

OWNER:	CONCEPTUAL, BASIC and DETAIL DESIGN ENGINEERING OF STYRENE PARK OFFSITE#					CONTRACTOR:	
MC :	PACKING, MARKING AND SHIPPING PROCEDURE						
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PACKING, MARKING AND SHIPPING PROCEDURE

00	04-Dec-21	Issued For Approval	F.SH	M.O.	A.M	
Rev.	Date	Purpose of Issue	Prepared	Checked	Approved	AC Code
					Class: 1	Phase: DE

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1. General

1.1 Purpose

This instruction covers the requirements and procedures to be followed by the VENDOR for shipping of the equipment and materials and outlines the responsibilities of the parties involved in shipping to ensure close cooperation between CONTRACTOR and OWNER/MC.

The vendor must refer to "Packing and marking instruction" procedure for packing and marking and consider annex 3 K including 3K-1 for equipment & material and 3K-2 for electrical panels & instruments based on the contract between Contractor and Owner. Contacts & documents relating to this instruction shall be addressed to:

Owner office address: West 3rd Floor, No. 7, Motavalian St., Habibolahi, Sattarkhan, Tehran, IRAN. Postal Code: 1455693916

Project Site address: Bushehr Petrochemical Company, Phase 2, Site 1.

1.2 Request to Import (If Applicable)

"Request to Import" forms shall be completed and submitted to OWNER/MC in advance of the arrival of each consignment into IRAN and upon receipt of signed form from OWNER/MC, CONTRACTOR shall use for importation and hold until the CONTRACT is completed or, in the case of temporary import, until the "Request to Export" form has been signed by OWNER/MC. Hand carried imports by CONTRACTOR's personnel (eg special instruments) or any other persons require a "Request to Import" form in advance in the same way as other imports. (Refer to Attachment # 9)

1.3 Records for Equipment and Materials

Procedures shall be established to ensure that inventory records are maintained showing all receipts and issues, supported by copies of the relevant documents, for each item of EQUIPMENT and material. These records shall provide a complete historical record of all EQUIPMENT and material throughout the duration of the CONTRACT and until all such items are clear such records shall be available to the OWNER for inspection and allow the OWNER to make physical stock checks and reconciliation with records at any time during and after the CONTRACT until full clearance has been obtained from the OWNER.

A certificate shall be provided at the end of each calendar year and at CONTRACT completion or as requested by OWNER/MC, certifying that all imported EQUIPMENT and materials have been either utilized, exported, scrapped or are still in

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CONTRACTOR's possession and certifying that documents and inventory records are held to substantiate the foregoing.

Note: EQUIPMENT/Material imported in OWNER's name

All EQUIPMENT and materials imported in the name of OWNER shall be subject to normal duties, taxes and processing. Such items include personal effects, furniture, vehicles and other items which are not basic to OWNER. OWNER shall in no way be responsible for shipment of these items to IRAN, nor for their clearance through customs, nor for arranging re-export at the end of the CONTRACT. Insurance, customs clearance services and costs, transportation of all the equipment to site and responsibility are borne by the Contractor as per delivery conditions of the contract (DDP Incoterms 2020)

2. Applicable Documents

All the Packing, Marking Instruction forms are the same as the contract between Contractor and Owner. Such as Heavy or Bulk cargo sketch/ Tag, List form/ Photograph Form for each package / application for packing inspection / Storage category mark/ Hazardous cargo sheet/ Marking Instruction Number & Place Print/ Notice of nominated vessel.

2.1 Packing and Marking instruction (Refer to Attachment # 7)

2.2 Format of Detailed Packing List (Refer to Attachment # 5)

3. Definition

3.1 Climatic conditions (Refer to Attachment # 8)

4. Overview (For Offshore Materials/Equipment)

4.1 Purchaser/Forwarder's Obligation for Shipment

4.1.1 Space Booking

PURCHASER books space for CARGO by use of FREIGHT FORWARDER based on "Draft of Detail Packing List for Space Booking" provided by VENDOR

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4.1.2 Notice of Vessel

After selecting FREIGHT FORWARDER and getting name of vessel and sailing schedule, PURCHASER will inform VENDOR of them.

4.1.3 Freight Forwarder

FREIGHT FORWARDER arranges vessel booking according to agreement with OWNER/PURCHASER, and coordinate shipment between carrier and VENDOR. VENDOR shall keep in touch with CARRIER for the shipment.

in case of any shortage, damage, due to Vendor fault, all responsibilities and expenses shall be borne by Vendor. Hence, Vendor should arrange for shipment again under purchaser instruction.

Scope of FREIGHT FORWARDER is as follows;

- Space booking of the vessel based on the "Draft of Detail Packing List for Space Booking" made by VENDOR. Notification to VENDOR of the arranged vessel and necessary information so that VENDOR may make shipment smoothly.
- Payment of freight charge to the shipping company and obtaining all originals and some copies of Bill of Lading and dispatch them to PURCHASER.
- Sending Shipment Advice upon doing shipment to OWNER/MC/CONTRACTOR.
- Sending a copy of Bill of Lading to VENDOR for VENDOR's collection of payments upon request by VENDOR.
- Getting VENDOR's Certificate of Origin as per designated description for this project on behalf of PURCHASER.
- For transportation of EQUIPMENT to Iranian Port, CONTRACTOR will utilize Iranian shipping lines, if such ships are suitable for the Load intended and use of Iranian Shipping Lines does not cause any delay in DELIVERY of EQUIPMENT and shall not be more expensive than non-Iranian ships of the same classification with consideration of financing requirements. In any case, CONTRACTOR shall comply with Iranian applicable laws in using shipping lines.
Further, the ships to be used by CONTRACTOR for transportation of the EQUIPMENT to Iranian Port shall have the following, classification and conditions as minimum.
- Classification Lloyd's 100 A-1 or equivalent.
- Plying regular liner service-full liner Term.
- The cargo to be stowed inside the main hold under deck or adequately protected in containers (excluding open top containers) unless otherwise APPROVED by OWNER.
- The vessel should have necessary maritime or navigation document/certificate.
- The vessel equipment should be in good condition so that can be used for loading/delivery/discharge operation. Simultaneously with the notification to OWNER of a certain lot of EQUIPMENT being ready for transportation, CONTRACTOR will provide the relevant freight volume and tonnage information.
- Air transport if required, Purchaser's prior approval in written shall be obtained and in such cases Vendor follow purchaser instruction.

