



Australia Business Unit East
Australia Pacific LNG Packing & Marking
Logistics Procedure

ABUE-365-LO-N05-O-00001

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Australia Business Unit East
Australia Pacific LNG Packing & Marking Logistics Procedure

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1. Purpose

This Procedure sets out the minimum export packing and marking requirements for Goods and Materials intended for delivery to ConocoPhillips Australia Pty Ltd (ConocoPhillips) at Australia Pacific LNG Pty Limited's facility on Curtis Island, off the coast of Gladstone Queensland and all associated warehouses. This Procedure shall not be construed in any way as relieving the Seller of any of its contractual obligations to adequately protect the Goods and Materials packed for export in accordance with the Contract or Purchase Order.

Specific technical requirements for packaging may be included in the technical specifications that form part of the Contract or Purchase Order. The requirements in those technical specifications will take precedence over this Procedure and this Procedure is to be read in conjunction with those technical specifications.

2. Scope

This Procedure is not intended to cover packing requirements for long-term storage and preservation of Goods and Material at any ConocoPhillips facilities or warehouses, or at any Seller's or third party's facilities. If ConocoPhillips requires packaging and preservation systems suitable for long-term storage of Goods and Materials such systems will form a specific part of the Contract or Purchase Order requirements. In such cases, the requirements for detailed long-term storage and preservation of Goods and Materials will be issued separately.

Requirements for shipping documentation do not form part of this Procedure and reference should be made to the specific Contract or Purchase Order and the APLNG Shipping Documentation Requirements Logistic Procedure.

This Procedure applies equally to Goods and Materials for domestic shipments and for shipments from overseas.

3. Related ConocoPhillips Specifications

APLNG Shipping Documentation Requirements Logistics Procedure ABUE-365-LO-N05-O-00002.

4. National/International Codes and Standards

- IMDG
- DGR
- ADG
- ISPM 15
- Australian Standards.

5. Terms and Definitions

In this Procedure, defined terms have the meaning in the Contract or Purchase Order (as the case may be) and:

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Table 5.1. List of Abbreviations

Term	Definition
ADG	The Australian Code for the Transport of Dangerous Goods by Road and Rail agreed by the Australian Transport Council and implemented under the Requirements.
Australian Standards	Any applicable standard prepared, approved and published by Standards Australia Limited ACN 087 326 690.
DGR	The Dangerous Goods Regulations published by the International Air Transport Association as amended from time to time.
DN	Nominal diameter, a metric set of standard sizes for pipes which conforms to ISO.
IATA	The International Air Transport Association.
IMDG	The International Maritime Dangerous Goods Code published by IMO as amended from time to time.
IMO	The International Maritime Organization.
ISPM 15	The International Standard for Phytosanitary Measures 15 "Regulation of Wood Packaging Material in International Trade" adopted by the Commission on Phytosanitary Measures of the International Plant Protection Convention as amended from time to time.
ISO	An international standard published by the International Organization for Standardization as amended from time to time.
MSDS	Material Safety Data Sheets.
Procedure	APLNG Export Packing & Marking Logistics Procedure Document No ABUE-365-LO-N05-O-00001.

6. Critical Safety Requirement for Packaging

ConocoPhillips is committed to safety as a core principle and philosophy and it has recognised the ongoing risk to personal safety and protection of assets through dropped objects, hand or leg injuries through pinch points, uncontrolled pressure release and leakages to the environment that may occur as a result of transport/handling of goods and materials. The hazards creating these risks may be inherent through poor design, poor marking, incorrect construction/assembly and/or damage to the packaging (beyond its reasonable design criteria) during transport. In order to mitigate these risks, the Seller must, in selecting the packaging, comply with any Requirements, Australian Standards and international standards and it must take into consideration the following issues (as applicable).

6.1. Identification of Package Mass

Accurate identification of the weight of a package by clear legible marking is required.

Gross and net weights marked on packages shall be expressed in kilograms.

6.2. Stability (Centre of Gravity) of Packaging

Containers, boxes, and pallets etc. shall be designed to be and packed in such a way to maintain the centre of gravity as uniform and low as possible.

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Large items (>15 kg) with unusual centre of gravity because of overall geometric shape or because of the varying mass of attachments (e.g. odd shaped pipe spools, certain valves and other mechanical equipment) shall be supported on purpose built cradles/bolsters that maintain the item in a stable position even when any restraint devices used to hold the package, pallet or container are removed.

