets, this surface protection process is excellently durable, as long as special care is taken to prevent the white oxidation process from occurring during storage on site. If water or condensation enters between the bale sheets, the bales must be opened, the sheets separated and the surfaces dried. If white oxidation occurs, the constant stains in the affected areas must be removed with “scotch-brite” sandpaper and the pieces arranged to allow constant ventilation (figure 12). White oxidation is not a reason for rejecting the material, as long as it has not reduced the galvanization layer of the part below the recommended minimum.

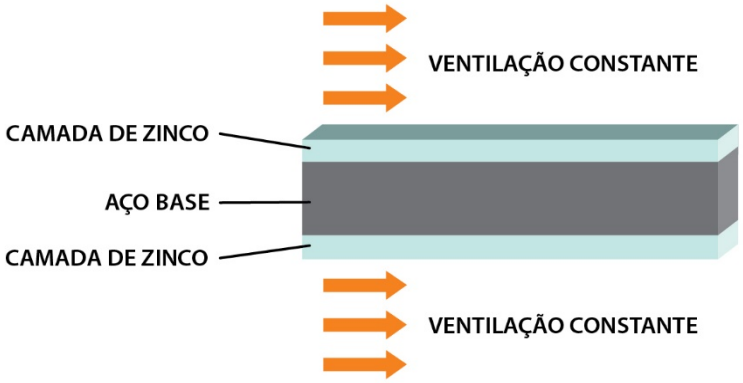


Figure 12 - Ventilation between galvanized sheets.

Paints, solvents and other chemical products must be kept in a covered area, away from heat, packaged and identified in accordance with current legislation.

5.3.1 Silo and Dryer Parts:

The side plates of the silo body must be stored in a covered place, if they are not assembled within 4 months from the date they are received at the site, keep the wooden blocks to avoid deformation of the plates, which would make assembly difficult, see figure 13 .

Figure 13 - Correct way to store side panels on site.

No more than two bales of side sheets should be stacked..

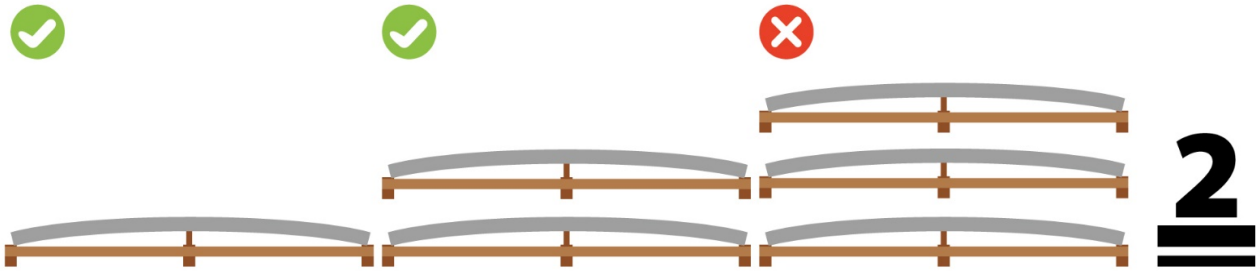


Figure 14 – Maximum stacking allowed for bales of silo side sheets.

Each bale of silo side plate contains a warning label as shown in figure 15 regarding the storage rules that must be followed to avoid loss of warranty.

Figure 15 – Label on each silo side plate bale.

Exposing the material for a period of more than 4 months can cause a difference in tone, that is, the sheets that are exposed may have a darker appearance than the sheets that were not exposed to the elements (lower sheets of the bale). This process is normal for zinc-coated materials, there is a “darkening” due to the reaction of zinc with the environment, this is the natural protection of zinc, over time the sheets will tend to have the same appearance as they will all be exposed to the environment. .

The covering sheets must remain in a covered area if they are not assembled within a period of up to 6 months from the date of arrival on site, when stored over time they must be in a position that allows water to drain, according to the arrow indicating the figure 16. When the terrain does not allow water to drain, wooden chocks must be used on one side of the pallet to create this slope. Stacking of bales is not recommended.

Figure 16 - Indication of how the roof sheets should be inclined in storage..

