



نگهداشت و افزایش تولید میدان نفتی بینک  
سطح الارض و ابنیه تحت الارض

عمومی و مشترک



شماره پیمان:

053 - 073 - 9184

PACKING , MARKING , TRANSPORTATION PROCEDURE

پروژه	بسته کاری	صادر کننده	تسهیلات	رشته	نوع مدرک	سریال	نسخه
BK	GNRAL	PEDCO	000	QC	PR	0045	D00

شماره صفحه : 1 از 17

## طرح نگهداشت و افزایش تولید 27 مخزن

## PACKING , MARKING , TRANSPORTATION PROCEDURE

نگهداشت و افزایش تولید میدان نفتی بینک

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- IDC: Inter-Discipline Check
- IFC: Issued For Comment
- IFA: Issued For Approval
- AFD: Approved For Design
- AFC: Approved For Construction
- AFP: Approved For Purchase
- AFQ: Approved For Quotation
- IFI: Issued For Information
- AB-R: As-Built for CLIENT Review
- AB-A: As-Built -Approved



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## 1.0 INTRODUCTION

Binak oilfield in Bushehr province is a part of the southern oilfields of Iran, is located 20 km northwest of Genaveh city.

With the aim of increasing production of oil from Binak oilfield, an EPC/EPD Project has been defined by NIOC/NISOC and awarded to Petro Iran Development Company (PEDCO). Also PEDCO (as General Contractor) has assigned the EPC-packages of the Project to "Hirgan Energy - Design and Inspection" JV.

### GENERAL DEFINITION

The following terms shall be used in this document.

CLIENT:	National Iranian South Oilfields Company (NISOC)
PROJECT:	Binak Oilfield Development – General Facilities
EPD/EPC CONTRACTOR (GC):	Petro Iran Development Company (PEDCO)
EPC CONTRACTOR:	Joint Venture of : Hirgan Energy – Design & Inspection(D&I) Companies
VENDOR:	The firm or person who will fabricate the equipment or material.
EXECUTOR:	Executor is the party which carries out all or part of construction and/or commissioning for the project.
THIRD PARTY INSPECTOR (TPI):	The firm appointed by EPD/EPC CONTRACTOR (GC) and approved by CLIENT (in writing) for the inspection of goods.
SHALL:	Is used where a provision is mandatory.
SHOULD:	Is used where a provision is advisory only.
WILL:	Is normally used in connection with the action by CLIENT rather than by an EPC/EPD CONTRACTOR, supplier or VENDOR.
MAY:	Is used where a provision is completely discretionary.

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## 2.0 SCOPE

The scope of this procedure covers the minimum requirements for packaging, packing, marking, and shipment of supplies and equipment for delivery to provide full protection against physical and mechanical damage during transit and multiple handling and possible long periods under adverse storage condition. It also provides for package quantities suitable for redistribution without additional repackaging or marking.

## 3.0 NORMATIVE REFERENCES

### 3.1 LOCAL CODES AND STANDARDS

- IPS-G-GN-210 General Standard for Packaging and Packages

### 3.2 THE PROJECT DOCUMENTS

- BK-GNRAL-PEDCO-000-QC-PR-0001 Project Quality Plan

### 3.3 ORDER OF PRECEDENCE

In case of any conflict between the contents of this document or any discrepancy between this document and other project documents or reference standards, this issue must be reported to the CLIENT. The final decision in this situation will be made by CLIENT.

## 4.0 RESPONSIBILITIES

Vendor is solely responsible for packing and marking of CARGO with respect to handling, transport, shipment, transmit and storage. VENDOR shall be fully liable for, and guarantee proper, sufficient and adequate packing, completeness of contents, protection of contents for a storage time of 12 months, and correct preparation of the detail packing list. All costs whatever resulting from inadequate or insufficient packing shall be fully charged to VENDOR. In packing, method statements shall be considered as follow:

