



CORPORATE STANDARD

AA0490004

Rev. No. 01

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SEAWORTHY PACKING

(PACKING INSTRUCTIONS FOR GENERAL COMPONENTS / ASSEMBLIES / EQUIPMENTS)

1 GENERAL

This standard lays down packing instructions for packing of Components /Assemblies/ Equipments to be dispatched against Customer's contracts, for which there are no special instructions issued by the Engineering Departments.

The Components/Assemblies need to be packed suitably to avoid physical damage & corrosion during transit for storage. For specific applications the concerned engineering department shall issue a product standard. Reference of this standard, must appear in the Shipping list/Packing List.

2 SCOPE

This procedure gives minimum guidelines to be complied with for packing of Components /Assemblies / Equipments. This packing shall be suitable for different handling operations and for the adverse conditions during transportation and during indoor / outdoor storage for periods more than one year.

3 CROSS REFERED SPECIFICATION

- Expanded Polyethylene Foam Sheet : AA51420
- Packing Wood : AA51401
- Silica gel : AA55619
- Thermocole : AA51416
- Packing slip holders : AA7240901
- Corrugated Fibre Board : AA51414
- Rubber sheet : AA59001
- VCI paper : AA51406

4 WOOD SPECIFICATION FOR PACKING

The wood shall conform to specification AA51401.

5 TYPE OF PACKING

The following 5 types of packings have been standardized for packing of General Components /Assemblies.

- 'OP' - Open Type
- 'PP' - Partially Packed
- 'CP' - Crate Packing - Components/Equipments requiring physical protection
- 'CQ' - Case Packing - Small medium Components/ Assemblies/ Equipments which require corrosion & physical protection
- 'CR' - Case Packing - Electrical Components/Assemblies which require special packing viz. Water Proof, Shock Proof, etc.

Revisions: Committee changed from MRC-M&CD to PGC-Packing

APPROVED:
PROCEDURAL GUIDELINES COMMITTEE –
PGC (Packing)

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6 DESCRIPTION OF TYPES OF PACKING

The various types of packing, as standardized above, are described below.

6.1 'OP' - Open Type

In case, of components which are not affected by water & dust & do not require special protection &, are generally not machined, shall be sent as open packages. However these components may be sent in crates, wherever necessary.

6.2 'PP' - Partially Packed

Components which need special protection, at selected portions only, shall be dispatched partially packed. Machined surfaces should not be allowed to come directly in contact with the wood. Such surfaces after application of TRP should be protected with Polyethylene Coated Bitumen Hessain Kraft Paper to AA51409 or Polyethylene sheet to AA51408 of at least 100 micron thickness.

6.3 'CP' - Crate Packing – General

Assemblies/Components which need only physical protection from the point of view of handling shall be dispatched duly packed in crates.

6.4 'CQ' - Case Packing - Machined Components/Assemblies/Equipments

- Small & Medium sized components/assemblies/equipments due to size/weight & to avoid handling, and pilferage, problems shall be packed in Case/Containers.
- Wherever required adequate quantity of silica gel to AA55619 or VCI Powder/ Tablets, packed in thin muslin cloth cotton bags shall be suitably placed.
- Small machines/components of less weight shall be provided with suitable cushioning. Wood Wool/Expanded Polyethylene Foam Sheet, if used, shall be sandwiched between polyethylene sheets and sealed.
- The components inside the case shall be entirely covered with a polyethylene sheet of at least 100 micron thickness to AA51408, where-ever required.

6.5 'CR' - Case Packing - Electrical & Electronic Components/Assemblies

Delicate components likely to be damaged e.g. Gauges, Instruments etc. are to be wrapped in waxed paper or polyethylene air bubble film and packed in cartons.

- Adequate quantity of Silica gel to AA55619 packed in cotton bags, of 100 grams each are to be suitably placed in the cartons. The cartons shall be entirely covered with a polyethylene sheet to AA51408 of at least 100 micron thickness, before being packed in the cases.
- VCI Powder/Tablets can be used as an alternative to Silica Gel to AA55619.
- Empty space in the cartons shall be filled with small chips of Expanded Polystyrene (Thermocole), Wood Wool etc. Polyethylene air bubble film shall conform to IS 12787/AA51420 Expanded polystyrene (Thermocole) shall conform to AA51416.
- The cartons shall be manufactured from corrugated Fibre Board, meeting requirements of AA51414.

