

DOCUMENTATION, PACKING AND MARKING INSTRUCTIONS (FOR DOMESTIC SHIPMENTS)

1.0 DOCUMENTATION

At time of shipment, a packing list shall be prepared by the Seller for each package, showing the equipment/material description and appropriate tag number where applicable. One copy of the packing list shall be placed inside the shipping container/crate and affixed to the equipment/material, one copy shall be secured in a weatherproof pouch firmly attached to the outside of the container/crate.

One (1) additional copy shall be forwarded via overnight courier to the Buyer's Traffic Coordinator.

2.0 PACKING REQUIREMENTS

Seller shall include but not be limited to the following guidelines for domestic protection and packaging of materials and equipment to be delivered to the Buyers freight forwarder and/or jobsite.

- a) All items shall be clear of debris, dirt and foreign matter (thoroughly clean inside and out) prior to shipment preparation.
- b) Special tools shall be separately packaged, shipped, identified with the item on which they are to be used and marked as "Special Tools".
- c) Spare parts shall be shipped in separate packages clearly marked as "Commissioning Spares" or "Operating Spares" as specified by the Buyer. The Seller will also clearly identify the item or items they are to be used in conjunction with.
- d) In cases where the Seller is responsible to load equipment/materials as per the delivery/freight terms of the Purchase Order, the Seller shall ensure that items which are subject to damage by rubbing are separated by wooden strips. The Seller and the Buyer's representative (when present) will ensure that padding is placed under chains that contact the materials. In all cases the Seller will ensure that the transporter secures (chains down) the equipment at locations that will not cause undue stress and damage during transport (i.e. nozzles or flanges are not to be used). When specified by Buyer goods are to be tarped prior to transporter leaving Seller premises.
- e) As a minimum, all items whether shipped in boxes or affixed to pallets shall be waterproof.
- f) Small items, such as instruments, will be either sleeved in polyethylene and sealed or packaged in waterproof vapour barrier packages.

- g) Control panels that are not attached to the skid will be affixed to either pallet or runners and securely covered with polyethylene.
- h) Valves that are strapped to pallets or shipped in boxes will have ends/openings sealed to prevent moisture or foreign matter from entering.
- i) The packaging will be done in such a manner as to prevent damage due to rough handling, condensation corrosion and vibration. Should fungus protection be required such treatment will not be applied to electrical contacts or current carrying metal surfaces.
- j) Equipment shall be bolted to the package (pallet) base whenever possible. Equipment not bolted to the base shall be protected and held in a fixed position by banding, chock blocks, bracing or packing material.
- k) Shipping saddles, cradles, bolsters, and chock blocks shall be contoured to the outside curvature of equipment and located so that local bending or damage of the equipment will not occur. Steel wrapper plates shall be used when necessary to distribute the load and protect the equipment.
- l) Cylindrical equipment shall be mounted on shipping saddles. When possible, installation saddles on equipment should be used as shipping saddles.
- m) Packaged/prefabricated (skid mounted) equipment will be required to have all components properly blocked and braced for shipment. All temporary blocking and bracing will be painted red for clear identification for removal upon installation at site. If some of the components extend beyond the package base, a special approval will be required from Buyer representative.

When no approval is given, the components must be disassembled, packaged separately and resulting openings protected and sealed.
- n) Any instrumentation or other small attachments, subject to damage due to vibration or jarring, must be removed, packaged and clearly marked as to location to be reinstalled. All resulting openings must be sealed.
- o) All gauges that are deemed stable for transport will have their glass face taped in an "X" manner.
- p) All valves will be in the closed position and the wheel or handle removed and marked as to correspond with the reinstallation.
- q) All spare parts whether commissioning or operating will be packaged and marked accordingly and will accompany the shipment.
- r) All items shall be clean before application of any anti-corrosive material. Machined and bright surfaces shall be coated with an anti-corrosive material.

- s) Items with exposed rubber parts or linings shall be wrapped with an opaque, air tight plastic cover secured with tape. Desiccant shall not be used to protect rubber products.
- t) Items subject to damage by water or humidity shall receive additional protection as required. Components with non-drainable crevices or chambers, shall be covered and protected at all times from entrance of water and debris.
- u) Internal surfaces subject to rusting shall be protected by vapour phase inhibitors, rust preventatives or by a suitable desiccant. After treatment, all openings must be plugged or otherwise sealed.
- v) Pump and compressor interiors shall be coated or flushed with an easily removable anti-corrosive material. Lube oil and auxiliary piping shall be flushed with a corrosive preventative material that is soluble in the fluid to be carried by the piping.
- w) Rust inhibitors shall be compatible with the normal charge of oil or easily removed by flushing when used on lubricated parts. Oil recommended for normal operation or a compatible substitute shall be used when filling or flushing.
- x) Desiccant shall be required in all types of protection and packaging when condensation or vapour diffusion across vapour barriers would create a condition in the interior of the package harmful to the contents. Desiccant shall be fully contained in bags (to prevent dispersion), securely fixed in place, and easily removed. The package shall indicate that desiccants shall be checked weekly and changed as necessary.