

**BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI**

**CONTROLS AND INSTRUMENTATION / FB
QUALITY ASSURANCE**

**STANDARD PACKING PROCEDURE
FOR
ALL INSTRUMENTS AND MISCELLENEOUS ITEMS
(ELECTRICAL, ELECTRONIC AND PNEUMATIC)**

Rev	Date	Prepared	Checked	Approved	Revision History
00	01.01.96	Sd/-	Sd/-	Sd/-	Initial History
01	28.03.02	A.J.OMPRAKASH Sd/-	R.VARADARAJAN Sd/-	G.MATHIYALAGAN Sd/-	Department name changed
02	26.02.07	RM.VAIRAVAN <i>RM.VAIRAVAN</i>	N.SRIDHAR <i>N.SRIDHAR</i>	G.SOMASUNDARAM <i>G.SOMASUNDARAM</i>	Revised after discussion with Shipping Dept.

1.0 SCOPE

- 1.1 This procedure gives minimum guidelines to be complied with for packing of Electrical, Electronics and Instrumentation panels. 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.

2.0 WOOD SPECIFICATION FOR PACKING

- 2.1 Rubber wood as per manufacturer standard.
2.2 Silver Oak as per procedure PR:CHEM:017 or as per relevant International Standards.

3.0 PACKING

- 3.1 For Inland packing, rubber wood and export packing Silver Oak wood shall be used. The wood used shall be seasoned and treated. It shall be free from knots, etc. and any kind of decay caused by insects and fungus.
- 3.2 The required wood case for the equipment to be packed shall be made out of individual planks of single length and no joint is permissible. Using such planks, the required wood case for the panel shall be made,
- 3.3 Sufficient number horizontal, vertical and diagonal planks (dimension depending upon case size) shall be used for binding and strengthening. Runners have to be provided with metallic sling plates for handling.
- 3.4 The instrument or the items has to be individually packed with a polythene cover and shall be kept inside a moulded thermo coal or carton box. The box shall be filled with suitable material like jute, coir, thermo coal, etc.
- 3.5 The original packing material shall be used for the following items, wherever required.
Personal computer (PC), Monitor, Keyboard, Transmitter, Switches, Gauges, Analyzers, CCTV system, Electronic items.
- 3.6 On all sides of the inner case, black polythene sheet shall be nailed.
- 3.7 The gap between job and the box shall be filled with suitable material like jute, coir, thermo coal, etc.
- 3.8 The packing of the cable by vendors shall be relevant Indian Standards.
- 3.9 Each case must have sufficient quantity of silica gel, packed in cotton cloth bags, shall be kept at different places as required.
The bags used shall have the following information marked on it.
Silica Gel activator type:
Blue: Active
Rose: Reduced active
White: No activity. To be replaced with fresh Silica gel.

4.0 MARKING

- 4.1 After completing the packing, Stencil marking, as per dispatch instructions and symbol marking as per Annexure – I shall be made. Please ensure the box is stenciled with “FRAGILE ITEM”, “HANDLE WITH CARE”

5.0 PACKING SLIP

- 5.1 A copy of the packing slip, kept in a polythene cover shall be kept inside the box. Another copy of the packing slip, kept in a polythene cover shall be kept out side the box and covered with a metallic plate to the case.

6.0 CAUTION

Do not pack any other Mechanical items with this case.

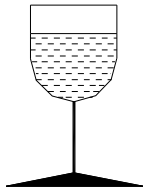
7.0 GENERAL

- 7.1 These packing procedures are the minimum requirements in addition to the standard instructions mentioned in the Purchase Order and Specification.
- 7.2 Deviation to meet the packing procedure requirements / non-clarity in packing approach in any quotation will be liable for rejection of offer.

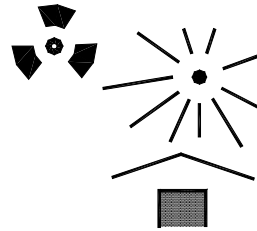
ANNEXURE – 1

TO

PROCEDURE NO:CI:QAC:PR:02/00 ; PR:03/00 ; PR:04/00



FRAGILE, HANDLE WITH CARE



PROTECT FROM HEAT AND RADIOACTIVE SOURCES



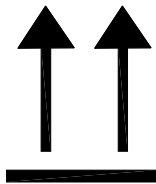
USE NO HOOKS

NOTE: The design of heavy goods packages cannot always resist top lifting by grabhooks.



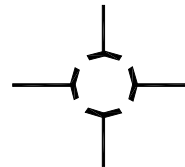
KEEP DRY

NOTE: Not all cases have waterproof internal liners; plywood used in the construction may not have a waterproof glue-line.



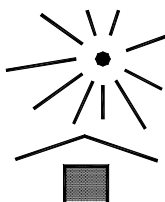
THIS WAY UP

NOTE: Certain designs of small cases make it difficult to distinguish top from bottom.

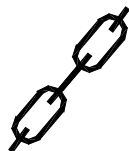


CENTRE OF GRAVITY

NOTE: This should be stencilled as a minimum on the two longest case sides (this information will normally be supplied by the manufacturer of the item(s) packed).

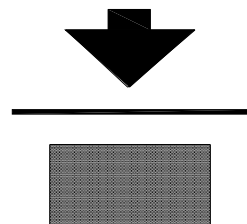


KEEP AWAY FROM HEAT



INTERNATIONAL "SLING HERE" SYMBOL

... kg max



STACKING LIMITATION

NOTE: The maximum load in kilograms should be marked above the arrow.