

# Instructions for Preventing Handling Damage While Opening Pancake Spools

CFWS-008.2

[Revision B](#)

3/29/2018

**Please Note:** CFW visually inspects each spool after it is sealed in its packaging prior to shipping. CFW is not responsible for damage due to mishandling after the material leaves the CFW Facility.

## Pancake Spool Receiving Inspection:

1. As soon as possible upon receipt *and before* removing the packaging, examine the wire through the clear container to see if any spooling problems occurred during shipping (e.g. damage, loose strands, multiple ends, wire shifting, etc.). If damage is observed, *do not* remove the spool from packaging or break the tamper-resistant seals – contact the CFW Sales Representative for a return material authorization number (RMA). Once the package has been opened and the tamper resistant tags are removed, CFW can no longer control the quality of the product and cannot guarantee a credit or replacement.
2. Per the T&Cs (<http://www.calfinewire.com/faqs-return-policy.html>), ensure that any shortages are reported within five (5) days and any other non-conformances are reported within thirty (30) days of arrival – otherwise material shall be deemed conforming.

## Standard Labeling for Each Spool:

1. Each spool of material will have a PSI sticker attached with these physical properties displayed: RES (Resistance as required), UTS (Ultimate Tensile Strength), YTS (Yield Tensile Strength), GBL (Grams Breaking Load), ELONG% (Elongation), HEAT (CFW Heat Number), and Barcode Number. Refer to Figures 1 and 4.
2. Each spool will have a CFW “donut label” attached affixed to it with the following information displayed: Size, Date, Inspection #s, CFW Heat Number, Resistance, MO#, Tare Weight, Net Quantity, Material Description, Customer Part number (when required), and Purchase Order Number. Refer to Figures 2 and 4.
3. Each spool of material is secured with a green “Start” sticker to secure the wire-starting end (see Figures 3 and 4). Please note that once the Start sticker is removed, the wire will no longer be properly secured and may shift and become entangled and/or under-wound on the spool. To prevent this, maintain tension and/or re-tape the wire end after use.

## Inspecting the Pancake Spool after Removing the Carton, Plastic Case, or Plastic Wrapping:

1. Remove the pancake spool from the carton, plastic case, or plastic wrapping. Before untying, again visually inspect the pancake spool for loose strands, especially in the spool corners.
2. If any damage, loose strands, or strands piled up in the pancake spool corners are found, please contact your CFW sales representative immediately for resolution or replacement.

## Handling the Pancake Spool:

1. Locate the piece of tape securing the flanges together that also has a Start sticker on it and secures the starting end of the wire (see Figures 3 and 4).
2. Place the pancake spool on the payoff with the start of the wire pointing in the direction the payoff will turn, or place the pancake spool flat on a level surface.
3. Carefully remove the 3-4 pieces of tape, located at equal points around the disc that secure the flanges together and do not have the Start sticker on them (see Figure 5 for tape placements).
4. Remove the final piece of tape with the Start sticker on it while maintaining tension and keeping the free end of the wire secure.

## Mishandling:

**Please note:** CFW is not responsible for damage due to mishandling after the material has left the CFW facility. This includes improperly securing the starting end of the spooled material, fingerprints, scratches from surfaces (edges of counters or packaging) or from fingernails.

1. The wire must be kept under tension when the start end is un-taped. If it is allowed to unravel or become loose on the spool, the wire will shift on the barrel and become under-wound/tangled. Using a proper payoff can prevent this.

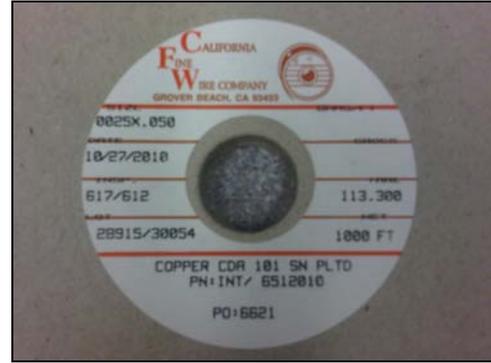
2. Fingerprints are another common form of mishandling damage. When a finger touches the wire, a combination of physical damage and residue is imparted onto the wire. The residue from the finger salts will oxidize the wire.
3. If the wire breaks while the pancake spool is being unpackaged or while it is being used, it may be possible for CFW to respool it for a fee, depending on the damage.

## Standard Labeling on Pancake Spool

**Figure 1**  
PSI sticker with physical properties.



**Figure 2**  
Pancake w/ CFW doughnut label.



**Figure 3**  
Start sticker on Pancake spool.



**Figure 4**  
Pancake w/ PSI, doughnut & Start.



## Pancake Packaging & Tape Locations

**Figure 5**  
Various sizes of Pancake spools in plastic wrapping. Also showing securing tape placements.