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OWNER/MC/CONTRACTOR has nominated below mentioned FREIGHT FORWARDER and his local agent. VENDOR shall follow his instructions and fully comply with his requests as if the same instructions/requests were made by PURCHASER.

Name of the FREIGHT FORWARDER	
Person in Charge	To be announced later
Address	
Tel	
Fax	
E-mail Address	

SPECIAL PRECAUTION FOR ON DECK CARGO: Oversize material (greater than 20 m long*2 m wide*3 m high, in case loaded on deck of a vessel, preservation, painting, rust prevention ,...for theses items shall be performed perfectly and vendor should notify the purchaser if special precaution is required. It should be protected in the container (excluding open top container) or stowed inside the main hold under deck, unless otherwise approved by Owner

4.2 Vendor's Obligation for Shipment

4.2.1 Export License and/or Other Necessary Permits

In case any export licenses and/or other necessary permits, authorization etc. are required by the authorities concerned in the exporting country for shipment, VENDOR must obtain such licenses, etc. before C/R date by VENDOR's own cost and risk. If any assistance of PURCHASER/OWNER for this matter is required, VENDOR shall notify PURCHASER of the details well in advance.

Release Note

- 4.2.2** No equipment & materials should be dispatched by vendor unless vendor acquires inspection release note (IRN) through purchaser's which shall be issued by owner's assigned inspection agency (TPI).

4.2.3 Delivery of Cargo to the Port

VENDOR shall deliver CARGO to the place by the time designated by FREIGHT FORWARDER so that CARGO can be loaded onto the nominated vessel without delay.

4.2.4 Trade Terms

The trade terms used on the purchase order shall be governed and interpreted under the provisions of INCOTERMS 2020. In case that the trade terms is FOB VENDOR shall note that it is interpreted that following costs shall be paid of VENDOR, unless otherwise agreed between VENDOR and PURCHASER.

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- Export Customs Clearance
- Export License, if required
- All Inland Transportation Charges from Vendor's Shops to alongside of Vessel, Container Yard or Airport including Pick Up Charges.
- Container Drayage Charge/Empty Container Drayage Charge.
- Vanning Work/ Vanning Charge for Container Transportation, if any
- CFS (Container Freight Station) Charge for Container Transportation, if any
- All Charges related to Packing and Marking
- Terminal Handling Charge for Container Transportation

As well as the above, in case that the trade terms is FCA, VENDOR shall note that it is interpreted that following costs shall borne by VENDOR, unless otherwise agreed between VENDOR and PURCHASER.

- Export Customs Clearance
- Export License, if required
- All Inland Transportation Charges from Vendor's Shops to Container Yard, Container, Freight Station, or Forwarder's Warehouse including Pick Up Charges.
- Container Drayage Charge/Empty Container Drayage Charge between Vendor's shops and Container Yard in case of FCL Cargo.
- Vanning Work/ Vanning Charge in case of FCL Cargo.
- All Charges related to Packing and Marking

In case that FREIGHT FORWARDER pays for the above costs on behalf of VENDOR, those costs shall be compensated by VENDOR.

4.2.5 Partial Shipment

VENDOR shall ship CARGO covered by one requisition number in complete set and partial shipments are not allowed unless otherwise specially accepted by PURCHASER. Accessories, special tools and spare parts for erection & commissioning with CARGO.

4.2.6 Short Shipment

Unless otherwise partial shipment is allowed by PURCHASER, any remaining unshipped CARGO is recognized as short shipment and ocean freight or air freight of short shipment is borne by VENDOR and is charged to VENDOR.

4.2.7 Pre-Shipment Inspection (PSI)

VENDOR shall grant inspector(s) for PSI to access to VENDOR's shops or his sub- supplier's shops. Besides VENDOR shall assist PURCHASER to perform PSI, and shall follow the inspector's instructions for performance of PSI.

4.2.8 Required Shipping Documents

VENDOR shall submit documents specified in the Article 5 hereof.

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4.2.9 Demurrage

In the event that a delay in loading caused by VENDOR results in retention of the vessel, VENDOR shall be liable for any resulting demurrage, and dead freight.

4.2.10 Storage at the Port of Export

If PURCHASER didn't provide a vessel at the date of shipment, VENDOR shall undertake to store CARGO for 30 days at VENDOR's expense from the advised date of shipment. Upon expiration of the above 30 days, CARGO will be store at PURCHASER's account.

5. General Requirements

5.1 Payment to VENDOR

Payment for CARGO ordered from PURCHASER to VENDOR is subject to presentation of required documents within the specified date. (Please refer to Article 5.4 hereunder). The delay or non-submission of documents shall effect on payment to VENDOR in accordance with the conditions of Purchase Order.

In case that VENDOR does not compensate for the costs which have been paid by FREIGHT FORWARDER on behalf of VENDOR under FOB terms, PURCHASER shall hold payment until the compensation will be made by VENDOR.

5.2 Language

All the documents, information and related correspondence shall be made in English.

5.3 Unit

"SI" system shall be applied for weights and measurements.

5.4 Address of Shipping Documents and Correspondence

The Shipping Documents and/or Information required in these instructions shall be sent to following address:

Attention :

Procurement Manager

Address : 3rd Floor, No.43, Sarafriz St., Dr. Beheshti Ave., Tehran -
1587693118- Iran

E-mail : h.salekmoghaddam@sazeh.co.ir

FAX No. :

Phone No. : 021 88736155, 021 88731995

Vendor's e-mail shall contain following person in charge's information;

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- Vendor's Name
- Name
- Tel No.
- Fax No.
- E-mail address

If electrical files of Required Shipping Document are required by VENDOR, A request should be sent to above mentioned address.

5.5 Shipping Mark

VENDOR shall put shipping mark as below on each package.

5.6 Required Documents

VENDOR shall prepare and submit following documents. Detailed packing list in the designated format and required numbers.

Packing list

Marking of the packages

5.7 Delivery Schedule

VENDOR shall prepare and submit time schedule for delivery and update PURCHASER accordingly.

6. Sealing

Upon completion of packaging in accordance with the relevant instructions stipulated in the contract, required sealing compatible with the type of package shall be applied by VENDOR. For materials packed in wooden cases, boxes, crates, pallets, and similar types of packages, sealing shall be done by using straps or special wires.