The side panels of dryers (figure 17) must be packaged in a way that allows water to drain, preferably they must be kept in their original packaging until they are assembled. When the packages are opened, the pieces must be packaged in such a way as to allow constant ventilation between them and in a position that does not accumulate water. The maximum stacking allowed is two boxes.

Figure 17 - Packaging of dryer side sheets.

Parts such as silo spiral staircase skirting boards, dryer drying tower gutters, trays and others that are identified with the sticker as shown in figure 19 must be stored in a covered area upon receipt at the site if they are not assembled within 45 days. If they are assembled during this period, they may remain exposed to the weather. These items, due to their geometry and for transport safety, are packaged one piece in contact with the other, in this way shipping costs are also minimized, however, if this recommendation on the sticker is not followed, the material may oxidize to levels that It can harm the zinc layer of the material, reducing its useful life and consequently voiding the warranty.

Figure 18 – Items that must comply with the special storage recommendation.

ATENÇÃO

Material suscetível a oxidação em caso de estocagem prolongada e inadequada.

Caso esses materiais não sejam montados em até 45 dias, recomenda-se a sua estocagem em local coberto e seco. Se não houver disponibilidade de área coberta para guarda, deve-se separar as peças para permitir ventilação entre elas, conforme dispõe o procedimento para recebimento e armazenagem de material em obra a fim de evitar a perda da garantia do produto.

Figure 19 – Attention Sticker.

5.3.2 Cleaning Machines and their components::

Unloading cleaning machines and chambers must be carried out with extreme care, through lifting, using the four points (eyebolts) with the lifting cables crossed at a minimum angle of 60°, as shown in figure 20 to avoid damage to their structure.

Cleaning machines must be placed directly on the final base or on a level surface to avoid causing misalignment of its structure. After unloading, the machines cannot be exposed to the elements without a protective cover.

For items sent in containers, proceed in the same way, after removing them, lift them by the eyelets as shown in the figures below:

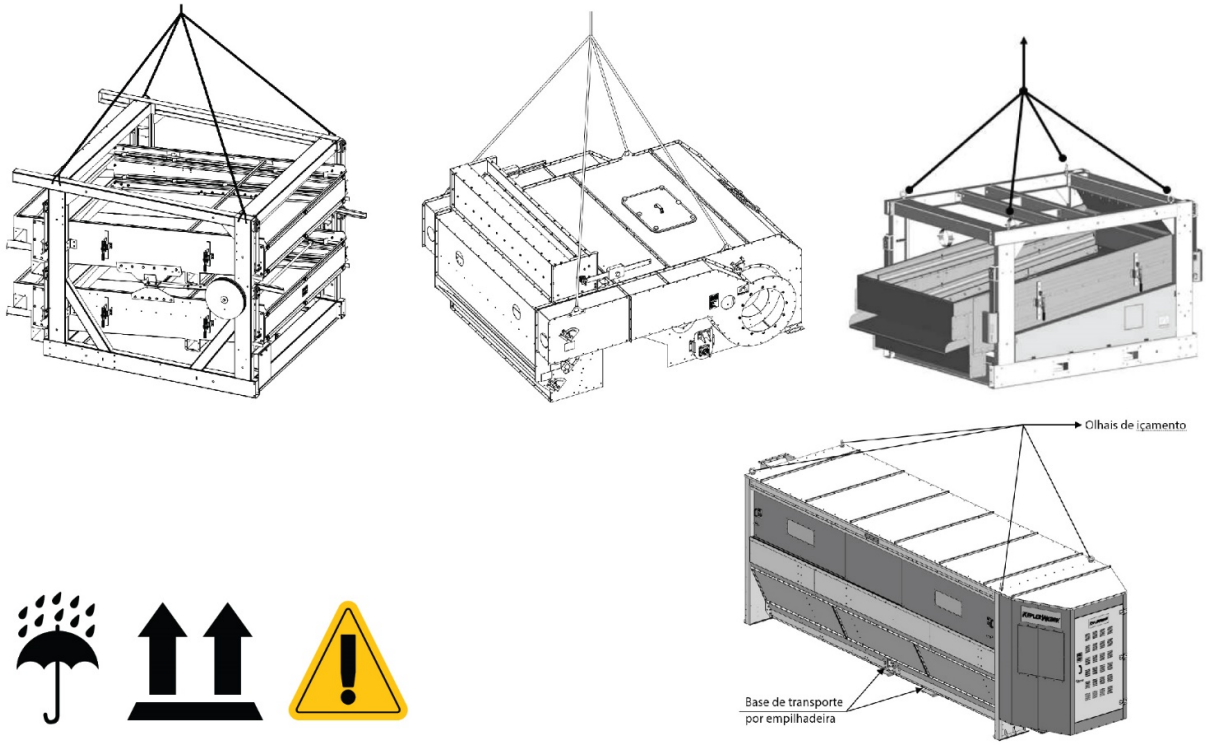


Figure 20 - Lifting cleaning machines and suction chambers.

