DURABLE
THE STYLE OF SUCCESS

THINK LEAN!

Products for more efficiency in your office and in your company

DURABLE
THE STYLE OF SUCCESS

About us

With over 600 employees, and five production facilities in Germany, the Netherlands and Poland, DURABLE is one of the leading producers of office equipment in Europe.

DURABLE is not only setting benchmarks in office equipment, but other industrial areas such as production and logistics also benefit from its extensive, innovative product portfolio. With visual communication products such as DURAFRAME® information frames, display panel systems, logistic pockets and many others, DURABLE provides the means for greater efficiency.

Use the functional products from DURABLE to optimise your processes and procedures, and to reduce costs effectively!

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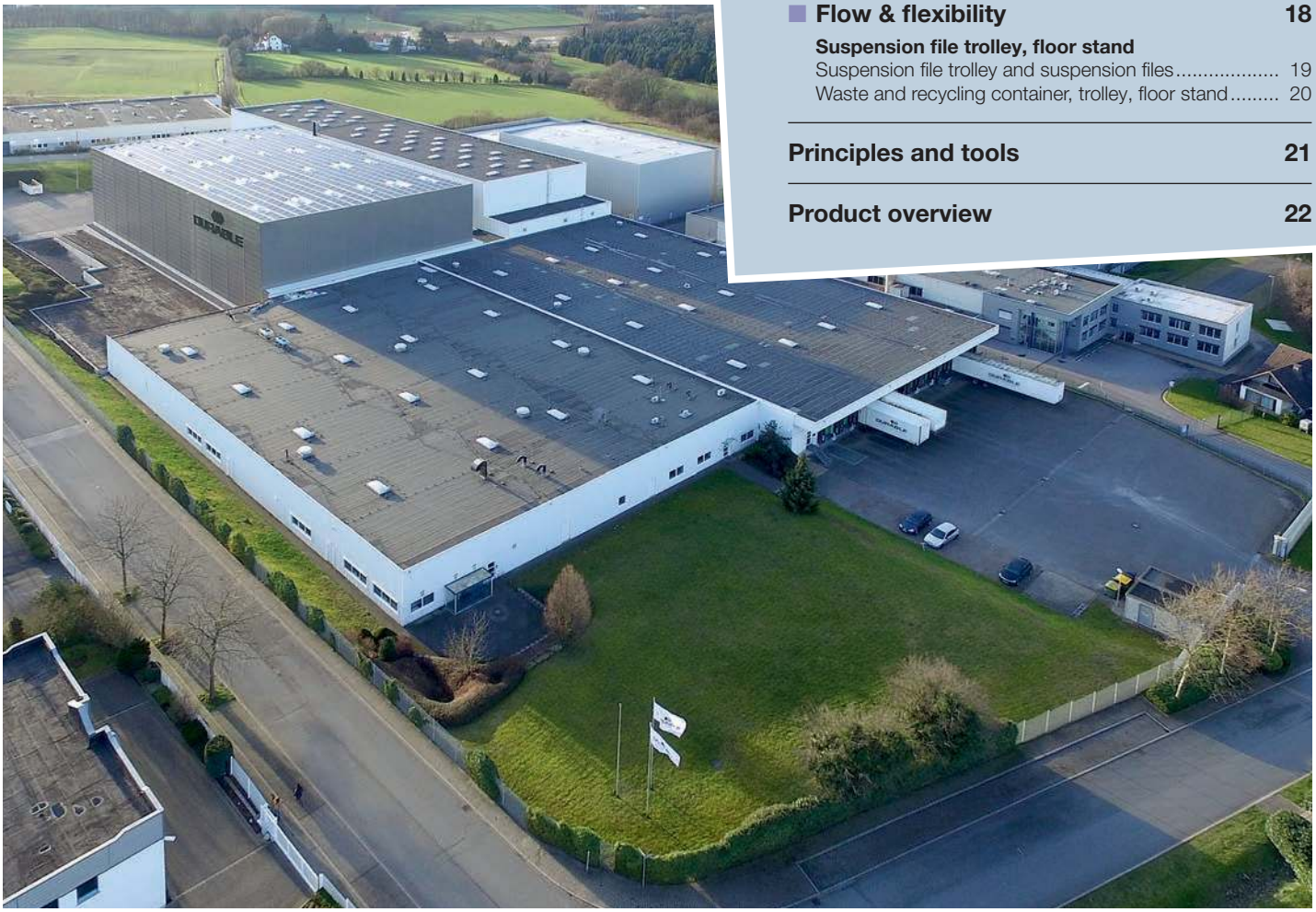
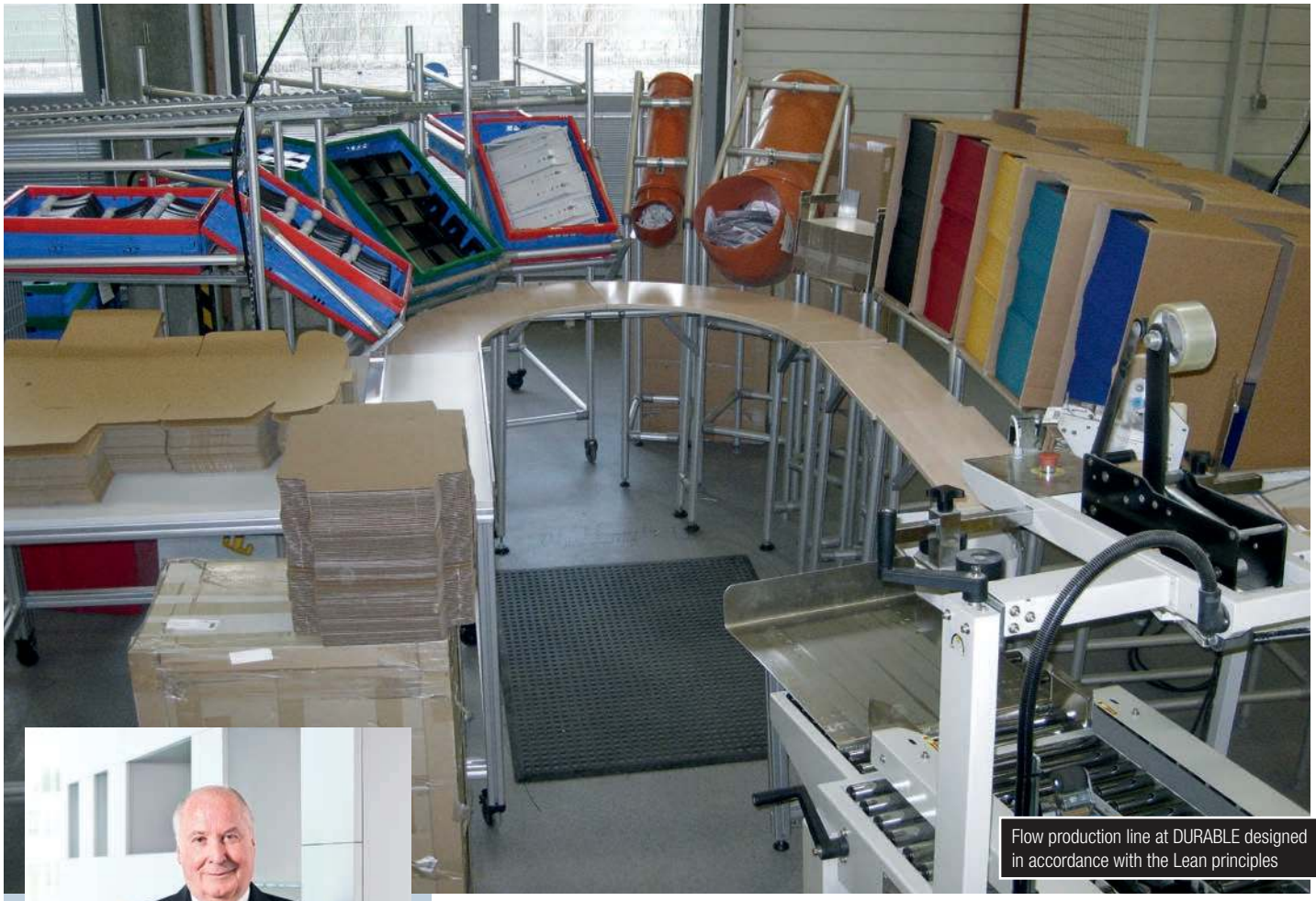




Flow production line at DURABLE designed in accordance with the Lean principles

Horst-Werner Maier-Hunke
Managing Director of DURABLE

"The introduction of Lean was a complete success for our company. We have streamlined our organisation and experienced that the right use of our products is a great help in the continuous practice of Lean.

