

**DEPARTMENTAL WORKING INSTRUCTIONS****DEPARTMENT: PRODUCTION (CS)****PACKING OF STAMPINGS**

NO.: DWI/C/PD/006

REV NO : 02

REV. DT : 19.03.2018

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**Procedure of Inspection of packing boxes and Packing of Stampings in Wooden Boxes****Scope:** This procedure covers method of packing of the Stampings in the wooden boxes.**Objective:** To establish a rust proof safe packing procedure of the stampings.**Responsibility:** Section In charge (Dispatch).**Procedure:-****1. Packing of stampings**

- 1.1) Only QC cleared packing wooden boxes shall be used for Packing of stampings.
- 1.2) Stampings marked by QC with "OK" stickers only need to be packed. Varnished Stampings are to be brought down to room temperature before labeling them "OK" for packing. Do not pack hot/ warm stampings that have just received after varnishing.
- 1.3) Stampings are to be stacked in proper alignment and to be kept in packing wooden boxes of specific size.

**2. PACKING CASES:**

Depending upon the customer requirement the following Packing method shall be followed.

**2.1 Normal Packing**

a) The stack of stampings shall be placed over porous plastic sheets (for cushioning) with total thickness of at least 5mm and shall be wrapped with first layer of waterproof tarpaulin sheets, second layer of polythene sheet (of minimum 60 GSM) and third layer of VCI paper. The VCI paper must contact stacked stampings. (Refer attached sketch 1 of Anx. III)

b) Silica gel packets are to be placed inside the box (between stampings and VCI paper) uniformly distributed around the stampings to remove/ prevent moisture. Total qty per box should be a minimum of 1.5 kg for packing box with a single stack and minimum of 2 kg for a double stacked box. In order to cover the maximum space inside the box, small quantity packets should be used.

c) Adequate battens (Lined with water proof HDPE Tarpaulin) shall be provided if required at appropriate places to prevent the movement of stack of stampings inside the box.

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d) Each layer tarpaulin, Polythene and VCI Paper should be secured in position and properly sealed separately using adhesive tape or using a hot air gun, wherever applicable. The VCI paper must contact stacked stampings.

e) Use two separate VCI papers for doubled stacked boxes independent covering each other.

f) It has to be insured that the polythene sheets do not get damaged/ Punctured during the Packing process.

g) The top covers of boxes shall be closed and sealed after final clearance from QC by putting green stickers on stack of stampings.

h) All boxes should be covered by water proof tarpaulin over top and on all sides.

i) For export Quality/ Seaworthy Packing, The Packing boxes shall be covered with GI sheets (0.25-0.40 mm thick) on outside for sides and top; inside for bottom. (Refer attached sketch 3 of Anx. III)

**2.1 Vacuum Packing**

a) Turbo generator stampings of Haridwar and Hydro stator and Hydro rims stampings of Bhopal will be packed in vacuum Bag.

b) The stack of stampings shall be placed over porous plastic sheets (for cushioning) with total thickness of at least 5mm and shall be wrapped with first layer of aluminum barrier bag (vacuum bag), second layer of VCI Paper. The VCI paper must contact stacked stampings. (Refer attached sketch 2 of Anx. III)

c) Silica gel packets are to be placed inside the vacuum bag (between stampings and VCI paper) uniformly distributed around the stampings to remove/ prevent moisture. Total qty per box should be a minimum of 1.5 kg for packing box with a single stack and minimum of 2kg for a double stacked box. In order to cover the maximum space inside the box, small quantity packets should be used.

d) After final clearance from QC by putting green stickers on stack of stampings, Vacuum bag should be secured in position and properly sealed using heat sealing machine and air to be drained using vacuum pump.

f) The top covers of boxes shall be sealed only after final clearance from QC for confirmation of above.

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g) All boxes should be covered by water proof tarpaulin over top and on all sides.

h) For export Quality/ Seaworthy Packing, The Packing boxes shall be covered with GI sheets (0.25-0.40 mm thick) on outside for sides and top; inside for bottom. (Refer attached sketch 2 of Anx. III)

**General instructions:**

a) Thumb rule to be used for calculating the weight of silica gel w.r.t container volume is: 1m<sup>3</sup> of container size requires 1.0kg of silica gel.

b) The dispatch clearance to be given after joint inspection by QC and Dispatch. A register is to be maintained by dispatch section as per Annex-I for record of same.

c) The packing of stampings should be done in a covered shed.

d) Packing list to be displayed on each box with following details:-

i) Box No., PO No., Product name, and Project name, Customer / Consignee.

ii) Instructions for transportation to be mentioned on box:

a) Water proofing (Umbrella Stenciling)

b) Upside direction

iii) Following recommendations for storage conditions also to be mentioned on each box along with packing slip:

a) Outer cover (Tarpaulin) should be removed immediately after receipt of Boxes.

b) All our products are packed in accordance with our standard packing or as per customer requirements, which are agreed in orders.

c) Our products should be stored indoors, protected from rain, snow, dust, moisture & corroding agents (smoke, steam, acid & lye vapors, chlorine, ammonia, etc.)

d) Warehouses should be protected against temperature & humidity changes. The minimum & maximum temperatures should be + 5 deg °C and 40 deg °C respectively, while relative humidity inside should not be higher than 65 %.

e) Once after opening the packing, the material should be consumed at the earliest, since the protection given by the packing material is no longer effective.

