

Passion for Balancing

Packaging guidelines for suppliers, customer deliveries and packaging companies

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These packaging guidelines are binding specifications for the creation of packaging for optimum product protection. Due consideration is given to logistical economic and ecological aspects. The specifications defined here regulate the smooth logistical process between Schenck RoTec GmbH, its suppliers, customers and packaging companies.

These guidelines are based on laws, norms and standards relating to packaging, whereby compliance with the current HPE packaging guidelines is the minimum standard. (HPE = Bundesverband Holzverpackung, Paletten, Exportverpackungen e.V.)

#### **General requirements**

- The parts must be checked for cleanliness and external integrity prior to packaging.
- The goods are to be packaged in such a way as to ensure adequate protection against damage, soiling, moisture, corrosion, vibration, shearing, buckling, scratching, breakage, static charging.
- All parts must be packaged according to their specific design and transport.
- Sensitive, delicate and high-quality parts that do not have suitable outer packaging must be packed in the packaging container (case or carton) with recyclable filling material.
- By means of padding, wedging, lashing, etc., parts are to be packaged in such a way that they cannot slip out of place within the packaging.



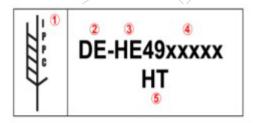


All wood used for packaging is to be used in accordance with IPPC regulations.

(IPPC = International Plant Protection Convention) The wood is marked accordingly with the IPPC symbol.

This ensures that no untreated wood is sent abroad.

There is therefore no need to differentiate between the countries to which the delivery is sent.



- 1. IPPC symbol
- 2. Country identifier as per ISO 3166. DE stands for Germany here.
- 3. Identifier for the region, e.g. HE for Hesse.
- 4. Registration number, unique number that always starts with "49".
- 5. Treatment method, e.g. HT (heat treatment), DB (debarked) where appropriate.

Heat-treated pallets are generally considered to be permanently treated and therefore do not require any aftertreatment, even if they are used several times. Some countries, such as Australia, do indeed specify stability data.

The core of the wood used is heated to 56 °C for at least 30 minutes during heat treatment.

This kills any pests that may be present in the wood used for packaging and kills off the nutrients of the pests (proteins) in the wood. In the long term, this ensures that no new pest infestation can occur even after treatment.

The stamps must be affixed to the wooden packaging in such a way that they are visible immediately upon the container being opened.





- The highest possible volume utilisation / packaging density is to be ensured.
- When packaging parts in a single unit, the lightweight and fragile parts must be placed on the heavy parts with an intermediate layer.
- If parts are shipped on a pallet, the pallet must always be larger than the parts.
- Additional packaging measures are to be taken if parts that have already been painted are to be shipped. E.g. such parts must also be protected by means of bubble wrap.
- High parts such as control cabinets are to be packaged in such a way that they are protected against shocks and falls. With regard to control
  cabinets, the pallet must not be clamped over the doors as this will cause them to warp. They must are also to be secured on thetruck by means of
  lashing straps and edge protection. In addition, the control cabinets must be secured against slipping out of place. Wedges and other materials
  are to be used to ensure this.
- It must be possible to pick up the finished packages with all common industrial trucks.
- Suitable packaging material must be selected if there are several intermediate layers within the packaging.
- In order not to burden the environment unnecessarily, recyclable and environmentally friendly packaging is to be used.
- The packaging materials will only be returned at the prior written request of the supplier and in the condition such materials are found tobe in following removal of the goods.
- SCHENCK RoTec is under no obligation to store/retain such materials. The supplier bears the costs associated with return shipment.
- With regard to deliveries by customers (provision of materials, returns, repairs, etc.), the returnable packaging included in the delivery isto be returned with the material instead of being exchanged.
- With regard to the packaging and shipment of dangerous goods, the "Law on the carriage of dangerous goods" and the current version of the regulations and ordinances applicable to the individual modes of transport apply. Depending on the type of shipment and the country of final destination, the goods must be shipped in UN-tested packaging approved for dangerous goods. The selection of the correct UN packaging and the corresponding dangerous goods documentation for the various modes of transport is the responsibility of an external service provider.