Especially Shopfloor Management has become an important part or our continuous improvement process through the use of our own products."

In 2010, DURABLE's Management Board made the strategic decision to introduce Lean.

After carrying out staff training and value stream mapping to identify our focus areas, we started various projects along the value chain.

Quickly we improved lead times, inventory, setup times, delivery performance and internal replacement scheduling, and thus achieved measurable success.

It goes with out saying that we used our own products in this process. This enabled us to develop new applications during the implementation phase and gave us some new ideas for additional customer benefit.

> Today, efficiency in production can no longer be separated from efficiency in administrative departments. DURABLE has added lean production to its competence in office efficiency and extended its own product portfolio accordingly.

! Please visit us at www.durable.eu

Lean – an opportunity for production and administration

DURABLE products provide support for more efficiency

Lean is the most widely practised management approach worldwide and is primarily established within a corporate production system. Lean Management means “streamlined management” and originates from Japan. The automobile manufacturer Toyota was the first to apply it and simultaneously developed its principles. From its components, the company derived a production system (principles and tools) and a working culture.

Efficient production systems include Lean Production, Lean Office and a culture which combines both via the staff members. A distinction must be made between the methods or tools and the philosophy. The philosophies or principles of Lean can be applied to all companies, while the tools must be tested and examined for company fit.

The end goal is the same for all companies: eliminate those parts of the process which do not add value. This principle applies to both production and administrative work. In this way, companies improve their competitiveness, and workers gain a clear structure through more stable processes and more target driven strategy.

Types of waste in production/logistics and administration

Overproduction

Overproduction, bulk purchasing, finished goods

Stacks of files, office materials, old documents/ archives, overflowing in-trays

Waiting times

Machines not ready, materials missing, unreliable processes

Waiting times: PC booting, telephone waiting queues, photocopier, customer queries

Transport

Fork lift traffic, automatic conveyors, roller conveyors

Fetching documents from files, walking distances

Inefficient processes

Duplication of work, non-value-adding activities

Over analysis, double entries, unsuitable software

Inventory

More inventory than necessary (production lots)

More information, redundant copies

Talents

Creativity, motivation, making use of the staff members’ knowledge

Unnecessary walking distances

Walking distances, long or unnecessary distances

Searching for documents, searching on monitor screens

Energy

Inefficient lighting fixtures, heat loss, no use of renewable energy

Too many active servers/ computers, no energy-efficient office equipment, appliances running for 24 hours

Errors/corrections

Process errors, operator errors, incorrect calibration

Input errors, labelling errors

Complexity

Options, diversity in variants and processes

Data structures, analyses, software landscape and interfaces

Shopfloor Management
in production and administration

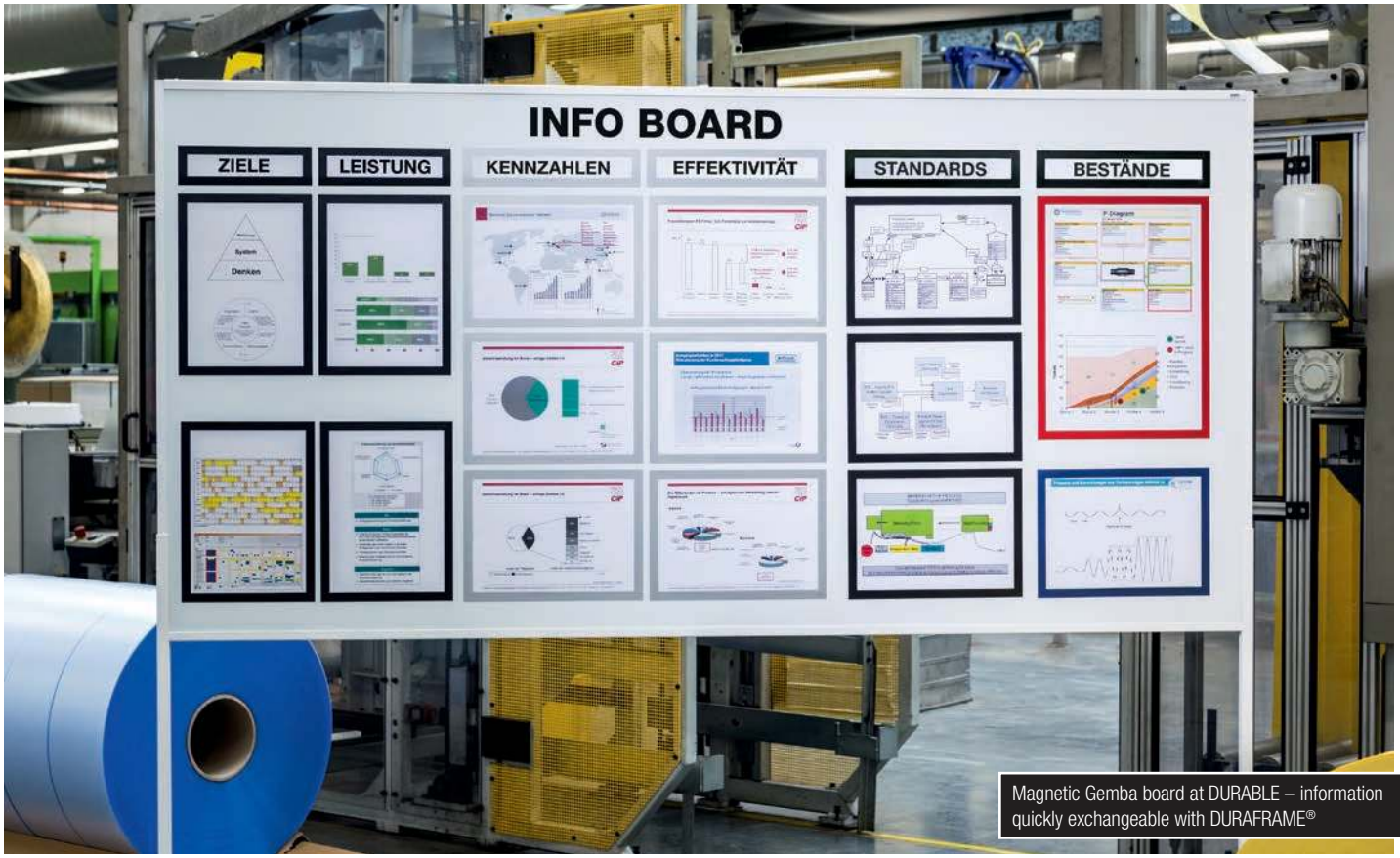
Shopfloor Management is much more than a buzzword. This principle stands for improved leadership and organisation on the way to becoming a lean company. Its methods are aimed at improving the interaction between executives and staff members, with those involved driving the problem solving and improvement process themselves.