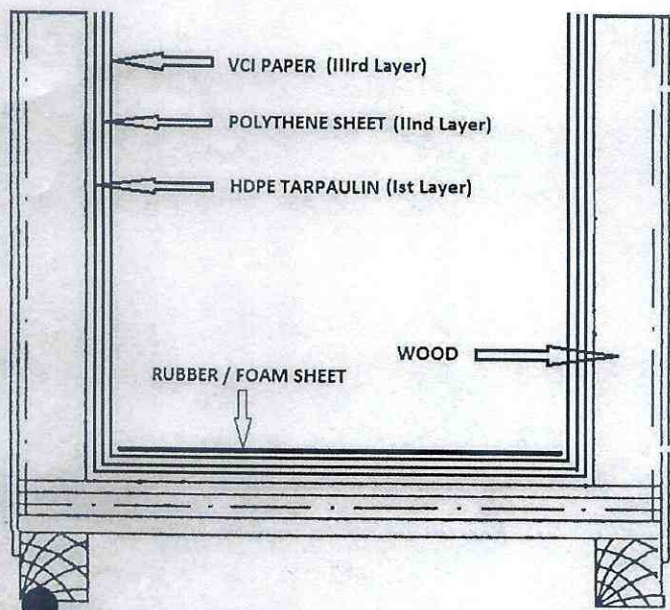
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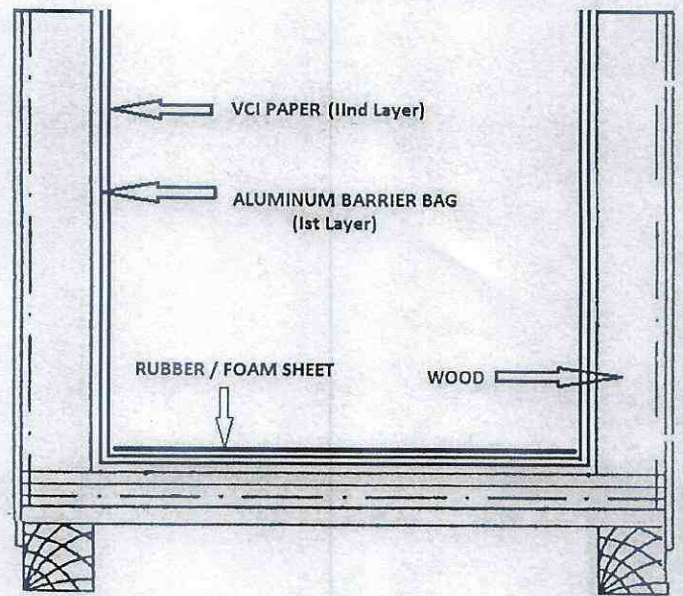
iv) The vehicle containing these packed boxes should be covered by suitable tarpaulin during transportation. A register as per Anx -II shall be maintained by security at factory exit gate to record the compliance.

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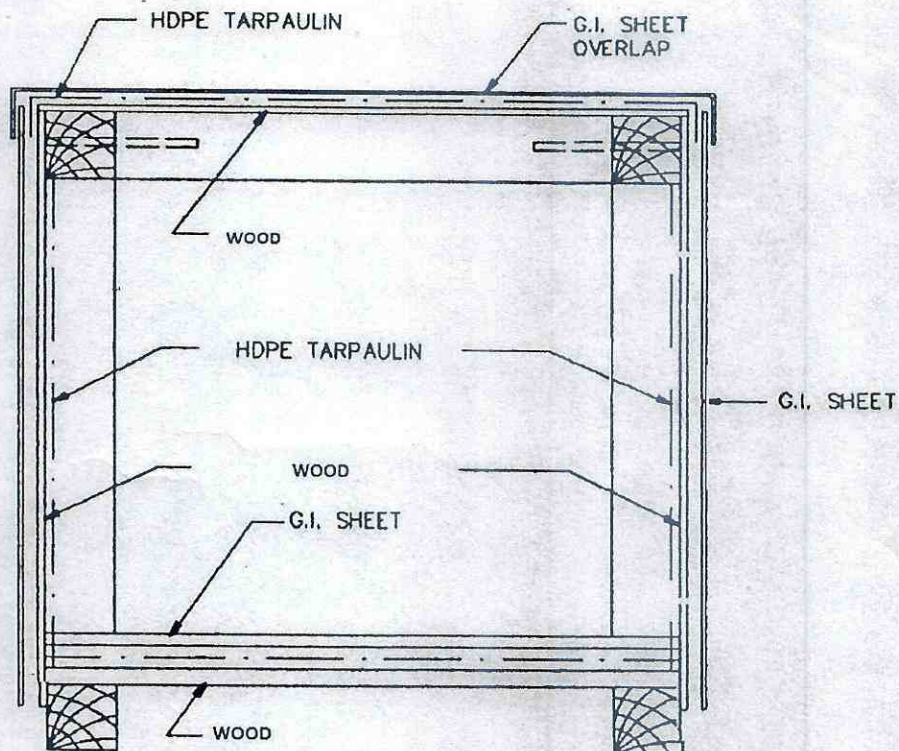
Annexure III



SKETCH 1: NORMAL PACKING



SKETCH 2: VACUUM PACKING



SKETCH 3: CLOSED PACKING CASE

07/04/12



**Bharat Heavy Electricals Limited**  
**Centralized Stamping & Fabrication Plant**

ANNEXURE VI

Details of Work Orders executed as mentioned in qualifying criteria of this tender enquiry

No	Agency by whom awarded	Location of the project	Particulars of the work awarded	Contract Value (Rs.)	Completion date

Name & Signature of the bidder

(Seal)

Note: Please enclose copy of work order and completion certificates