The sealing device shall be provided by VENDOR and, upon completion of inspection by PURCHASER, VENDOR shall seal each package in a manner to accommodate PURCHASER's stamp, provided by PURCHASER's representative, on the seal.

Only sealed packages bearing such stamp shall be released for delivery and transportation to the PROJECT SITE.

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7. Overview (For Onshore Materials/Equipment)

7.1 Purchaser/Forwarder's Obligation for Shipment

7.1.1 Vehicle allocation

PURCHASER anticipate required vehicle for CARGO by use of freight FORWARDER based on Detailed Packing List provided by VENDOR and specified in Appendix 1.

7.1.2 Freight FORWARDER

Freight FORWARDER will arrange vehicle according to agreement with PURCHASER, and coordinates shipment between carrier and VENDOR.

PURCHASER has nominated below mentioned freight FORWARDER. VENDOR shall follow its instructions and fully comply with its requests as if the same instructions/ requests were made by PURCHASER.

Person in Charge (to be advised later)

Address:

Tel:

Fax:

E-mail:

7.1.3 Shipment Advice

Freight FORWARDER will send the Shipment Advice upon doing shipment to OWNER/MC/CONTRACTOR (Please refer to attachment 2, 4 & 6)

7.2 Vendor's Obligation for Shipment

7.2.1 Delivery of CARGO

VENDOR shall deliver CARGO as per contractual delivery terms (Incoterms 2020) to the freight FORWARDER so that CARGO can be loaded onto the nominated truck without any delay.

In addition VENDOR is fully responsible for loading the CARGO on the truck and any damage that occurs during loading of the CARGO on the truck.

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- 7.2.2 No equipment & materials should be dispatched by vendor unless vendor acquires inspection release note (IRN) through purchaser's which shall be issued by owner's assigned inspection agency (TPI).

List of Required Shipping Documents

Required Shipping Documents should be submitted as per Summary Sheets, Appendix 1, VENDOR shall send the electronic files to the above mentioned e-mail address. Name of electronic file shall contain PO Number. In case that total volume of electronic file exceeds 1MB, VENDOR is requested to compress the files into zip files.

7.2.3 Trade Terms

The trade terms used in the PO shall be governed and interpreted under the provisions of Incoterms 2020.

7.2.4 Partial Shipment

VENDOR shall ship CARGO covered by one requisition number in complete set and partial shipments are not allowed unless otherwise specially accepted by PURCHASER.

Relevant accessories, special tools and spare parts for erection & commissioning shall be shipped along with CARGO.

7.2.5 Short Shipment

Unless partial shipment is allowed by PURCHASER, any remaining unshipped CARGO is recognized as short shipment and freight of short shipment is borne by VENDOR and is charged to VENDOR.

7.2.6 Pre-Shipment Inspection (PSI)

VENDOR shall grant inspector(s) for PSI to access to VENDOR's shop or its sub-supplier's shop. Besides VENDOR shall assist PURCHASER to perform PSI, and shall follow the inspector's instructions for performance of PSI.

7.2.7 Required Shipping Documents

VENDOR shall submit documents specified in the Article 5 hereof (Please refer to attachment 1).

7.2.8 Demurrage

In the event that a delay in loading caused by VENDOR leads to detention of the truck, VENDOR shall be responsible for any resulting demurrage, and dead freight.

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8. General Requirements

8.1 General

8.1.1 Language

All the documents, information and related correspondence shall be made in English.

8.1.2 Unit

"SI" system shall be applied for weights and measurements.

8.2 Address of Shipping Documents and Correspondence

The Shipping Documents and/or Information required in this instruction shall be sent to following address:

Attention :

Procurement Manager

Address: 3rd Floor, No.43, Sarafraz St., Dr. Beheshti Ave., Tehran - 1587693118-Iran

E-mail : h.salekmoghaddam@sazeh.co.ir

FAX No. :

Phone No. : 021 88736155, 021 88731995

8.3 Shipping Mark

VENDOR shall put shipping mark as below on each package.

9. SEALING OF PACKAGES

Upon completion of packaging in accordance with the relevant instructions stipulated in the contract, required sealing compatible with the type of package shall be applied by VENDOR. For materials packed in wooden cases, boxes, crates, pallets, and similar types of packages, sealing shall be done by using straps or special wires.

The sealing device shall be provided by VENDOR and, upon completion of inspection by PURCHASER, VENDOR shall seal each package in a manner to accommodate PURCHASER's stamp, provided by PURCHASER's representative, on the seal.

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Only sealed packages bearing such stamp shall be released for delivery and transportation to the PROJECT SITE.

10. ATTACHMENTS

- Attachment 1- Table of Required Shipping Documents
- Attachment 2- Estimated Cargo Volume
- Attachment 3- Safety Data Sheet (SDS)
- Attachment 4- Notice of C/R Date
- Attachment 5- Detailed Packing List
- Attachment 6- Shipment Notice
- Attachment 7- Packing and Marking Instruction.
- Attachment 8 - Climatic conditions.
- Attachment 9 – Request to Import (RTI)

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Attachment # 1
Table of Required Shipping Documents
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Required Documents And Information	Submission Schedule	Required Number	Submission Method	Remarks
(1) Estimated Cargo Volume for shipping schedule	Within 30 days After P.O. date	1 copy	By Email	Please refer to Appendix 2.
(2) Sketch of Over Dimension and/or Heavy Cargo (If applicable)	Within 30 days After P.O. date	2 copies	By Courier Service	VENDOR's form is acceptable. The center of gravity, sling points, lifting method and lifting device and net/gross weight shall be indicated in the sketch.
(3) Final Sketch of Over Dimension and/or Heavy Cargo (If applicable)	By 90 days Prior to Cargo Ready date	2 copies	By Courier Service	VENDOR's form is acceptable. It must be more accurate than sketch of above (2). The center of gravity, sling points, lifting method and lifting device and net/gross weight shall be indicated in the sketch.
(4) Cargo Handling Instruction (If applicable)	By 90 days Prior to Cargo Ready date	1 copy	By Email	For CARGO required special attentions for handling, and/or temperature, moisture etc. during whole transportation and for opening/re-packing and storage at Site. VENDOR's form is acceptable.
(5) Contents Explanation of Chemicals and/or Dangerous Cargo (If applicable)	By 90 days Prior to Cargo Ready date	1 copy	By Email	For any chemicals and/or dangerous CARGO falling under "IMCO Class" (International Maritime Organization Class) only. In case of dangerous CARGO, VENDOR must fill up necessary information in the Appendix 3 including "IMCO Class" and (UN No.)
(6) Notice of C/R date	By 30 days Prior to Cargo Ready date	1 copy	By Email	Please refer to Appendix 4.
(7) Detailed Packing List	By 15 days Prior to Cargo Ready date	1 original + 3 copies	At first, by e-mail and By Courier Service	Please refer to Appendix 5. VEDNOR is requested to send Detail Packing List by e-mail.