Shopfloor Management is effective on-site leadership. It supports consistent development of the processes and procedures where they take place. Through the presence of the executives in the production and administration departments and their focussing on deviations from the standard, decision-making is accelerated dramatically, and solutions are implemented directly. Furthermore, staff members are strongly integrated into the process of change and improvement and enabled to contribute optimally to this process.

This is how easy Shopfloor Management has become with DURAFRAME® GRIP in order processing at DURABLE

PRACTICAL SHOPFLOOR MANAGEMENT

DURABLE products provide support in production, logistics and administration



Magnetic Gemba board at DURABLE – information quickly exchangeable with DURAFRAME®

DURAFRAME® MAGNETIC is a magnetic frame with a transparent cover for clearly displaying information on whiteboards, display boards, lockers, machines etc. Thanks to the magnetic back, both the information and the frame can be exchanged as often as you want – quickly, easily and residue-free.

DURAFRAME® MAGNETIC

- Magnetic frame for quick and easy exchange of information
- Adheres to all magnetic surfaces
- For portrait and landscape formats

Format	Product #		Frame colour	Packaging
A6	4948	● ◑	01 black, 23 metallic silver	5 per bag
A5	4947	● ◑	01 black, 23 metallic silver	5 per bag
A4	4869	● ● ● ● ◑	01 black, 03 red, 07 dark blue, 09 orange, 23 metallic silver	5 per bag
A3	4868	● ● ● ◑	01 black, 03 red, 07 dark blue, 23 metallic silver	5 per bag

ADHERES AND LEAVES NO TRACES

Affix magnetic frame to a metal surface and insert materials. That's all.

Application areas for DURAFRAME® frame colour:

- **RED** for fire protection labelling
- **ORANGE** for hazardous materials labelling
- **BLUE** for machine instructions

Visibility and ease of understanding of production reports or information materials play a vital part in Shopfloor Management. With little effort, current deviations are visualised daily in the form of key figures and disturbance variables.

Through early recognition and communication of necessary adjustments with the focus on problem solving, prompt implementation with personal responsibility is achieved.

With the introduction of Shop or Office Floor Management, an extremely high level of discipline and consistency is built up in the entire executive team as a cultural element, in addition to methodical support in the practice of daily leadership and control.

Shopfloor Management ensures corporate success by developing the ability to adapt and adjust to future demands and simultaneously develops a corporate culture of efficient interaction. Cooperation is fostered by simpler leadership structures, improved communication and a high level of personal responsibility among the different levels of employees.

DURAFRAME® MAGNETIC TOP

Magnetic frame for displaying information on metallic surfaces such as whiteboards, display boards and lockers, as well as lean cubes and machinery on production floors.

- Clear presentation on whiteboards and display boards
- Quick, easy exchange of information materials
- Sticks to all metallic surfaces
- Templates can be downloaded at www.durable.eu

FREE DOWNLOAD
www.durable.eu

For format	Fits	Product #		Frame colour	Packaging
210 x 40 mm	A4 portrait format A5 landscape format	4986	● ◑	01 black, 23 metallic silver	5 per bag
297 x 40 mm	A3 portrait format A4 landscape format	4987	● ◑	01 black, 23 metallic silver	5 per bag

DURAFRAME® MAGNETIC SECURITY

- Bicoloured frame in compliance with the ISO 3864-4 standard for safety signs and instructions
- Quick, easy exchange of information materials through magnetic frame
- For portrait and landscape formats
- Adheres to all magnetic surfaces

Format	Product #		Frame colour	Packaging
A4	4945		130 yellow/black, 131 green/white, 132 red/white	5 per bag

DURAFRAME® MAGNETIC BOARD

Magnetic board for presentation of information materials on the wall, call also be used with whiteboard pens.

- Metal board with high-strength, durable powder coating
- Can be used with whiteboard markers
- Includes an extensive accessory kit:
  DURAFRAME® MAGNETIC foil frame
  Holder for markers
  Magnets
- For portrait and landscape formats
- Can be used in the office or production

Scope of delivery: Magnetic board including accessory kit with DURAFRAME® MAGNETIC (1x A4 silver, A5 black, A6 silver), 6 magnets Ø 21 mm, holder for markers 300 x 40 mm (W x D)

Dimensions (W x H x D)	Product #		Colour code	Packaging
450 x 600 x 15 mm	5001	●	10 grey	1 unit
600 x 900 x 15 mm	5002	●	10 grey	1 unit

DURAFRAME®
SELF-ADHESIVE MAGNETIC FRAME

DURAFRAME® is a self-adhesive magnetic frame for content in formats A6, A5, A4 and A3. Information materials can be replaced quickly and easily, and can be read from both sides. The frame can be used in either portrait or landscape.
DURAFRAME® stays permanently in place on all smooth surfaces and can be removed from and reattached to any solid backing such as glass surfaces. A total of 11 different colours are available to suit every application.

- Quick and easy exchange of information materials through fold-back magnetic frame
- For portrait and landscape formats
- Visibility from both sides
- Identical frame look from both sides
- Can be attached to smooth, solid surfaces and removed again, e.g. from glass
- Available in 4 different sizes and 11 colours

Format	Product #	Frame colour	Packaging
A4	4899	01 black, 03 red, 07 dark blue, 23 metallic silver	1 per bag
A4	4872	01 black, 02 white, 03 red, 05 green, 07 dark blue, 09 orange, 23 metallic silver, 30 gold	2 per bag
A4	4882	01 black, 02 white, 03 red, 05 green, 07 dark blue, 09 orange, 23 metallic silver	10 per pack
A4	4944	130 yellow/black, 131 green/white, 132 red/white	2 per bag
A4	4946	130 yellow/black, 131 green/white, 132 red/white	10 per pack

Format	Product #	Frame colour	Packaging
A6	4897	01 black, 23 metallic silver	1 per bag
A6	4870	01 black, 23 metallic silver	2 per bag
A5	4898	01 black, 23 metallic silver	1 per bag
A5	4871	01 black, 23 metallic silver	2 per bag
A5	4881	01 black, 23 metallic silver	10 per pack
A3	4873	01 black, 03 red, 05 green, 07 dark blue, 23 metallic silver	2 per bag
A3	4883	01 black, 03 red, 05 green, 07 dark blue, 09 orange, 23 metallic silver	6 per pack

EASY DOCUMENTATION

Give your staff members a chance to make instant notes of their ideas and suggestions for improvement. DURAFRAME® NOTE is an ingeniously simple solution to support Kaizen theory, the corporate suggestion scheme, as well as Shopfloor Management, and to encourage staff members to jot down their ideas quickly.
Moreover, services such as maintenance, cleaning or safety checks are performed daily, which should be or must be recorded. Other applications for DURAFRAME® NOTE are the preparation of lists of participants, documentation of workflows or posting of announcements.

DURAFRAME® NOTE
SELF-ADHESIVE MAGNETIC FRAME FOR DIRECT WRITTEN NOTES

- Quick and easy exchange of forms thanks to magnetic front. Fill height for up to 5 sheets
- For direct writing on documents in A4 portrait or landscape format
- Pen holder for pens with fastening clip
- Self-adhesive backing for attaching the frame to smooth, solid surfaces
- Fast support for Kaizen and Shopfloor Management

Format	Product #	Frame colour	Packaging
A4	4993	01 black, 23 metallic silver	1 per bag

Kaizen
in production and administration

Kaizen is Japanese and means: change (KAI) for the good or for the better (ZEN). In Lean Management, Kaizen has two different meanings. Firstly, it stands for anchoring the philosophy of a continuous improvement process in the minds of staff members, and questioning and optimising oneself and all processes continuously.
Secondly, Kaizen is the name for a workshop which is held to deal with a specific area or workplace.
A Kaizen workshop can take from one to five days and targets improvement to an area such as ergonomics, lead time, efficiency or productivity, inventory or order and cleanliness. For any solutions developed during the workshop which cannot be implemented immediately, the team establishes a list of to-dos with responsibilities and deadlines. The implementation is recorded and checked for further improvement potential once the targeted actual state has been reached. If the actual state functions satisfactorily, it is defined as a standard and transferred to other workplaces and/or areas which it fits.