6.6 Volatile Corrosion Inhibitor (VCI) Paper

- Un-protected surfaces of steel and cast iron components, tools bearing, shaft seals etc. are covered with VCI paper. VCI paper has been impregnated with corrosion inhibitors which by evaporation and chemical conversion protect metals in an enclosed area against corrosion.
- 7 m³ VCI paper is necessary for 1 m³ of packed item approximately as per AA51406.

Application Limitation:

VCI paper shall not be used for components made of aluminium, aluminium alloys as well as Zinc, copper, brass, cadmium and silver.

VCI powder is sprinkled inside the piping components ends shall be protected with end cover as specified in plant standards, drawings.



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6.7 Moisture Absorber

Silica gel is used for this purpose to protect the contents over sufficiently long time from corrosion. At the time of use, silica gel should be so dried that its colour becomes dark blue. These shall be filled in small cotton bags. Before sealing the equipment, the silica gel bags should be kept inside the polyethylene film cover at different locations. The quantity of silica gel should not be less than 1.0 kg per cubic metre volume of the packing box

7 TYPE OF CASES

For specific requirement of packing the cases are to be provided with Tongue and Groove joints.

8 PREPARATION OF PACKING CASE

- 1) The base of the case shall be made of wooden batons for planks giving necessary reinforcement, such that the bottom of the equipment is at a height of 100 to 200 mm from the ground level depending upon size, ft weight of equipment. However for packing cases of smaller size equipment can be at a height of -40 mm from the ground level.
- 2) In case of 'CR1 - Packing Viz. Electrical ft Electronic components for instruments/assemblies, a rubber sheet, Self-expanded polyethene foam sheet, preferably 10 mm thick, shall be fixed on to the base to act as cushioning to the equipment.
- 3) The four sides, shall be lined, from inside with packing paper water proof bitumen laminated to AA51410 Type – 1 or polyethylene sheet to AA51408 of at least 100 micron thickness and tacked at suitable places.

Whenever specified in addition to the bitumen laminated paper/polyethylene sheet the top cover will have a layer of bitumen felt over the cover. This should project about 100 - 250 mm on all sides.

It is preferable to have a single piece of the above Kraft paper fixed on the four sides. In case jointing is unavoidable, it should be done by overlapping of approximately 100 mm.

- 4) Place the Components/cartons with corrosion inhibitors duly applied wherever necessary for place suitably, thin muslin cloths bags containing 100 grams (approx.) of activated Blue Silica Gel to AA55619, wherever necessary. Alternatively VCI Powder or Tablet may be used.
- 5) In case, depression is formed, at the top, after the equipment is lowered, provide ply board/wooden batons.
- 6) Cover the whole equipment with polyethylene sheet of at least 100 micron thickness, on all sides preferably by a single piece.
- 7) For indoor panels/equipments, provide suitable packing batons with covering of Thermocole/expanded soft polyethylene foam/polyethylene air bubble film wrapped with suitable cords, to avoid cutting of the polyethylene sheet so that finished surface is not damaged.
- 8) Empty space in the box shall be filled with adequate cushioning material e.g. Thermocole Chips, Wood Wool etc. to avoid movement for shocks. Alternatively put wooden blocks/batons wherever necessary.
- 9) The inner side of the top cover shall be lined with polyethylene sheet, of at least
- 10) 100 micron thickness, which shall project approximately 25 to 150 mm depending upon the size of the case on all sides of the top cover shall be provided below the top cover. This projection, after nailing the top cover, shall be folded over, on the sides of the crates ft tacked, to, prevent ingress of water from the top.

9 STEEL CONTAINERS

Steel containers for packing can be used in case of repeated supplies of the same equipment. Empty steel containers are to be returned back from customer's end and to be reused for the next supplies.

The containers are to be made of structural steel as per AA 10108 with proper reinforcement with I, C and T Sections.