- Adoption of suitable packing method and materials is at the scope of VENDOR. As the minimum, it shall meet the requirements specified in contract, procedure and Purchase Order. However, VENDOR's packing method and materials, in addition to Purchase Order requirements, shall satisfy the requirements of international standards in each exporting countries/ports.
- Concealed shortages applicable to CARGO shall be made up by VENDOR without any charge to PURCHASER. Apparent loss or damage upon receipt at point of delivery shall be replaced, repaid etc, as the case may warrant, at VENDOR's expenditure.
- Vendor shall be responsible for compliance with this procedure and the choice of category for packing, according to the nature of the supplies and transport facilities used.
- Purchaser have right to inspect the packing at any time, and to reject it when it does not meet packing requirements.
- Inspection and witnessed test by the Purchaser and third parties shall not relieve the VENDOR of any guarantees, responsibilities or obligations to provide satisfactory equipment.
- Vendor shall be responsible for the accuracy of declared weights, dimensions and marking of

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packages. The packing list shall be in strict conformity with the packing content.

## 5.0 GENERAL

Vendors shall remain fully responsible for selecting suitable packing material, and for efficiency of packaging. Seller's own experience and practice should be used to decide whether certain items require more than the minimum requirements specified in this Standard. Packing and conservation of goods shall be sufficient to protect them from damage during transit from point of manufacture to after arrival at job SITE under conditions which may involve multiple handling, extended storage, exposure to moisture and the possibility of pilferage.

## 6.0 PACKING

### 6.1 GENERAL REQUIREMENT

- Equipment must be carefully protected and packed to provide adequate protection during transit to destination and shall be in accordance with any special provision contained in the specification or purchase order. Special attention must be given for protection against corrosion during transit.
- Ancillary items forming an integral part of the equipment should be packed preferably in a separate container if the equipment is normally cased or crated. Alternatively the ancillary items should be fixed securely to the equipment and adequate precaution should be taken to ensure that items do not come loose in transit or be otherwise damaged.
- The packing of the equipments and other materials shall be carried out in order to comply with transport conditions.
- Individual packages must be kept as small in bulk as possible.
- For non containerized cargo, individual packages exceeding a gross weight of 2000 Kg should be avoided.
- Kind and dimensions of packages shall be chosen to suit overseas transport in containers so that the space in the containers can fully be utilized.
- If required the contents of cases shall be protected by waterproof and suitable foil according to the nature of material, which shall be sealed properly. An adequate of moisture absorbent (silica gel) shall be added to protect the contents sufficiently a long time from corrosion.
- Felt, cellophane paper, polyester cuttings, crepe-cellulose and some equally efficient material may be used for padding or cushioning. The addition of paddings weight shall not jeopardise the case and this shall be avoided.
- Materials shall be protected against corrosion during transit as necessary. All bright and machined parts shall be coated with a recognized rust preventative suited to the particular application concerned. All internal parts shall be treated with lubricant containing rust and oxidation inhibitors to protect equipment. Such lubricant shall be compatible with those which shall subsequently be used in service and should be identified by appropriate tagging. The coating used shall not deteriorate while material in service and manufacturer shall advise the removal of the coating if required.
- When required, packages shall be painted in accordance with the particulars contained in the order and/or requisition.
- In case of anu color coding, Project Specification (Specification For Color Coding and Marking ) shall be considered.

