

Manufacturing



Together we'll sort it



# Welcome to Romec Manufacturing...

Welcome to Romec Manufacturing's product guide where our aim is to provide you with top class products alongside the very best in customer support.

Our commitment is to design, manufacture and supply equipment to a consistently high quality at a competitive price.

Customer service is at the heart of everything we do and our dedicated sales and account management teams are on hand to answer queries and assist customers wishing to place orders.

For your convenience, we have established two points of contact:

#### Sales Enquiries:

For product enquiries, quotations or assistance in placing orders, contact our sales team by:

Telephone: +44 (0)845 606 6457

Email: [manufacturing@romec.co.uk](mailto:manufacturing@romec.co.uk)

#### Website:

Designed to promote our comprehensive range of products and services, the Romec manufacturing website can be found at:

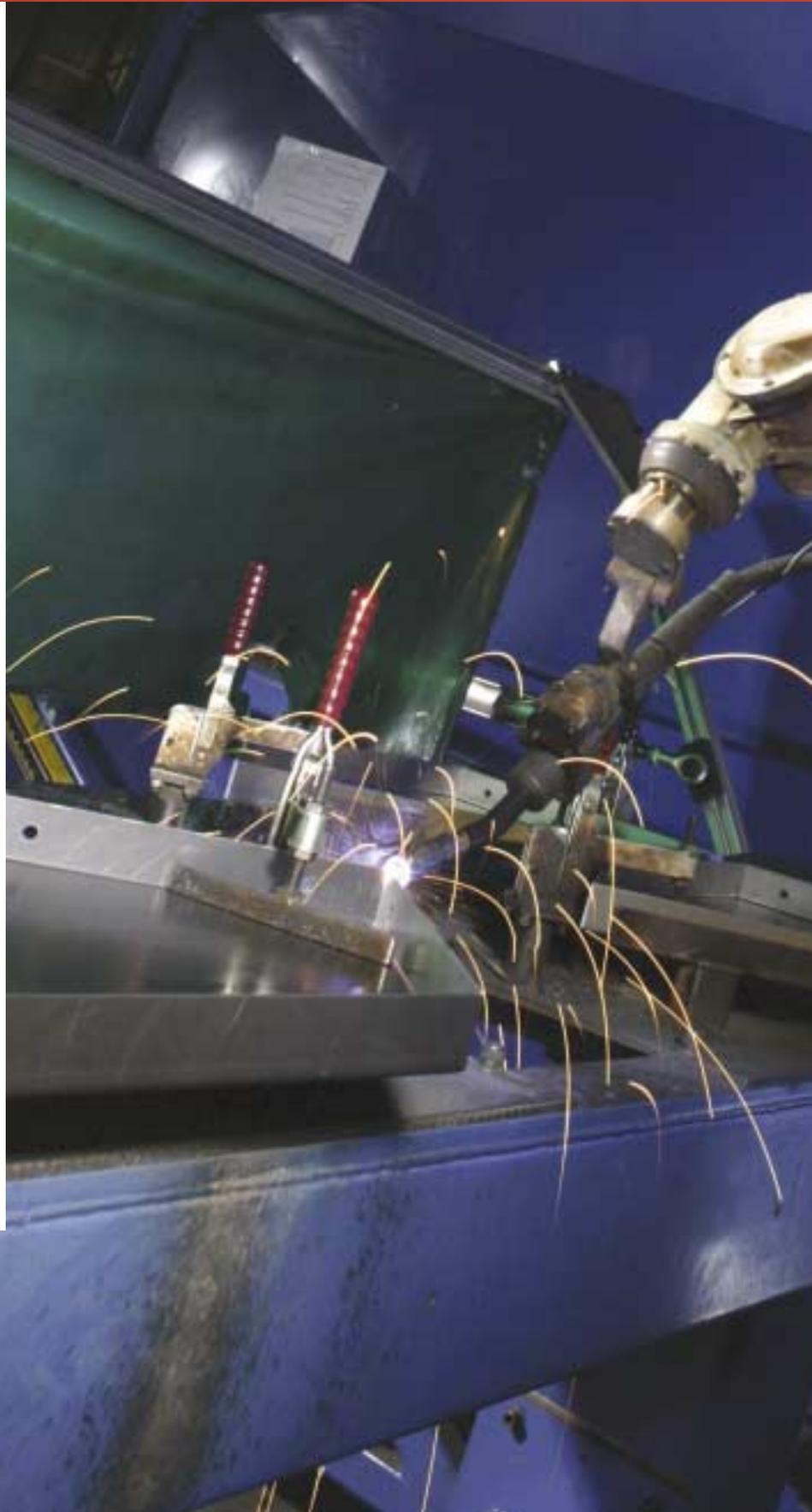
[www.manufacturing.romec.com](http://www.manufacturing.romec.com)