**Following precautions are to be taken during packing:**

- Put the Components/Assemblies/Equipments in the steel container properly. Cover the Components/Assemblies/Equipments with polythene.
- To arrest the movement in the steel container necessary wooden Blocks/Batons may be put.
- Put cover on steel, container and Bolt Properly.

10 SEALED PACKING

Components sub-assemblies and assemblies sensitive to climatic conditions shall be packed seal tight. All the openings of the sensitive components, sub-assemblies and assemblies shall be blanketed to prevent the ingress of dust and moisture.

The components sub-assemblies and assemblies are completely covered with 2 layers of polyethylene sheet. All sharp corners and edges are to be protected by rubber mats to prevent the polyethylene sheet from damage. Top surface of the case shall be free from dents to prevent rain water pockets.

11 SLING PLATE

Sling plate shall be provided to prevent damage to the packing box during lifting. Size of the sling plate shall be selected depending upon the net weight of the consignment.

12 PACKING SLIP HOLDERS

Two nos. steel packing slip holders, specification no. AA7240901 containing the packing list, sealed in thick polyethylene film, shall be fixed one inside and the other outside the packing box.

13 GENERAL PRECAUTIONS

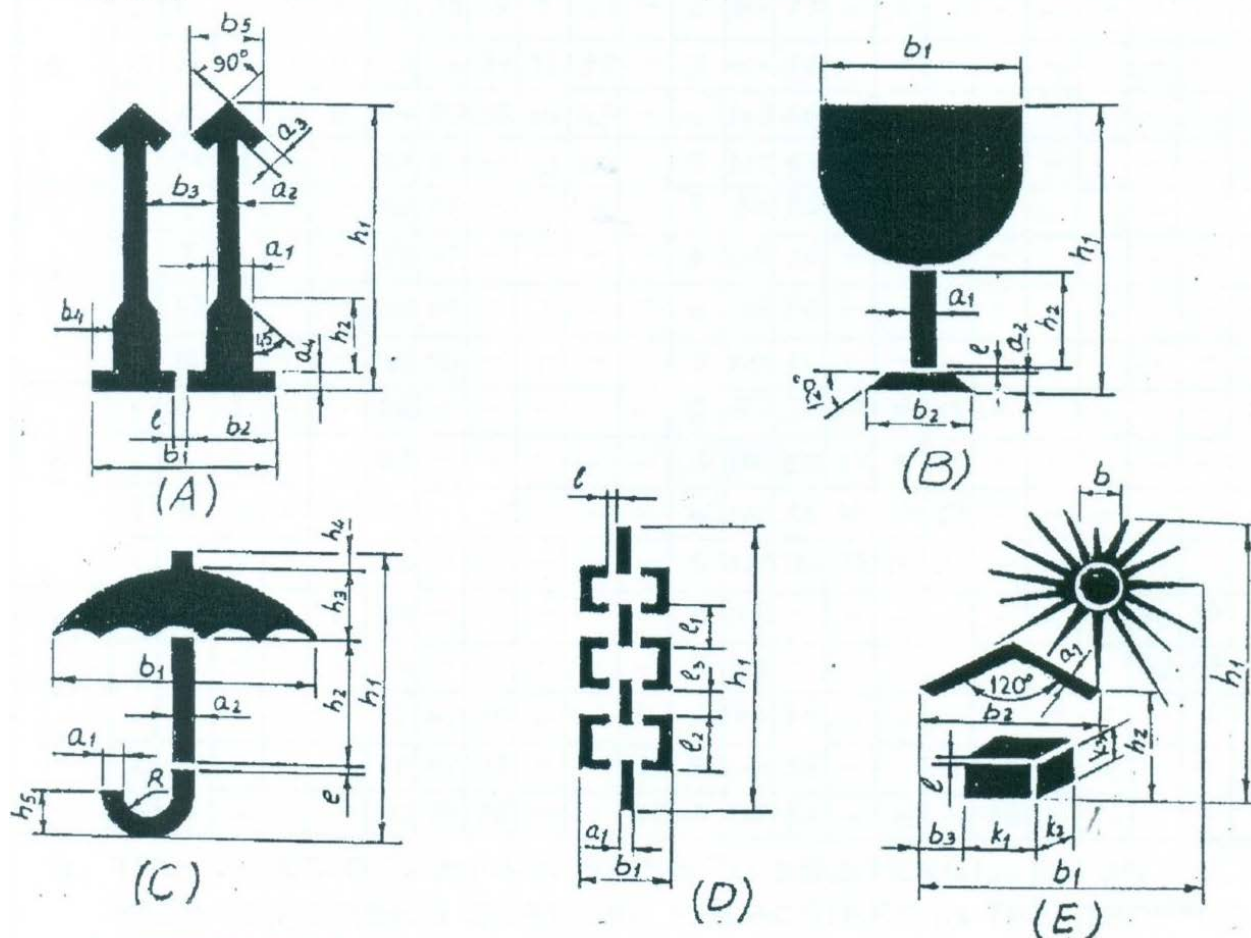
- a) While fixing nails during packing, necessary care shall be taken to ensure that materials used for protection inside the case e.g. paper, polyethylene sheet, coir etc. do not get damaged.
- b) Sling protection brackets to be provided on cases wherever required.
- c) It shall be ensured that all stencil marks external, front & rear sides of the casing shall be of water proof Material to prevent obliteration in transit.
- d) The various caution signs shall be marked with stencil on both sides of the packing box.
- e) Do not pack any other Mechanical items with this case.

