## GUIDELINES FOR STORAGE AND USAGE OF HOA SEN STEEL SHEET

### PRESERVATION

<table>
<thead>
<tr>
<th>SHOULD</th>
<th>SHOULD NOT</th>
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<tbody>
<tr>
<td>• Steel sheet always indoors. Warehouse should be clean, dry and ventilated. In case steel sheet gets wet, promptly use wiper to clean it dry, then pile up steel sheets so that they are open until completely dry.</td>
<td>• Store steel sheets in coil or plate in wet, flooding places or in contact with corrosive chemical substances and salines (salt, seawater, etc.). Storage place should not be wet or sweating</td>
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<tr>
<td>• Cover steel sheet with asphalt felt paper and place it off the floor (from 10 to 30 cm) to avoid getting wet.</td>
<td>• Leave packages of steel sheets in plate at construction site or outdoors even though they are already covered. Product should be better used within 12 hours after being carried to the construction site.</td>
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| • During storage of steel sheet in coil:  
  - Avoid packaging from tears and punctures.  
  - Avoid putting steel sheets near high temperature places or ovens which may damage steel sheet’s coating.  
  - During transportation:  
  - Prevent moisture or water from infiltrating into steel sheet.  
  - Avoid steel sheet getting scratched, dented, torn or punctured.  
  - Avoid steel sheet’s coil and edge from scratch or dent caused by collision during lifting or moving steel sheet by lift truck or bridge crane. | • Arrange steel sheets over two layers in a stack |
### THE PROCESS OF ROLL FORMING

**SHOULD**
- Adjust the gap of rollers to fit in steel sheet thickness.
- Select steel sheet with an appropriate hardness and tensile strength when processing, especially in Lok, roof tile, fringe or gutter roll forming.

**SHOULD NOT**
- Use grease solution when roll forming in heat insulation.
- Use steel sheets in plate with a too small rolling radius because it may crack the protective paint coating on the surface of steel sheet.

### THE PROCESS OF CONSTRUCTION & INSTALLATION

**SHOULD**
- Move on the roof gently to avoid indenting and scratching steel sheet when working on the roof for installation and investigation.
- Use neutral Silicon glue to have good adhesion.
- Use natural turpentine oil or Shell white oil and dry wiper to clean the glued surfaces.
- Select type of screw with its strength equivalent to the roof plate’s strength when using screw. Screw shall have washer made of synthetic rubber resin or non-oxidized isolators.

- Use appropriate scissors to cut steel sheets.
- Clean up iron dust, rivets and redundant screws after installation.

**SHOULD NOT**
- Let coated steel sheet in contact with copper and lead.
- Expose the back side of pre-painted galvanized and galvalume steel sheet to sunshine, rain and wind...
- Use grindstone to cut steel sheet in the construction and installation of steel sheet because iron dust may affect the roof.
- Use grease solution when roll forming in heat insulation.
- Use steel sheets in plate with a too small rolling radius because it may crack the protective paint coating on the surface of steel sheet.

**RECOMMENDATION:**
In the case that costumers buy steel sheet for using in high temperature places such as furnace or oven, environment with corrosive chemical substances, high humidity or in farms where domestic animals and domestic fowls are grown, customers should consult manufacture for further information.

**FURTHER INFORMATION, PLEASE CONTACT:**
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