ISO 9000 Certificate Number FS23121



INVESTOR IN PEOPLE





**04 - 06**  
Bespoke  
Solutions



**07 - 11**  
Mail  
Collection



**12 - 21**  
Mail  
Processing



**22 - 33**  
Mail  
Handling



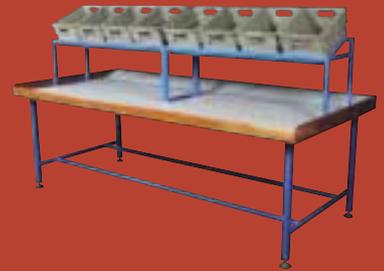
**34 - 38**  
Mail Delivery



**39 - 45**  
Ancillary  
Products



# Bespoke Solutions



By adopting a partnership approach when working with customers, we not only design and manufacture bespoke equipment solutions, but also pride ourselves on offering specialist advice to improve existing designs and enhance their utilisation.

In this section, we have included some examples of bespoke solutions. Developed in partnership with our customers, these examples proved to be worthy additions to our standard product range.

## **BESPOKE SOLUTION**



## **DARLO TROLLEY - CODE. 31546**

Developed from our Kan Ban Trolley, to carry double the mail volume.

See page 30 for full details.



## **FIVE SLOT POST BOX - CODE. 31550**

Developed for an overseas customer, to segregate mail as it's posted.

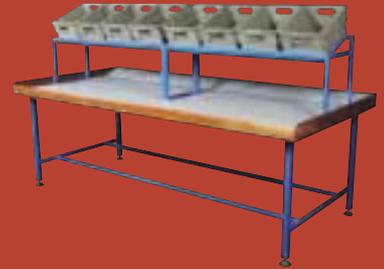
See page 10 for full details.



## **BESPOKE SOLUTION**



# Bespoke Solutions



## BESPOKE SOLUTION



## USF PLASTICS - CODE. 00000

Developed from our Universal Sort Fitting, into a flexible, modular storage solution.

See page 45 for full details.



## MAIL PROCESSING TABLE

Developed to combine tipping, facing and segregation of mixed mail at a single workstation.

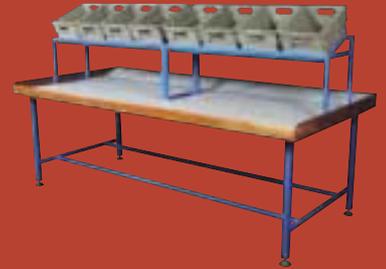
See page 21 for full details.



## BESPOKE SOLUTION



# Bespoke Solutions



## BESPOKE SOLUTION

## HIGH CAPACITY TROLLEY - CODE. 21492



Developed from our PDT, to ergonomically carry more than double the mail volume.

See page 36 for full details.



## FOLDAWAY TRAY CART & POUCH CART - CODE. 41587-tray & 41587-pouch

## BESPOKE SOLUTION

Developed as an easy to store, light weight pouch or tray carrier.



Foldaway Pouch Cart  
See page 37



Foldaway Tray Cart  
See page 27



Mail  
Collection

# Mail Collection



## Freestanding Forecourt Box - Code. 91375

A low cost posting box for use in semi secure locations such as garage forecourts, stations, airports and supermarkets.

The Forecourt Box can be fixed to the floor or wall and can also be supplied with or without the advertisement panel.

The box features a high security lock with a multi point locking mechanism, and incorporates an integral and lockable blanking plate to simply and effectively close the posting aperture when not in use.