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- All machined working surfaces and threaded parts of all materials shall be suitably protected.
- Units or parts belonging to main equipment but separately packed shall be clearly marked for easy identification with the main equipment to which they relate.
- Packages containing "Fragile" articles shall be appropriately packed and in addition the words "Fragile" and "Handle With Care" stenciled on two opposite sides as per Table No. 1 of internationally recognized symbols. Other packages shall also follow the recognized international symbols.
- Spare parts for two years' operation shall be individually tagged. They shall be covered with a suitable preservative and wrapped with greaseproof paper and packed in separate cases from the prime item. The cases shall bear the markings as specified and in addition the words "Spare Parts for Two Years Operation".
- Commissioning spares shall be individually tagged and marked "Commissioning Spares" and shall be packed separately and shipped with the main item.
- If required, all export cases, boxes, and bundles shall securely be strapped with a minimum of two suitable steel straps in each of two right angled and opposite directions, or where applicable wood reinforced.
- Apparatus and vessels shall, if required, be packed on skid constructions and secured with adjustable steel straps. All unprotected surfaces are to be sprayed with TECTYL. Manholes and other major openings must be protected with either plastic caps or wooden lids, which are to be firmly secured. Smaller openings are to be closed with plastic plugs.
- Should any materials be scheduled to be freighted as deck cargo, additional packing instructions may be required of which the Vendor will advise, for vessels and columns, shipment cradles will be used throughout the transportation. Cradles to be secured to vessels and columns, by strapping.
- Paper bags (suitably boxed), or water tight Steel Drums will be used for shipping cement.
- Fire bricks, and special tiles shall be boxed after sealing in a polyethylene liner.
- Insulation refractories shall be boxed properly. These boxes should be skid mounted. Instructions regarding storages prior to installation to be stenciled on each box with particular reference to adverse weather/temperature conditions.
- All vessel internals and items not installed by the vendor at works including accessories such as small parts, bolts, nuts, gaskets etc. should be packed in wooden cases separately for each vessel or apparatus and marked with the same item number as the vessel/apparatus in order to protect all parts from loss or damage in transit. Internals, bolts and gaskets for service/testing operations shall be supplied with the vessels/item by the vendor for all internals, boxed separately, and marked according to marking procedures of this standard. Each item shall be supplied correctly and identified for field installation by others.
- All vessels/heat exchangers or items of such construction shall be dried, thoroughly cleaned inside and be free of all dirt and loose foreign materials.
- Pipeline/vessel insulation shall be packed in double water-proof wooden plywood cases and secured to pallets.
- All electrical equipment must be suitably protected to withstand 1 year transit conditions and Vendors should give recommendations for a further, 2 years storage under adverse site conditions. Batteries shall be shipped dry with electrolyte packed separately and shall include charging instructions.

## 6.2 DIMENSIONS OF PACKAGES

- This Standard sets forth a series of dimensions for rigid rectangular transport packages, based on the standard plan dimension (module) of 600 mm x 400 mm, 600 mm x 500 mm and 550 mm x 366 mm, as outlined in ISO 3676, which defines the plan dimensions of four series (1

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219 mm × 1 016 mm, 1 200 mm × 1 000 mm, 1 200 mm × 800 mm, 1 100 mm × 1 100 mm).  
Examples of combination multiples and submultiples, arranged to interlock is shown as Fig. 1.

