



DOCUMENT

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Logistics MEURA requirements

Version

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LOGISTICS MEURA REQUIREMENTS



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1. General Requirements

1.1 Obligation and responsibilities

VENDOR shall be solely responsible for packing and marking of CARGO with respect to handling, transport, and storage at plant site. VENDOR shall be fully liable for proper, sufficient and adequate packing, completeness of contents, protection of contents for a storage time of 1 year , and correct preparation of the packing list. All damage and costs whatsoever resulting from inadequate or insufficient packing shall be fully charged to VENDOR

When the transport is by container, VENDOR shall try to make a package less than following dimensions and weight for container carriage.

Dimension:

11.5m (L) x 2.2.m (W) x 2.05 m (H) for 40' container

11.5m (L) x 2.2.m (W) x 2.5 m (H) for 40' HC container

5.5 m (L) x 2.2 m (W) x 2.05m (H) for 20' container

1.2 General requirements

Packing and conservation of goods shall be sufficient to protect them from damage during transit from point of manufacturer and storage at job SITE under conditions which may involve multiple handling, extended storage, exposure to moisture and the possibility of pilferage.

The term packaging procedure is intended to indicate that the packaging must additionally strengthen and withstand the conditions of maritime transport and then resist to more severe stresses.


If so, required for static reasons, thicker sheathing shall be used, in accordance with size and weight of the package. Timber crates and boxes shall be strong enough to withstand without any damage, transport and numerous handlings between the works and the SIT.

Units or parts belonging to main equipment but separately packed shall be clearly marked for easy identification with main equipment to which they related.

All bulk items, lighting, fittings cable glands, witches, etc. are to be packed in batches sufficient for a specific volume of work.

All wood used for packaging shall be treated wood according to norm ISPM15 or NIMP15. Except special derogation approved by MEURA

[Click Here to see Different Packing Style;](#) such as wooden case, crate, skid base or saddle, bundle, shrink package and drum and specific electrical panel package.

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1.3 Marking

General Requirement : All markings on equipment, crates and packages shall be fadeless to withstand for long period of transportation, storage, strong sunlight and/or other atmospheric conditions at the plant site.

Each part of a one-line ordered equipment, e.g. a steel structure, shall be tagged with the reference according to the fabrication plans.

The purpose of tagging is to identify each equipment, material, parts, tool, etc. shipped as CARGO with the packing list and/or drawings. After filling necessary descriptions with required format, the tag shall be attached to all individual equipment, material parts, tools, etc.


Then, each package (alone equipment or group of equipments) will be marked with a sticker containing the following minimum information :

Company :	MEURA
Project :	PJxxxxxxxx
Manufacturer :	Company name of the supplier
Description :	
Order reference :	Number of the Purchase Order from Meura
Number of the package :	1
Total number of packages :	10

1.4 Packing list

Mandatory to deliver a packing list with, as a minimum :

- Complete list of the content included in the package (pallet, box,...) with :
 - Part reference (if available),
 - Description (Drawing Number if available) and
 - Quantity.
- Complete list of the packages (pallet, box,...) with :
 - Number or reference stuck on the package (Marking)
 - Type : pallet & plastic, wooden box, cardboard box,...
 - Dimensions of the package : Length, Width, Height
 - Weight of the package

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1.5 Photo report

It is mandatory that at least 1 digital pictures shall be taken of the cargo when the cargo is secured in the crate/case, before it is closed.

In case the cargo is transported per truck, the supplier is requested to provide a picture of the cargo when it is loaded on the truck with the lashing and securing on the truck clearly visible.

Pictures of all Motor plates will be delivered.

All the pictures will be arranged, managed in a photo report document to be sent to MEURA. at logistique@meura.com

1.6 Handling Instructions

Safety and Security is of high importance to Meura. Maximum measures to prevent accidents need to be taken in the total supply chain. To achieve this, the supplier has to provide the necessary handling instructions and provide whatever assistance to limit the risks of damage during transport.

In case of unpacked cargo the supplier shall provide the customer and the appointed forwarder technical drawings with clearly marked lifting points and gravity point. The supplier shall also provide lifting instructions and instructions for the lashing and securing of the cargo on board of the vessel and on the truck.

The supplier needs to give this documentation to the appointed forwarder before a booking can be made with the shipping line/airline.