- The supplier is obliged to forward our delivery conditions to the forwarding agents, subordinate freight carriers or subcontractors they commission.
- The supplier, the forwarding agent, the subordinate carrier or subcontractor commissioned are obliged to have the delivery and acceptance of the goods confirmed in writing.
- In the event of non-compliance with our delivery conditions, Schenck RoTec reserves the right to refuse acceptance of the goods and to return the delivery at the contractor's expense.

### **SCHENCK**

#### 1.1 Receiving points

Landwehrstr. 55 D-64293 Darmstadt

There are three receiving points:

**WE: Goods receipt Schenck RoTec - General** 

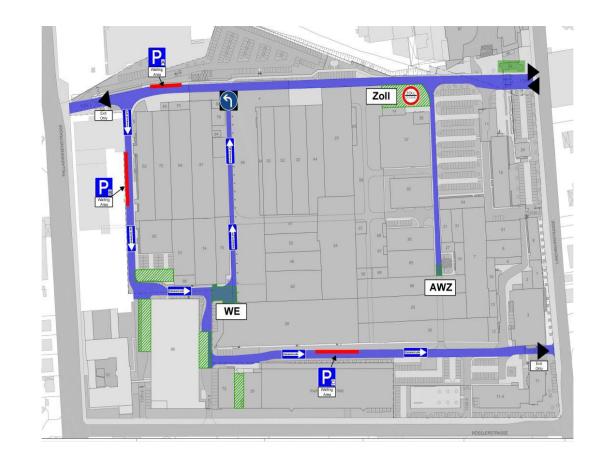
Tel: (06151) 32-2115 Fax: (06151) 32-1893

AWZ: Goods receipt Schenck RoTec - Balancing centre

Tel: (06151) 32-2563 Fax: (06151) 32-2765

**ZOLL:** Goods receipt, customs goods

Tel: (06151) 32-1125 Fax: (06151) 32-1764



#### 1.2 Receiving times

Goods can only be delivered in the following time slot:

WE: Goods receipt (general) Hall 28:

Monday to Thursday 7:00 – 15:00 Friday: 7:00 – 12:00

AWZ: Balancing centre Hall 66:

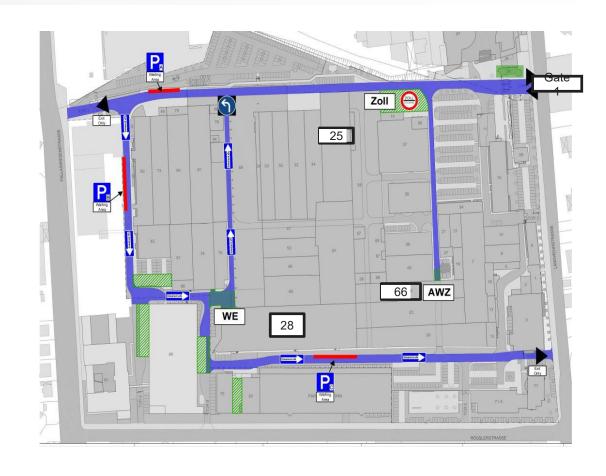
Monday to Friday: 7:00 – 15:30

**ZOLL:** Customs goods Hall 25

Monday to Friday: 7:00 - 14:00

An extract from the site plan can be found at the entrance to gate 1.