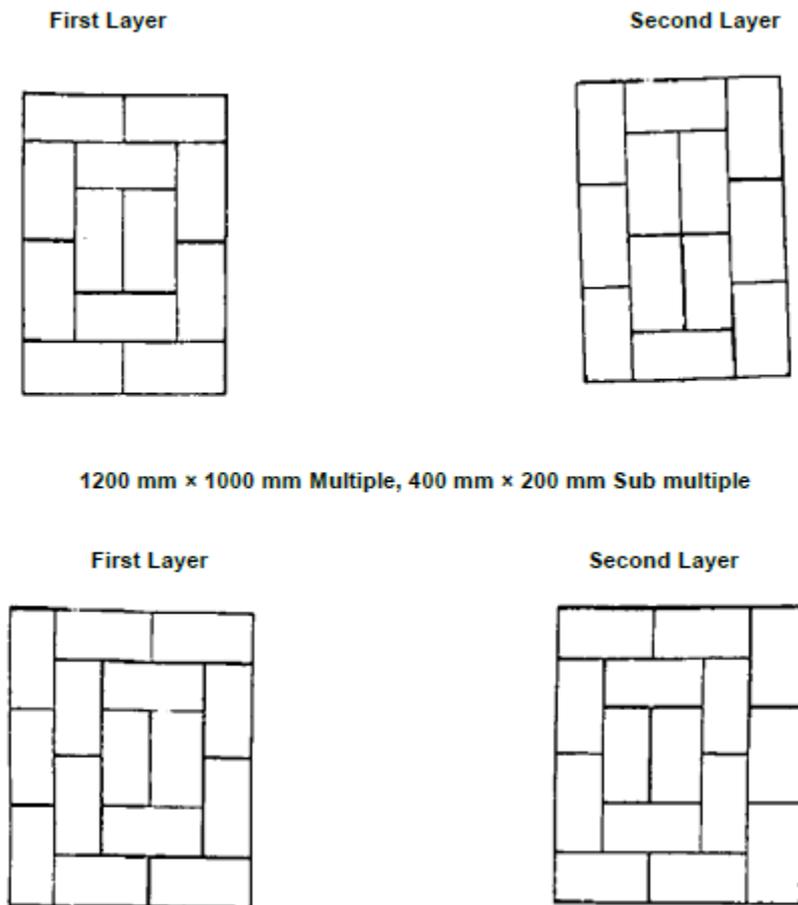


Fig.1

### 6.3 PACKING CASE MATERIALS

- Cases and crates shall be made from new, sound and seasoned lumber. Sheathing shall be of min. 24 mm thickness. If so required for static reasons, thicker sheathing shall be used, in accordance with size and weight of the package.
- Timber crates and boxes shall be strong enough to withstand vertical pressure when stacked without any damage to the materials during the transport on board of ocean steamers and numerous handlings, between the works and the port of departure.

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- All wood shall be thoroughly seasoned and thoroughly sound without knot, knot holes, shakes and checks. Wane and cross-grained wood shall not be used.
- Woods which can cause metallic corrosion, such as oak, western red cedar and sweet chestnut shall not be used.
- The case shall be of the sill base type. All sheathing shall be tongued and grooved.

#### 6.4 PACKING CASE LINING

- The packing case as necessitate or required shall be completely lined with multi-layer waterproof paper.
- The lining shall have as a few joints as possible. If joints are necessary, the pieces shall be arranged so that any rain water which may penetrate the case is shed out when the case is upright. Over laps shall be 75 mm minimum. Joints shall be made with a suitable sealing.

#### 6.5 TREATMENT OF PACKAGING MATERIALS

- Paper, fiberboard and timber can be effectively treated with anti-microbial agents. Insecticide and insect repellents can be applied to a variety of materials and specific treatments are available to improve the termite resistance timber.
- The choice of proofing agents is a complex matter and expert guidance should always be sought in the selection and application of these special processes.
- Many processes exist for the chemical treatment against deterioration of commodities and packaging materials.
- In the case of latter some are specially designed to prevent penetration by living organisms.

#### 6.6 PACKING INSTRUCTION FOR PANELS AND INSTRUMENTS

- All electronic and pneumatic instruments shall be packed in accordance with given instructions and must be suitably protected to withstand one year transit conditions and to give recommendation for a further two years storage under site conditions.
- Electrical panels and instruments for export delivery shall be packed to provide full protection against physical damage and atmospheric attack during transit and possible min. 2 years under adverse storage conditions.
- The package seller shall remain fully responsible for selecting suitable materials for packing and for the efficiency of the packaging.
- The package seller shall provide written instruction for the removal of protective coatings on devices.

#### 6.7 METHOD OF PACKAGING

##### 6.7.1 SHROUD

- The instrument or panel which shall be thoroughly cleaned, dry and free from rust and shall be totally enclosed in a polyethylene shroud after sharp projections on the instrument or panel have been padded. Silica gel or other approved desiccant shall be strapped inside the shroud, but shall not come into contact with the paintwork. After the desiccant is strapped into position, the open ends of the shroud shall be heat sealed, only leaving an opening large enough for the insertion of an air extracting pipe. After extraction, of the air from the shroud, the opening shall be completely sealed.