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Attachment # 2
Estimated Cargo Volume
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To :
 Attention :
 Copy :

Subject: Estimated Cargo Volume

Destination :
 Purchaser's Job No. :
 Item No. :
 PO No. :
 Cargo Description :
 Estimated Number of : Packages
 Packages
 Estimated Total Gross : Kgs
 Weight
 Estimated Total : M³
 Measurement
 Contractual Delivery Date :
 Loading Point :

Note 1: VENDOR shall inform PURCHASER of above information within 30 days after the date of purchase order.

Note 2: Delay or non-sending this information shall affect payment to VENDOR.

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Attachment # 3
Safety Data Sheet (SDS)
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SAFETY DATA SHEET

Ref. No.
Date

SAMPLE

Name of company: --- Company

Communication in case of accident Name of person: Mr./Mrs. --- Tel:

PACKAGE STYLE, ETC.

Job. No.		PO No.		Item No.	
Contents	Purified Hydrogen			Package No.	Crate No. 17-20
Chemical Formula	H2				
Classification by Regulation	Hydrogen		UN No.	2.1	
IMCO CODE	1049		Fire Service Law		
Net Weight	0.58 kg	Net Capacity	6.5 m3	Filling Pressure	150b
Service	Zero gas for calibration				

NATURE OR PROPERTY

Appearance	Colorless	Ignition Temperature	560 c
Odor	None	Boiling Point	-253c
Specific Gravity	0.07	Freezing Point	N.A.
Vapor Density	0.09 kg/m3	T L V	Unknown
Flammable Limit	4% Lel	Oral Toxicity (LD50)	Unknown
Flash point	N.A.		

MAIN HAZARDS

Explosion and Flammability:	High flammable
Reactivity:	May react violently with oxidant.
Health Hazard:	Asphyxiation

EMERGENCY PROCEDURE

Fire	How to Extinguish Extinguishing Agents, etc.	All known extinguhants
Leakage	How to clean Neutralization Agents, etc.	Cool with water from protected position.
Protective Clothing	Types of Gas-Mask, etc.	Self contained breathing apparatus
Acute Toxic	Emergency Measures, Antidote, etc.	Unknown

Note 1: VENDOR shall inform PURCHASER of above information by 90 days prior to C/R date.

Note 2: This FAX is a part of contract documents and delay or non-sending this FAX shall affect on payment to VENDOR.

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SAFETY DATA SHEET			
Ref. No.			
Date			
Name of company:			
Communication in case of accident Name of person: Tel:			
PACKAGE STYLE, ETC.			

Job. No.		PO No.		Item No.	
Contents				Package No.	
Chemical Formula					
Classification by Regulation				UN No.	
IMCO CODE			Fire Service Law		
Net Weight		Net Capacity		Filling Pressure	
Service					

NATURE OR PROPERTY

Appearance		Ignition Temperature	
Odor		Boiling Point	
Specific Gravity		Freezing Point	
Vapor Density		T L V	
Flammable Limit		Oral Toxicity (LD50)	
Flash point			

MAIN HAZARDS

Explosion and Flammability:	
Reactivity:	
Health Hazard :	

EMERGENCY PROCEDURE

Fire	How to Extinguish Extinguishing Agents. Etc.	
Leakage	How to clean Neutralization Agents. etc.	
Protective Clothing	Types of Gas-Mask, etc.	
Acute Toxic	Emergency Measures, Antidote, etc.	

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Attachment # 4
Notice of Cargo Readiness(C/R) Date
(1 Page)

To

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Attention :
Copy :

Subject: Notice of C/R Date

Destination :

Purchaser's Job No. :
Item No. :
PO No. :
Cargo Description :
Total Number of Packages : Packages
Total Gross Weight : Kgs
Total Nets Weight : Kgs
Total Measurement : M³
C/R date :
Loading Point :
Weight and Dimension of ODC :
and HEAVY CARGO (if any)

Note 1: VENDOR shall inform PURCHASER of above information 30 days prior to C/R date.

Note 2: This Email is a part of contract documents and delay or non-sending this Email shall effect on payment to VENDOR.

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Attachment # 5
Detailed Packing List
(2 Pages)

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PACKING LIST

Shipper / Exporter		Remarks					
Consignee / Bill To							
Notify Party							
Port of loading						Port of Discharge	
Carrier						Sailing on or about	
		Purchase Order No.					
		HS code					
		Packing Type					
		Delivery Term					
		Storage Classification					
		SDS attached Yes/No/N.A.					
Mark and numbers	Description of Goods	Quantity	Net Weight/Kgs	Gross Weight/Kgs	Measurement		
(DETAILS ARE AS PER ATTACHED SHEETS)							

PROJECT NAME	:
P.O DESCRIPTION	:
P/O NO.	:
PI No.:	:
H.S. CODE:	:
Packing Style:	:

Sign By _____

OWNER:	CONCEPTUAL, BASIC and DETAIL DESIGN ENGINEERING OF STYRENE PARK OFFSITE#					CONTRACTOR:	
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DETAILED PACKING LIST

Project No.:

Project Name:

Owner:

PI No.:

Destination:

P/L Serial No.:

Shipment No.:

Date:

PO. No.:			PO Description:				Total Package No.:			Truck No./ Container No.	
Vendor's Name:							Packing Style :				
ITEM CODE / TAG NO.	PO / MTO Item NO.	DESCRIPTION	Unit	QTY	Net Weight (Kg)	Gross Weight (Kg)	Package No.	Dimensions L x W x H (meter)			Remarks
Total				0	0.00	0.00	1				

Vendor Representative

Purchaser Representative

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Attachment # 6

Shipment Notice (1 Page)

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Subject : Bushehr Petrochemical Company HDPE Plant
PRC- Shipment Advice- Full name of the vendor -000

Dear Mr. *****

Please be informed that the following material was shipped to Site.