Dimensions & Capacities:	
Height	1450mm
Width	700mm
Depth	380mm
Empty Weight	135kg

Specification:	
Carcass	2.0mm thick low chromium stainless steel
Lock	5 lever rimmed deadlock - key retained
Finish	Epoxy polyester powder coated - stove cured. Clear impervious anti graffiti top coat



## Wall Mounted Forecourt Box - Code. 11428

A low cost posting box for use in semi secure locations such as garage forecourts, stations, airports and supermarkets.

The box features a high security lock with a multi point locking mechanism, and incorporates an integral and lockable blanking plate to simply and effectively close the posting aperture when not in use.

Dimensions & Capacities:	
Height	820mm
Width	645mm
Depth	350mm
Empty Weight	45kg

Specification:	
Carcass	2.0mm thick low chromium stainless steel
Lock	5 lever rimmed deadlock - key retained
Finish	Epoxy polyester powder coated - stove cured. Clear impervious anti graffiti top coat

# Mail Collection



## Bantam Box - Code. 80007

The Bantam Box is a secure posting box used in many rural locations.

As with other traditional posting boxes the Bantam Box is manufactured from high specification SG cast iron.

Featuring a high security lock and hinged mail chute, it incorporates suspension hooks for attaching a mail bag to facilitate mail retrieval.

Dimensions & Capacities:	
Height	790mm
Width	350mm
Depth	445mm
Empty Weight	109kg plus 33kg

Specification:	
Carcass Internal	SG Cast Iron 2.0mm thick low chromium stainless steel
Lock	5 lever rimmed deadlock - key retained
Finish	Epoxy polyester powder coated - stove cured
Health & Safety	This product has been independently and formally risk assessed



## Business Park Box - Code. 91339

Secure posting box, sited on business parks and industrial estates, to accept posting of pouched or loose pre paid, metered and franked mail.

Available as an optional extra, the Auto Level Sleeve (code 80037) is easily inserted to minimise operator strain and assist mail retrieval (as per Auto Level Trolley).



Optional extra - Auto Level Sleeve  
Code. 80037

Specification:	
Carcass	2.0mm thick low chromium stainless steel
Roof	Cast aluminium
Lock	Slam lock
Finish	Anti-graffiti epoxy polyester powder coated - stove cured
Health & Safety	This product has been independently and formally risk assessed

Dimensions & Capacities:	
Height	790mm
Width	350mm
Depth	445mm
Empty Weight	109kg plus 33kg

# Mail Collection



A type - Code. 21509-A

C type - Code. 21509-C

## Pillar Box Inserts

The Pillar Box Insert system utilises the spare capacity inside pillar-boxes for storing excess delivery mail in bundles. There is enough capacity to store at least a full pouch weight of mail.

The insert fits directly in place of the old cage and simply allows access into the box through a door aperture. The system is intended to store mail

bundles in approved bundle bags rather than a delivery pouch. Bundles fit more easily into the pillar-box and are subsequently easier to handle when removing them from the box.

An insert can be used in any 'A', 'B', 'C', (pre 1990) or 'K' type pillar-box. It is imperative that sufficient space is left at the top of the box for any posted mail.



B type - Code. 21509-B

"A" type Pillar Box Insert  
Code. 21509-A

"B" type Pillar Box Insert  
Code. 21509-B

"C" type Pillar Box Insert  
Code. 21509-C

"K" type Pillar Box Insert  
Code. 21509-K



## Five Slot Posting Box - Code. 31550

Three different mail compartment sizes and five posting apertures comprising of London, local, local PO boxes, UK and other.

Access gained via two doors to the front.



Dimensions & Capacities:	
Height	1620mm
Width	1250mm
Depth	430mm

Specification:	
Carcass	2mm CR12
Roof	2mm CR12
Lock	Slam lock
Finish	Iron phosphate primed, epoxy polyester powder coated - stove cured

# Mail Collection



## Wall Mounted Postal Suite

The original Postal Suite was wall mounted and whilst it afforded a more secure rear access i.e. within the building, for emptying or maintenance, it required considerable structural work to incorporate it into the wall of a building. This was not a problem on new sites and we continue to manufacture and supply such suites. However, we recognised an opportunity for a suite which had none of the drawbacks or high installation costs but gave additional advantages of speedier and more convenient use.