##### 6.7.2 SECURING INSTRUMENTS OR PANELS INSIDE PACKING CASE

 <p>NISOC</p>	<p>نگهداشت و افزایش تولید میدان نفتی بینک سطح الارض و ابنیه تحت الارض</p> <p>عمومی و مشترک</p>																	
<p>شماره پیمان: 053 - 073 - 9184</p>	<p style="text-align: center;"><b>PACKING , MARKING , TRANSPORTATION PROCEDURE</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>پروژه</td> <td>بسته کاری</td> <td>صادر کننده</td> <td>تسهیلات</td> <td>رشته</td> <td>نوع مدرک</td> <td>سریال</td> <td>نسخه</td> </tr> <tr> <td>BK</td> <td>GNRAL</td> <td>PEDCO</td> <td>000</td> <td>QC</td> <td>PR</td> <td>0045</td> <td>D00</td> </tr> </table>	پروژه	بسته کاری	صادر کننده	تسهیلات	رشته	نوع مدرک	سریال	نسخه	BK	GNRAL	PEDCO	000	QC	PR	0045	D00	<p>شماره صفحه : 10 از 17</p>
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BK	GNRAL	PEDCO	000	QC	PR	0045	D00											

- The instrument or panel shall be completely secured by wooden battens faced with suitable rubber or other shock absorbing material.
- Wood wool and other similar materials shall not be used.
- Hay and straw shall not be used.

### 6.7.3 SEALING OF PACKING CASE

- After nailing, joints in the case shall be sealed with suitable sealing compound and the outside bound with steel strapping if required.

### 6.8 PACKING LIST

- Packing lists shall be prepared on buyer's / Sellers standard forms. The necessary number of forms will be made available to Seller, who shall advise of the quantity required.
- Packing list forms shall be filled out in the English or Persian ( if any ) Language. Buyer shall supply seller with a specimen packing list showing how it shall be filled out.
- At the same seller will be informed of the package numbers required for marking the packages.
- One column of the packing list is to be filled out with buyer's item numbers. These item numbers are to be taken from the order form. Special attention must be paid to the order form that the item numbers are correctly attributed to the goods to which they belong. If any question should arise in this respect, seller shall contact the buyer's representative.
- Special care shall be taken that all accessory parts, loose or detachable, belonging to the main item under dispatch, shall also individually be listed in the packing list. In the event these accessory parts are not listed in the packing list, they shall be considered by buyer as not delivered.
- Two copies of the packing list in a water-proof plastic envelope shall securely be put on the outer surface of the package. One copy shall be put inside the case.
- The final packing list in 3-fold must be available in buyer representative's office 14 (Fourteen) working days prior to dispatch of the goods from the manufacturer's representative Seller's premises.

### 6.9 LIABILITY AND GUARANTEE

- The packing contractor shall be fully responsible for proper, sufficient and adequate packing, completeness of the contents and shall guarantee the packing for a storage time of Twelve (12) months, and the correct preparation of the packing list.
- All cost whatever deriving from inadequate or insufficient packing or discrepancies between the contents and the packing list shall be fully charged to the packing contractor.

## 7.0 MARKING

### 7.1 MARKING OF PACKAGES

- Minimum markings shall include the name and address of manufacturer and purchaser and any applicable precautionary markings. The indent number, port of destination and project number shall also be marked on the packages.
- Marking shall be adequate for identifying a particular equipment in the event that a recall or inspection becomes necessary.

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- Identification should remain intact from the time of initial dispatch at work to the final destination.
- The marking and labels of products should be legible, durable and in accordance to specification.
- All packages are to be clearly stenciled on three sides with black, indelible and sea waterproof paint. Whenever possible, the stenciled character should be 80 mm height. In case the surface of a package are too small to permit stenciling, sheet metal tags are to be embossed with the above marking and to be securely fixed on two opposite upright sides of package.
- If necessary, packages are to be additionally marked with cautionary symbols on two opposite ends. These symbols are to be in accordance with the specification, table1.
- Packages which may be stored in the open, but under a tarpaulin shall be marked with a red "single roof" symbol.
- Packages which are to be stored in closed and dry places must be marked with a red "double roof" symbol.
- The gross weight shall be determined by the Seller who is responsible for the packing.
- Spare-parts for two years operation shall be marked:

#### "Spare Parts for Two Year Operation"

- Commissioning spare parts shall be marked:

#### "Commissioning Spare Parts"

- Equipment items, exceeding a gross weight of 1000 kg each shall be marked with the international Centre of Gravity symbol as per Table 1.

