1. Scope

This procedure outlines the minimum requirements for suppliers packing and shipment of product and materials to SPP Pumps.

2. Purpose

To deliver the minimum expected level of packing and protection for the shipping of goods to ensure they arrive undamaged and working on receipt at SPP Pumps

3. Owner

SSE Manager

4. Related Documents

Not applicable

5. Revision History

Issue	Reason	Approved By	Date
01	New procedure for Supplier packing Requirements	CP	16/10/2025

6. Responsibilities

- SSE Manager: Owner of the document and the person responsible for the review and update of the document.
- Purchasing: Ensuring that this procedure is communicated to suppliers

7. Process

Overview: The supplier packing process should involve selecting appropriate packaging materials, cushioning and protecting items, and securely closing, sealing, and labelling the final package. For larger shipments, products should be placed on a pallet and shrink-wrapped to ensure stability. Key steps should also include using the right-sized containers, adding protective materials like bubble wrap, and clearly labelling the outside of the package.

The procedure includes details on materials, methods, labelling, documentation, and quality control to prevent damage, confusion, and shipping delays.

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Step 1: Choose the right packaging:

A Select boxes or crates appropriate for the item's size, weight, and fragility. Only approved, recyclable, and environmentally compliant materials should be used. Some companies prohibit specific materials like Styrofoam peanuts or certain types of plastics. Any wood packaging used for international shipments must meet the ISPM 15 standard for treatment and marking.

B The appropriate amount of desiccant must be used for electronics. This depends on the container's / Boxes volume, with a general rule of thumb being at least 1.2 desiccant units per cubic foot of space. For larger containers, you must use multiple packets distributed evenly to ensure maximum coverage. Factors like the specific electronics' moisture sensitivity, packaging material permeability, and expected storage duration/conditions will influence the final quantity.

Step 2: Protect the contents:

A Wrap individual items, especially fragile ones, in protective materials like bubble wrap. Place a layer of cushioning at the bottom of the box to prevent items from shifting.

B All goods must be protected from mechanical damage and corrosion during transit and handling. This includes using appropriate cushioning, bracing, and packaging that can withstand stacking. For fragile or sensitive items, special handling instructions and shock-absorbing materials may be necessary.

C Critical surfaces, sharp points, and protrusions on individual parts must be protected using covers, caps, or wrapping.

Step 3: Fill empty space:

A Use packing paper, peanuts, or other fillers to fill any empty spaces in the box so items don't move during transit. Ensure the items are secure and can't easily slide.

B Packaging should use the minimum volume and weight necessary to protect the product. Boxes should be completely full and securely packed to prevent shifting, which can cause crushing.

C Small parts must be contained in a single unit, such as a bag, to prevent loss. The bags should be made of specified materials, like antistatic polyethylene film for electronics.

D For traceability, items from different manufacturing batches must not be mixed within the same package.

Step 4: Seal the package:

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A Close and securely seal the box with tape. For larger items or shipments, consider using shrink wrap or strapping the package to a pallet.

B All items and packaging materials must be free of contamination, including dirt, oil, and foreign objects. Reusable containers should be cleaned thoroughly before use.

Step 5: Label the shipment:

A Clearly label the package with all necessary shipping information, including the destination address and any handling instructions.

B A detailed packing list that matches the contents must be enclosed inside a waterproof pouch and attached securely to the outside of the carton.

C Every shipment must include all necessary documents, including the packing list, dispatch note, and waybill. For international shipments, this includes customs information like the country of origin.

Step 6: Stack properly:

A Stack boxes evenly on the pallet, making sure they don't overhang the edges.

Step 7: Distribute weight:

A Distribute the weight evenly across the pallet to maintain stability. Maximum permissible weights must be specified for individual packages and entire loading units (pallets) to prevent damage and ensure safety.

B If a container holds multiple items, the heavier items should be placed at the bottom, and appropriate dividers or layering materials should be used to prevent damage.

C The centre of gravity is essential consideration for any load over 2000kg.

Step 8: Secure the load:

A Use shrink wrap to secure the load to the pallet, preventing the boxes from shifting during transport.

B All pallets must be in good, undamaged condition and meet specified dimensional and construction standards, such as Euro pallets.

C Pallets must be stacked evenly and secured using stretch film, shrink wrap, and strapping to prevent shifting.

D Products must not overhang the sides of the pallet, as this can cause damage during transport.

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E Any special handling instructions like "Fragile," "Do Not Stack," or "Centre of Gravity" must be marked on at least two sides of the load unit in large, bold letters.

Step 9: Consider crates:

A For heavy or industrial equipment, crates provide the highest level of safety and stability during transport.

Consequences of non-compliance

- Chargebacks for extra costs incurred due to non-compliant shipments.
- Negative impacts on the supplier's evaluation score.
- Responsibility for any damage that occurs during transport due to improper packing.