# 1.3 Documents and identification / Shipment ex works Schenck RoTecDarmstadt / Spare parts



Material name	Outer packaging Carton/pallets, truck and air freight packaging	Cases/transport carriage Air and sea freight packaging
Schenck – Label / Barcode:  • Material document number  • Schenck material number	<ul> <li>Delivery note:</li> <li>Receiver's address</li> <li>Order number / Delivery /</li> <li>Date</li> <li>File number</li> <li>Schenck material name</li> <li>Material number and amount</li> <li>Net weight / quantity of individual items</li> <li>Net/gross weight of total weight</li> <li>Dimensions</li> <li>Number of packages</li> <li>Statistical goods number</li> <li>Country of origin</li> </ul>	<ul> <li>Marking</li> <li>Project number/name</li> <li>Package number</li> <li>Total weight - net/gross</li> <li>Dimensions</li> <li>Safety instructions for cases/transport carriage packaging</li> </ul> 1 = Top



# 1.4 Documents and identification / Shipment ex works Schenck RoTecDarmstadt / Provision parts sent to suppliers

Material name	Outer packaging Carton/pallets, truck and air freight packaging	Cases/transport carriage Air and sea freight packaging
Schenck – Label / Barcode:  • Material document number  • Schenck material number	<ul> <li>Delivery note:</li> <li>Receiver's address</li> <li>Order number/delivery</li> <li>Date</li> <li>Schenck material name</li> <li>Material number and amount</li> <li>Net weight / quantity of individual items</li> <li>Net/gross weight of total weight</li> <li>Dimensions</li> <li>Number of packages</li> </ul>	<ul> <li>Marking</li> <li>Project number/name</li> <li>Package number</li> <li>Total weight - net/gross</li> <li>Dimensions</li> <li>Safety instructions for cases/transport carriage packaging</li> </ul> 1 = Top         2 = Fragile         3 = Protection from moisture         4 = Protect from heat         5 = Centre of gravity         3 = Protection from moisture         6 = Do not put forklift here

# 1.5 Documents and identification / Shipment ex works Schenck RoTecDarmstadt / New installation



Material name	Outer packaging Carton/pallets, truck and air freight packaging	Cases/transport carriage Air and sea freight packaging
<ul> <li>Project number (PSP element)</li> <li>Material number</li> </ul>	<ul> <li>Delivery note with the following data:</li> <li>Sender's address</li> <li>Customer order number</li> <li>Receiver's address</li> <li>Project number</li> <li>Delivery number/date</li> <li>Material name</li> <li>Material number</li> </ul>	<ul> <li>Marking</li> <li>Project number/name</li> <li>Package number</li> <li>Total weight - net/gross</li> <li>Dimensions</li> <li>Safety instructions for cases/ transport carriage packaging</li> </ul>
	<ul> <li>Safety instructions where appropriate</li> <li>Customs tariff number</li> <li>Shipping regulation</li> <li>Delivery condition/packaging type</li> </ul>	1 = Top 2 = Fragile 3 = Protection from moisture  4 = Protect from heat 5 = Centre of gravity 6 = Do not put forklift here



#### 1.6 Documents and identification / Shipment to Schenck RoTec

N	laterial name	Outer packaging Carton/pallets, truck and air freight packaging
• • • • • • • • • • • • • • • • • • • •	SCHENCK RoTec order number Order item Schenck RoTec material number(including manufacturer/item number where appropriate) Serial number (only for parts that require a serial number) Material name Quantity/part delivery Project number Project – Name Name and address of the supplier	<ul> <li>Delivery note/packing list Project number</li> <li>Date</li> <li>Project name</li> <li>Net/gross weight</li> <li>Dimensions</li> <li>Safety instructions</li> <li>For repairs: Process form PF00775 "Repair request"</li> </ul>

All packaged materials must be marked with the Schenck material number. The delivery documents/delivery notes must be enclosed with the outer packaging.

All materials included in the delivery are to be clearly and visibly marked with the Schenck RoTec material number (including the manufacturer and item number where appropriate).

Identification by means of a technical drawing is impermissible.

Deliveries consisting of several orders are to be separated according to order number due to increased sorting effort and time-consuming checks associated with goods receipt. If this is not the case, Schenck RoTec will invoice the supplier for the costs incurred in this regard.