## 7.2 MARKING OF PACKING CASES

- Cases which are for carriage by sea shall be marked "Hold Storage".
- Cases and crates with a gross weight up to 1000 kg shall be provided with bottom cleats of min. 40 mm thickness to ensure clearance for handling by fork-lift.
- Cases and crates exceeding a gross weight of 1000 kg shall be marked with numbers and sizes and weights of packages and the marking symbols indicating how and where package can be lifted.

## 7.3 PICTORIAL MARKING FOR HANDLING OF GOODS

- This procedure specifies a set of symbols, conventionally used for marking of transport packages to convey handling instructions.
- Symbols may appear on a label or should preferably be stenciled directly on the package. It is recommended that the symbols be painted, printed or otherwise reproduced as specified in the followings.
- The overall size of the symbols shall be 100, 150 or 200 mm, for normal purposes.

## 7.4 NUMBER, LOCATION, AND POSITION OF THE SYMBOLS

- The number of identical symbols to be affixed to any package depends on its size and shape, for symbols numbering 1, 3, 6 and 8 (see the Table 1), the following rules are to be applied:
  - 1- Symbol 1 "fragile" shall be shown near the left-hand upper corner on all four upright sides

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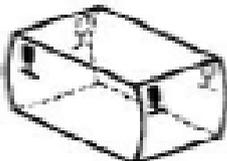
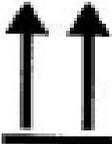
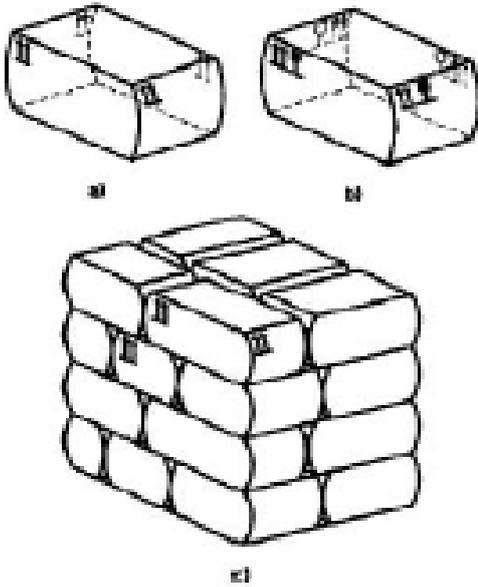
- of the packages (see example of display No. 1 in the table 1).
- 2- Symbol 3 "this way up" shall appear in the same position as required for symbol 1 [see example of display a) under No. 3 in the table]. Where both symbols are required, symbol 3 shall appear nearer to the corner [see example of display b) under No. 3 in the table 1].
  - 3- Symbol 6 "sling here" shall be placed on at least two opposite faces (see example of display No. 6 in the table 1).
  - 4- Symbol 8 "centre of gravity" shall be placed on all six sides relating to the real position of the centre of gravity (see example of display No. 8 in the table 1).
- When transport packages are formed into a unit load, symbols should be located so as to ensure they are visible [(see example of display c) under No. 3 in the table 1].
  - Particular attention shall be paid to the correct application of the marks, as faulty application may lead to misinterpretation.
  - Symbols 6 and 8 shall be applied in their correct respective positions and in appropriate respective places in order to convey their meanings clearly and fully.

#### 7.5 HANDLING INSTRUCTIONS

- Handling instructions shall be indicated on transport packages by using the corresponding symbols given in the table 1.
- If necessary or required the cautionary basic text may appear below the symbol in the national language of the country of origin and/or destination. However, as far as possible, instructions should be written in English.

