



Hamilton Form Company, Ltd

Custom forms. Custom equipment. Practical solutions.

Guidelines for Receipt and Initial Inspection of Forms or Equipment

LEGAL DISCLAIMERS

THESE GUIDELINES ARE GENERAL AND NOT SPECIFIC TO A PARTICULAR SITUATION.

IF YOU HAVE ANY QUESTION REGARDING A PARTICULAR SITUATION, THEN YOU SHOULD ENGAGE THE PROFESSIONAL SERVICES OF A LICENSED AND QUALIFIED ENGINEER, EITHER THROUGH HAMILTON FORM COMPANY, LTD. OR WITH ANOTHER LICENSED AND QUALIFIED ENGINEER.

HAMILTON FORM COMPANY, LTD. DISCLAIMS ANY AND ALL EXPRESS AND IMPLIED WARRANTIES REGARDING THESE GUIDELINES INCLUDING BUT NOT LIMITED TO ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY, IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, AND IMPLIED WARRANTIES OF GOOD AND WORKMAN LIKE MANNER.

PRIOR TO ARRIVAL:

- Examine the pictures and the list of components and weights sent with the Shipping acknowledgement emailed at the time of shipment from Hamilton Form.
- Prepare a temporary storage location for off-loading that will be flat and safe for personnel and the forms or equipment.

AT TIME OF ARRIVAL:

- Examine the load and lashings for any movement or damage that may have occurred during shipment. Make notes on your receiving paperwork and **call Hamilton Form immediately for any noted damage**. It is a good idea to take photographs of any areas where you see possible damage or evidence of movement during shipment.
- Examine the load and locate all crane lifting points marked in yellow with “Lift Here”. If there are multiple pieces stacked on the load, remove the pieces from

the top down one at a time. Verify piece weights and lifting capacities in advance.

- All lifting points on a piece should be utilized equally.
- When rigging for a lift, minimize any side loading by lifting in a vertical manor as much as possible.
- If lifting across any “sharp” edges, cover and protect for your rigging as well as to protect the edge condition.
- Forms and equipment may have a rust preventive coating covering casting areas. Please use caution while walking or climbing on these possibly slippery areas.

TEMPORARY PLACEMENT AND/OR STORAGE:

Forms and equipment can be compromised by even temporary twisting or bending. Follow these procedures to help prevent a twist or bend.

- Dunnage must be placed approximately 10’ center to center down the full length of the form and held to within ½” of being on a single plane.
- If forms are to be stacked vertically, these dunnage conditions must be held throughout with the dunnage material being in the same position throughout the stack.
- Equipment and large machines must be stored within ½” of being on a single plane until final placement.
- For forms being stored outside more than 60 days, reapplication of a rust preventive coating may be necessary. We use – Store Cote RP-6 Xtra from Cresset Chemical.
- For forms being stored outside it is critical to avoid setting wood or other materials directly on exposed casting surfaces without applying some manor of protection for rusting, denting, and scratching.



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