

**ASC PACKING SPECIFICATIONS  
GENERAL PACKING SPECIFICATION**

**1. PURPOSE**

This specification presents the requirements and procedures for protecting materials and equipment, including spare parts, during transit to ASC and its associated companies. Such materials and equipment are expected to undergo multiple handlings including transit by means of container, air shipment and inland transport.

**2. USE**

The specification is a statement of minimum requirements. The Vendor's own experience and practice should be used to decide whether certain items require more than these minimum standards to ensure safe arrival at their final destinations.

This specification may also be used by ASC receiving staff at the loading port to decide whether goods are adequately packed.

**3. ATMOSPHERIC PROTECTION**

All items will be exposed to rain, sea spray, condensation, high humidity up to 100%, high temperatures up to 55°C (130°F) and fine dust and sand in Saudi Arabia.

3.1 All surfaces and parts subject to corrosion shall be treated with an appropriate protective compound.

3.2 Goods that must be sealed against atmosphere intrusion shall be packed in moisture-/vapor-proof sealed enclosures with a suitable desiccant.

3.3 All openings in equipment or materials susceptible to atmospheric damage shall be securely sealed.

**4. PACKING**

A heavy standard domestic pack is required unless the Procurement Planner (PP) specifically requests a different type of pack. The pack must adequately protect the material prior to, during, and after handling and stacking and shipment in a container, aircraft, or on a truck or trailer. Unnecessary free space within packing should be avoided to reduce shipping costs, and material damage.

**4.1 Fiber Box**

**4.1.a Certification**

The fiber box must bear a legible certificate seal of the box maker which guarantees that all of the construction requirements of the National Motor Freight Classification (NMFC) have been met. (See page 4).

**4.1.b Weight Maximum**

The combined weight of the components shall not exceed the box manufacturer certificate "Gross Weight Limit". The total box weight shall not exceed manufacturer's gross weight limit.

**4.1.c Workmanship**

The completed box shall be clean, free from imperfections, frayed or torn edges, improperly aligned panels, improper scores and slots, and all markings shall be clear and legible.

#### 4.1.d Box Closures (Taping)

Fiber boxes shall be sealed with minimum 2-inch wide tape over all seams and corners. The tape shall be centered over the seams and joints and shall extend over all box corners and edges a minimum of 2-inches onto the adjacent box panel. The quality and strength of the tape used must prevent separation and splitting from occurring during normal handling.

#### 4.2 Wood Products

All packaging (pallets, skids, crates, boxes, etc.) constructed of natural wood products must meet the requirements set forth under the International Standards for Phytosanitary Measures, Publication 15 (ISPM-15), issued by the International Plant Protection Convention of the Food and Agriculture Organization of the United Nations (IPPC). All wooden pallets must be Heat Treated to be in compliance. For more information or a copy of these standards, please visit the following web site:

<http://www.tpinspection.com/download/Attachment4RevisionofISPM15.pdf> (Adobe Reader required)

#### 4.3 Inner Packing

Except as more specifically provided, contents shall be packed within container by or with liners, partitions, wrappers, excelsior, straw or packing material, which will afford adequate protection against breakage or damage, and box shall be completely full. ***Under no circumstance will newspaper or periodicals be used as packing material.***

All packaging, including that specified in the 9 CAT or Material Description - e.g. protectors and moisture inhibitors - shall be sound and undamaged after packing.

Finished and coated surfaces **shall be** protected from abrasion. Items in the same pack should be prevented from damaging each other.

Packages requiring special handling or storage **shall be** clearly marked or labeled with requirements; i.e., This Side Up, Fragile, Glass, Center Of Gravity, Do Not Top Load, etc.

Packages requiring handling by a forklift truck **shall be** skidded allowing for forklift entry.

#### Note:

- Materials with different purchase order numbers **shall not** be consolidated or unitized together.
- Materials assigned to different transportation modes (Boat or Air) **shall not** be consolidated, documented, palletized or unitized together.
- Materials **shall not** be over-packed in a manner that will cause special, hazardous and precautionary markings to be obscured.

#### 5. UNITIZATION

In general, large volume shipments shall be unitized.

- 5.1 A single piece, that weighs in excess of 23 kilograms (50 pounds) should be unitized, i.e., pallet/skid, for forklift handling.
- 5.2 The configuration for loads unitized for mechanized handling is the so-called container pallet with: fourway entry, dimensions of 100 x 120 centimeters (40 x 48 inches) and a clearance for forklift tines of not less than 8.9 centimeters (3.5 inches).
- 5.3 Stacked goods shall be stacked in alternating layers to form a square load, when possible. Prior to stacking the bags or sacks, a cardboard sheet of the same width and length as the pallet should be placed over the pallet top deck boards to provide an uninterrupted surface area for distributing the weight of the load and to prevent any bags or sacks from protruding through the open spaces between the pallet top deck boards.
- 5.4 Pails shall be stacked in layers directly on top of each other to form a square load; cardboard layer pads, or the equivalent, may be necessary to provide stability between layers.