改善

KAIZEN IN PRACTICE

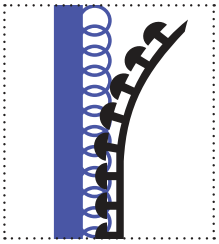
DURABLE products support Kaizen

Results of a Kaizen workshop at DURABLE:
5S – Mixed Model – Kanban – cell formation

! Please visit us at www.durable.eu

STICKS AND PROVIDES INFORMATION

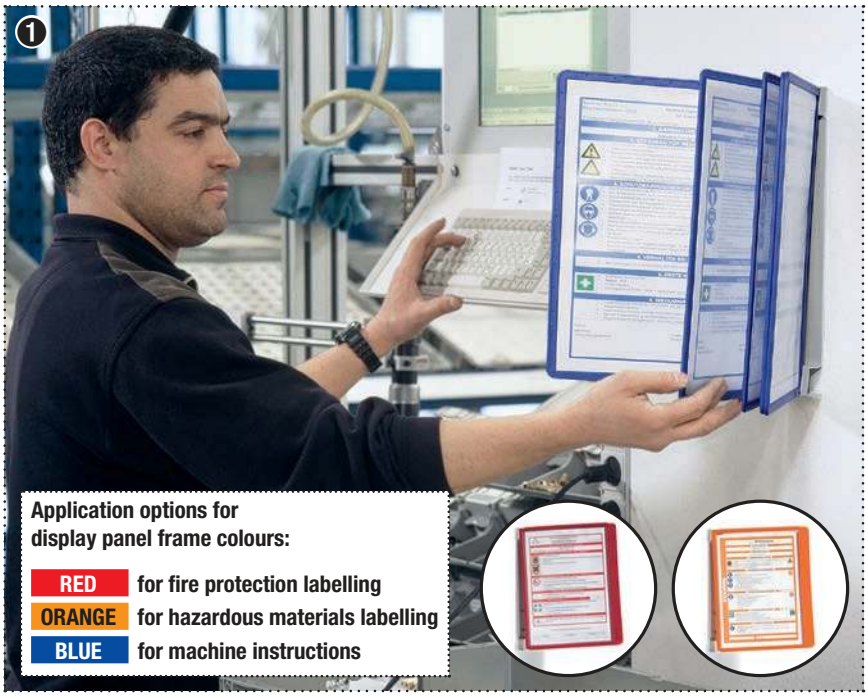
The simplest solution for Shopfloor Management in offices!
Magnetic display frames for presentation on textile surfaces such as textile boards and acoustic panels. Quick insertion and exchange of information materials through magnetic closure. For portrait and landscape formats.



DURAFRAME® GRIP
THE FOIL FRAME FOR TEXTILE SURFACES

- Attaches to textile surfaces such as fabric panels and acoustic panels
- Quick and easy exchange of information through easy opening of the magnetic frame
- Hook and Loop strip on the back enables attachment to textile surfaces
- For portrait and landscape formats
- Available in black and silver

Format	Product #		Frame colour	Packaging
A4	4968	● ●	01 black, 23 metallic silver	1 per bag



DISPLAY PANEL SYSTEMS

The easy way to present information at the workplace:
Offer quick access to standard information – ergonomically placed and quickly exchanged.

❶ VARIO® WALL 5

- Complete set for wall applications with 5 SHERPA® display panels in A4 format and tabs with blank insert labels.
- Wall bracket made of powder-coated steel sheet
- Ideal for permanent use
- Easy assembly

❷ FUNCTION STAINLESS WALL 10

- Complete set with a wall bracket made of stainless steel
- With 10 FUNCTION SAFE display panels in A4 format
- With welded-on tabs in 5/5 division and zip closure for optimal protection of documents
- Ideal for use in rooms with a high moisture content, such as kitchens, productions halls or sales rooms

❸ VARIO® MAGNET WALL 5

- Metal wall bracket with magnetic backing
- With 5 SHERPA® display panels in A4 format
- Can be fastened quickly and easily to metal surfaces such as shelves or machine frames

	Product #		Colour code	Packaging
❶	5551	● ● ●	03 red, 07 dark blue, 09 orange	1 set
❷	5843	●	00 assorted	1 set
❸	5914	●	01 black	1 set

Visualisation and transparency
with 5S

Visualisation is achieved primarily by “5S – order and cleanliness”.

To avoid sources of error and time-consuming searches, all containers, folders, shelf systems and storage locations in the company should be labelled. According to a study conducted by Leonardo Group GmbH, an increase in productivity of up to 20% can be achieved just by reducing search time. Visualisation and organisation is equally helpful in office areas, production and logistics. DURABLE has consistently implemented the principle of visualisation with 5S and Shopfloor Management at its own production plants, in its new logistics centre and in administration by using its own products.

VISUALISATION IN PRACTICE

DURABLE products provide support in production, logistics and administration

The new DURABLE warehouse in Sümmern:
“We build according to the latest Lean and Green criteria and standardise processes with DURABLE products.
In order to work efficiently, we rely on transparency and visualisation.”
Michael Truß, Vice President Logistics & Procurement

! Please visit us at www.durable.eu

LOGISTIC POCKETS

Accurate identification is the foundation for optimised production and storage processes and the optimal labelling of pallet spaces, production or storage areas guarantees a quick reference point. Logistic pockets increase efficiency and prevent mistakes. Deviations from a defined standard are immediately recognisable and can be remedied.

- Hardwearing polypropylene back and transparent window for insertion of labels
- Suitable for scanners and tear-resistant
- Inserts can be exchanged quickly

MAGNETIC DOCUMENT POUCHES/SLEEVES

- With two magnetic strips on the back
- Use on metallic surfaces, such as warehouse shelves and metal containers
- Templates for insert labels available to download from www.durable.eu

Internal dimensions	Product #	Product	Colour	Packaging
100 x 38 mm	1741-07	Magnetic document pouch 100 x 38 mm	● blue	50 per bag
150 x 67 mm	1742-07	Magnetic document pouch 150 x 67 mm	● blue	50 per bag
210 x 148 mm	1743-07	Magnetic document sleeve A5 landscape	● blue	50 per bag
210 x 297 mm	1744-07	Magnetic document sleeve A4 portrait	● blue	50 per bag
297 x 210 mm	1745-07	Magnetic document sleeve A4 landscape	● blue	50 per bag

NEODYM MAGNETIC DOCUMENT SLEEVES

- Strong adhesive force through two heat-sealed Neodym strong magnets
- Use on metallic surfaces, such as meshed containers, pipes and moveable transport containers
- Suitable for external use due to rain protection flap

Internal dimensions	Product #	Product	Colour	Packaging
210 x 148 mm	1746-07	Neodym magnetic document sleeve A5 landscape	● blue	10 per bag
210 x 297 mm	1747-07	Neodym magnetic document sleeve A4 portrait	● blue	10 per bag
297 x 210 mm	1748-07	Neodym magnetic document sleeve A4 landscape	● blue	10 per bag