#### 1.7 Dangerous goods documents / Identification / Packaging

Material name	Outer packaging Carton/pallets, truck and air freight packaging	Cases/transport carriage Air and sea freight packaging
<ul> <li>Delivery note/packing list</li> <li>Project number</li> <li>Project name</li> <li>Safety data sheet</li> <li>Net/gross weight</li> <li>Dimensions</li> <li>Safety instructions</li> </ul>	<ul> <li>Delivery note/packing list</li> <li>Project number</li> <li>Project name</li> <li>Safety data sheet</li> <li>Net/gross weight</li> <li>Dimensions</li> <li>Safety instructions</li> </ul>	<ul> <li>Delivery note/packing list</li> <li>Project number</li> <li>Project name</li> <li>Safety data sheet</li> <li>Net/gross weight</li> <li>Dimensions</li> <li>Safety instructions</li> </ul>
<ul> <li>UN-number</li> <li>ADR transport document</li> <li>Packaging as per regulation</li> <li>ADR/GGVS</li> <li>Labelling on the packaging</li> </ul>	<ul> <li>UN-number</li> <li>IATA-declaration</li> <li>Packaging as per regulation</li> <li>IATA</li> <li>Labelling on the packaging</li> </ul>	<ul> <li>UN-number</li> <li>IMO-declaration</li> <li>Packaging as per regulation</li> <li>IMDG</li> <li>Labelling on the packaging</li> </ul>



- To protect the material from external influences, it is to be secured on pallets or wooden racks and packaged in such a way that it is weatherproof.
- As a basic principle, the goods must not protrude beyond the carriers.
- The supplier is to document the exchange of Euro pallets and Euro grid boxes that are delivered.
- Subsequent exchange procedures are not permissible.
- Only flawless Euro pallets and grid boxes will be exchanged. If Euro pallets exhibit one or more of the forms of damage described below, the pallets cannot be exchanged.
- With regard to deliveries by customers (provision of materials, returns, repairs, etc.), the returnable packaging included in the delivery is to be returned with the material instead of being exchanged.
- In general, the delivery is to be loaded in such a way that it can be unloaded by an industrial truck or a forklift.
- The delivery must be freely accessible. This also applies to transport elements and elements used to secure the load such as eyes, threads, lashing straps, etc.
- With regard to larger components (e.g. heavy substructures, large hoods, etc.), loading is to be carried out in such a way that safe unloading is possible at any time using a forklift. In this regard, it is particularly important to ensure that the component is geometrically braced (e.g. by means of transport bases or racks) and that there is no direct contact between the forks and the component during loading and unloading with a forklift. This is to ensure that surface damage does not occur.
- With regard to deliveries that need to be fastened in a special way (unloading by crane or special devices), suitable instructions must be given for proper handling.
- It must be possible to load and unload the truck from the side using a forklift.
- Non-palletised cartons and containers must not exceed a maximum weight of 35 kg.
- Euro pallets and Euro grid boxes used as carriers must be in flawless condition and must not exceed a gross weight of 1000 kg including the goods.





- The load must be unloaded without any transhipment of other deliveries on the truck.
- Packages that cannot be stacked must be marked with a stacking prohibition. (No stacking mark)
- Wooden pallets and any wood used for packaging must always be IPPC-treated and marked accordingly.
- A packing list is to be affixed to every package.
- The gross weight and the dimensions on the package must be visible on the marking or on the delivery documents no later than priorto shipment.
- Anti-slip mats and lashing belts are to be used.
- The transport goods are to be loaded in a form-locking manner.
- The payload of the loading unit are to be checked prior to loading.
- The truck is to be checked for roadworthiness (visual inspection).
- Markings are to be made as per DIN 55402 T1 and T2.
- All applicable laws and other regulations regarding securing the load and labelling are to be complied with.
- This specifically includes:
  - Road traffic regulation §§ 22,23 "Loading and other obligations of the driver"
  - German Commercial Code §§ 412 "Loading and unloading"
  - DGUV regulation 70 "Vehicles"
  - VDI guideline 2700 "Securing of loads on road vehicles"
  - Associated DIN standards
  - ADR/GGVSE "Carriage of dangerous goods by road"
  - GÜKBillBG "Law to combat illegal employment in commercial freight traffic"
  - ADSp "General German shipping conditions"
  - If applicable, further statutory provisions for road transport



