



CORPORATE STANDARD

AA0490004

Rev No.00

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SEAWORTHY PACKING

(PACKING INSTRUCTIONS FOR GENERAL COMPONENTS / ASSEMBLIES / EQUIPMENTS)

1.0 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.

2.0 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.

3.0 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

4.0 WOOD SPECIFICATION FOR PACKING:

The wood shall conform to specification AA51401.

5.0 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:

Refer 25th MOM of MRC-M&CD

APPROVED:

INTERPLANT MATERIAL RATIONALISATION
COMMITTEE - MRC(M&CD)

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**6.0 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:

- a) Small & Medium sized components/assemblies/equipments due to size/weight & to avoid handling, and pilferage, problems shall be packed in Case/Containers.
- b) Wherever required adequate quantity of silica gel to AA55619 or VCI Powder/ Tablets, packed in thin muslin cloth cotton bags shall be suitably placed.
- c) 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.
- d) The components inside the case shall be entirely covered with a polyethylene sheet of at least 100 micron thickness to AA 51408, 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.

- a) 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.
- b) VCI Powder/Tablets can be used as an alternative to Silica Gel to AA55619.
- c) 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.
- d) The cartons shall be manufactured from corrugated Fibre Board, meeting requirements of AA 51414.

6.6 Volatile Corrosion Inhibitor (VCI) Paper:

- a) 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



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corrosion inhibitors which by evaporation and chemical conversion protect metals in an enclosed area against corrosion.

- b) 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.

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

7.0 TYPE OF CASES:

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

8.0 PREPARATION OF PACKING CASE:

- 8.1. 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.

- 8.2. 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.

- 8.3. The four sides, shall be lined, from inside with packing paper water proof bitumen laminated to AA51410 Type - I 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.

- 8.4. 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.

- 8.5. In case, depression is formed, at the top, after the equipment is lowered, provide ply board/wooden batons.

- 8.6. Cover the whole equipment with polyethylene sheet of at least 100 micron thickness, on all sides preferably by a single piece.

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- 8.7. 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.
- 8.8. 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.
- 8.9. The inner side of the top cover shall be lined with polyethylene sheet, of at least 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 fit tacked, to, prevent ingress of water from the top.

9.0 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.

10.0 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.

11.0 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.

12.0 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.

13.0 GENERAL PRECAUTIONS:

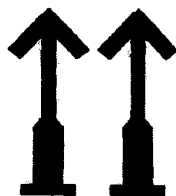
- a) While fixing nails during packing, necessary care shall be taken to ensure that materials used for protection inside the case e.g. paper, polyethylene sheet, coir etc. do not get damaged.

- 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.
- c) Description of item or title of packing list.
- d) Case identification Number.
- 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).

MARKING ON PACKING BOXES



A



B



C



D



E

- A UPRIGHT
- B FRAGILE
- C PROTECTION FROM FALLING OR CONDENSING MOISTURE
- D SLING POSITION
- E PROTECTION FROM DIRECT RADIATION

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14.0 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.