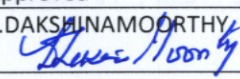


BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI

CONTROLS AND INSTRUMENTATION / FB
QUALITY ASSURANCE

STANDARD PACKING PROCEDURE
FOR
ELECTRONIC MODULES

Rev	Date	Prepared	Checked	Approved	Revision History
00	09/10/2014	V.AVINASH 	RM.VAIRAVAN 	S.DAKSHINAMOORTHY 	Initial Release

1.0 SCOPE

- 1.1 This procedure gives minimum guidelines to be complied for packing of Electronic modules. 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 MATERIAL SPECIFICATION FOR PACKING

- 2.1 The material shall be packed in carton box and / or seasoned wood or plywood as per international standard.

3.0 PACKING

- 3.1 For Inland packing, suitable carton boxes shall be used. For export packing suitable box made of seasoned wood and / or plywood sheets of required thickness shall be used.
- 3.2 The individual electronic card shall be kept inside a bubble sheet cover and sealed appropriately
- 3.3 ESD sensitive components/assemblies shall be packed using ESD protective bags and sealed appropriately.
- 3.4 The electronic modules packed as above shall be kept inside a suitably sized carton box.
- 3.5 The gap between modules and the box shall be filled with suitable shock absorbing material like thermocol, etc.
- 3.6 Individual carton boxes with modules shall be stacked inside a carton box or wooden box according to inland or export packing.
- 3.7 Each case must have sufficient quantity of silica gel, packed in cotton cloth bags, and shall be kept at different places as required.
- 3.8 Wooden boxes shall be steel strapped and straps shall be secured with crimped steel seals.
- 3.9 Carton boxes shall be strapped with Non-metallic straps.
- 3.10 Carton boxes should be wrapped around with water proof tape to prevent water ingress.
- 3.11 Wooden boxes should be provided with foot in case of size of box side exceeds 600 mm

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**

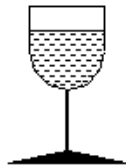
- 5.1 A copy of the packing slip, kept in a polythene cover shall be kept inside the box. Another copy of the packing slip, kept in a polythene cover shall be kept outside the box and covered with a metallic plate for wooden box and polythene cover for carton box.

6.0 **CAUTION**

- 6.1 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 – 1TOPROCEDURE 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.



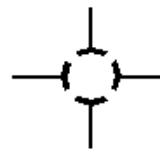
KEEP DRY

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.



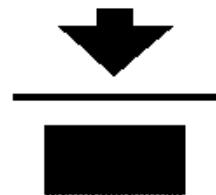
CENTRE OF GRAVITY

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

... kg max



STACKING LIMITATION



INTERNATIONAL "SLING HERE" SYMBOL

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