

	نگهداشت و افزایش تولید میدان نفتی بینک سطح الارض			 NISOC
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DOCUMENT TITLE:

PACKING & MARKING PROCEDURE











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1: Objective:

The aim of preparing this Procedure is to describe the processes related to handling, packaging, identification tags and shipment of products after final tests.

2: Scope of application:

This Procedure is used by the P.K.C

3: Procedure:

The packing list preparation:

As per confirmed layout diagram of related project, below mentioned item are written on the packing list:

I) panel name

II) Quantity

III) Weight

IIII) Dimension

All items shall be specified by unique package number then approved by QC manager sign & stamp.

Packing: packing is done as per the following:

3-1: Packing with thermocol and PE sheet:

3-1-1: The wooden pallet is set under the panel, considering sufficient clearance for handling with lift truck. Pallet will be bolted to the cubicle.

3-1-2: Appropriate number of desiccant bags will be put inside the panel.

3-1-3: the front side of panel will be covered with a thick layer of thermocol to protect the flush mounted equipment's. Necessary cut outs for deep equipment's shall be provided.

3-1-4: An additional sheet of thick thermocol will be placed to cover the cutouts made.

3-1-5: Then the sides and top of panel will be covered by flexible thermocol.






3-1-6: The entire panel will be wrapped by the PE sheet.

3-1-7: During above stages, the packing tape shall be used to secure the coverage.

3-1-8: To ensure that the covers will not be opened, the surrounding of package will be fixed by means of PE strap and steel buckles 2-3 turns.

3-2: Wooden packing:

3-2-1: Cage packing:

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In addition to packing according to clause 3-1, panels are placed into a wooden cage with space between timbers about 30 cm. This wooden enclosure is fixed to base pallet.

3-2-2: All-wood packing:

Fully closed box is used instead of shelving pallet. In addition to clause 3-1, the sides and top of panel will be enclosed by shook's, all of which are fixed to base pallet properly.

4: Packing Label (Marking):

After packing the panels as per the fore mentioned methods, the identification label, will be aligned to each, according to packing list

Specifications of packing labels are:

- includes logo and name of P.K.C;
- project and client name;
- order number of project or contract number
- panel description according to relevant drawings
- package number
- weight and dimension of the package according to packing list
- warning signs like "Handle with care", "Fragile", etc.

The identification label will be aligned in front side of panel in the height of 130 cm from pallet level.

A sample of identification label is attached.

5: Handling & Loading:






Panels handling and loading procedure shall be as follows:

5-1: Handling & loading by fork lift:

- 5-1-1: Suitable loading belt shall be used to prevent panels fall.
- 5-1-2: While handling with forklift, the fork should be 45 to horizon.
- 5-1-3: The panels distance to ground floor shall not exceed 50 cm.
- 5-1-4: Handling is allowed only, when pallets attached.

5-2: Loading on the truck:

- 5-2-1: The transport truck for electrical panels shall have proper walls.
- 5-2-2: For loading LV panels, hooks or transport bracket must be used from top.
- 5-2-3: For loading MV panels, suitable loading belt must be used from bottom.

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5-2-4: For the placement inside the truck, the proper clearance between panels shall be considered.

5-2-5: In trucks, the panels must be back to back and the equipment door must be in outside direction.

6: Transportation by Truck:

6-1: Before transporting, it must be assured that the panels are fastened and fixed to the truck by towline.

In places with direct pressure, a small bracket must be placed under the towline.

The bracket is 15cm-10cm L-type made of 1.5 mm thickness steel sheet.

6-2: Before transportation, the tightness of towline shall be double-checked.

6-3: An overall cover shall be used on the truck to prevent snow and rain fall.

7: Responsibilities & Authorities:

-Assembly supervisor is responsible for performing the packaging.

-Assembly supervisor is in charge of handling and loading.

-The supervisor of the quality control section is responsible for supervising mentioned activities.

At first, after visual check of the packing list, according to the contract, before installation, using sharp cutter, cut off the strap around the package carefully then cut the carton off or foam & plastic together. In case the package are wooden using a rod, open the cage around the panel; take care not damage the panel, in case there is any inconformity; item should be informed to vendor.