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Table 1 - symbols and their functions

NO.	IMPLICATION OF SYMBOL	SYMBOL	FUNCTION
1	FRAGILE HANDLE WITH CARE	 <p style="text-align: center;">Example of display:</p> 	<p>To indicate:</p> <p>a) That the contents of the transport package are fragile;</p> <p>b) That it has to be handled with care.</p>
2	USE NO HOOKS		<p>To indicate that hooks are Prohibited for lifting the transport package.</p>
3	THIS WAY UP	 <p style="text-align: center;">Example of display:</p> 	<p>To indicate the correct upright position of the transport package.</p>



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NO.	IMPLICATION OF SYMBOL	SYMBOL	FUNCTION
4	KEEP AWAY FROM HEAT		To indicate that the transport package shall be kept away from heat.
5	PROTEC FROM HEAT AND RADIOACTIVE SOURCES		To indicate that the contents of the package may deteriorate or be rendered totally unusable by heat or penetrating radiation.
6	SLING HERE	 Example of display: 	To indicate where the slings shall be placed for lifting the transport Package.
7	KEEP DRY		To indicate that the transport package shall be kept in a dry environment.



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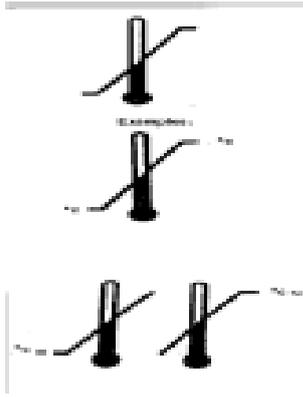
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NO.	IMPLICATION OF SYMBOL	SYMBOL	FUNCTION
8	CENTER OF GRAVITY	<p>Example of display:</p>	<p>To indicate the center of Gravity of the transport package</p> <p>Note: example for display of symbol 8 to indicate the center of gravity of a transport package; in this case not identical with the center of gravity assumed by the geometrical shape of package but situated at the intersection points of the users of the three symbols.</p>
9	DO NOT ROLL		<p>To indicate that the transport package shall not be rolled.</p>
10	NO HAND TRUCK HERE		<p>To indicate where hand Trucks or dollies shall not be Placed when handling the Transport package.</p>
11	STACKING LIMITATION		<p>To indicate the limited Stacking possibilities of the Transport package.</p>
12	CLAMP HERE		<p>To indicate where clamps shall be placed for handling the Transport package.</p>

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NO.	IMPLICATION OF SYMBOL	SYMBOL	FUNCTIONS
13	TEMPERATURE LIMITATIONS		To indicate the temperature limitation within which the Transport package shall be and handled.
14	USE NO FORKS		To indicate: Transport package should not be handled by forklift trucks.
15	DO NOT CLAMP AS INDICATED		To indicate: Transport package should not be handled by the clamps on the sides indicated.
16	STACKING LIMIT BY NUMBER		To indicate: Maximum number of identical packages which may be stacked on one another, where "n" is the limiting number.
17	DO NOT STACK		To indicate: Stacking of the transport package is not allowed and no load should be placed on the transport package.



EXAMPLES FOR SYMBOLS WITH BARS FOR APPLICATION BY STANCHILLING

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## 8.0 SHIPPING

- Preparation for shipment shall be in accordance with manufacturer's standards unless otherwise noted on the request for Quotations and/or purchase order.
- The manufacturer shall be solely responsible for adequacy of the preparation for shipment provisions employed in respect of material and application, to provide materials to their destination in ex-works condition by commercial carrier systems.
- The preparation shall be suitable for at least one years of outdoor storage from the time of shipment in a manner requiring no disassembly prior to operation.
- All materials shipped in separate crates shall be suitably identified with securely affixed corrosion resistant metal tags indicating the items and serial number of the equipment for which it is intended.
- The greatest care must be taken to ensure that shipping description of packages for custom release are accompanied with the shipment.
- Unit packages and intermediate packages not meeting the requirements for a shipping containers, shall be packed in shipping containers.
- Items requiring protection from physical and mechanical damage or which are fragile in nature shall be protected by wrapping, cushioning of other means to prevent shock and vibration during handling and shipment.
- The shipping container (including any necessary blocking, bracing, cushioning, or waterproofing) shall comply with the regulations of the carrier used and shall provide safe delivery to the destination at the lowest tariff cost. It shall be capable of multiple handling and storage under favorable conditions for a minimum of two years.
- The requirements of above items shall not relieve the supplier/contractor of any of his responsibilities and his obligations for delivery of equipment in a sound undamaged and operable conditions at site.