PO No. :
 PO Description :
 Vendor :
 Way Bill/AWB/FBL No. :
 Truck No./Flight No./Vessel Name-Voy No. :
 Location :
 Net Weight :
 Packing Style :
 Actual Time of Departure (ATD) :
 Estimated Time of Arrival at Site (ETA) :

Best Regards,

Project Manager

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Attachment # 7
Packing and Marking Instruction
(22 Pages)



Packing And
Marking Instruction

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Attachment # 8
Climatic conditions. (19 Pages)

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CLIMATIC CONDITIONS

Climatic conditions on Plant site are as follows:

Temperature

- a) Extreme lowest temperature 5°C
- b) Extreme highest temperature 52°C
- c) Maximum Design Temperature for equipment exposed to sunlight85°C

Humidity

- a) Maximum relative humidity 76% in summers
- b) Minimum relative humidity 74% in winters

Rainfall

Maximum in one hour 40 mm.

Snowfall

Design Snow Load 25 Kg/m²

Sea Breeze to be considered

Thunder and lightning To be considered.

Sandstorm to be considered.

SYSTEMS FOR PACKING

Goods will be packed according to the following order of preference:

- a) In Containers
- b) In standard package (cases, crates, etc.)

The selected system will be indicated in this procedure and in the Requisition Document or special Terms and Condition.

SIZE AND WEIGHT OF PACKAGE

Standard Package

During the constructions of packages, dimensions will be reduced as much as possible to comply with the following limit package sizes and weights as established by National and

International standards:

Land transport (length-width-height)

12 x 2.5 x 2.5 pm - weight: 24,000 kg

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If packages exceed even one of the measures above specified, Vendor shall notify it to the Buyer within 60 days after the purchase order date and provide the following information, which shall be binding and in the case of deliveries less than 60 days the notification should be made immediately after the placement of order.

- External dimensions of the packed unit in the position in which it is to be transported.
- Longitudinal and side view.
- Gross and net weight in kg.
- Center of gravity in longitudinal and transverse directions.
- Sling points (and special criteria to be considered).
- Type of packing planned or required. (clearly plotted).

IMPORTANT NOTE: Material pertaining to different purchase orders (P.O.), shall not be packed together.

Small individual packages

Packages with a volume up to 1 m³ and/or 500 kg-approximately -are considered "Small Package" and, if applicable, will be consolidated by Vendor together with other larger packages of the P.O. and for the same shipment.

In case the whole supply consists of only one individual "Small Package", Vendor shall pack the good in a strong packing suitable for the applicable transportation to the delivery point indicated in the P.O.

Vendor will inform Buyer of "Small package" provision within 60 days after receiving the order.

CHOICE OF PACKING TYPE

Each part of a supply will be packed following the particular packing requirements for each class of material as indicated in para 6 hereunder "CLASS OF MATERIAL"

PARTICULAR REQUIREMENTS

The design and construction of the packing, whilst remaining within reasonable economic limits, shall allow for loads (static or dynamics) occurring during transportation, handling and storage and shall also comply with the requirements of the transport operator. The construction of the packing described shall allow handling by crane or fork-lift truck and shall ensure that the packing can be properly secured during transport. Lifting and sling

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points shall be attached by Vendor.

Any special lifting devices required for equipment / package units shipping (e.g. due to an abnormal center of gravity) shall be provided by the vendor. The buyer shall be furnished with proof that the official certificate covering cargo handling gear / test certificate has been issued before transportation can begin.

If no standards are available, the vendor shall observe the following:

- Materials, whose composition and design characteristics make them particularly susceptible to corrosion, shall be sealed in plastic foil which must be at least 0,2 mm thick. When selecting the type of foil to be used (polyethylene or aluminum compound sheeting), the foil's permeability to water vapors and the duration of the transport and storage periods involved shall be taken into consideration.
- Sufficient quantities of a desiccant Material shall be added to the packed units to ensure that the relative air humidity inside the sealed foil packing is maintained at less than 50% during the entire transport and storage period.
- Laminated paper shall not be used if the packed unit contains metals which could be affected by the use of such.
- The use of hygroscopic filling and padding materials (e.g. wood wool, hay, straw, paper) for filling cavities or for padding purposes is not permitted.
- All nozzles and openings including all pipe ends will be suitably protected with wooden or plastic plugs.

DANGEROUS PRODUCTS

The packing and transport of dangerous goods are governed by the law covering the transportation of dangerous goods and the current regulations and ordinances enacted by the respective carriers.

To ensure that the correct procedures for the shipment of dangerous good are followed during sea ,road and rail transportation, the vendor shall ensure that the appropriate goods classification is included with the packing lists (class, code number, technical designation and proper shipping name (not trade name),the characteristics of the dangerous goods, as well as the flash point.

The supplier's attention is drawn to the fact that it has sole responsibility for ensuring that the above instructions are duly carried out and that it shall be held liable for any

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consequence resulting from their non-fulfillment.

Dangerous goods must always be packed separately from any other materials.

PACKING LIST

Two copies of the packing list shall be fixed to the package internal wall, while copies of the technical documents as requested by the Purchase Order will separately be contained in a waterproof sealed envelope and placed into the package itself outside of the covering of the material.

An additional copy of the packing list contained in a similar envelope as said above shall be placed beneath the metal tag showing "PACKING LIST" to be externally affixed to the package.

SIZES AND WEIGHT LIMITATIONS:

Package will be limited to

the following values:TYPE OF PACKAGES

LENGTH, cm

WIDTH,cm

HEIGHT,cm

VOLUME m^3

WEIGHT,kg

Containers, 40 feet 1200 233 238 67 26,000

20 feet 590 233 238 33 24,000

INDIVIDUAL PACKAGE:

Land transport Max. 1200 250 250 24,000

Railway transport Max. 1400 310 210 25,000

Small package 1 500

Bundies Max. 1170 2,000

Pallets 100 1,000

PRE-PACKING - INSTRUCTIONS

GENERAL & PARTICULAR INSTRUCTIONS.

This instruction intends to be a guideline to the Vendor, in order to get a good protection of goods prior to disposal and fitting of the supply into the external packing.