#### **☑** SCHENCK

#### 2.1 Loading / Securing the load

#### Incorrect securing of the load / loading:



Incorrect securing of the load, lashing straps not positioned correctly



Incorrect securing of the load, not enough lashing straps



Pay attention to the height of the package



Damage due to incorrect securing of the load / missing outer packaging

If accidents or damage occur due to missing load identification or the means by which the load is secured, the supplier or packager may be held liable.

Schenck RoTec reserves the right not to accept the delivery insofar as the delivery is not properly loaded, secured and marked. If there are no sufficient means for securing the load available for return shipment, we reserve the right to supplement and invoice such an occurrence accordingly.

#### **♥ SCHENCK**

#### 2.1 Loading / Securing the load

#### Impermissible pallet condition



A bottom or top edge board has splintered in such a way that more than one nail or screw shaft is visible.



There is a missing board.



A block is missing or split in such a way that more than one nail is visible. Twisted blocks must not protrude by more than 10 mm.



A board is broken transversely or diagonally.



More than two bottom or top edge boards have splintered in such a way that, in total, more than one nail or screw shaft is visible.

#### Further features (poor condition in general):

- The load capacity is no longer guaranteed (rotten and brittle, heavy splintering).
- The contamination is so severe that the load is contaminated.
- · Severe splintering is present on multiple blocks.
- Impermissible components have clearly been used (e.g. boards are too thin, blocks are too narrow).



#### 2.2 Truck dimensions

- With regard to truck transport, dimensions not exceeding 3 metres in width and 3 metres in height are generally movable without the need for special permission
- In order to make the costs and availability of the trucks as flexible as possible, compliance with the standard dimensions is to be ensured.

		Tractor / trailer (L x W x H)	Trailer (L x W x H)
	Semi-trailer	13.60 x 2.45 x 2.50 (2.60) m	
BTA NTERNATIONAL BY BTA NTERNATIONAL BY BATA SHARE	Articulated vehicle	7.00 x 2.45 x 2.40 m	7.00 x 2.45 x 2.95 m
	Mega trailer	13.60 x 2.45 x 3.00 m	

Dimensions that deviate from the stated dimensions are regarded as special transport.



### 2.3 Packaging example, floor packaging, truck



Secure the case



Secure loose parts



Control cabinet horizontal



Mark the centre of gravity



# 3. Air freight



- The maximum size and height of the packages are to be clarified with the airline.
- Depending on the destination airport and airline, the sizes of the packages may be restricted in some cases.
- The material must not be bigger than the packaging. The material must not protrude from the pallets.
- The packages are to be protected from tampering (tamper-proof packaging 3.1).
- The exact dimensions and the gross/net weight must be visible on the marking or the delivery documents on the package no later than prior to shipment.
- A delivery note and a marking are to be used for each package.
- An IPPC identifier on the wood used for packaging must be visible or INKA pallets are to be used.
- The air freight safety regulations (dangerous goods, e.g. rechargeable batteries and batteries) are to be observed.

# 3. Air freight

### **SCHENCK**

#### 3.1 Tamper-proof packaging

- Every type of goods on pallets must be wrapped with privacy film for air freight shipments.
- All cartons must be glued with adhesive tape on all open edges to prevent tampering.
- This applies to all carton sizes.
- The delivery note is to be attached to the package in a suitable, clearly visible position.
- The weight and dimensions must be marked on each package.
- An IPPC marking is to be affixed if solid wood packaging is used. The marking is not required if wood packaging made of wood-based materials (INKA pallets or pressboard pallets) or solid wood thinner than 6 mm is used.













