

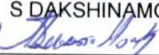


**BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI**

**CONTROLS AND INSTRUMENTATION / FB
QUALITY ASSURANCE**

**STANDARD PACKING PROCEDURE
FOR
ELECTRICAL AND ELECTRONIC PANELS
(INCLUDING BOXES, CABINETS, CUBICLES, SYSTEMS AND CHASSIS)**

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	N.SRIDHAR	S.SOMASUNDARAM	Revised after discussion with Shipping Dept.
03	07.02.2017	AVINASH V 	RM VAIRAVAN 	S DAKSHINAMOORTHY 	Type of wood for packing changed

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 Any seasoned wood or plywood as per relevant international standard
2.2 Sea worthy packing is envisaged for international shipments.

3.0 PACKING

- 3.1 Any seasoned wood or plywood shall be used .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 Support planks are to be provided such that, no force is acting on the parts of equipment or its parts.
- 3.5 Panels above 1.5 metre shall be bolted at the bottom.
- 3.6 The equipments covered with a polythene sheet shall be kept inside the box, followed by coir, wooden bottoms, thermo coal, etc to prevent vibration effect during loading, transportation, etc.
- 3.7 On all sides of the inner case, black polythene sheet shall be nailed.
- 3.8 Loose items of the equipment, if any, shall be packed separately.
- 3.9 Delicate components likely to be damaged, example PCB – Electronic modules, instrument, etc are to be covered individually in anti-static bags and packed in cartons and filled with fillers like thermo coal, paper cuttings, etc.
- 3.10 Such cartons shall be packed with overall polythene rapping and packed in wooden cases. Mark prominently as "ELECTRONIC COMPONENTS".

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.

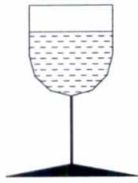
7.0 GENERAL

- 7.1 These packing procedures are the minimum requirements in addition to the standard instructions mentioned in the Purchase Order and Specification.

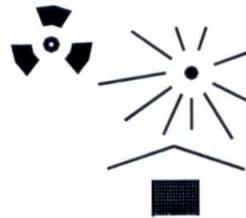
ANNEXURE - 1

TO

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



FRAGILE, HANDLE WITH CARE



PROTECT FROM HEAT AND RADIOACTIVE SOURCES



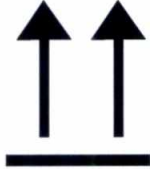
USE NO HOOKS

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



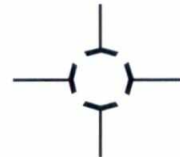
KEEP DRY

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



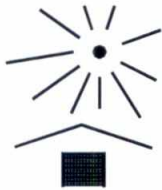
THIS WAY UP

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



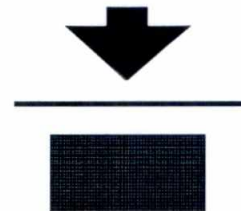
CENTRE OF GRAVITY

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

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



INTERNATIONAL "SLING HERE" SYMBOL