THE FOLLOWING DETAILS ARE TO BE MARKED ON THE PACKING CASES.

- a) Address of consignee.
- b) Purchase Order No./ SO No/WO No.
- c) Description of item or title of packing list.
- d) Case identification Number/ Packing List No.
- e) Net Weight.
- f) Gross Weight.
- g) Dimensions of box
- h) Marking showing upright position.
- i) Marking showing sling position.
- j) Marking showing umbrella (i.e. for machines/components to be stored under covered storage.
- k) Loading and unloading precautions

MARKINGS ON PACKING CASE S

1. THIS PLANT STANDARD PRESCRIBES THE VARIOUS CAUTION SIGNS AND OTHER MARKINGS ON PACKING CASES.
2. DIMENSIONS IN THE TABLE 1 SHALL BE USED FOR MAKING STENCILS ONLY.



- A. UPRIGHT
B. FRAGILE
C. PROTECTION FROM FALLING OR CONDENSING MOISTURE.
D. SLINGING POSITION
E. PROTECTION FROM DIRECT RADIATIONS.

Figure 1



Figure 2

Table 1

DESIGN- ATION	DIMENSIONS IN mm.																							
		a ₁	a ₂	a ₃	a ₄	b ₁	b ₂	b ₃	b ₄	b ₅	b	l	h ₁	h ₂	h ₃	h ₄	h ₅	K ₁	K ₂	K ₃	l ₁	l ₂	l ₃	R
A	1	12	5	5	4	52	25	19	8	21	-	2	84	23	-	-	-	-	-	-	-	-	-	-
	2	17	7	7	6	75	36	29	11	30	-	3	119	33	-	-	-	-	-	-	-	-	-	-
	3	24	10	10	8	104	50	38	16	42	-	4	168	46	-	-	-	-	-	-	-	-	-	-
	4	34	14	14	11	147	71	59	23	60	-	5	239	65	-	-	-	-	-	-	-	-	-	-
B	1	5	5	-	-	50	33	-	-	-	-	2	84	25	-	-	-	-	-	-	-	-	-	-
	2	7	7	-	-	71	47	-	-	-	-	3	119	36	-	-	-	-	-	-	-	-	-	-
	3	10	10	-	-	100	66	-	-	-	-	4	168	50	-	-	-	-	-	-	-	-	-	-
	4	14	14	-	-	142	94	-	-	-	-	5	239	71	-	-	-	-	-	-	-	-	-	-
C	1	4	3	-	-	66	-	-	-	-	-	2	80	39	19	5	11	-	-	-	-	-	-	6
	2	6	4	-	-	85	-	-	-	-	-	3	114	55	27	7	16	-	-	-	-	-	-	9
	3	8	6	-	-	120	-	-	-	-	-	4	160	78	38	10	22	-	-	-	-	-	-	12
	4	11	9	-	-	170	-	-	-	-	-	5	227	110	54	14	31	-	-	-	-	-	-	17
D	1	6	-	-	-	30	-	-	-	-	-	4	148	-	-	-	-	-	-	-	30	30	10	-
	2	9	-	-	-	42	-	-	-	-	-	5	209	-	-	-	-	-	-	-	42	42	14	-
E	1	3	-	-	-	69	47	10	-	-	16	2	91	26	-	-	-	17	8	11	-	-	-	-
	2	4	-	-	-	98	67	15	-	-	23	3	128	33	-	-	-	24	11	16	-	-	-	-
	3	6	-	-	-	138	94	20	-	-	32	4	182	62	-	-	-	34	16	22	-	-	-	-