- The type and intensity of the loads on the material during overseas transport must be given due consideration in relation to packaging.
- The loads during sea transport include rain, seawater, different climate zones, high humidity and the high salt content in the air.
- Given the considerable transport distance in the container, the packaged materials are exposed to high loads due to the effects of impacts, shocks and vibrations.
- Parts to be packaged must be dry and free of residual moisture.
- Corrosion protection for the material is to be applied in accordance with the desiccant method. With regard to the transport and storage period, a sufficient quantity of desiccant is to be added to the packages to ensure that the relative humidity within the protective cover is maintained for at least 12 months (optionally 24 months) for the entire transport and storage period.
   Calculation as per DIN 55474.
- Corrosion protection is to be applied to metallic surfaces and other sensitive materials (e.g. spray oil).
- There are two packaging options: Cases and floor packaging (transport carriage).
- The wood used for packaging must be IPPC-treated and marked accordingly. (This also applies to the wood inside the packaging)



### **SCHENCK**

#### 4.1 Container stowage / Loading

- Photo documentation during loading (photo of the empty container, all packages and dunnage with IPPC marking)
- Stow packages in the container in a form-locking manner; secure with straps and dunnage (IPPC) if necessary
- Make use of the container height and width (4.1. Container dimensions)
- The container must be undamaged, clean and dry
- Final inspection of the wooden packaging for externally visible foreign matter (insects, foliage, bark, etc.)
- Check the IPPC markings
- The container must have a registration number and a valid CSC sticker
- Seal the container (enter the seal number in the container note)
- There is a hall crane with a 30-tonne load capacity available











#### 4.2 Container dimensions

20' General Purpose Container		
Internal dimensions (L x W x H)	5.89 x 2.35 x 2.39 m	
Door opening (W x H)	2.34 x 2.29 m	
Unloaden weight	2,250 kg	
Maximum load	28,230 kg	
Volume	33.2 cbm	



40' General Purpose C	Container	
Internal dimensions (L x W x H)	12.02 x 2.35 x 2.39 m	and the second s
Door opening (W x H)	2.34 x 2.29 m	Hapag-Lloyd
Unloaden weight	3,780 kg	
Maximum load	26,700 kg	
Volume	67.7 cbm	



20' Open Top Containe	r	
Internal dimensions (L x W x H)	5.895 x 2.350 x 2.340 m	
Door opening (W x H)	2.338 x 2.280 m	Hapag Uoyd
Roof opening (W x H)	2.23 x 2.280 m	Hapag-Lloyd
Unloaden weight	2,450 kg	
Maximum load	30,050 kg	
Volume	32.5 cbm	

40' Standard High Cube Container		
Internal dimensions (L x W x H)	12.032 x 2.350 x 2.700 m	usal III
Door opening (W x H)	2.340 x 2.597 m	Hapaguoya un mas 1
Unloaden weight	3,900 kg	# napag-Lioyd
Maximum load	28,600 kg	
Volume	76.3 cbm	

#### 4.2 Container dimensions



40' Open Top Contain	er	
Internal dimensions (L x W x H)	12.029 x 2.350 x 2.380	
Door opening (W x H)	2.340 x 2.276 m	Hapag Loyd Rin may,
Roof opening	2.23 x 11.552 m	# Hapag-Lloyd
Unloaden weight	4,050 kg	
Maximum load	28,450 kg	
Volume	66.8cbm	

45' High-Cube Container			
Internal dimensions (L x W x H)	13.56 x 2.35 x 2.70 m		
Door opening (W x H)	2.34 x 2.59 m	Hapag Loyd III Mass	
Unloaden weight	4,800 kg	Hapag-Lloyd " Lapage Lloyd	
Maximum load	27,700 kg	4 4 1	
Volume	86.0 cbm		