The package shall indicate the centre of gravity point (as applicable). If the item(s) can move suddenly when strapping or other restraints are cut during unpacking then markings shall be clearly shown on a minimum of two (2) sides of the package warning of this danger.

Items within packaging and combinations of packages in larger containers, pallets etc. shall be effectively secured to avoid either gross movement or internal movement of items which would cause changes in the centre of gravity that may not be detectable from outside the packing.

6.3. Secure Packages / Containers

Adequate and proven systems of securing items within packages and on pallets shall be used.

6.4. Lifting / Handling of Packaging

Recommended or required lifting points and method shall be clearly shown by painted markings or similar on all equipment. Use of international symbols/icons is recommended.

Special lifting devices such as spreader bars, shackles, lifting eyes, slings, and all special shipping containers and cradles supplied by a Seller shall be described in full in the packaging proposal made to ConocoPhillips. The Seller must provide to ConocoPhillips certification of design and testing of any such devices or lifting equipment prior to lifting within ConocoPhillips controlled or contracted warehouses or facilities.

Some lifting devices may be required to remain attached to the equipment until installed at the final destination. During land and sea transportation these items shall remain secured until such time that the lifting devices are used. Items such as spreader bars are to be secured for transport and may not be attached to the equipment until required.

Where specified in a Contract or Purchase Order, the lifting points, lifting gear/equipment for moving packaged equipment or removing equipment from its packaging shall be designed as per ConocoPhillips requirements.

6.5. Dangerous Goods

Packages or containers containing chemicals, flammable liquids, chemicals and other defined dangerous goods shall be packaged and segregated in accordance with the applicable international standard and/or Australian Standard for transport of dangerous goods (i.e. IMDG, IATA DGR, ADG).

6.6. Pressurised (or Potentially Pressurised) Goods

Packages or containers containing pressurised Goods (excluding normally pressurised gases covered by dangerous goods requirements) shall be identified by marking and attached shipping documentation shall provide a summary of the type of pressurised items and any hazards associated with it during normal handling or in the event of accidental damage to the packing

Sufficient air space shall be provided in liquid filled containers to provide space for expansion and minimise head pressure and to withstand exposure to extreme heat (55°C).

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6.7. Position Critical Goods

Packages containing Goods required to rest in an upright position shall be marked with red arrows applied on diagonally opposite corners of the shipping container pointing to the top of the package. If it is critical for the load to remain upright, the box shall be equipped with lift handles, skids, tip peaks or cables, or some similar device to ensure the box will be stowed and handled in an upright position.

7. General Requirements

7.1. Submission of Seller's Procedures for Review

Sellers shall submit their proposed standard packing and preservation procedures for ConocoPhillips' review. The submitted procedures shall comply with:

- This Procedure
- Any applicable International Standard
- Any applicable Australian Standard
- Any other requirements for packaging/preservation stated in other specifications included with the requisition.

The Seller shall indicate in the tender/bid submission if the packaging complies with an international standard or Australian Standard or is a non-standard Seller packaging method. Proposed non-standard packaging and crating shall be reviewed by ConocoPhillips prior to assembly of packaging, with the review to include proposed marking, lifting points, etc., and comply with any Requirements. Any information on verification testing on non-standard packaging performed by the Seller should be provided to assist in determining fitness for the intended use. Similarly, any information on limitations of packaging and preservation should be provided (e.g. "not suitable for long term exposure to Ultra Violet and outdoor conditions", "limited life of packaging if stored continuously at high temperatures (above 40°C) and/or high humidity", "moisture control materials within packaging need to be replaced after 12 months"). The expected climatic conditions for the locations where the packaged goods/equipment will be delivered and stored, both onshore and offshore, may be provided to the Seller in individual ConocoPhillips requisition documentation such as equipment engineering data sheets or ConocoPhillips specifications (such as "site conditions, climate and utility data for topside equipment"). Where information on expected climatic conditions is not provided in ConocoPhillips Contract/Purchase Order, the Seller may request further information directly from ConocoPhillips before proposing a packaging method, provided, however, that lack of information on the expected climatic conditions shall not relieve Seller from its obligation to provide appropriate packaging.

Material used for packaging including packing, wrapping, sealers, moisture resistant barriers and corrosion preventatives shall be recognised brands and grades and shall conform to the applicable statutory requirements, and international and national standards. There shall be no defects, imperfections, or omissions which may impair the protection afforded by the package as a whole. All metals subject to corrosion shall be treated with a rust preventative suitable for the purpose intended (subject to ConocoPhillips' review). Any materials used for packaging and/or preservation that may be a health hazard in normal handling or require special care during waste disposal are to be highlighted in the packaging proposal submission.