Black and Red Marking Ink to IS: 1234 "Ink, Stencil, Oil Base, For Marking Porous Surfaces" or duplicating ink stencilling, oil base for marking porous surfaces.

All cases containing fragile items are to be stencilled with red marking and stencilling paint/ink.

"HANDLE WITH CARE", "FRAGILE DO NOT TURN OVER".

Besides the caution signs the product information shall be stencilled of letters with 13mm to 50mm height.

In case of consignment consists of more than one package, each package shall carry its Package No. as given in shipping list. All caution signs shall be stencilled in higher quality full glossy out door finishing paint red in colour (AA56126). All other markings shall be carried out in black enamel (AA56126).

Caution signs & other markings shall be stencilled on both the end shooks & the side shooks. Caution sign (for slinging) shall be stencilled only on side shooks at the appropriate place.

Note: In case the size of package is small for using the stencils, then hand written letters/figures shall be allowed.

14 PROCEDURE FOR HANDLING OF COMPONENTS

The purpose of this procedure is to protect the quality of the components/equipments while handling in various stages of manufacturing packing & despatching.



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- 14.1** Adequate care shall be taken in handling the material, and components to avoid damage during receipts, storage issue manufacture & despatch operations.
- 14.2** Appropriate material handling equipments like fork lifters, cranes etc. Shall be used where needed.
- 14.3** Lifting by crane and transportation by trolley of critical items and large components like rotors castings etc. Shall be done carefully.
- 14.4** For critical items, where specified, special handling fixtures shall be used for lifting.
- 14.5** Slings and shackles used for lifting the components/equipments shall be checked for fitness and suitability before use.
- 14.6** Slings used on machined surfaces shall be suitably padded. No slings shall be used on journal surfaces.
- 14.7** Precision machined components like blades, catches, rollers etc. Shall be lifted using suitable wooden pallets.

14.8 HANDLING OF COMPONENTS ON RECEIPT/DESPATCH:

Before loading/unloading a packing case from the carrier look for the following shipping instructions painted on the packing case.

- The markings showing the upright position.
- The markings showing the sling position
- Markings showing the fragile contents.
- Other required markings as per Clause No. 13

- 14.8.1** Appropriate cranes and slings should be used for different components/ cases. Slings should normally make an angle as minimum as possible (width wise) but in no case more than 15°.
- 14.8.2** Handling and lifting should be done without jerks or impacts.
- 14.8.3** Immediately after receipt of the goods, the packing should be examined all-round for any sign of damage. If necessary, lift the cover or a number of boards of the case so as to make the contents visible. In the event of sealed packing being used the plastic sheeting should not be damaged. It is imperative that the packing material is restored in original condition after the inspection.
- 14.8.4** On receipt of the equipment it should be checked with the shipping list and missing or damage if any should be reported immediately. It is important to arrange for immediate examination to determine the extent of the damage, the cause of the damage and where applicable the person or persons responsible for the damage. According to general practice when transporting by railway or by road vehicle the carrier concerned should be immediately called upon (within specified periods) for jointly establishing a statement of the damage. This is essential as a basis for a subsequent claim and possible damage report to the insurance company.
- 14.8.5** Protective coating applied on machined surfaces should not be disturbed. The plastic covering should be put back carefully so that it prevents ingress of dust and moisture. Some packing may have vapour phase inhibitor (VPI) paper enclosed inside the packing cases. This should be restored to its original place as far as possible.
- 14.8.6** Silica gel and such other chemicals kept in the box as desiccants and indicators should also be left in the box itself.

