

1. Purpose

- To provide suppliers with a clear understanding of the minimum allowable standard for packaging and labelling of goods supplied to BAE Systems Maritime Australia.
- The requirements set out in the standard do not replace any such requirement specifically called out in the contract, statement of work or purchase order.
- For anything considered non typical or Out of Gauge refer to the BAE Systems Australia Maritime Procurement Representative for specific instruction

2. Requirements Traceability

- This document must be read in conjunction with BAE Systems Australia, International and Australian Standards, and Legislation including, but not limited to:
 - BAE Systems Maritime Australia contract;
 - BAE Systems Maritime Australia Standard Purchase Order Conditions;
 - Original Equipment Manufacturer (OEM) recommendations;
 - Australian and International Standards
 - AS2400 Packaging;
 - AS2852 Packaging – Pictorial marking for the handling of packages; ISO 780:1997;
 - AS4068 Flat pallets for materials handling;
 - AS4762 General-purpose flat pallets - Principal dimensions and tolerances (International Pallet Sizes); ISO 6780:1988;
 - AS3711 Freight containers;
 - Heavy Vehicle National Law (HVNL);
 - Guidelines and performance standards for the safe carriage of loads on road vehicles - Load Restraint Guide, Second Edition 2004;
 - International Air Transport Association (IATA) Dangerous Goods Regulations;
 - International Maritime Dangerous Goods Code (IMDG) including Australian Supplement;

- National Code of Practice for Manual Handling [NOHSC:2005(1990)]; and
- Safety Data Sheet (SDS).

- Australian Code for the Transport of Dangerous Goods by Road & Rail

3. Compliance

- Timber material shall be ISPM15 compliant.
- All timber shall be sourced in accordance with Forest Stewardship Council (FSC) global standard, Program for the Endorsement of Forest Certification (PEFC) or equivalent.
- All packaging, labelling and marking shall be in accordance with the Globally Harmonised System (GHS) and in accordance with any other contractual obligations.

4. Hazardous Substances

- All hazardous substances must be packed with the appropriate SDS for the goods.
- The SDS must comply with Australian SDS standards and have the Australian supplier or representative company name and an Australian emergency telephone number.
- The supplied SDS must be less than 5 years old.

5. Packaging

5.1 General

- Where crates or packaging are deemed protective packaging (packaging that remains with the part after installation and up to the point of going into service) the materials used shall be flame retardant.
- Packaging must ensure that the supplies can be transported, handled, stored and maintained in an undamaged and serviceable condition.
- Supplies that have openings must be sealed with caps, plugs or in another approved way to prevent the ingress of dust and moisture.
- Supplies with painted surfaces shall be suitably protected to prevent rubbing or scuffing during transport.
- Packaging shall ensure that the supplies

can be opened and inspected safely by the Purchaser.

- Supplies susceptible to moisture sensitivity under normal ambient warehousing temperature shall include provisions to maintain moisture level to within recommended tolerances.

5.2 Crates

- Wood material shall be treated and marked to conform to the packaging and labelling instructions.
- The use of nails to fasten crates is prohibited. Instead latches or clamps are preferred but screws or bolts are permitted.
- Crates will only be constructed using screws or quick release clips. Nails are prohibited.
- Must have suitable ground clearance through feet or skids to enable movement by forklift and pallet truck.
- Appropriate bracing must be added to ensure that heavy, non-uniform items do not move inside the crate.
- Where there is a requirement for service hatches these shall be clearly marked.
- Crates must have an even loading across the crate base to aid in safe handling.
- The supplier shall apply markings to identify the orientation, centre of gravity and lifting/strapping points for lifting purposes.

5.3 Pallets

- Australian suppliers shall utilise AS4068 standard pallet sizes.
- International suppliers shall utilise Euro pallet sizes as approved by EPAL (European Pallets).
- Pallets must be in good working order and without damage.
- Supplies shall be securely fastened to the pallet base.
- Loading of supplies onto pallets shall be to a maximum of the intended/certified weight capacity of the pallet being used.
- Articles on pallets shall not over-hang the pallet.
- Pallet height shall not be greater than one hundred and twenty five centimetres (125cm).

- Pallets shall be fully wrapped using a clear shrink or stretch wrap, refer to section.
- The use of mesh, netting, string, tape or metal banding is prohibited.
- Gluing is not permissible.
- The wrapping film shall not obstruct fork entry windows.
- Avoid column stacking where possible (except for nested trays).
- The supplier shall not use bubble wrap or polystyrene chips.

5.4 Cartons

- Cartons shall be able to hold the weight of items being packaged and be new.
- Carton weight must not exceed fifteen (15) kg.
- Items packed in cartons must be segregated and protected from damage in transit and storage using suitable packing materials.
- Cartons are to be sealed using adhesive tapes or glues.
- Cartons are to be placed on pallets where the number or size of the pallet exceeds 50% of pallet capacity.
- Cartons containing more than one product type shall be segregated to allow easy identification of parts.
- Cartons are to be of an optimum size to suit the contents.

5.5 Strapping

- Only plastic (not metal) banding shall be used.
- Corner protectors shall be fitted to the carton edges where it touches the banding to spread the load and to protect the supplies and outer packaging.

6. Secure Deliveries

- If the supplies are controlled under the International Traffic in Arms Regulations (ITAR), then stretch-wrap shall be of a black, flame retardant, non-transparent type.

7. Labelling

7.1 General

- Each package shall be labelled appropriately and identifiable at both the outer package and pallet/crate levels.
- All markings shall be legible and resistant to environmental conditions.
- Robust and/or large supplies, which by their nature do not require packaging, shall have a transparent wallet securely attached to the supplies, and shall contain a document providing the information detailed in the packaging and labelling instructions.
- All items shall include unique identifiers. Including: Purchaser's part number, OEM part number, description, serial number (if applicable) and NATO stock number (if applicable).
- Where a package is made up of several boxes, the supplier shall provide a separate packaging label for each box. Packaging labels shall indicate both the number of the box and total number of boxes. e.g., 1/3, 2/3, 3/3.

7.2 Packaging

- On larger cartons and pallets/crates, the label shall be placed at the top right hand corner.

ANNEXES

Annex A – Labelling

Carton/Crate Label Content

All Packages must be labelled as follows:

INSERT COMPANY LOGO HERE					
Supplier Name/Number			Programme/Ship Number		
Collection Address			Delivery address		
Purchase Order or Contract Number					
Supplier's Reference Number					
Carton/Crate Number (e.g. 1/3, 2/3, 3/3)					
Product Description					
Packed Dimensions in Centimetres				Packed Weight in Kgs	
Length		Width		Height	

Individual Parts

Individual parts should have a tag firmly attached showing the details below. Alternatively parts may be embossed with the Purchaser's Part Number for identification as follows:

<p>Embossed</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>50234567</p> </div>	
Shipbuilding Part Number	
Supplier's Name	
Product Description	
Purchase Order Number	
Packed Weight in Kgs	