MLR sieves should preferably be stored in their original packaging or on shelves, they should not be rolled up as they will present problems with premature breakage.

Figure 21 – Storage of MLR Cleaning machine sieves..

Special care must be taken with steel cables so that they are not assembled damaged, broken or oxidized. Those intended for Cleaning Machines are already in the correct size, any discrepancy must be reported to Kepler via email at support.tecnico@kepler.com.br, avoiding stockpiling these materials over time.

5.3.3 Elevator Parts, Conveyor Belts, Chain Conveyors and Screw Conveyors::

Elevator gutters must be packed in a vertical or horizontal position (if horizontal, keep them in their original packaging), with chocks at the bottom to avoid direct contact with the ground and allow air ventilation inside the gutter pipe (figure 22). When unloading, be careful not to knock them as they may be out of square. Parts on other conveyors

also require the same care. Wooden boxes contain different types of items that can be damaged when stored over time, so they must be stored in a covered area. When the elevator gutters remain in their original packaging, a higher piece of wood must be placed on one side to drain the water in order to avoid the appearance of oxidation.

Figure 22 – Material storage.

The belts must be packaged correctly as illustrated in figure 23, as they may present performance problems when put into operation in case of inadequate storage.

Figure 23 – Storing the belts.

When unloading the belts, special care must be taken, avoiding using steel cables, as these can cut the belt and damage the canvas. Figure 24 shows examples of how to proceed.

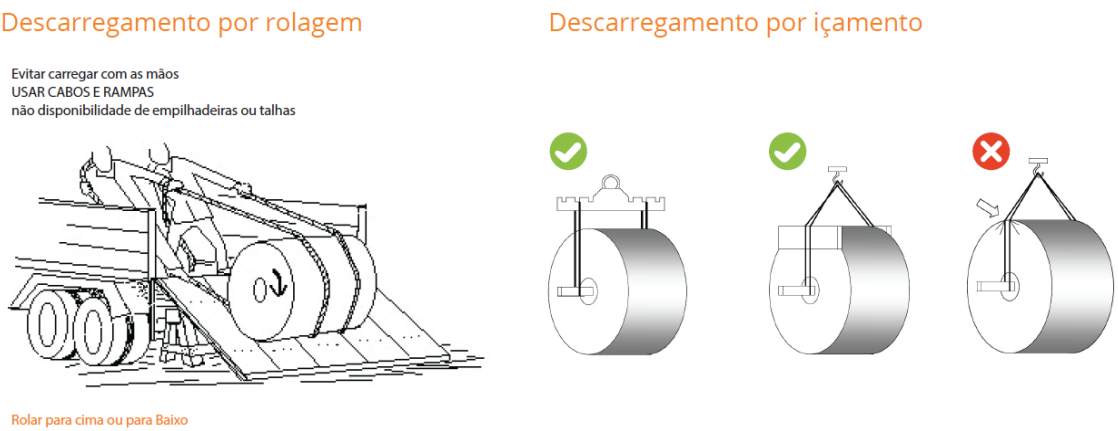


Figure 24 – Unloading and handling belts..

Belt storage period:

PERÍODO	ARMAZÉM	OUTROS LUGARES	
		LUZ SOLAR DIRETA	SEM LUZ SOLAR
Padrão	1,5 Anos	2 Semanas	6 Meses
Máximo	3 Anos	1 Mês	1 Ano

Fonte: Fornecedores de correias (conforme recomendações da norma ABNT NBR 13861:2013)

Figure 25 – Belt storage period.

5.3.4 Furnace Parts::

PThe same care must be taken for the furnace plates as for the dryer plates. The refractory bricks must remain in the plastic packaging to avoid getting wet and the refractory cement buckets must be closed (Figure 26).