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7.2. Consignment Requirements

All goods and materials in connection with a Contract or Purchase Order shall be shipped complete in one shipment, unless stipulated to the contrary in the Contract or Purchase Order or instructed by ConocoPhillips.

Only goods covered by one Contract or Purchase Order shall be packed in a box. Several cartons of the same good or different goods on the same Contract or Purchase Order can be export crated or boxed together, as long as this is clearly shown on the box or crate stencil and packing list.

Dry cargo shipping containers shall be used whenever possible to reduce volume and speed cargo unloading at all points.

Bundled and strapped items shall be segregated to length and size and bundled into units not to exceed 1000 kg.

7.3. Markings

The following shall apply as a minimum to all export markings (but may be further extended in the Contract or Purchase Order instructions to the Seller).

- All markings must be in English
- Gross and net weights marked on packages shall be expressed in kilograms
- All crates/boxes/drums/packages containing dangerous goods shall be marked clearly on the outside with the relevant code/legislated details (e.g. IMDG class, packaging group) and the relevant “Material Safety Data Sheets” must accompany the goods. These markings shall comply with international standards, Australian Standards and any Requirements for air and marine transport and regional requirements for road transport (as applicable to the modes of transport) and the further Contract or Purchase Order instructions and specifications (if applicable). The Seller should seek further advice from their freight forwarder, the ground and/or air carrier and/or the local regulator for transport of dangerous goods if unsure about compliance of packaging or markings
- The “Equipment Tag Numbers” or “Purchase Order Numbers” (if applicable and specified in the Contract or Purchase Order) must be marked on the outside of all cases, for ease of identification on site. Also where applicable, the Seller’s part/identification number shall be marked for cross checking.

The Seller must mark on or securely attach as applicable:

- Any special handling and/or storage instructions
- List of oils, greases & corrosion preventatives used to protect the equipment, with details of type, Seller, application and method of removal and any disposal requirements. Copies of associated Material Safety Data Sheets shall be provided for all such items
- Markings shall be stencilled with waterproof ink in clear legible characters on top and two opposite sides of the package, with a minimum character size of 20 mm. Where applicable, markings shall be coated with protective material (e.g. varnish, plastic film) to prevent shipping information from being damaged due to rough handling or the elements etc
- Bundles shall be marked by embossing steel (or similar tough material) tags with the details and securely fastening to the bundle in an accessible position as follows:
 - Where labels or tags are used they shall be clearly visible and shall be of a quality to remain visible and attached during transit, handling and storage for a minimum period of twelve months.

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- Drum head stencils and body stencils shall be coated with durable varnish or other suitable coating to prevent shipping information from being obliterated due to rough handling or the elements.
- The case number shall identify the individual package and also indicate the total number of packages in the shipment (e.g. Box No. 1 of 4, Box No. 2 of 4). Items within a multiple pack of the same commodity, with identical count, gross, tare and net weights and cube (such as shipment of twenty drums of lubricant) need not be numbered.
- Multiple parts which comprise a single line item on one Contract or Purchase Order shall be identified by applying the full article description to one unit while the remaining units retain the standard Seller's identifying marks on individual packages. Packing lists shall list each individual unit. The piece or package indicating the full article identification marking must be packed in a location within the shipping container for first removal.

7.4. Packing Lists and Shipping Documents Accompanying Consignments

Packing lists and associated shipping documentation (including inspection release certificates where applicable) shall be prepared in accordance with the specific instructions in the Contract or Purchase Order and shall comply with any Requirements, Australian Standards and international standards.

The packing list shall be enclosed in a clear, weatherproof plastic, re-sealable envelope glued or stapled to the box/package such that anyone may determine the contents without opening the package. An additional packing list is to be enclosed in a clear, weatherproof plastic, re-sealable envelope glued or stapled inside the box/package. Stapling of the envelopes shall not prevent removal of the documents.

7.5. Quarantine Requirements – Department of Agriculture

Australia has strict quarantine requirements and the Seller will need to determine any specific requirements by referencing the Department of Agriculture (formerly DAFF and AQIS) web sites at www.daff.gov.au/biosecurity including, without limitation, quarantine requirements related to timber packaging/dunnage (refer to www.daff.gov.au/biosecurity/import/timber/timber-packaging-and-dunnage-import-requirements).