For the packed cargo the supplier shall clearly indicate on the cargo the gravity point for units above 500 kg and symbols for package handling shall be used (internationally standardized in ISO R/780).







At any time, the shipping / airline is authorized to demand modifications of the packaging in order to accept the cargo on board of the vessel/aircraft. Any modifications that have to be made will be for account of the supplier.

IMPORTANT NOTICE :

All breakbulk cargo shall be clearly marked by the supplier with the marks and numbers provided by the customer and also with the air/seaport of destination. In case the cargo is lost/wrongly sent due to insufficient markings the supplier will be responsible for all cost and consequences. The supplier shall mark the gross weight and dimensions on every case and clearly number the cases with reference to the items mentioned on the packing list. The cargo needs to have sufficient lashing points (also at or above gravity point of the cargo) to secure the cargo in the vessel / airplane and on the truck. Units weighing 10 mt or more must have securing points directly connected to the unit inside the box/crate. The securing points must be easily accessible and clearly indicated.

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Attachment No.2

No.	Kind of Mark	Letters in English	Symbol	Remarks
1	Center of Gravity Mark	Nil		Indicating position of Center of Gravity.
2	Sling Mark	Nil		Indicating position where sling wire is applied.
3	Top Mark	THIS SIDE UP		Indicating top part. (Package not to be turned upside down)
4	Free from wet	KEEP DRY		Indicating that contents are not to wet.
5	Care for handing	FRAGILE HANDLE WITH CARE		Indicating that contents are fragile.
6	Mark for Dangerous, or Poisonous	DANGEROUS	Put a symbol stipulated by IMCO	Indicating that contents are o' dangerous, poisonous article.
7	Storing Mark	NIL		Indicating that contents should be stored indoors.

Remarks: letters shall be stenciled at the upper part of symbol as a rule.

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2. Packaging

2.1 Piping

Pipe, structural steel sections and plates, shall be strapped in bundles of convenient size and weight for handling. Rolled and shaped plates shall be provided with suitable bracing to eliminate distortion during transit, and shall be bundled in uniform lengths. The weight of each bundle shall be within the breaking strain of the steel wrapping. Each bundle shall be marked with a metal tag, hard stamped, secured under steel wrapping. A 5000 kg limitation shall be imposed for lifts in this category, where practicable long lengths shall be limited to 11.5 meters to avoid long length carriers. All small steel sections, handrail stanchions, gusset plate's etc. shall be boxed. As far as possible all pipes must be closed with plastic caps.





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2.2 Valves and Fitting

All valves and fittings, flanges, are recommended to be packed in wooden cases and must be protected


2.3 Vessels

Apparatus and vessels shall, where possible, be packed on skid constructions and secured with adjustable steel straps, as per attached sketches. All unprotected surfaces shall be spared with Tactile. Manholes and other major openings shall be protected with either plastic caps or wooden lids, which shall be firmly secured. Smaller openings shall be closed with plastic plugs.

All vessel internals and items not installed by VENDOR at works including accessories such as small parts, bolts, nuts, gaskets, etc. shall be packed in wooden cases separately for each vessel or apparatus and marked with the same item number as the vessel/apparatus in order to protect all parts from loss or damage in transit. Internals, bolts and gaskets for service/ testing operations shall be supplied with the vessels/ items by VENDOR and all internal, boxed separately and marked according to marking procedure; each item shall be supplied correctly and identified for field installation by others.

Note: It is imperative that all there items be clearly listed on the packing list.



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2.4 Electrical equipment, motors and materials

All electrical motors whether coupled or uncoupled, generators, and electrical equipment shall have all openings sealed with protective tape, shall be packed in suitable weatherproof skid mounted boxes, and protected from moisture ingress by desiccant as described above

This specification covers the method for packing of electric and instrument panels and export delivery, to provide full protection against physical damage and atmospheric attack during transit and possible long periods under adverse storage condition. The packing case shall be completely lined with waterproof packaging.

All electronic and pneumatic instruments to be packed in accordance with given instructions



2.5 Batteries

Batteries shall be shipped dry with electrolyte **packed separately** and shall include charging instructions.

2.6 IMO Dangerous goods declaration

Please Send all MSDS : Material Safety Data Sheets for all dangerous products.

Dangerous goods must be packed in wooden cases **separately**. The mark "DANGEROUS " shall be indicated on each boxes.