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## PACKAGING, MARKING, LOADING FOR HAWORTH OFFICE FURNITURE DIVIDERS

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### 1.0 SCOPE

This standard establishes packaging, marking, labeling, unitization and loading specifically for "Haworth Office Furniture" dividers and component parts.

### 2.0 REFERENCES

- 2.1 Lockheed General Packaging Standard LPS 40-001
- 2.2 Uniform Freight Classification
- 2.3 Consolidated Freight Classification
- 2.4 National Motor Freight Classification

### 3.0 REQUIREMENTS

#### 3.1 GENERAL

- 3.1.1 The quantity per unit package and unitized load shall be as specified in the procurement document, or if unspecified, quantity shall be as commonly furnished by the supplier.
- 3.1.2 The supplier's package shall meet or exceed the General Packaging Requirements of LPS 40-001.
- 3.1.3 When a supplier does not have a proven standard commercial package designed to protect his product, packaging assistance may be requested from LMSC Operations Engineering, through the cognizant Procurement representative. Such assistance may require LMSC review of supplier's drawing/sketches, etc., of the product/part.

#### 3.2 UNIT PACKAGING

- 3.2.1 The item(s) shall be adequately protected against damage during shipment from the supplier to destination.
- 3.2.2 Critical areas, surfaces of the item(s) shall be protected from abrasion by wrapping, interleaving, sleeving, capping, etc.

#### 3.3 INTERMEDIATE PACKAGING – (Consolidation of unit packages, when applicable)

- 3.3.1 Unit packages consisting of a barrier/bag (unacceptable by common carrier) shall be overpacked in an exterior container for shipment.
- 3.3.2 Unless otherwise specified, the number of unit packages per intermediate container (containing identical parts) shall be limited to the dimensions and gross weight provisions of the container specification (Ref Carrier Regulations).
- 3.3.3 Fill all voids with suitable dunnage, blocking, or bracing to prevent damage during handling/shipment.

#### 3.4 PACKING

- 3.4.1 Pack any number of intermediate containers uniformly into an acceptable shipping container (Ref Carrier Regulations).
- 3.4.2 Shipping containers, as packed, shall protect contents from damage during handling and shipping and shall meet the minimum requirements of the common carriers for safe transportation at the lowest rate to the point of delivery.
- 3.4.3 Intermediate containers which meet the requirements of Paragraph 3.4.2 may be used as shipping containers and marked according to 3.5.3.
- 3.4.4 Enclose or attach a copy of packing slip with *each* truckload.

- 3.4.5 Palletize loads on proper sized pallet(s) for items weight and size.
- 3.4.6 Unitize load to pallet by means of stretch wrap, shrink wrap or other suitable means. Unitization shall prevent shifting of load on pallet during transport to final point of use. Labels shall be easily readable (Figure 1).

**3.5 MARKING**

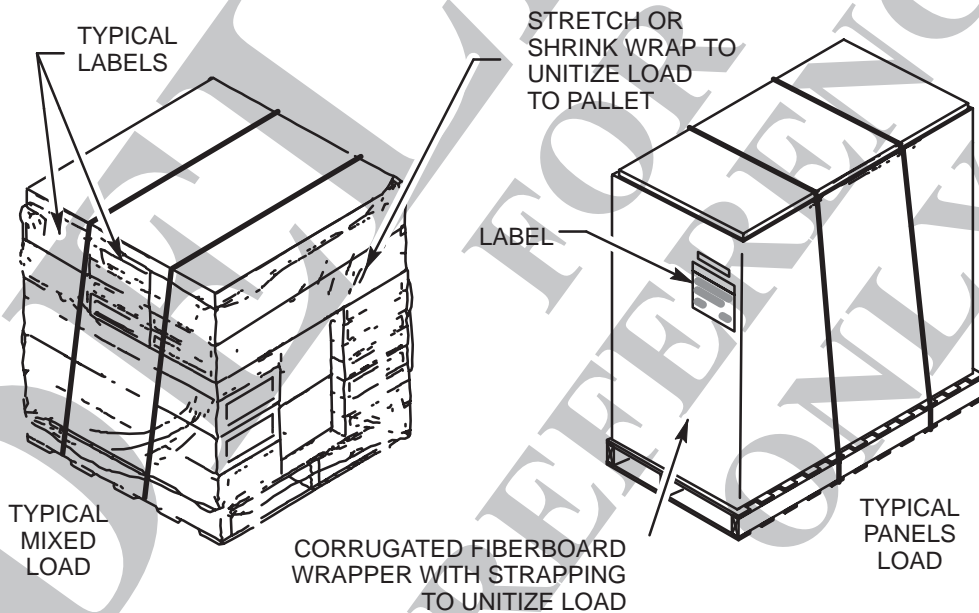
- 3.5.1 Unit Package Marking – Label or mark each package to show at least the part number per contracting document and supplier identity. Color coding is recommended. To clarify P.O.'s from one another in mixed trailer loads different P.O.s must be identified. Never mix different kit numbers on same unitized pallet load.
- 3.5.2 Intermediate Packaging Marking – Label or mark each container same as Paragraph 3.5.1.
- 3.5.3 Shipping Container Marking – Label or mark each container to show part number per contracting document, the LMSC contracting document number, supplier, kit number and quantity of parts.
  - 3.5.3.1 All labels must be clearly visible showing both Purchase Order Number and Part Number.
  - 3.5.3.2 Where possible all labels are to face one end of pallet.
  - 3.5.3.3 Where cartons on the pallet load are short or small, they must be loaded so labels face towards side and/or end of pallet.  
  
All cartons are to be loaded on pallet so as to be easily identified and labels read without need of unloading pallet. (Figure 1).

**4.0 QUALITY ASSURANCE**

- 4.1 Packaging shall be accomplished in such a manner as to prevent physical damage to, or degradation of, the packaged items during delivery to the using activity.

**5.0 NOTES**

- 5.1 Trailers shall have voids filled with disposable air bag dunnage to prevent damage during shipment/handling.
  - 5.1.1 No top loading of product permitted without items being unitized on pallets and stretch wrapped/ marked per sections 3.4 Packing and 3.5 Marking.



**Figure 1. Typical Unitized Load**

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