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### 1. Scope

The scope of this document is to provide guidance for packing activities and handling during shipping activities and storage.

### 2. Definitions

BCAG Burckhardt Compression AG, head office in Winterthur

Switzerland.

BCx Burckhardt Compression Subsidiaries.

CLIENT The company with whom the Sales Order for the

equipment and/or material supply is placed.

VENDOR The company with whom the Purchase Order for the

equipment and/or material supply is placed.

PACKAGE Any outside container such as a wooden case, crate,

carton, (or Packaging or Packing Unit) barrel, drum, bundle or other such facility used to enclose or protect the items

in transit and/or storage.

PACKING All the activities related to the preparation, preservation and

protection of the goods purchased, in order to prevent loss or damage along the transport chain (by road, rail, air or ocean) and storage for a minimum of 12 months after date

packed.

EQUIPMENT All types of compressors, auxiliary material, electrical

components, spare parts, special tools, etc.

CARGO Already packed equipment.

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GENERAL CARGO Cargo of which weight is less than 20 metric tons and not

exceeding 11.5 m in length, 2.2 m in width and 2.2 m in heigh

HEAVY CARGO Cargo of which weight is over 20 metric tons per package.

OVER DIMENSION CARGO (ODC): Cargo of which one of the dimensions of a package

exceeds that of general cargo.

WATERPROOF Offers the highest level of protection from rain and snow.

WATER-RESISTANT Able to resist the penetration of water to some degree

but not entirely. After a period of exposure, or a certain amount of pressure, water will either soak the package or

seep through.

OUTDOOR STORAGE Package in general should not be stored outdoor, only for

a short period during loading and unloading activities. In case no other possibility, then only under a roof, sheltered and on a paved, drained floor within a storage temperature

range of  $-10^{\circ}$ C /  $+35^{\circ}$ C.

### 3. Purpose

The purpose of this document is to provide guidance to ensure suitable and adequate packing protection, storage and handling during shipping activities of all equipment manufactured by Burckhardt Compression or its subsidiaries (hereinafter called BCx) or by its appointed vendors.

The document has been completely revised and revision "G" replaces all previous versions.

### 4. Responsibility

It is client's and/or vendor's responsibility to comply with the requirements of these instructions and all specifications and procedures referenced herein.

Only when all inspections / maintenance has been carried out and recorded according to the requirements stipulated herein, the packaging can be guaranteed for the prescribed period. Burckhardt Compression cannot be held liable for any damaged parts caused by improper handling of goods or failure to comply with outer packing preservation requirements as described herein.

This also applies to any damage that may occur during the period of warranty, as a result of such damaged parts.

### 5. Packaging

#### 5.1 General

The purpose of packing is to protect the equipment during transport, to ensure the loading, lashing and securing of the load on or in the various means of transportation and for intermediate storage.

- Equipment shall be protected against mechanical damage (caused amongst others by shocks, rupture, breakage, etc.).
- Packing activities include corrosion protection (for the outer packing only) to minimize damages from atmospheric interferences (rain, humidity, moisture, salty environment) during shipment, handling and intermediate storage. Please refer to chapter 8.

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- The packaging is designed to withstand a load equal to 150 percent of its gross weight stacked on top. In case stacking of packaging is not possible, it will be marked with the cargo symbol "not stackable". Refer to Attachment C, No. 9, page 22.
   Additionally, there will be a remark on the packing list. Refer to Attachment A, chapter 14, first sector.
- Parts for every machine shall be packed in separate cases.
   Spare parts for every machine have to be packed separately.
- Cargo will be transported by land, sea or air, or any combination thereof.
- During transit, packages may be handled by crane, forklift, and other lifting devices (supplied by others).
- The dynamic effects of each mode of transport should be considered (e.g., roll, pitch, heavy amplitudes and accelerations) during all modes of transport.
- Any packaging made of wood is heat-treated as per **ISPM 15** requirements and is clearlymarked on the out-/frontside of each case with the IPPC seal.
- Filling material such as straw or any other flammable material is prohibited.

### 5.2 Packing Inspection

There are two possible specific Packing Inspections:

- Pre-Packing Inspection → KV5067 Pre-Packing Inspection.
- Packing Inspection → KV5068 Packing Inspection.

### 5.3 Dangerous Goods

Dangerous goods shall be packed, marked and shipped in conformity with actual valid regulations and laws (IATA, IMO, ADR). Dangerous goods shall be packed and handled as separate shipments.

It is recommended to ship Dangerous Goods only by truck or air.

### 6. Packing Categories

Packing Category	Kind of package	Goods class	Application
Category 1: Truckworthy Package	<ul> <li>Wooden case (OSB, Plywood)</li> <li>Solid wooden case</li> <li>Heavy load pallet</li> <li>Wooden frame</li> <li>Pallet with frame</li> <li>Reusable case</li> </ul>	All equipment, which does not require any special protection or handling.	Transport in closed trucks only, without any intermediate storage. No Trans-shipment allowed.
Category 2: Airworthy Package	<ul> <li>Cardboard</li> <li>Cardboard with wooden frame</li> <li>Wooden case (OSB, Plywood)</li> <li>Solid wooden case</li> </ul>	All equipment.	Transport by air or courier service, without any intermediate storage.