In particular

- Timber material, including packaging, shall be treated/fumigated to prevent infestation by insects or similar for all material destined for Australia. Timber material should either be marked as ISPM 15 compliant or a copy of a suitable treatment certificate must be supplied
- Second hand machinery and tooling must be cleaned prior to export from origin to 'as new condition' in order to meet Australian quarantine requirements. Please note an import permit may be required and the goods are not to be shipped without a valid permit, if required
- Greasy machinery may attract insects or seeds and will need to be cleaned to 'as new' condition prior to arrival in Australia
- Tyres are not to be used for packaging/dunnage.

7.6. Sustainability

Packaging shall be kept to the minimum amount to satisfy the abovementioned Critical Safety and General requirements without generating excess waste packaging. This is in keeping with the Resource Use and Waste Management Plan (ABUE-450-EN-N05-C-00007) waste management hierarchy (refer to Figure 1) that has a requirement to reduce the need to waste generation.

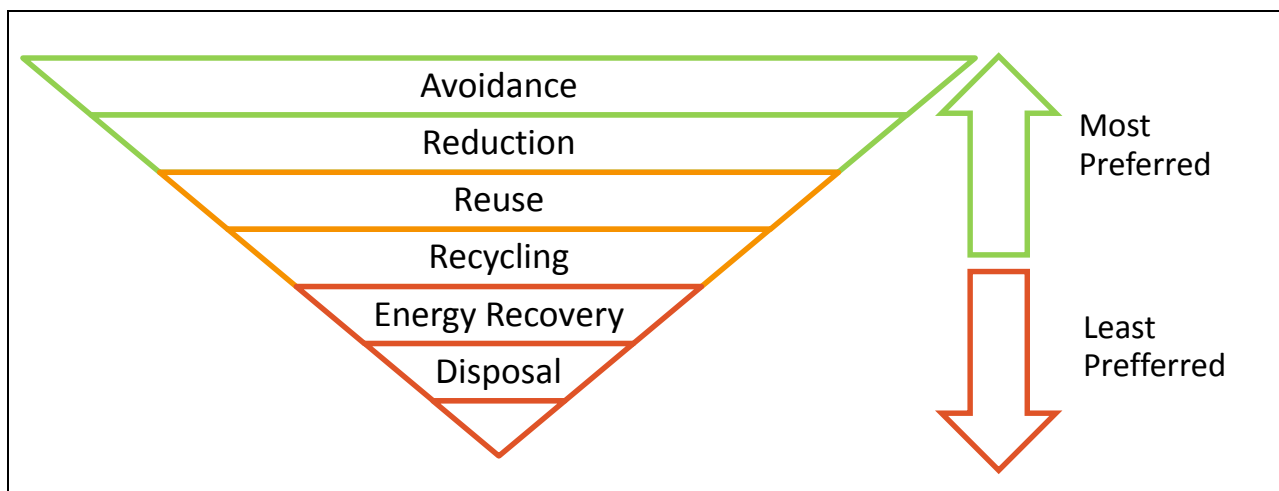
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Where necessary packaging is required, it shall be easily reusable or recyclable at the supplied destination. On occasion COP may request the local reuse or recycling methods that the supplier has deemed most appropriate for its packaging.

Schedule 2: Sustainable Packaging Guidelines of the Australian Packaging Covenant shall be used to guide the selection and use of packaging materials.

The supplier shall keep records demonstrating that packaging materials selection practicably meets the abovementioned sustainability requirements, and these records shall be provided to COP upon request.

Figure 7.1. Waste Management Hierarchy



8. Specific Requirements

8.1. Boxes, Crates and Pallets

8.1.1. Boxes/Crates (Cardboard/Timber/Plastic/Metal)

- All boxes/crates provided for export shipping shall be designed and constructed in accordance with applicable International Standards and Australian Standards (unless otherwise approved by ConocoPhillips). Note that the Australian Department of Agriculture requires all relevant timber products to be treated in accordance with ISPM 15 and stamped accordingly
- Interior supports (where fitted) shall be strong enough to withstand stevedore handling
- Tops of crates shall be one piece whenever possible to avoid seepage through cracks, otherwise a top coating is required
- Weatherproof lining shall be used for sides, ends and top of crates; proper venting of crates containing machinery is required, as well as sufficient use of desiccants. The Seller is to calculate the quantity of desiccant in accordance with the Seller's recommendations. Desiccants shall be "bagged" to avoid dispersing in boxes or crates. Boxes and Crates shall be marked/tagged to reflect that desiccant is being used
- Crates shall be diagonally braced on all faces and suitable for proposed lifting methods
- Heavy items (>15 kg) shall be secured with braces. Fragile items shall be cushioned. Material packed in large crates shall be layered between plywood sheets to maintain load integrity during transit

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- Appropriate banding (steel or plastic) shall be used on all boxes/crates to prevent distortion/deformation of the box/crate.

