



GUIDE

The organisation code for clear access

How to structure materials logically, clearly and practically.

Many access problems are not caused by a lack of storage space, but by a lack of structure. The following principles help you create clear structures – regardless of rack or cabinet.

1

Like with like

Materials are grouped by function, application or process step – not by available space.

Practical tip: Store all assembly materials together, for example – even if one area has to be reorganised.

2

One place per item

Every item has exactly one fixed, defined storage location.

Practical tip: Avoid duplicate storage (“it’s somewhere else as well...”). In the long run, this creates uncertainty and wasted search time.

3

Visibility before depth

What is visible gets used. What is hidden gets forgotten.

Use:

- ▶ open fronts
- ▶ drawers instead of fixed shelves
- ▶ transparent or labelled containers

4

Access before density

Maximum storage density is not always efficient. Easy removal is what counts.

Practical tip: Plan free space deliberately – especially for frequently used items.

5

Labelling makes the difference

No order system works without clear labelling.

Label:

- ▶ every storage location
- ▶ every drawer
- ▶ every container

Ideally uniform and clearly visible.

6

Access follows frequency of use

Frequently needed parts belong in the directly accessible area.

Practical tip:

- ▶ daily-use parts: central and at reaching height
- ▶ rarely used parts: side areas or higher levels

7

Systems over stand-alone solutions

Functional access only comes from several elements working together:

- ▶ cabinets + boxes
- ▶ racks + labelling
- ▶ structure + clear rules

Practical tip: Think not in individual products, but in end-to-end order systems.

8

Order must stay simple

The more complex the system, the lower its acceptance in everyday use.

Practical tip: If new employees do not understand the system immediately, it is too complicated.



Conclusion:

Push-through, anti-tip and mesh guards are simple but effective elements for **fall protection in racking systems**.

They increase safety for people, protect goods and turn racks into **reliable systems in daily operation**.

In short: mechanical safeguards are not optional – they are essential.