The Drive Through Postal Suite was the result and this offers a convenient free standing or island location which permits

access by drivers of cars and commercial vehicles without getting out of the vehicle – particularly handy when the weather is poor.

The Drive Through Postal Suite is a modular design which permits the client to select the best option for their particular location.

Modules comprise:

- First Class Posting Box
- Second Class Posting Box
- Franked Mail Posting Box
- Clock Module



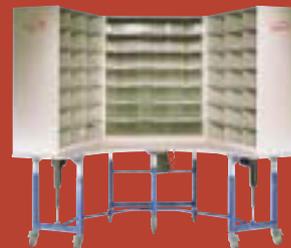
## Drive Through Postal Suite





# Mail Processing

# Mail Processing - Vertical Sorting



## RM2000



Wing frame -  
152 delivery points  
Code. 820001

Full option: wing frame plus  
two left hand and two right  
hand wing frames -  
1064 delivery points  
Code. 820001F



Main frame -  
456 delivery points  
Code. 820002

Dimensions & Capacities:			
	Length	Depth	Height
Main frame	1240mm	780mm	2100mm
Wing frame	560mm	780mm	2100mm
Full option	2580mm	1080mm	2100mm

Specification:	
Trays	Injection moulded side, back & base which snap together
Label strip	Accommodates labels up to 22mm high, angled for ease of use
Tables	Fabricated from 2mm mild steel sheet
Frames	50mm x 25mm mild steel tube
Finish	Tray - light grey, table - epoxy coated light grey & stove cured, frame - epoxy coated black & stove cured

The RM2000 vertical delivery preparation fittings have been designed to effectively arrange mail in delivery walk sequence. Based on our patented vertical slot sorting principle, C5 size letter mail and C4 size flat mail is merged and sorted into vertical slots.

are possible - comprising the main frame, left hand or right hand wing frames (maximum of four per main frame) and tables, all of which easily bolt together. Simply choose the configuration that suits your needs.

Built from modular and common components, various RM2000 configurations

On to this frame clip injection moulded plastic trays, incorporating a series of plastic dividers and label holders.

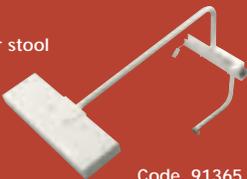
## Optional extras for RM2000 fittings:



Code. 820027  
Employ stool



Code. LX00430  
RM2000 higher stool

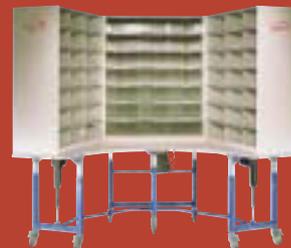


Code. 91365  
RM2000 task light



Code. 820003  
Main Frame Mounted metal cabinet

# Mail Processing - Vertical Sorting



## Universal Sort Fitting - Curved Profile



An ergonomic modular vertical slot mail preparation solution which encompasses functional design with high operational efficiency. Available as a base unit with a maximum of 544 delivery points, up to two further wing modules can be added to give a maximum of 1088 delivery points.

The curved profile 'wraps' around the operator which together with the height adjustable table, offers improved efficiency and ergonomics.

### Specification:

Trays	Injection moulded side, back & base which snap together
Label strip	Accommodates labels up to 35mm high, angled for ease of use
Table	25mm thick mdf with radiused edges
Frames	50mm x 25mm mild steel tube
Finish	Tray - self colour pale blue, table - self colour, light blue, support legs - epoxy powder coated black

## Universal Sort Fitting - Flat Fronted



An alternative to the curved profile, the flat fronted profile can be installed back-to-back in continuous rows and is ideal where floor space is limited.

Also available as a base unit with a maximum of 544 delivery points, up to two further wing modules can be added to give a maximum of 1088 delivery points.

### Specification:

Trays	Injection moulded side, back & base which snap together
Label strip	Accommodates labels up to 35mm high, angled for ease of use
Table	25mm thick mdf with radiused edges
Frames	50mm x 25mm mild steel tube
Finish	Tray - self colour pale blue, table - self colour, light blue, support legs - epoxy powder coated black

# Mail Processing - Horizontal Sorting



## C5 Fittings



Flat fronted C5 fittings available with:

**48 Boxes** – Code. 91322C

**56 Boxes** – Code. 91291C

**64 Boxes** – Code. 91301C

Curved C5 fittings available with:

**63 Boxes** – Code. 01417C

Flat Fronted C5 Fitting



Curved C5 Fitting

A range of horizontal sorting fittings developed to cover a number of manual mail processing applications, all of which are capable of accommodating 10mm high plan displays.