POCKETS WITH FASTENING STRAPS

- With arrow-shaped straps for fastening
- Ideal for permanent use in warehouse and transport boxes
- Suitable for external use due to rain protection flap
- Extremely strong grip on moveable transport containers

Internal dimensions	Product #	Product	Colour	Packaging
210 x 148 mm	1749-07	Pocket with fastening strap A5 landscape	● blue	50 per bag
210 x 297 mm	1750-07	Pocket with fastening strap A4 portrait	● blue	50 per bag
297 x 210 mm	1751-07	Pocket with fastening strap A4 landscape	● blue	50 per bag

POCKET WITH WIRE HANGER

- With galvanised, flexible wire for light and safe fixation
- Use on transport containers, meshed containers, wooden support frames and pallet cartons
- Suitable for external use due to rain protection flap

Internal dimensions	Product #	Product	Colour	Packaging
210 x 148 mm	1752-07	Pocket with wire hanger A5 landscape	● blue	50 per bag
210 x 297 mm	1753-07	Pocket with wire hanger A4 portrait	● blue	50 per bag
297 x 210 mm	1754-07	Pocket with wire hanger A4 landscape	● blue	50 per bag

5S
Order and cleanliness

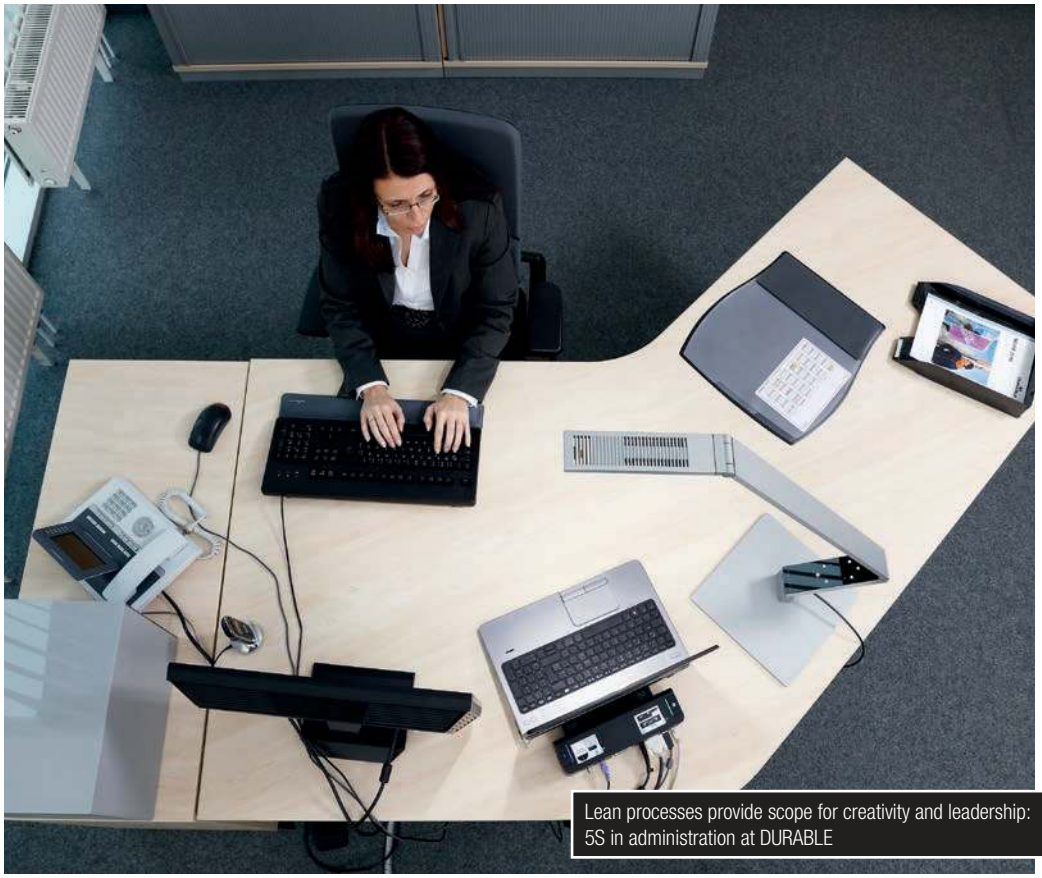
Order and cleanliness is the starting point for Lean Management in most companies.

The staff members are trained in the aims and methods and are responsible together with the executives for creating clean, ergonomic and orderly workplaces.

The aim of a 5S-optimised workplace is: everything which is no longer needed or hasn't been touched for a long time is discarded. Paperwork is reduced to a minimum and information can be retrieved quickly. All routine processes are easy to understand and can be visualised at any time. Staff members detect deviations from the standard at first glance. The entire workplace is pleasant and motivating.

5S IN PRACTICE

DURABLE products provide support in production, logistics and administration



Lean processes provide scope for creativity and leadership: 5S in administration at DURABLE

Staff members have learned to recognise waste and are able to efficiently eliminate it and review the standard. Certain intuitive uses are derived from the workplace itself, and consequently transparency is high. This reduces the socialisation periods for new colleagues as well as all setup times (in the office as well as in production).

To check the success of 5S, key figures are established, visualised and then discussed with the team at regular intervals.

This generates a long-term effect, satisfaction with success and thus leads to the last point of 5S: self-discipline.

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The VARICOLOR® products help staff members to fulfil the requirements of the 5S principle. Well-organised storage of information materials provides quick access to documents, mail, drawings and sketches. This is how every document has its place.

VARICOLOR® DRAWER BOXES

- With coloured drawers as an organisation and orientation help
- High quality ABS quality
- Silent drawer movement, with pull-out stop
- For formats up to A4, C4 and letter-size formats
- With transparent labelling windows and interchangeable labels
- Stackable with anti-slip plastic feet
- Can be positioned in a row in all standard office cupboards and sideboards

Number of drawers	Product #	Colour code	Packaging
4	7604	27 multicoloured	1 unit
4 (top drawer lockable)	7606	27 multicoloured	1 unit
5	7605	27 multicoloured	1 unit
7	7607	27 multicoloured	1 unit
10	7610	27 multicoloured	1 unit

VARICOLOR® LETTER TRAYS

- Can be stacked either vertically or staggered
- Different-coloured, large grip sections
- For easy orientation
- High-quality material and production standards
- Dimensions: 255 x 55 x 330 mm (W x H x D)

Number of trays/set	Product #	Colour code	Packaging
2	7702	03 red, 09 orange, 12 light purple	1 set
5	7705	57 anthracite/grey	1 set

ORGANISER FILES

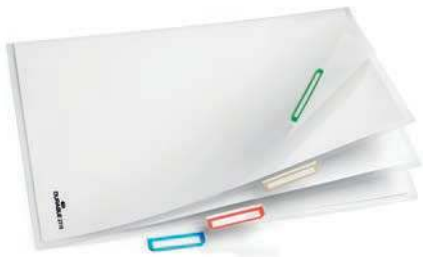
- Can be used as a compact, well-organised project file
- Pre-printed cover sheets and tabs for use as machine, motor vehicle or rental files
- Back cover with inside pocket for additional unpunched documents
- Complete with suspension rail

Product #	Colour code	Packaging
2560	06 blue	5 per box

DIVISOFLEX® ORGANISER FILE

- Compact, well-organised project file thanks to five coloured compartments
- Can be suspended in a suspension filing system (By adding Product # 1531. See page 19)

Product #	Colour code	Packaging
2557	06 blue	5 per box



ORGANISATION FOLDER

- Three practical sections
- For A4 documents
- Coloured self-adhesive labels for labelling tabs

Product #	Colour code	Packaging
2316	19 transparent	5 per bag

First in – first out
with simple means of organisation

In Lean Production, the FiFo principle is a proven method to prevent confusion, waiting times, quality defects and backlogs.