If a bucket is damaged, the dough must be placed in a new bucket, filling with water up to 2 cm above the dough, to prevent it from drying out. Bales of bricks can be stacked in a maximum of 2 bales, in the same way as buckets of refractory cement. If the need to use the bricks exceeds a period of 3 months, it is recommended to place a tarpaulin over the bales to avoid the generation of “slime” that impairs the adhesion of the refractory concrete..

Figure 26 - Furnace material.

5.3.5. Plumbing:

The pipes must be unloaded carefully, without falling or knocking, so as not to cause ovality. This problem can cause premature wear on the pipes, damaging their quality, functionality and durability. The figures below show ovalized pipes and the steps when splicing them.

Figure 27- Amendment of plumbing and “ovalized” pipes.

5.4 Assembly of equipment on site

As described in item 5.2, all material when unloaded on site must be assessed for damage, which must be reported to Kepler Weber within the deadlines established for both the Internal and External Markets so that the Warranty is not lost. The assembly of damaged or oxidized components is expressly prohibited, except for those for which small paint touch-ups are planned. The assembly of items outside this situation will be the responsibility of the contractor if the assembly is Kepler Weber and at the customer's expense the assembly is not from Kepler Weber and/or Export orders.

5.5 Storage of Gearmotors, Motors and Reducers for extended periods.

If the assembly process is the responsibility of Kepler Weber, the guidelines described below are the responsibility of the contracted contractor. In the case of customer assembly, the recommendations described below are your responsibility. The following recommendation is based on the manufacturers' manuals, therefore failure to comply with these may lead to the loss of the warranty. Geared motors and reducers that are not assembled within 2 months from the date of arrival on site must undergo an internal gear relubrication process, that is, the output shaft must be turned at least 2 turns in order to provide coverage of oil in the parts of the gears that are not immersed in the oil, similarly in the bearings, this process must be repeated every 2 months until they are assembled. To carry out this process, you can rotate the output shaft in the case of reducers and the fan in the case of geared motors (remove the motor deflector cover if necessary to access the fan). If assembly does not take place within 2 months, a thin layer of grease must be applied to the outside of the seals to avoid drying out. In the case of electric motors, once a month the output shaft must be turned 5 turns, so that the bearing grease lubricates the race and there is no oxidation, the shaft must be in a position different from its initial position that it was in before. of the spin.

All items must be stored in a covered area since they are received on site. For periods longer than 1 year of storage, the equipment manufacturer's manual must be consulted regarding the recommendations for use in these cases.

5.6 - Postponement of shipment at customer's request

In the event of a request to Kepler to postpone shipments, it is necessary to carry out an assessment because the items that have already been prepared for shipment in Logistics will be stored for a period of time; preparation is carried out a few days before shipment according to the scheduled date. Items may oxidize, in the case of conveyor chains, silo side plates may have a difference in tone between the first bale plate and the others, plastic items that would be assembled in a covered area on site may lose color and mechanical properties (elevator buckets and air suction hoses, etc.), painted items, especially those that have been assembled in a covered area on site, may lose color and mechanical properties (elevator buckets and air suction hoses, etc.), painted items, especially yellow ones, can show a difference in tone between those exposed to the sun's rays and weathering compared to those at the bottom of the packaging, and finally oxidation of galvanized components if stored for prolonged periods in packaging. Kepler Weber recommends that if the material has already been prepared for shipment, the customer receives it and places the critical items under cover to avoid loss of quality. Note the daily fines provided for in the contract for failure to ship the materials on the scheduled dates.

6. CONTROLE DE ALTERAÇÕES

REVISÕES	DESCRIÇÃO DAS ALTERAÇÕES	DATA
Rev. 10	Inclusa a recomendação para realizar a conferencia dos materiais ainda em cima da carga, para identificar itens avaliados antes de descarregar do caminhão. Incluso a frase: A oxidação branca não é motivo de rejeição do material...	02/10/2023
Rev. 11	Revisado procedimento para responsabilidade de cliente. Realizado revisão geral. A responsabilidade para empreiteira será realizada como anexo de contrato	31/07/2024

Nome do cliente: _____

Assinatura: _____

Data: _____