Our C5 flat fronted, and C5 curved sorting fittings are particularly suitable for the inward primary & secondary mail sorting operations, for sorting letter mail up to C5 in size.

Fittings comprise a one-piece table on to which are mounted compact sorting module having a total of 48, 56 or 64 horizontal sorting compartments, each of which can accommodate larger volumes of mail.

# Mail Processing - Horizontal Sorting



## C4 Fittings



Greenock C4 fittings available with:

- 12 Boxes – Code. 11466C
- 24 Boxes – Code. 91326C
- 48 Boxes – Code. 91323C
- 54 Boxes – Code. 91401C

Impact C4 fittings available with:

- 48 Boxes – Code. 91324C
- 56 Boxes – Code. 91302C
- 64 Boxes – Code. 91321C

Curved C4 fittings available with:

- 63 Boxes – Code. 01396C

Flat Fronted C4 Greenock Fitting

Our horizontal Greenock sorting fittings have been ergonomically designed to accommodate mixed size mail and/or larger than C4 size mail. They comprise a one-piece table on to which is mounted a compact, flat fronted sorting module having a total of 12, 24, 48 or 54 horizontal sorting compartments.

Our horizontal impact sorting fittings have been ergonomically designed to accommodate flats mail up to C4 in size. They comprise a two-piece table on to which are mounted four compact sorting modules, arranged in a curved configuration they offer a total of 48, 56 or 64 horizontal sorting compartments.

Dimensions & Capacities:			
	Flat fronted letters & flats	Impact	Curved
Height	1484mm	2112mm	1745mm
Width	710mm	1056mm	693mm
Depth	1750mm	1750mm	1790mm



C4 Impact Fitting

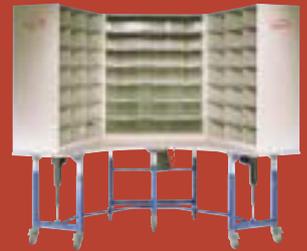
Our horizontal Curved sorting fitting has been ergonomically designed to accommodate flats mail up to C4 in size. It comprises, a two-piece table onto which are mounted three compact sorting modules, arranged in a curved configuration it offers a total of 63 horizontal sorting compartments.

For an understanding of the layout of this fitting refer to the C5 version on page 15.

Our range of horizontal sorting fittings are useful for the inward primary & secondary mail sorting operations and in the mail delivery operation where they can accommodate larger volumes of mail.

Specification:	
Box frame	Fabricated from 0.9mm thick mild steel sheet
Label strip	Extruded PVC to suit 0.9mm high labels
Tables	Fabricated from 2.0mm thick mild steel sheet
Legs	Fabricated from 2.0mm thick mild steel sheet
Finish	Box frame, tables and legs epoxy polyester powder coated - stove cured

# Mail Processing - Horizontal Sorting



## Genesis Fitting



Genesis C4 curved fittings available with:

**63 Boxes** – Code. 01417GC

Genesis C4 Impact fittings available with:

**48 Boxes** – Code. 91324GC

**56 Boxes** – Code. 91302GC

**64 Boxes** – Code. 91321GC

Our horizontal Genesis sorting fittings have been designed to assist disabled sorting staff, when sorting flats mail up to C4 in size. Available in two versions, they are useful for the inward primary & secondary mail sorting operations and in the mail delivery operation, where they can accommodate larger volumes of mail.

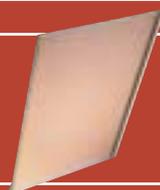
compact sorting modules in a curved configuration.

Our Genesis Curved Fitting, incorporates three modules with a total of 63 horizontal sorting compartments, while our Genesis Impact fitting, incorporates four modules with a total of 48, 56 or 64 horizontal sorting compartments.