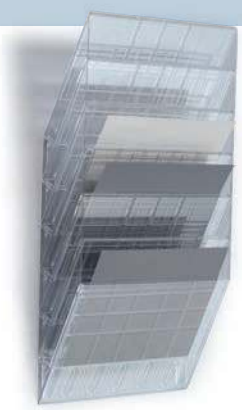
What comes in first, is processed first. FiFo also ensures fast, reliable and efficient processes in administration and is one of the Lean tools which must be used in efficient processes. DURABLE provides intelligent products to support its implementation.

With the products FLEXIBOXX, FLEXIPLUS, COMBIBOXX PRO and the SORTER RACK, you can make sure that FiFo is practised in your company.

Brochure presenters support the "FiFo" principle in production, logistics and administration.

FIFO IN PRACTICE

DURABLE products provide support in production, logistics and administration



FLEXIBOXX

- Literature display system for A4 portrait/landscape formats
- Filling capacity 24 mm
- Extendable up to a load capacity of approx. 6 kg
- Available in black, white and transparent

Module	Dimensions (W x H x D)	Product #	Colour code	Packaging
FLEXIBOXX 6 A4	240 x 690 x 135 mm	1709760…	○ …010 white, ● …060 black, ◐ …400 transparent	1 set
FLEXIBOXX 6 A4 Landscape format	348 x 620 x 95 mm	1709785…	○ …010 white, ● …060 black, ◐ …400 transparent	1 set
FLEXIBOXX 12 A4	240 x 1115 x 135 mm	1709763…	○ …010 white, ● …060 black, ◐ …400 transparent	1 set
FLEXIBOXX 12 A4 Landscape format	348 x 1140 x 95 mm	1709781…	○ …010 white, ● …060 black, ◐ …400 transparent	1 set

FLEXIPLUS

- Literature display system for A4 portrait/ landscape and A5 formats
- Filling capacity 23 mm
- Extendable up to a load capacity of approx. 6 kg
- Available in black and transparent

Module	Dimensions (W x H x D)	Product #	Colour code	Packaging
FLEXIPLUS 2 A4	247 x 360 x 100 mm	1709008…	● ...060 black, ◐ ...400 transparent	1 set
FLEXIPLUS 6 A4	247 x 745 x 100 mm	1700008…	● ...061 black, ◐ ...401 transparent	1 set
FLEXIPLUS 2 A4 LANDSCAPE FORMAT	340 x 250 x 100 mm	1709014…	● ...060 black, ◐ ...400 transparent	1 set
FLEXIPLUS 6 A4 LANDSCAPE FORMAT	340 x 520 x 100 mm	1700014…	● ...061 black, ◐ ...401 transparent	1 set
FLEXIPLUS 2 A5	180 x 250 x 105 mm	1709013…	◐ ...400 transparent	1 set

! Please visit us at www.durable.eu

SORTER RACK

With the help of the sorter rack, you create order at your workplace and organise your in- and outboxes efficiently. Quickly labelled and self-explanatory, the information materials will land directly in the right place.

- Made of powder-coated steel sheet
- 5 or 8 compartments for effective sorting of documents
- Wall mounting possible
- Lateral labelling window
- For A4 / folio format

Number of compartments	Dimensions (W x H x D)	Product #	Colour code	Packaging
5	360 x 330 x 250 mm	3360	01 black, 10 grey	1 unit
8	360 x 540 x 250 mm	3361	01 black, 10 grey	1 unit

COMBIBOXX PRO

- Can be used as wall or table presenters
- Set of literature displays for information in A4 format (up to 311 x 240 mm) and 1/3 A4 or A6 format (up to 210 x 116 mm)
- Includes one A4 tray and four 1/3 A4 trays, one adapter bar and two front plates
- Filling capacity 24 mm
- Extendable by using COMBIBOXX A4 EXTENSION (Product # 8579)

Dimensions (W x H x D)	Product #	Colour code	Packaging
as desk module: 242 x 291 x 229 mm as wall module: 242 x 445 x 150 mm	8613	19 transparent	1 set

Flow and flexibility
Products and information on castors

Everything going smoothly is what we like to say when things are going well. DURABLE products provide the means for workers and their products to join the “flow” with ease. Follow the material flow trend of “rolling logistics” with our storage trolleys, or create a flexible meeting culture in line with the Shopfloor Management principle with our suspension file trolleys.

This is how you can have all documents ready to hand at any time in production and administration. Flexibility at and with your workplace comes within reach by means of our mobile workplaces – everything rolling where possible for optimal flexibility is one of the basic principles in developing our products.

MATERIAL FLOW IN PRACTICE

DURABLE products support your flow

STORAGE TROLLEY

One product. Many applications

- For flexible use in storage and production
- Suitable for conventional transport boxes in storage and offices
- Made of tough polyethylene material
- With 4 castors
- Solid plastic construction for maximum loads (250 kg)
- High space-saving

Dimensions (W x H x D)	Product #	Colour code	Packaging
400 x 160 x 600 mm	1809693…	● …060 black, ● …180 red	1 unit

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SYSTEM FILE TROLLEY 100 MULTI TOP

- Lockable
- For approx. 100 suspension files or approx. 10 standard suspended lever arch files (spine width 80 mm) as well as approx. 18 small suspended lever arch files (spine width 40 mm) in A4 format
- Suitable for all common sizes such as A4, folio or foolscap
- With additional storage shelf
- When opened the lid stays at a 90-degree angle
- Dimensions: 897 x 736 x 432 mm (W x H x D)

Product #	Colour code	Packaging
3787	01 black, 10 grey	1 unit

SYSTEM COMPUTER TROLLEY 75 VH

- Monitor shelf height-adjustable
- Keyboard shelf retractable to facilitate work
- Two additional storage shelves for printer or documents
- Due to flexible height adjustment, it can be used either standing or sitting
- Dimensions: 750 x 950 – 1150 x 534 mm (W x H x D)

Product #	Colour code	Packaging
3720	10 grey, 124 silver/beech	1 unit

ECONOMY SUSPENSION FILE TROLLEY 80 A4 TOP

- For approx. 80 suspension files in A4 format
- With lockable cover
- Dimensions: 655 x 592 x 404 mm (W x H x D)

Product #	Colour code	Packaging
3098	01 black, 10 grey	1 unit

SUSPENSION RAIL

- To be inserted into all suitable DURABLE folders for storage in suspension filing systems
- Made of robust metal

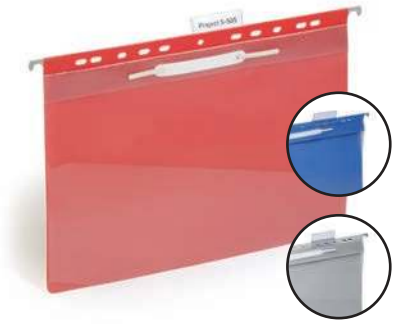
Product #	Colour code	Packaging
1531	26 nickel	25 per box

Quickly found without rummaging. Suspension files and folders are the perfect way to maintain order in document archives. They are hardwearing and can be stored in cabinets and drawers, or on desks with the help of appropriate accessories.