8.1.2. Pallets

- All pallets provided for export shipping shall be provided in accordance with applicable international standards and Australian Standards (unless otherwise approved by ConocoPhillips). The Australian Department of Agriculture requires all relevant timber products to be treated in accordance with ISPM 15 and stamped accordingly
- Pallets shall be packed in such a way to maintain the centre of gravity as low as possible
- Pallets must be clearly labelled to show the part number and pallet quantity. Additionally, each carton/package within the pallet must be identified with individual labels detailing the part number and order/contract number etc.
- Pallets must be in good repair and of a construction suitable for moving with a standard counter-balance or reach fork-lift truck
- All goods on a pallet shall be secured to the pallet, so that no movement or damage can occur to the goods during normal transportation and goods must not overhang the edge of the pallet
- If pallet banding is applied, adequate edge protection must be used to the top edges of the load to prevent the banding from damaging the load
- Standard pallets shall be 1200 mm x 1200 mm unless material to be palletised requires additional length.
- Plastic wrap/heat shrink wrap shall be used for all palletised materials.

8.1.3. Drums

200 litre drums shall be shipped inside of 2.4 m x 2.4 m x 6.1 m steel dry cargo containers which shall conform to ISO [14001] and they shall be securely banded to the container walls to prevent shifting.

Small drums and cans of paint (or other chemicals) shall be packed in approved standard type crates as required (refer to clause 4.5 of this document).

8.1.4. Mailing Boxes and Tape

Mailing boxes for literature and printed matter shall be crushproof and properly sealed to prevent damage to contents.

9. Specific Requirements for Commodity / Equipment Types

9.1. Flanges

- All flanges in an assembly, as a minimum, shall be supplied with adequately protected faces. Protection shall be of the entire flange face and stop any potential ingress into the bore. Preferred cover is a secured (in a diagonally opposed arrangement, minimum of 4 bolts) 5 mm plywood cover with rubber sheeting placed between the timber and flange, plywood, or plastic insert caps that cover the entire OD of the valve flange with rubber sheeting placed between the plywood and flange, will also be accepted
- All flanges shall be suitably protected with a thin coating of preservative
- All flanges in size DN100 and above made of austenitic stainless steel, duplex stainless steel and Cu-Ni / titanium shall be protected with clamp fitting end caps
- Flanges, when stacked together in one case/crate, must be separated by plywood between each flange with rubber sheeting placed between the timber and flange and secured/strapped to the case/crate to prevent movement/ damage in transit..

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9.2. Gaskets

Gaskets are considered fragile and shall be treated as such. Individual gasket sizes shall be boxed and labelled separately.

If gaskets are natural rubber, neoprene or buna are specified, the crate shall specify the Contract or Purchase Order and the item number, quantity, and state **"Warning – Package Contents Require Long Term Cold Storage and may be Damaged by Exposure to Heat– Do not leave package in hot locations including direct sunlight outdoors for extended periods during transport"**.

9.3. Valves

- Body and Identification plates shall be legibly marked in accordance with relevant Code, Standard, Specification or Manufacturers Standardization Society MSS SP 25:2013 Standard Marking System for Valves, Fittings, Flanges, And Unions as appropriate
- All valves shall be individually tagged with the COP catalogue number
- All valve ends/openings shall be plugged with caps or flange protectors (as per Section 9.1)
- Gate, globe and Check valves shall be despatched in the fully closed position
- Ball valves shall be despatched in the fully open position
- PSV's shall be despatched in the vertical position and be bolted down securely to the base of the pallet or crate to minimise any movement
- A thin film of preservative that can be removed with a petroleum solvent shall protect large valves, (DN80 and over)
- Butt-welded valves shall be similarly preserved, coated, and protected with butt end protectors
- Screwed or socket weld valves shall have similar preservative coating, and removable plastic caps or plugs shall protect faces
- Valves shall be packed in the Seller's approved crates, pallets or other suitable ConocoPhillips approved packing. Several cartons of the same item or different items on the same Contract or Purchase Order can be crated or boxed together as long as this is clearly shown on the box or crate stencil and on packing lists
- Manual Operators and/or hand wheels, levers, or reach rods may be removed from valves by Sellers after testing and inspection, similarly protected and boxed, and similarly tagged as valves. Electric, hydraulic and air operators shall have all holes sealed to prevent entry of moisture and dirt etc.