- Packaging as per HPE guidelines
- Important in relation to the packaging: Inquire about storage space on site (hall or outdoors) and storage duration
- Transport carriage packaging is only suitable for sensitive parts.
- Note the container dimensions (4.2 Container dimensions)
- IPPC-treated wood. Make a marking on two opposing sides of the transport carriage









- Corrosion protection as per the desiccant method DIN 55473
- Parts must be dry when packaged
- Parts are hermetically sealed with aluminium composite foil as per DIN 55531
- In addition, there is an external hood with PE film over the aluminium film. 100% package covering
- Stretch the PE film over the entire transport floor (avoidance of water on the transport floor and mould formation on the wood) Figure 4
- There needs to be a slight gradient to the packaging to ensure that water can drain off when the finished package is stored outside (to be avoided if possible). If there is no gradient, water pockets may form and foreign matter may accumulate on the package. Figure 1-3







Figure 2



Figure 3



Figure 4

#### 5.1 Packaging example, floor packaging, sea freight



Wooden floor/transport carriage



Material on a wooden floor



IPPC marking



Fastening



Wooden floor with aluminium foil/bubble wrap



Fastening to a wooden floor

#### 5.1 Packaging example, floor packaging, sea freight



Safeguarding by means of wood/wedges



Protection of the attachments



Safeguarding by means of a protective cushion



Protection of the attachments



Fastening of the accessories



Protection of the attachments

#### 5.1 Packaging example, floor packaging, sea freight



Protective film



Welding of the aluminium film



Additional protective film



Welding seam



Application of the desiccant



Extraction of the air from the film

#### 5.1 Packaging example, floor packaging, sea freight



Extraction of the air from the film



Additional stretch film





Additional PE film over the transport floor



Weighing of the finished package



- Packaging as per HPE guidelines
- Case packaging, such as floor packaging, hermetically sealed with aluminium film, with the addition of desiccant and additional outer casing.
- Case packaging is approximately 73% more expensive than floor packaging
- Case packaging for sensitive, high-quality or quickly corrodible material
- Case cover with barrier
- Inside the case, the welded aluminium film must have a gradient to ensure that water is able to drain into the case on the aluminium foil (no water sack formation).
- Additional covering with PE film over the cover
- Affix markings (centre of gravity, load capacity of the forklift, chain capacity, IPPC)
- With regard to highly sensitive parts, it is recommended that moisture, tipping and shock indicators be attached. e.g. for control cabinets













### 6.1 Packaging example, case packaging, sea freight



Secure the machine on the bottom of the case



Alignment of the machine



Squared timber with IPPC



Outer casing of the case



Machine feet unscrewed



Secure the machine on the floor

### 6.1 Packaging example, case packaging, sea freight



Foundation



Attachment of shock indicators



Protective film



Edge protection



Identification



Machine on transport floor

#### 6.1 Packaging example, case packaging, sea freight



In addition, film on the cover



Cover with aluminium film



Addition of desiccant



Cover with aluminium composite film



Secure the cables

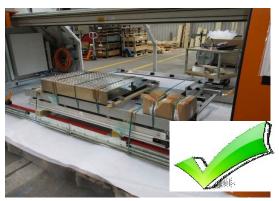


Welding of the aluminium film

### 6.1 Packaging example, case packaging, sea freight



Protective cushion in the corners



Secure the accessories



Extraction of the air from the film



Impermissible accessory packaging



**Humidity indicator** 



Pay attention to the distribution of weight

### 6.1 Packaging example, case packaging, sea freight



Corners of heavy goods



Secure the operator terminal



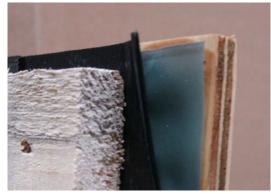
Secure the cables



Reinforcement for the case



Substructure is to be prepared



Cover with barrier