TRANSPARENT SUSPENSION POCKET

- For storing small quantities of unpunched documents in A4 format
- Stable, solid plastic suspension rail
- Includes tabs as well as blank insert labels and A–Z insert labels

Product #	Colour code	Packaging
2604	19 transparent	25 per box



CLEAR-VIEW SUSPENSION FOLDER

- Filing of documents in A4 format
- Storage of unpunched documents in inside pocket
- Transparent front cover and coloured back cover
- Optional filing in folders and ring binders possible thanks to universal-punching
- Can be retrofitted with suspension rail, Product # 1531

Product #	Colour code	Packaging
2560	03 red, 06 blue, 10 grey	25 per box

CLEAR-VIEW SUSPENSION FOLDER ECONOMY

- Archiving of punched documents in A4 format through filing mechanism
- With universal punching for filing in folders and ring binders
- Transparent front cover allows viewing of documents
- Storage of loose documents in inside pocket on back cover
- Can be retrofitted with suspension rail, Product # 1531

Product #	Colour code	Packaging
2561	06 blue	50 per box

DURABIN 60

- Rectangular waste and recycling material container with coloured lid. Capacity: 60 litres
- With robust handles for easy transportation and retaining recesses on the base bottom side for safe emptying
- Ideal for waste collection and recycling materials
- With clamp slots for waste bags
- Food grade in all colours (pursuant to EU Directive 1935/2004/EC), with the exception of black as this contains recycled materials
- Dimensions: 590 x 600 x 282 mm (W x H x D)

Product #	Colour code	Packaging
VEH2012026	grey/yellow	1 unit
VEH2012027	grey/blue	1 unit
VEH2012028	grey/green	1 unit
VEH2012029	grey/black	1 unit

DURABIN TROLLEY 60

- Carriage made of white-painted metal with 4 castor wheels
- For one DURABIN 60 container for waste and recyclable material
- Dimensions: 260 x 180 x 470 mm (W x H x D)

Product #	Colour code	Packaging
1801666…	…010 white	1 unit

FLOOR STAND INFO SIGN STAND

Our floor stands invariably show the right way or give the right information at the right place – in production, logistics and administration. No matter whether the milk run stops here on schedule and the driver issues a receipt, or visitors enter their names by themselves (in combination with DURAFRAME® NOTE). With its firm stand and flexible use, the floor stand can be used for many different purposes.

- Firm hold with aluminium stand on heavy cast-iron base
- Crystal clear acrylic sign with aluminium profile for materials in A4 or A3 formats
- For portrait and landscape formats

For format	Dimensions (W x H x D)	Product #	Colour code	Packaging
A4	Height A4 portrait: 1.18 m/1.11 m Height A4 landscape: 1.13 m/1.06 m	4812	23 metallic silver	1 unit
A3	Height A3 portrait: 1.25 m/1.18 m Height A3 landscape: 1.20 m/1.13 m	4813	23 metallic silver	1 unit

OVERVIEW

The Lean Kit – principles and tools

To establish Lean permanently in our company, we make a distinction between "principles" and "tools". The **principles** are the basic philosophy and orientation, by which we want work in our company to be governed. The **tools** support this philosophy and are, so to speak, the "vicarious agents" of the principles. Here, it makes no difference whether we work in production or administration.

The **"Process and customer orientation"** is a basic component of every Lean project and the basis of success. The tool "value stream mapping" or "value stream design" serves not only to analyse the process chain relating to your product, but also the flow of information and control of your production. With customer-oriented design, you pave the way for major implementation success.

Practised "Shopfloor Management" constitutes the starting point for the desired continuous improvement in processes with well-trained, creative and solution-oriented executives – in both production and administration. The tool "Shopfloor Management" thus supports on a broad basis the Lean principles of **"personal responsibility"** and **comprehensive integration**, since the basic component of customer orientation is invariably process-oriented and consequently interdepartmental. In recent years, DURABLE has developed numerous products which support the introduction and daily practice of Lean on a long-term basis.

"Kaizen" in connection with shopfloor management is the buzzword relating to Lean Management, and it has two meanings. Kaizen (Japanese – change for the better) means firstly the philosophy of continuous improvement, and secondly Kaizen workshops are improvement workshops targeting a certain area in production, logistics or administration. Before a company starts exclusively with the practice of Kaizen, it should first have established a basic customer orientation along the entire process chain (Kaikaku).

To embark on a targeted process of improvement, every company first needs **"transparency and visualisation"** concerning goals and key figures. Here, statuses and deviations can be visualised quickly and clearly with the help of DURABLE products.

Moreover, the 5S or 5A concept (order and cleanliness) is also a part of the starting point for the corporate improvement process. In a proactive "Lean Management" world,the principle of **"100% quality and defect prevention"** is implemented by preventive action already at the stage of product design, but also in the productive and administrative processes. The tools of 5S and Poka Yoke (principle of excluding errors) vigorously support the concept of quality.

Another Lean method, also a must in Lean Production, is the **FiFo principle**. It determines the order of processing materials and information: "What comes in first, is processed first." This principle serves to avoid confusion, waiting times and quality defects due to prolonged storage. Here, DURABLE offers intelligent solutions to facilitate the implementation of the FiFo principle.

"Pull" is one of the best-known principles of organising production in line with genuine customer demand. The tools to support "Pull" are Kanban, supermarkets at order-penetration points and effective routing, also known as "milk runs". Here, DURABLE products facilitate the organisation of transport logistics and bring your improvements of processes "into the flow".

"Flexibility" in Lean Management refers to processes as well as machines and staff members. Personnel qualification for greater flexibility is one component, while efficient equipment design such as mixed-model lines with fast product change-over provides strong technical support for customer orientation.

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DURABLE products for

Shopfloor Management

Kaizen

Visualisation / 5S

First in – First out

Flow and flexibility

DURAFRAME® MAGNETIC/DURAFRAME® MAGNETIC SECURITY. Magnetic adhesive foil frame

Format	Product #	Frame colour	Packaging	Page
A6	4948	01 black, 23 metallic silver	5 per bag	7
A5	4947	01 black, 23 metallic silver	5 per bag	7
A4	4869	01 black, 03 red, 07 dark blue, 09 orange, 23 metallic silver	5 per bag	7
A4	4945	130 yellow/black, 131 green/white, 132 red/white	5 per bag	8
A3	4868	01 black, 03 red, 07 dark blue, 23 metallic silver	5 per bag	7

DURAFRAME® MAGNETIC TOP. Magnetically adhesive magnetic frame for headlines

Fits	Product #	Frame colour	Packaging	Page
A4 portrait format A5 landscape format	4986	01 black, 23 metallic silver	5 per bag	7
A3 portrait format A4 landscape format	4987	01 black, 23 metallic silver	5 per bag	7

DURAFRAME® MAGNETIC BOARD

Dimensions (W x H x D)	Product #	Colour code	Packaging	Page
450 x 600 x 15 mm	5001	10 grey	1 unit	8
600 x 900 x 15 mm	5002	10 grey	1 unit	8

DURAFRAME®. Self-adhesive magnetic frame

Format	Product #	Frame colour	Packaging	Page
A4	4899	01 black, 03 red, 07 dark blue, 23 metallic silver	1 per bag	9
A4	4872	01 black, 02 white, 03 red, 05 green, 07 dark blue, 09 orange, 23 metallic silver, 30 gold	2 per bag	9
A4	4882	01 black, 02 white, 03 red, 05 green, 07 dark blue, 09 orange, 23 metallic silver	10 per pack	9
A4	4944	130 yellow/black, 131 green/white, 132 red/white	2 per bag	9
A4	4946	130 yellow/black, 131 green/white, 132 red/white	10 per pack	9
A6	4897	01 black, 23 metallic silver	1 per bag	9
A6	4870	01 black, 23 metallic silver	2 per bag	9
A5	4898	01 black, 23 metallic silver	1 per bag	9
A5	4871	01 black, 23 metallic silver	2 per bag	9
A5	4881	01 black, 23 metallic silver	10 per pack	9
A3	4873	01 black, 03 red, 05 green, 07 dark blue, 23 metallic silver	2 per bag	9
A3	4883	01 black, 03 red, 05 green, 07 dark blue, 09 orange, 23 metallic silver	6 per pack	9

DURAFRAME® NOTE. Magnetic frame with open panel for direct written notes.