- 5.5 Drums shall be stacked in a square formation, one (1) layer only.
- 5.6 Cargo shall be secured to pallet/skid to prevent load shift.
- 5.7 Pallet/skid ( Heat Treated) must be in good condition; quality of pallet/skid must be sufficient to handle weight and multiple handling.

**6. WEIGHT/DIMENSION LIMITS**

Individual items and unit loads shall not exceed:

- 220 cm (87 inches) in any dimension (height, width, or length).
- 1,860 kg (4,100 lb) maximum gross weight.

Deviation from these limits is not permitted without authorization from the PP.

These limits include tare weights and dimensions.

**7. HAZARDOUS MATERIALS**

- 7.1 Hazardous materials: Materials which are subject to International Maritime Organization (IMO), International Air Transport Association (IATA), Saudi Arabian Standards Organization (SASO), United States Department of Transportation (DOT), International Civil Aviation Organization (ICAO), or other industry or government organization directives or regulations require that the vendor shall be in full compliance with those directives in the treatment of the materials.
- 7.2 All hazardous materials shall be packed separately from other non-hazardous materials.
- 7.3 All hazardous materials shall be identified by the proper shipping name and packaged, packed, and labeled in accordance with the applicable directives, regulations, and specifications established in paragraph 7.1 and the purchase order.

**8. PSYCHOTROPIC MEDICATIONS**

All psychotropic medication shipments will be packed in sealed wooden boxes to protect the contents from damage or theft.

**9. MARKING**

All marking shall be in accordance with the Vendor Marking Instruction, form ASC-1059-3, as referenced in the purchase order.

**10. EXCEPTIONS**

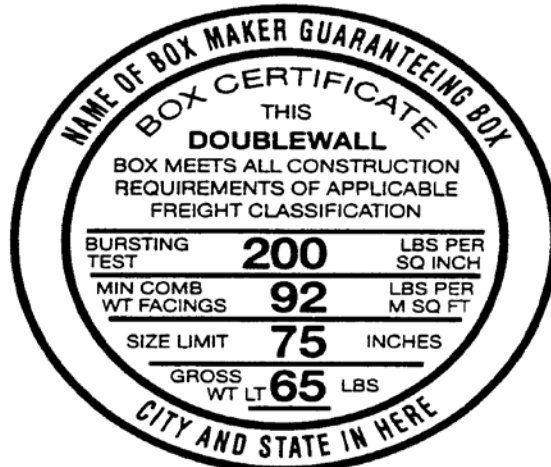
- 10.1 All deviation from the minimum packing requirements must be approved in writing by the PP (Procurement Planner)
- 10.2 If, for any reason - e.g. order size, nature of material - containerization may be unsuitable, contact the Procurement Planner.

**SPECIFICATIONS FOR FIBREBOARD BOXES  
CERTIFICATE OF BOXMAKER**

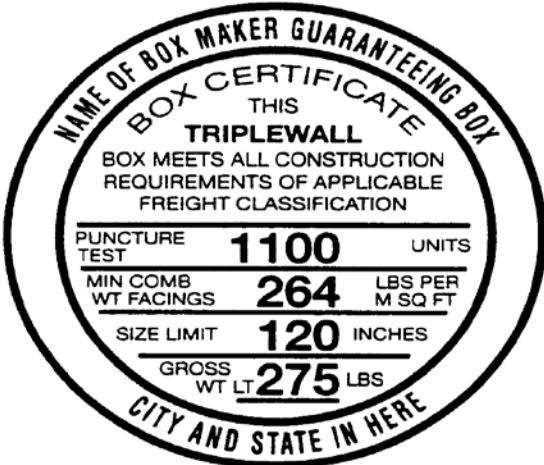
**Size, Type and Wording:** All fibre boxes that are made to conform to specifications of this rule must bear a legible certificate of a box maker, guaranteeing that boxes do so conform. Certificate must be of following form, size (3-inch diameter, plus or minus 1/4 inch), type and wording, except as otherwise provided in this section.



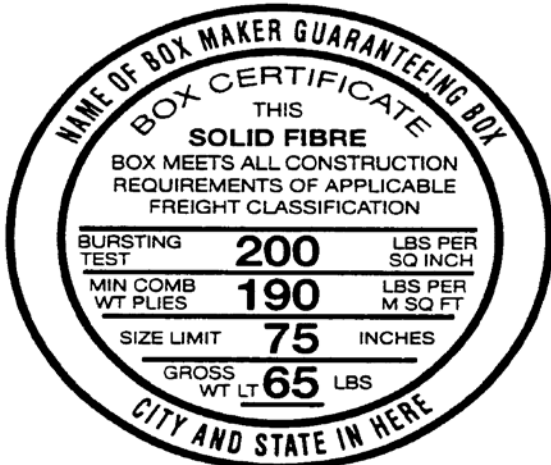
For Singlewall Boxes



For Doublewall Boxes



For Triplewall Boxes



For Solid Fibre Boxes