1.0 SCOPE:

The procedure is applicable to all kinds of material to be dispatched.

2.0 PURPOSE:

The purpose of this procedure is to protect product while transportation will customer's destination.

3.0 EQUIPEMENTS/INSTRUMENTS:

- Wooden box
- Hussein Cloth
- Thread for sticking
- Nail & hammer
- Nylon string
- Steel strip, plastic strip, galvanize clamp

4.0 PROCEDURE:

4.1 As soon as material is received in dispatch department, material is check with order acceptance for number of pieces, weight, meters etc.

4.2 We can check the wood box as per **Annexure – I**

4.3 Based on packing instruction it is packed in wooden box or Hussein cloth.

4.4 BOX PACKING

4.4.1 First select box as per indent.

4.4.2 Do the fumigation of box as per work instruction W/D/02

4.4.3 PUT HUSSION CLOTH & Put transferant plastic in box then put all material.

4.4.4 Cover the All plastic sheet with help of nylon string.

4.4.5 If the length of straight tubes / pipes longer than 7 meter put lifting belt in bottom of the box.

4.4.6 Cover the box stop and packed with nail and hammer.

4.4.7 Wooden box is clamped with steel tap and also with galvanize clamp.

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