9.4. Rotating Mechanical Equipment

Pumps, compressors, turbines, motors and other rotating mechanical equipment etc. will require specific packing and preservation. These details will be issued separately as a supplement to this Procedure in the Contract or Purchase Order, and must be read in conjunction with and not replace this document.

Brinelling Protection – Adequate precautions, for example shaft locks to prevent longitudinal/ rotational movement of rotor shaft of motors, shall be included in the packaging of all equipment which have a plain, ball or roller bearings so as to minimise the risk of bearing damage. All motors/equipment fitted with shaft locks, or other restraining devices, shall have adequate warning notices displayed prominently on the motor/equipment frame.

The shaft(s) of rotating equipment shall be locked in position.

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9.5. Rotating Electrical Equipment

- Openings in electrical motors, generators and other electrical equipment shall be sealed with fit for purpose bungs, seals, stoppers or weatherproof tape
- All motors/equipment fitted with shaft locks, or other restraining devices, shall have adequate warning notices displayed prominently on the motor/equipment frame
- The shaft(s) of rotating equipment shall be locked in position.

9.6. Control Panels, Instruments, Circuit Boards and Similar Electrical Devices

- Instrument panels, delicate instruments, parts, etc., shall be packed in vapour proof material, foam packed, desiccant added, and will therefore generally be shipped via airfreight
- This equipment shall be packed in an interior moisture/vapour-proof barrier with a silica gel or comparable desiccant. Desiccants shall be “bagged” to avoid dispersing in containers. The quantity of desiccant shall be calculated in accordance with the Seller’s recommendations
- Equipment must be secured to the case with bolts, blocks or straps.

9.7. Electrical Equipment for use in Hazardous Areas

All electrical equipment for use in Hazardous Areas shall be supplied with a copy of the relevant certification documentation for that item.

9.8. Pipe Fittings, Bolting, Instrument Fittings

- Small fittings (i.e. unions, tees, elbows, sockets, reducers, etc. up to DN80) shall be preserved and boxed similar to valves as per section 9.1
- Large fittings (over DN80) shall be preserved and palletised similar to flanges. Fittings may be boxed if appropriate
- Stud bolts, cap screws, nuts, and bolts should be preserved and boxed in Sellers export packed cartons. Each stud bolt and nut must be packed/protected to prevent damage to threads whilst in transit
- Pneumatic and hydraulic fittings shall be preserved and boxed similar to small valves.

9.9. Skidded Equipment

For skidded equipment the Purchase Order or Contract normally requires the Seller to submit a detailed packing procedure for ConocoPhillips review and approval. As a minimum packing procedures should ensure that flange faces, threaded connections, shafts, wires, valve stems, instruments and other component parts subject to mechanical damage or corrosion shall be adequately protected (in line with the requirements of other clauses in this document). These requirements will apply equally to components that are removed from the skid assembly for shipping and those remaining in place on the skid assembly.

Each skid shall have one weather resistant box strapped to it containing a complete set of drawings together with a manual covering installation and operating instructions and other pertinent instructions required for reassemble of components that were disassembled for shipment.

9.10. Pipe and Instrument Tubing

Each length of pipe, including plastic, of DN50 or larger diameter shall be shipped boxed/crated and marked accordingly. All pipes shall be supported along their lengths to prevent bending / flexing during transport.

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Pipe and rigid conduit smaller than DN50 diameter shall be bundled in units not to exceed 1000 kg. Threaded and coupled pipe shall be equipped with plastic thread protectors.

All material shall be segregated and shipped by generic material type to prevent cross contamination.

10. Non-Conforming Packaging

Where a supplier is found to supply packaging that does not conform to the abovementioned packaging requirements ConocoPhillips reserves the right to reject the entire delivery.

In such cases a formal investigation process will be triggered and findings of the investigation will dictate what further actions shall be required to prevent further non-conformances to occur.

The supplier is expected to be able to produce records demonstrating that due diligence has been followed in the selection/provision of their packaging materials.