

Marking Instructions

1- General Requirements

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.

2- Main shipping Mark

The main shipping mark (see attachment No.1) shall be stenciled with black, indelible and waterproof pain in English on the two opposite sides of each package in capital letter with the following size. In case the surface of a package are too small to permit stenciling, sheet metal tags bigger than 20 cm x 15 cm in size shall be securely fastened to CARGO at least on two opposite ends.

Length of Package	Letter Size (Height)
Under 150 cm	Over 25 mm
150-250 cm	Over 35 mm
Over 250 cm	Over 50 mm

3- Cautionary Symbols

In order to facilitate loading unloading and handling of CARGO, VENDOR shall stencil the necessary Cautionary Symbols on the proper place of two (2) opposite ends of the package. (See attachment No.2)

3-1 Sling Mark and Mark of Center of Gravity

These marks shall be stenciled in red color on two side of each package, (See No. 2 of attachment No.2)

3-2 “Free From Wet” Mark

Package may be stored in the open, but under a tarpaulin, shall be marked with a red “Free from Wet” mark. (See No. 4 of Attachment No.2).

3-3 Storing Mark

Package may be stored in the open, but under a tarpaulin, shall be marked with a red “Free from Wet” mark. (See No.4 of attachment No.2).

3-4 “Fragile Handling with Care” Mark

Packages containing “FRAGILE” articles shall be appropriately packed and in addition to the words “Fragile Handle With Care” being stenciled on two opposite side, internationally recognized symbols shall also be used.

3-5 “This Side Up” (See No.3 and No.5 of attachment No.2)

3-6 Other Cautionary Symbols

Other necessary cautionary symbols shall be stenciled in red color on the two (2) opposite ends of each package. Especially, "Top Mark" shall be marked in red color on the upper part of left corners of four (4) sides of each package (See Attachment No.2)

4- Weight Indication

In case that the gross weight of each package exceeds 2,000 kgs, the weight in the unit of ton rounding up to first decimal, shall be stenciled in red color on the top side of each package. (See attachment No.8)

<For instance>

7.92 → 7.9

3.26 → 3.0

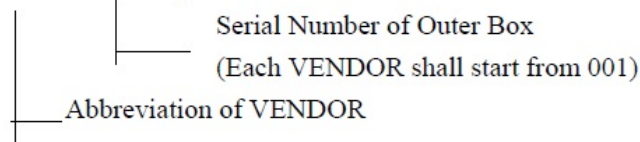
5- Package Number

5-1 Outer Package

The package number of each CARGO shall consist of abbreviated VENDOR's name and consecutive number shown as follows:

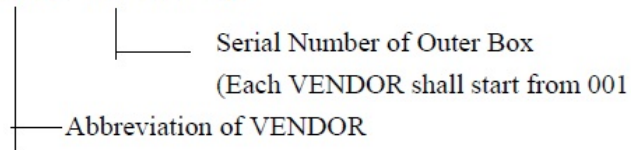
- for Equipment and Parts

Package No. ABC – 001 ~ up



- for Two-Years Spare Parts

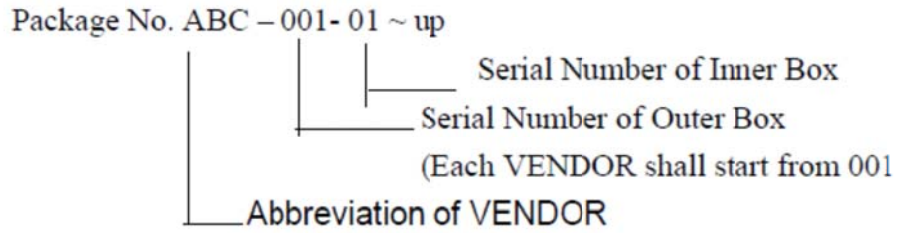
Package No. ABC – SP- 001 ~ up



Note: Each VENDOR shall have his own serial number from 001 up to the number required. For example, if a VENDOR delivers five (5) packages in the first shipment, the first package of the next shipment shall start the next number (006).

Inner Box

Inner boxes shall also be numbered. For example, if the package number of the outside box is ABC 001, the inside box shall be numbered ABC-001-01 up to the number required as follows.









Attachment No.1

MAIN SHIPPING MARK OF PACKAGE

Purchaser Name																																																																																										
Project Name																																																																																										
Project Location																																																																																										
PURCHASE ORDER NO.:																																																																																										
<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 15%;">L/C NO.</td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td></tr><tr><td>CONSIGNEE</td><td>:</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>BENEFICARY</td><td>:</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>INSURANCE</td><td>:</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>SHIPPER</td><td>:</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>DIMENSION</td><td>:</td><td></td><td>X</td><td></td><td>x</td><td></td><td></td><td>(Cm)</td><td></td></tr><tr><td>GROSS WEIGHT</td><td>:</td><td></td><td></td><td></td><td></td><td>KGS</td><td></td><td></td><td></td></tr><tr><td>PACKAGE NO.</td><td>:</td><td></td><td></td><td></td><td></td><td>XXX-001,AND UP</td><td></td><td></td><td></td></tr><tr><td>ABBREVIATION OF VENDOR'S NAME (3 LETTERS)</td><td>:</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	L/C NO.										CONSIGNEE	:									BENEFICARY	:									INSURANCE	:									SHIPPER	:									DIMENSION	:		X		x			(Cm)		GROSS WEIGHT	:					KGS				PACKAGE NO.	:					XXX-001,AND UP				ABBREVIATION OF VENDOR'S NAME (3 LETTERS)	:								
L/C NO.																																																																																										
CONSIGNEE	:																																																																																									
BENEFICARY	:																																																																																									
INSURANCE	:																																																																																									
SHIPPER	:																																																																																									
DIMENSION	:		X		x			(Cm)																																																																																		
GROSS WEIGHT	:					KGS																																																																																				
PACKAGE NO.	:					XXX-001,AND UP																																																																																				
ABBREVIATION OF VENDOR'S NAME (3 LETTERS)	:																																																																																									

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 handling	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 of 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.