Both versions comprise an electrically height adjustable table, on to which are mounted



## Optional extras for C5, C4 and Genesis fittings:

 <p>Code. 11421 Single sided opal overhead display for C5 &amp; C4 fittings (flat fronted)</p>	 <p>Code. 1400 Four sided opal overhead display for C5 &amp; C4 fittings (flat fronted)</p>	 <p>Code. 91379 Double sided opal overhead display for C5 &amp; C4 fittings (flat fronted)</p>
 <p>Code. 11448 - 3 A3 2 sided opal overhead for all curved fittings.</p>	 <p>Code. 91338-3 A4 Fixed Impact overhead for all Curved fittings.</p>	 <p>Code. 91367 Curved fitting task light</p>
		 <p>Code. LX00429 Impact lower stool</p>

# Mail Processing



2 x 2 selection DBF

## Drop Bag Fittings (DBF)

Our DBF's are used to sort packets, magazines and larger than C4 size mail.

They comprise a fully welded top frame with four bag hooks per aperture and are supported on four fabricated legs, each fitted with braked, swivel castors.

Available in numerous combinations, from a single two selection module up to a 64 selection three module 'H' profile DBF, they are all fully mobile and come supplied with two white clip-on label fillets for each bag aperture.



Multi-module 'H' profiles available in various options

For the larger DBF's, optional goalpost overheads are available, which bolt onto the DBF frame and can include combinations of notice boards and rows of bag label hooks.

Dimensions & Capacities:		Specification:	
Bag Aperture Size	305mm x 305mm	Frame	50mm x 25mm rectangular hollow section
Height	1000mm	Bag Hooks	6.0mm diameter mild steel bar
		Legs	3.0mm thick mild steel plate
		Finish	Epoxy polyester powder coated - stove cured
		Castors	Heavy duty 75mm diameter braked swivel castors

## Mailroom Drop Bag Fitting



The mailroom Drop Bag Fittings were developed to accommodate standard mail bags. Available in single or double module mobile units, they comprise a fully welded construction, fabricated from mild steel tube and plate, which is supported on four heavy duty castors.



Single - Code. 21532



Double - Code. 21531

Our unique frame design allows the user to change bags independently without the frame hindering the process.

Dimensions & Capacities:			Specification:	
	Single	Double	Carcass	25.5mm diameter mild steel tube, 2mm mild steel plate
Height	980mm	980mm	Finish	Epoxy polyester powder coated - stove cured
Width	400mm	755mm	Castors	Heavy duty 80mm castors
Depth	400mm	400mm		

# Mail Processing



## Intelligent Drop Bag Fitting (IDBF) - Code. 41581



The Intelligent Drop Bag Fitting is designed to indicate to an operator when a mail bag has reached the 11kg limit. This is achieved during the sorting process and not as a separate weighing operation, eliminating a secondary operation.

The IDBF can be supplied as a single, double or triple selection with each bag retained on three sides and open to the front to assist bag removal.



Dimensions & Capacities:			
	Single	Double	Triple
Height	1010mm	1010mm	1010mm
Width	375mm	710mm	1040mm
Depth	410mm	410mm	410mm

Specification:	
Carcass	25mm square hollow section & 22mm diameter tube. 19mm diameter tube with a 2mm thick mild steel support tray
Castors	2 off, 75mm diameter braked swivel castors. 2 off, 75mm diameter swivel castors

## Sign-on Desks - Code. 91327



Our Signing On Desks are particularly suitable for attendance logging and storage of mail management documentation, within and around mail processing areas.

They are constructed with tubular steel frames, fitted with four robust, braked, swivel castors, for easy manoeuvrability and stability when stationary or in use. In desk widths of

1.5m or 2.0m our standard options comprise an angled, marmoleum covered, MDF writing top with a document storage shelf below.

To develop desks to customer's particular requirements, each standard option can be factory fitted with additional combinations of raised backboard to top, 6 position bookcase and lockable drawer unit.

Dimensions & Capacities:	
Height	1070mm
Width	709mm
Depth	580mm
Work top	860mm x 650mm (W/D)
Drawer	410mm x 430mm x 140mm (W/D/H)
Cupboard	790mm x 580mm x 600mm (W/D/H)

Specification:	
Carcass	MDF panelled cold rolled steel hollow section frame
Castors	40mm diameter swivel braked castors
Work top	Angled work top, flush lipped rear and sides and with an upstand at the front
Drawer	Shelf storage and drawer unit
Finish	Work top finished in marmoleum, desk in two pack epoxy spray paint finish to suit customer requirement. Standard finish is RAL5017 Blue

# Mail Processing



## Bag Opening & Tipping Table - Code. 91380

Bag opening and tipping tables are used primarily for emptying mail sacks, pre-sorting, facing and cancelling mail.