Format	Product #	Frame colour	Packaging	Page
A4	4993	01 black, 23 metallic silver	1 per bag	9

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DURAFRAME® GRIP. Magnetic frame for textile surfaces

Format	Product #		Frame colour	Packaging	Page
A4	4968	● ◐	01 black, 23 metallic silver	1 per bag	11

Display panel systems

Product	Product #		Colour code	Packaging	Page
VARIO® WALL 5	5551	● ● ●	03 red, 07 dark blue, 09 orange	1 set	11
FUNCTION STAINLESS WALL 10	5843	◐	00 assorted	1 set	11
VARIO® MAGNET WALL 5	5914	●	01 black	1 set	11

Logistic pockets

Internal dimensions	Product	Product #	Colour code	Packaging	Page
100 x 38 mm	Magn. document pouch 100 x 38 mm	1741	● 07 blue	50 per bag	13
150 x 67 mm	Magn. document pouch 150 x 67 mm	1742	● 07 blue	50 per bag	13
210 x 148 mm	Magn. document sleeve A5 landscape	1743	● 07 blue	50 per bag	13
210 x 297 mm	Magn. document sleeve A4 portrait	1744	● 07 blue	50 per bag	13
297 x 210 mm	Magn. document sleeve A4 landscape	1745	● 07 blue	50 per bag	13
210 x 148 mm	Neodym magn. doc. sleeve A5 landsc.	1746	● 07 blue	10 per bag	13
210 x 297 mm	Neodym magn. doc. sleeve A4 portrait	1747	● 07 blue	10 per bag	13
297 x 210 mm	Neodym magn. doc. sleeve A4 landsc.	1748	● 07 blue	10 per bag	13
210 x 148 mm	Pocket with fastening strap A5 landsc.	1749	● 07 blue	50 per bag	13
210 x 297 mm	Pocket with fastening strap A4 portrait	1750	● 07 blue	50 per bag	13
297 x 210 mm	Pocket with fastening strap A4 landsc.	1751	● 07 blue	50 per bag	13
210 x 148 mm	Pocket with wire hanger A5 landscape	1752	● 07 blue	50 per bag	13
210 x 297 mm	Pocket with wire hanger A4 portrait	1753	● 07 blue	50 per bag	13
297 x 210 mm	Pocket with wire hanger A4 landscape	1754	● 07 blue	50 per bag	13

VARICOLOR® Drawer boxes

Product	Drawers	Product #		Colour code	Packaging	Page
VARICOLOR® 4	4	7604		27 multicoloured	1 unit	15
VARICOLOR® SAFE	4 (top drawer lockable)	7606		27 multicoloured	1 unit	15
VARICOLOR® 5	5	7605		27 multicoloured	1 unit	15
VARICOLOR® 7	7	7607		27 multicoloured	1 unit	15
VARICOLOR® 10	10	7610		27 multicoloured	1 unit	15

VARICOLOR® letter trays

Product	Trays/set	Product #		Colour code	Packaging	Page
VARICOLOR® TRAY SET DUO	2	7702	● ● ●	03 red, 09 orange, 12 light purple	1 set	15
VARICOLOR® TRAY SET	5	7705	●	57 anthracite/grey	1 set	15

Organiser files and organisation folder

Product	Sections	Product #		Colour code	Packaging	Page
Organiser file	5	2560	●	06 blue	5 per box	15
DIVISOFLEX organiser file	5	2557	●	06 blue	5 per box	15
Organisation folder	5	2316	○	19 transparent	5 per bag	15

Literature display

Product	Dimensions (W x H x D)	Product #		Colour code	Packaging	Page
FLEXIBOXX 6 A4	240 x 690 x 135 mm	1709760…	○ ● ○	…010 white, …060 black, …400 transparent	1 set	16
FLEXIBOXX 6 A4 Landscape format	348 x 620 x 95 mm	1709785…	○ ● ○	…010 white, …060 black, …400 transparent	1 set	16
FLEXIBOXX 12 A4	240 x 1115 x 135 mm	1709763…	○ ● ○	…010 white, …060 black, …400 transparent	1 set	16
FLEXIBOXX 12 A4 Landscape format	348 x 1140 x 95 mm	1709781…	○ ● ○	…010 white, …060 black, …400 transparent	1 set	16
FLEXIPLUS 2 A4	247 x 360 x 100 mm	1709008…	● ○	...060 black, ...400 transparent	1 set	16
FLEXIPLUS 6 A4	247 x 745 x 100 mm	1700008…	● ○	...061 black, ...401 transparent	1 set	16
FLEXIPLUS 2 A4 LANDSCAPE FORMAT	340 x 250 x 100 mm	1709014…	● ○	...060 black, ...400 transparent	1 set	16
FLEXIPLUS 6 A4 LANDSCAPE FORMAT	340 x 520 x 100 mm	1700014…	● ○	...061 black, ...401 transparent	1 set	16
FLEXIPLUS 2 A5	180 x 250 x 105 mm	1709013…	○	...400 transparent	1 set	16
COMBIBOXX PRO	as desk module: 242 x 291 x 229 mm; as wall module: 242 x 445 x 150 mm	8613	○	19 transparent	1 set	17

Sorter rack

Compartments	Dimensions (W x H x D)	Product #		Colour code	Packaging	Page
5	360 x 330 x 250 mm	3360	● ●	01 black, 10 grey	1 unit	17
8	360 x 540 x 250 mm	3361	● ●	01 black, 10 grey	1 unit	17

Suspension file trolley and accessories

Product	Product #		Colour code	Packaging	Page
SYSTEM FILE TROLLEY 100 MULTI TOP	3787	● ●	01 black, 10 grey	1 unit	19
SYSTEM COMPUTER TROLLEY 75 FH	3720	● ●	10 grey, 124 silver/beech	1 unit	19
ECONOMY SUSPENSION FILE TROLLEY 80 A4 TOP	3098	● ●	01 black, 10 grey	1 unit	19
TRANSPARENT SUSPENSION POCKET	2604	○	19 transparent	25 per box	19
CLEAR-VIEW SUSPENSION FOLDER	2560	● ● ●	03 red, 06 blue, 10 grey	25 per box	19
CLEAR-VIEW SUSPENSION FOLDER ECONOMY	2561	●	06 blue	50 per box	19
SUSPENSION RAIL	1531	◐	26 nickel	25 per bag	19

Trolleys and accessories

Product	Product #		Colour code	Packaging	Page
Storage trolley	1809693…	● ●	...060 black, ...180 red	1 unit	18
DURABIN TROLLEY 60	1801666…	○	...010 white	1 unit	20
DURABIN 60 recycling material container with lid	VEH2012…	● ● ● ●	...026 grey/yellow, ...027 grey/blue, ...028 grey/green ...029 grey/black	1 unit	20

Floor stand INFO SIGN STAND

For format	Dimensions (W x H x D)	Product #		Colour code	Packaging	Page
A4	Height A4 portrait: 1.18 m/1.11 m Height A4 landscape: 1.13 m/1.06 m	4812	◐	23 metallic silver	1 unit	20
A3	Height A3 portrait: 1.25 m/1.18 m Height A3 landscape: 1.20 m/1.13 m	4813	◐	23 metallic silver	1 unit	20

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