All protective measures suited to the features of the goods will be taken care by the Vendor

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to prevent from damage or corrosion and to ensure the safe arrival of the goods at final destination and delivery at site. It is responsibility of the Vendor to furnish the supply according to the general requirements indicated below.

Vendor shall also provide all the instructions for various handling operations, transport and for the preservation of the goods during the entire transport and storage period (max 1 year) and instructions for storage at the construction Site for additional 2 years.

The preservation method shall guarantee protection of the supply against seawater contact and humid tropical climate. After careful preparation of its surfaces and internal parts of all pieces of equipment, which might get corroded, they will be protected against moisture, rain, condensation, etc., by adequate means.

Inside packages of whatever variety will be constructed and sealed in a manner that will provide maximum protection against rats.

It is vendor's responsibility to pack small and delicate goods in individual, light packages like boxes, sheaths, polythene bags or equivalent suitable for the goods being packed and for their preservation.

All movable internals will also be wedged, if necessary. Vendor shall inform the anticorrosion product applied, as well as the cleaning methods and solvents required to remove it.

INSTRUCTIONS FOR MAINTENANCE/EXTENDED STORAGE PERIOD

Vendor will provide detailed instructions for the proper care and maintenance of materials and equipment during storage time.

Vendor's instructions will include as a minimum protective measures and maintenance of the following:

- a) Equipment after removal of plugs or seals when the item has been previously dried and filled or coated with preservative material.
- b) Material and equipment of all types including vessels, exchangers, pumps, turbines, compressors and motors not immediately put into operation but installed and left standing in an open unprotected site.
- c) Instruments of all types installed in place or stored.
- d) All special valves installed in place or stored.
- e) Material or equipment requiring maintenance either inside the original package or stored out of it.

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f) Items requiring periodic operation, movement or change of position to prevent from damages to internal parts.

g) Components of equipment which require to be removed if long “standing time” is detrimental and they can not be adequately protected in non-operating conditions, or would be subject to permanent deformation.

PACKING AND MARKING PROCEDURE FOR ELECTRICAL PANELS AND INSTRUMENTS SCOPE

This specification covers the method for packing of electrical and instrument panels and to provide full protection against physical damage and atmospheric attack during transit and possible long periods under adverse storage conditions which may extend to two years.

GENERAL

This specification is for the package vendor's guidance only. He shall remain fully responsible for collecting suitable materials for proper packing.

The package vendor shall comply with the latest issues of the following British standards, where these standards conflict with this specification, this specification shall govern.

BS 1133 - Packing Code

BS 2540 - silica gel for use as desiccant for packages

BS 3177 - Method of determining the permeability of materials used for packaging

The package Vendor shall provide written instructions for the removal of protective coatings and devices.

METHOD

Shroud the instrument or panel which shall be thoroughly clean, dry and free from rust, totally enclosed in a polythene shroud after sharp projections on the instrument or panel have been padded. Silica gel or other approved desiccant shall be trapped inside the shroud, but not come into contact with the paint work.

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

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extracting pipe.

After extraction of the air from the shroud, the opening shall be completely sealed.

Packing Case Materials

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

Packing Case Lining

The packing case shall be completely lined with multi-layer waterproof paper.

The lining shall have as few joints as possible. If joints are necessary, the pieces shall be over lapped so that any rain water which may penetrate the case is shed automatically when the case is upright. Overlaps shall be 75 mm minimum.

Securing Instruments Or Panel Inside Packing Case

- a) The instrument or panel shall be completely secured to avoid shocking during transportation.
- b) Wood, wool or other hydroscopic materials shall not be used.
- c) Hay and straw shall not be used.

4.3.5 Sealing Of Packing Case

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

Marking Of Packing Cases

All cases shall be marked to indicate the correct way up and bear the marking described herein.

Note: A copy of packing list should be affixed of each side of the box. This packing list should be put on a waterproof pocket.

ACCESSORIES AND SPARE PARTS PACKING AND MARKING

ACCESSORIES, ERECTION. PRE-COMMISSIONING AND COMMISSIONING / START UP SPARE PARTS

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Accessories, erection/pre-commissioning and commissioning and start up spare parts have to be marked with the equipment item No. to which they belong and have to be packed in separate boxes within the main box/case/crate. Boxes have to be marked correspondingly, e.g., with ERECTION/ PRECOMMISSIONING SPARE PARTS.

TWO YEARS AND CAPITAL SPARE PARTS

Vendor will label the loose spare parts by indicating the following:

- Purchase order number
- Description of main equipment, where it belongs to
- Description of spare part
- Position number
- Part number as per assembly drawing

Spare parts must be clearly indicated on packing list in order to facilitate handing and Storage at site and shall be packed separately from the main equipment.

CLASS OF MATERIAL

This part of procedure shall be applied, but not limited, to the hereunder mentioned materials for which Vendor shall use the following packing type:

A) Equipment and iron-steel Boilers and Pressure Vessels

Packing type

- Pressure vessels Saddles / crates
- Stacks Saddles / crates
- Hoppers Saddles / crates
- Ejectors Saddles / crates
- Static Filters Saddles / crates
- Reactors Saddles / crates
- Heat exchangers Saddles / crates
- Tanks Saddles / crates
- Silos Saddles / crates

B) Machine

Packing type

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- Machineries(case)
- Pumps (case)
- Mixers (case)
- Screens (case)
- Fans (case)
- Heaters(case)
- Bag filters (case)
- Refrigeration units (case)
- Conditioning systems (case)

C) Instrument, Laboratory and Electrical Materials

Packing type

- Various laboratory equipment (*) case
- Battery and Battery charger (*) case
- Electric boxes with terminal boards (*) case
- Electric boxes without terminal boards (*) case
- Converters (*) case
- Switchboards (*) case
- Electrical and instrument components with terminal contacts (*) case
- Thermometers (*) case
- Manometers (*) case
- Orifices plates and rupture disks case
- Level indicators (*) case
- Electric isolators (*) case
- Cable glands case
- Control boards (*) case
- Cables Drum
- Tray and Ladders Steel Pallet

Whenever the material listed above and marked with (*) is installed on the machines or on skid-mounted systems, the whole machine or the skid shall be

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integrally protected by heat- sealed hermetic barriers.