The table top is constructed from 22mm thick MDF finished with a hard wearing marmoleum work surface. A hardwood edging strip attached to three sides of the table top help prevent spillage of mail onto the floor.

The tipping tables can be manufactured to customer specifications and range in length from 600mm long to 2500mm long.

Four fully swivel braked castors lock the table into position to help prevent movement whilst processing mail.

Dimensions & Capacities:	
Height	900mm
Width	N/A
Depth	N/A

Specification:	
Frame	30mm x 30mm mild steel hollow section and 2mm thick mild steel sheet
Table top	22mm MDF, covered with 2.5mm thick marmoleum
Castors	Fully swivel braked polyurethane non-marking rubber tyres
Finish	Epoxy polyester powder coated - stove cured



## Dished Bag Opening Table - Code. 11426

The dished bag opening tables are used primarily for emptying mail sacks, pre-sorting and facing mail.

The table top is dished to help increase the capacity of mail it can house as well as preventing spillage of mail over the sides.

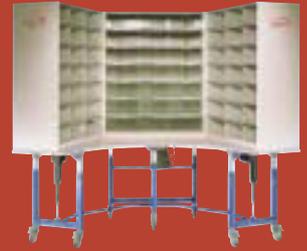
Four fully swivel braked castors lock the table into position to help prevent movement whilst processing mail.

The shelf on the underside of the table can easily be removed and placed inside the dish to create a flat working surface for times when the table is not in use.

Dimensions & Capacities:	
Height	900mm
Width	890mm
Depth	1900mm

Specification:	
Frame	40mm x 40mm mild steel hollow section & 2mm mild steel sheet
Castors	Fully swivel braked polyurethane non-marking rubber tyres
Finish	Epoxy polyester powder coated - stove cured

# Mail Processing



## Imp Workstations - Code. 11443

Manual mail work station, for mail cancelling and sorting, with built in stamp cancelling areas and multiple mail tray storage positions.

Fabricated from Cold Rolled Hollow Section which is finished in powder coated polyester and mounted on height adjustable feet. Complete with adjustable angled shelving to the back and two sides for holding mail trays. The centre section when

removed reveals a further shelf for holding two perstorp trays.

The work surface is made in three sections of Formica covered MDF, each are provided with a removable resilient rubber stamping surface for manually cancelling mail

The rear shelf has 40 degrees of adjustment - altering the depth of the Imp Workstation as required.

Dimensions & Capacities:	
Height	900mm
Width	2930mm
Depth	800mm

Specification:	
Carcass	Cold rolled hollow section
Work top	Formica covered MDF
Feet	Height adjustable feet
Finish	Epoxy polyester powder coated - stove cured



## Mail Processing Table

Made to measure workstation to assist in the mail processing of metered / franked mail and also provide an ideal stamping work surface.

Manufactured from cold rolled (40mm x 40mm) hollow section which has a durable powder coated finish and complete with a tray rack mounted above, the table presents perstorp mail trays angled towards the operator and is fabricated from ERW steel tube and CR4 mild steel. The work surface, manufactured

from 22mm MDF and covered with Marmoleum has a sloped surface (optional) at the back to allow mail to be tipped towards the operator. The perimeter of the work surface is finished in 95mm x 19mm hardwood and provides an upstand to avoid mail spillage at the operating face and two sides.

Built to customer specific requirements, these tables can incorporate levelling feet or lockable, swivel castors.

Dimensions & Capacities:	
Height	845mm
Width	To suit requirements
Depth	To suit requirements

Specification:	
Carcass	Cold rolled (40mm x 40mm) hollow section
Table top	Marmoleum covered 22mm MDF
Edges	95mm x 19mm hardwood
Feet	Height adjustable feet or locking swivel castors
Finish	Iron phosphate printed, epoxy polyester powder coated - stove cured

Optional addition	
Two full size MDF shelves equally spaced below the work surface for tray storage	