15 GI SHEET

The packing cases are covered with GI sheet on outside for sides and top; inside for bottom as per the Figure-3.

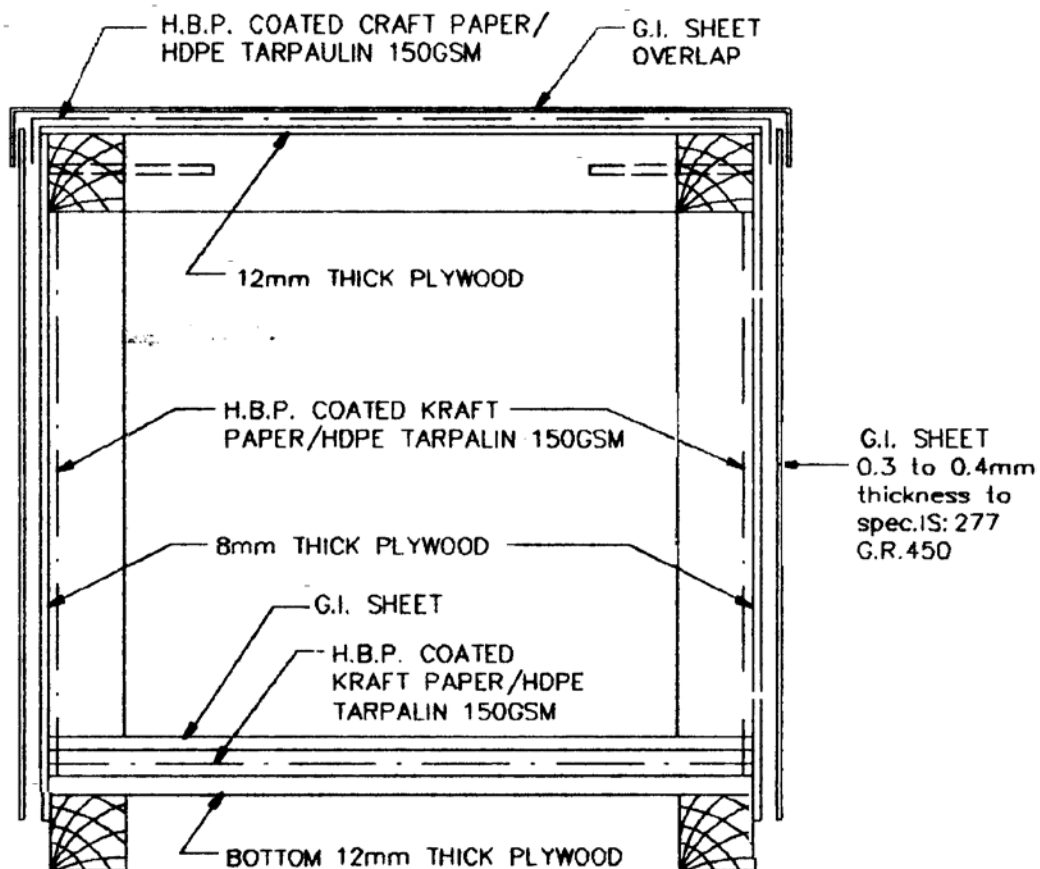
16 TREATMENT of Wood

Treatment of wood is as per ISPM 15: 2009

17 PROVISION FOR INSPECTION

This clause is applicable only where contractual requirement of customer is there. For other packings this is not applicable.

Each transportable packing's shall have provision for inspection by customer authority etc. during transport from origin of dispatched till destination. This inspection may require opening of the package and subsequently closing it again. For this purpose suitable designed opening with bolted cover shall be provided. Such an opening shall be clearly marked as "OPENING" with clear instruction for opening & closing written on this cover. For large consignment the size of the opening shall be suitable to facilitate entry of personnel.



CLOSED PACKING CASE WITH
G.I.SHEET SHOWING LAYERS
OF PACKING MATERIALS

Figure 3