D) Piping, steel structures and plates

Packing type

- Bolting and tie rods case
- Steel structures with thickness > 5mm bundles
- Steel structures with thickness up to 5mm crate
- Stairs and platforms crate
- Flat plates bundles
- Expansion joints case
- Flanges crate
- Gaskets case
- Stainless steel bars case
- Cable gangways case
- Fittings case
- Valves case
- Supports crate
- Tubing and pipes 2" up to 6" crates
- Metal pipes 0" up to 2" case
- Metal pipes 6" up to 10" bundle
- Lined metal pipes crate
- Plastic pipe crate
- Cable terminals case
- Manifolds case
- Prefabricated piping crate

REMARK: Carbon steel pipe over 10" shall be shipped individually.

Valuable materials (i.e.: stainless steel, copper, etc) whatever their sizes or types shall be packed in cases

E) Non-dangerous products

Packing type

- Chemical products crates

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- Paints and solvents crates
- Mineral wool and glass fibber crates
- Refractory materials crates
- Compressed or liquefied glasses crates
- Epoxy resin crates
- Oils and greases lubricants crates
- Electrolyte for batteries crates

REMARK: The use of pallets will be applicable for above products already packed in metal drums or waterproof bags as original standard packing.

PACKING TYPE CONTAINERS

This system will be preferred and Vendor shall follow these instructions:

- a) Use domestic packing box for local transportation.
- b) Avoid package exceeding a gross weight of 3t
- c) Choose dimension of packages to fully utilize the size of containers

Approx. inside dimensions of containers are :

40 feet containers 1200 x 233 x 238 cm

20 feet containers: 590 x 233 x 238 cm

Real inside dimensions of containers has to be confirmed individually.

Prior to being placed in containers, the items of equipment shall be suitably packed for loading and unloading and for any additional storage periods required.

Containers may only be used for packing if written permission has been obtained from the Purchaser. If the items of equipment have not been packed or have been packed on cradles, the marking shall be applied directly to the items themselves.

Vendor shall give instructions for handling the packed units into the container in case they were necessary to prevent damages due to its handling.

The packed units shall be marked on the two side walls and the gross weight of the unit shall be stated on the wall of the pack. Packing shall be adequate to permit the stowage into the container and to pile up parcels, in order to utilize fully its size.

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Bundles shall be marked on their longitudinal sides. Metal plates attached to waterproof plywood or wooden plates may be used for this purpose. Each plate shall be attached separately.

Marking is directly related to the order in hand and is stated in the shipping instructions.

The packed units shall always be marked with the chain symbol (sling here) and with the twin arrows (this side up).

Packages requiring special handling shall also be marked with the appropriate international symbols,

All symbols and instructions shall be marked in red.

The center of gravity symbol shall be marked on all four sides of all packages measuring in excess of 1m and / or weighing in excess of 5000 kg.

SPOOL STAVING

Spool containing electric or instrumental cables whose diameter is more than 1,000 mm. for which crate/case packing is not foreseen shall be closed with 25 mm min thickness wooden strip staving nailed on the same spool flanges.

Packing crate shall be foreseen for spool containing electric or instrumental cables whose diameter is less than 1.000 mm. Spools will be nevertheless closed with 25 mm min. thickness wooden strip staving nailed on the same spool flanges.

Spool shall be anchored with adequate stirrups so as to avoid displacement during handling.

BUNDLES: TYPE AND CONSTRUCTION ELEMENTS

Each bundle shall have at least one binding constituted by a metal strap of 1 mm minimum thickness and 30 mm minimum width. It shall be placed on the length at a distance of 2 meters each.

Each bundle shall be closed at the two ends with jute or plastic sacks taped on the bundle
The prefabricated structures, section bars and plates will be placed on the bottom beams or wooden base and be fastened to the bottom by straps. By this method, the handling by lift truck or by lifting ropes will be easier.

Plugging of the pipe ends up to DN 14" shall be carried out with plastic plugs duly taped on

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the pipe body. From DN> 16", plugging shall be carried out with double- thickness wooden plugs.

PALLET: TYPE AND CONSTRUCTION ELEMENTS.

The use of pallets shall be applicable to all non-dangerous products, already packed in metal drums or bags as original proper standard packaging.

Boards to be used for the construction of the pallet shall be from 120 mm minimum, up to 180 mm maximum in width.

Only one- way, non-returnable pallets will be used featuring a max. Load capacity of 1,000 kg and such that to allow the most suitable location of the products in original standard packages, the optimum vehicle loading and / or the containerization

Maximum height of the palletized products will not exceed 1.00 inclusive of the pallet height.

All palletized products will be wrapped in heat shrinkable film and strapped with metal or plastic straps.

The pallet packaging shall be such that to permit a second row overlapping or other palletized products forming part of the same supply.

WOODEN/ STEEL SADDLES: TYPE AND CONSTRUCTION ELEMENTS.

Saddles entirely constructed with full beams of minimum width dimensions as listed below will be used for packing of metal equipment with length, width and height more than 5 x 1,5 x 1,5 m: Kg/net weight

Saddle width <2000 200 mm.

2001 to 6000 300 mm.

6001 to 10000 400 mm.

In case of equipment that is not self-bearing, number of saddles will be provided in accordance with Vendor's prescriptions and technical information.

Saddles will be manufactured in such a way to minimize the equipment height from the ground. The saddles will be fastened with iron hoops (minimum width 50 mm, 3 mm thick) and connected to the saddles by tie rods an adequate protection between hoops and equipment should be provided.

NOTE: choosing saddles shall be specified in requisition document.

WOODEN CRATES: TYPE CONSTRUCTION ELEMENTS

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For packing of metal equipment with length, width and height lower than 5x1,5x1,5 m orexceeding only of the above said dimensions the crate shall be used.

The use of crates constructed with full heads will be provided for the following materials:

- Conduit pipes
- Stainless steel pipes or other special materials
- Prefabricated piping

All the openings of the prefabricated piping shall be suitably protected with wooden or plastic plugs.

Size of boards to be used for the construction of the crate will be minimum width from 120 mm up to 180mm maximum, minimum thickness not less than 25 mm.

Any knots on the board may be fixed by using bonding agent or by adequate plugging.

No pass-through or connected knots and substantial cracks are permitted.

