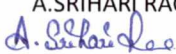
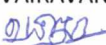
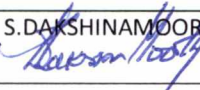


**BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI**

**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	Sd/-	Sd/-	Sd/-	Department name changed
02	26.02.07	Sd/-	Sd/-	Sd/-	Revised after discussion with Shipping Dept.
03	17.12.16	A.SRIHARI RAO 	RM.VAIRAVAN 	S.DAKSHINAMOORTHY 	Revised to suit all type of instruments.

1. Scope

This procedure gives minimum guidelines to be complied with for packing of Electrical, Electronic and pneumatic Instruments. This packing shall be suitable for different handling operations and for the adverse conditions during transportation and during indoor / outdoor storage for period more than one year.

2. Material for packing

The individual instrument shall be packed in carton box (specifically made for particular instrument) and grouped together inside a box made of wood or plywood as per National / International standard.

3. Packing

- Items shall be inspected for cleanliness immediately before packaging. Dirt, oil, residue, metal chips or other forms of contamination shall be removed.
- Adequate protection shall be provided against mechanical damage and atmospheric corrosion in transit and, for equipment suitable for outside storage, for prolonged storage at the site prior to installation.
- Water proof barrier material – high density polythene shall be used as a resistant to grease and water; it shall protect items from airborne and windblown soils.
- Desiccants like silica gel to be used inside the carton box. Silica gel shall conform to IS 3401. The gel is to be packed in sachets placed at different positions inside the components for absorbing moisture. The quantity of silica gel shall be adequate for storage period of one year.
- All tapped openings in equipment shall be plugged with plastic plugs to protect internal / external threads.
- Use a sturdy cardboard shipping carton, large enough for at least 3 inch foam padding around the instrument.
- Do not use loose plastic foam pieces, which can shift during transport.
- Secure the box flaps with packaging tape or box staples.

3.1) Marking & Labelling:

- Components and their containers shall be identified by marking. Shipping marks shall be on all sides of package. The shipping marks shall be at least 3 inches high where space permits. Markings are to be in black paint or ink depending on shade of the package surface.
- Cautionary symbols to be stenciled in red waterproof paint or ink.

QA:CI:STD:PR:04 / Rev 03

- The gap between job and the box shall be filled with suitable material like jute, coir, thermo coal, etc.
- For export packing additional care shall be taken as per contract requirements if applicable. Otherwise, suitable box made of seasoned wood and / or plywood sheets of required thickness shall be used with suitable sea worthy packing protection.

4. Marking

- 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. Packing Slip

- 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 firmly fixed to the case.

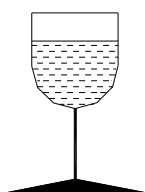
6. Caution

- Do not pack any other Mechanical items with this case.

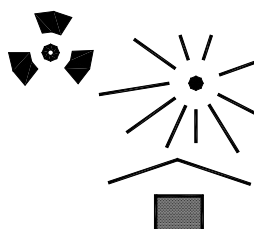
7. General

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

ANNEXURE – 1



FRAGILE, HANDLE WITH CARE



PROTECT FROM HEAT AND RADIOACTIVE SOURCES



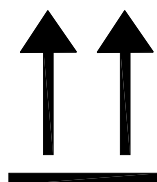
USE NO HOOKS

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



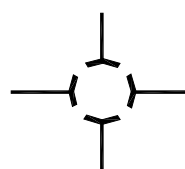
KEEP DRY

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



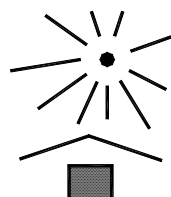
THIS WAY UP

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

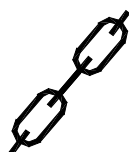


CENTRE OF GRAVITY

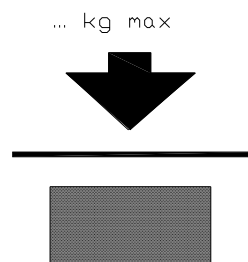
NOTE: This should be stencilled as a minimum on the two longest case sides (this information will normally be supplied by the manufacturer of the item(s) packed).



KEEP AWAY FROM HEAT



INTERNATIONAL "SLING HERE" SYMBOL



STACKING LIMITATION

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