A crate with net capacity over 2,000 kg will be furnished complete with steel plates on the lifting points. A crate having a width higher than 2m will be provided with suitably sized steel angle bars on upper corner or the top cover to avoid abrasions or cracks caused by slinging ropes or chains

The material shall be fixed to the crate bottom beams using either bolts or tie rods or by suitable stirrups

WOODEN CASE: TYPE AND CONSTRUCTION ELEMENTS

Boards to be used in manufacturing walls and top cover of the case will be from 120 mm min. up to 180 mm maximum in width and the minimum true thickness not less than 25 mm. The cover will be screwed to case beams.

Any knot on the board may be fixed by using bonding agent or by adequate plugging. No pass-through or connected knots and substantial cracks are permitted.

Polyethylene sheets of 0,2 mm minimum thickness will be used for the internal lining of the case walls.

The case lid shall be designed to prevent water penetration and shall therefore be lined on the inside with polythene or aluminum compound foil. A layer of hardboard, plywood or plastic shall also be nailed to the lid to prevent the formation of "water pockets".

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Materials included in the group of goods, marked with asterisk (*) in article 6 C) above "CLASS OF MATERIAL" and any other materials sensible to humidity, even if not listed therein, will be placed into a heat-sealed hermetic barrier. This barrier shall contain an

appropriate quantity of dehydrating salt to keep materials under environmental conditions with a humidity rate lower than 35% at 20°C for two years.

The remaining materials will be protected as described in Art. 2.7 of this procedure for a duration of (1) one year and may extend to two years.

a case with net capacity over 2,000 kg shall be provided complete with steel plates on the lifting points. A case having a width higher than 2m shall be provided with suitably sized steel angle bars on upper corner of the top cover to avoid abrasions or cracks caused by slinging ropes or chains .

Nozzles or openings shall be plugged with suitably fixed plastic caps or wooden disks.

Cable passing holes for the terminal boards of the electric motors shall be sealed with plastic caps.

The material shall be fixed to the case bottom beams using either bolts or the rods or by adequate stirrups.

All the valves will be plugged with suitably fixed plastics or wooden disk.

The cases shall be braced and reinforced to withstand any load (static or dynamic) likely to occur during transportation by rail, road or ship .Measures shall be taken to prevent the item from shifting within the packed unit screwing together, bolting to the bottom of the case etc.

IDENTIFICATION SYMBOLS

HANDLING SYMBOLS:

On all cases/crates/bundles and equipment on saddles, the center of gravity and relevant lifting points shall be clearly indicated.

All cases and crates containing materials to be handled with special care will be marked with international identification symbols.

For "Dangerous" products, Vendor shall comply with the symbols specified in International regulations and laws.

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STORAGE SYMBOLS.

The following symbols will be applied in red on the packages, as per buyer's instructions:

Outdoors (single roof crossed out)

Outdoors beneath shelter (double roof)

Indoors (double roof)

Indoors heated area H(double roof)

Indoors, air conditioned area AC(double roof)

FRAGILE SYMBOLS

Package containing "FRAGILE" items will be appropriately packed and marked on three opposite side with:

"FRAGILE- HANDLE WITH CARE", and

"THIS SIDE UP" or internationally recognized symbol.

LIABILITIES

VENDOR is obliged to perform the packing services with due care of a professional packing company. The VENDOR shall only use new packing materials.

VENDOR/ packing contractor is responsible for performing the services specified in the P.O. and is liable for any damage occurring to the items of equipment in connection with his services.

In the event of total loss of the packed items, Vendor's liability shall cover the replacement value, in the event of damage it shall cover all necessary repair costs including dismantling and reassembling as well as the costs of spare parts plus any packing, freight, storage, travel, transport or handling costs accorded.

INSPECTION OF PACKAGE AND MARKING

The Vendor is entitled to check for the adequacy of packing, storage and for the correctness of marking. A notice of readiness for inspection shall be sent to the Purchaser.

The lids of the cases shall be left open to enable the inner packing to be examined.

A set of packing lists shall be made available at the time of inspection and all packages

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shall be marked with all relevant information.

Should the packing not be in compliance with requirements set forth in this procedure or with other provisions of the Purchase Order, the Vendor shall- at its own expenses and care, modify or remake the packing in due time to comply with contract delivery terms.

Upon the completion of the packing, the vendor shall hand over to the Purchaser packing test certificate signed. Release permit for shipment will only be given after receipt of such certificate.

The inspection as outlined above does not in any way reduce the Vendor's guarantee and liability with regard to the design and performance of the packing.

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EQUIPMENT STORAGE CODES

	Storage air condition warehouse	Storage in warehouse	Storage outdoor with covers	Storage outdoor without covers
STRUCTURAL STEEL - Panels, beams, columns, grating - Bolting - Material for civil work		C		A A
EQUIPMENT - Towers, vessels, kiln, mills, air coolers, boilers - Pumps, compressors, blowers, fans, mixers, reducers - Tower and vessels internals - Bolting and special small items - Packing units - Mechanical parts		C	B B B B	A
PIPING - Flanges, fittings 10" and smaller than 10" - Valves 6" and smaller than 6" - Pipe and remaining valves, fittings and flanges - Gaskets and bolting - Welding rods		C C C C		A
INSTRUMENTATION / LABORATORY - Cable tray and supports. - Control room panels, racks, cabinets and associated Instruments - All other items	D	C	B	
ELECTRICAL - Cable reels, conduits and cable trays - Electrical motors designed for outside service - Electrical motors designed for inside service - Supporting steel, stanchion, saddles, etc.. - All other materials - Lightning equipment - Panel boards, racks cabinets and associated electrical - Transformers - U.P.S., batteries - All other materials	D	C C C C	B B B B	A

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	Storage air condition warehouse	Storage in warehouse	Storage outdoor with covers	Storage outdoor without covers
REFRACTORY LINING -Refractory liquid, mortar, castables, mixes, ceramic fibers expanded polystyrene, paper adhesive coating, paints,... - Dense fire bricks, steel parts, insulating fire bricks and blocks		C	B	
INSULATIONS - Ceramic fibre and calcium silicate material, metal sheeting - Mineral wool blankets, supporting rings, fasteners, banking,...		C C		
PAINTING, THINNERS, etc.. -All material		C		
CIVIL - Anchor bolts - Reinforcing steel - Cement (in bags), bricks		C	B	A
CHEMICAL'S & CATALYST - Catalysts, alumina balls, molecular sieves		C		

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Attachment # 9

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