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Category 3: Seaworthy Package, 12- or 24-months storage max.	Solid wooden case     OSB or plywood may be used for a gross weight up to 500kg/case.	All equipment.	Shipments to overseas destinations and/or destinations with rough atmospheric conditions and/or storage for a period up to 12 or 24 months from date packed.
Category 4: Shrink wrap	<ul> <li>Shrink wrap on a steel transport frame</li> <li>shrink wrap on a wooden frame (only applicable if lashing/lifting points are available at the equipment itself)</li> </ul>	Heavy Cargo and/or odc, whenever lifting/lashing/securing is not possible in a wooden case, skid mounted items, completely assembled compressors, other bulky equipment.	Shipments to overseas destinations and/or transport by truck (low-bed trailer) Storage for a period up to 12 or 24 months from date packed.
Packing Category Category 5: Bundles	Kind of package     various	Goods class Tubes, piping material.	Application Transport in closed trucks only, without any intermediate storage.

### **Packing Category 1: Truckworthy Package**

Applicable for all cargo for transportation by truck for a door-to-door delivery, without any intermediate storage or transshipment.

This Packing Category offers minimum mechanic protection. The following packing methods are acceptable:

- Wooden case (OSB (= oriented strand board), Plywood)
- Solid wooden case
- Heavy load pallet
- Wooden frame
- Pallet with frame
- Reusable case

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#### **OSB Case**



### **Plywood Case**



### **Packing Category 2: Airworthy Package**

Applicable for all cargo for transportation either by air or by courier service for a door-to-door delivery, without any intermediate storage.

This Packing Category offers minimum mechanical protection. The following packing methods are acceptable:

- Cardboard (up to 30kg gross weight/package)
- Cardboard with wooden frame (up to 50kg gross weight/package)
- Wooden case (OSB (= oriented strand board), Plywood)
- Solid wooden case

### Cardboard with wooden frame



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#### Packing Category 3: Seaworthy Package with 12- or 24-months storage

Applicable for all cargo for shipments to overseas destinations and/or destinations with rough atmospheric conditions or rough handling during transit.

#### Storage period:

- 12 months from the date packed (mentioned in the Packing list, refer to Attachment A, chapter 14, first sector and date on package).
- The storage period can be increased to max 24 months from date packed (mentioned in the Packing list, refer to Attachment A, chapter 14, first sector and date on package) by using additional VCI mats inside package.

Mechanical protection is provided by bracing and blocking equipment within the wooden case. equipment is packed properly and tightly. Any voids or dead spaces are not permitted. Bracings and cushioning materials are used as necessary to prevent any movements and damages of equipment within the wooden case.

All inner side walls are covered with a water-resistant foil and inner lids are covered with PP Copolymer (Akylux®) sheet. This offers a basic protection against rain for a short period of time for loading and unloading activities but does not make the cases waterproof.

The wood used may be plywood or OSB (= oriented strand board) for a gross weight up to 500kg/case. For cases exceeding a gross weight of 500kg, fir wood will be used.





View of the inside of the case



#### Packing Category 4: Shrink wrap

Applicable for heavy cargo and/or ODC whenever packing, lifting, lashing or securing is not possible in a wooden case due to size or high weight. This packing category is also applicable for skid mounted items, completely assembled compressors and other bulky equipment.

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There are two options:

### Option 1

Shrink wrap by using a steel transport frame (only applicable if option no. 2 is technically not feasible).

The equipment is either bolted or welded onto the transport frame.

#### Option 2

Shrink wrap on a wooden frame (only applicable if lifting and lashing points are available at the equipment itself).

For packing, a Polyethylene Plastic heat-sealable foil with improved puncture resistance and tensile strength is used formulated to shrink when heat is applied. When the foil shrinks tightly, it gets stronger and offers a solid protection. The shrink foil is UV resistant. The shrink wrapped EQUIPMENT is additionally covered with a tarpaulin.

### Storage period:

- 12 months from the date packed (mentioned in the Packing list, refer to Attachment A, chapter 14, first sector and date on package).
- The storage period can be increased to max 24 months from date packed (mentioned in the Packing list, refer to Attachment A, chapter 14, first sector and date on package) by using additional VCI mats inside package.

### Shrink wrapped equipment on a steel transport frame



### Shrink wrapped equipment covered with a tarpaulin



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### Shrink wrapped equipment on a wooden frame with lashing/lifting points at the equipment



### **Packing Category 5: Bundles**

Bundles are transport or packaging units where the packaging is limited to joining a number of parts to make them transportable, secure, stackable and fit to be attached to/lifted by cranes and industrial trucks.

### 7. Storage and liability

If intermediate storage either before shipment or on site is required, any cargo shall be stored indoor only. Outdoor storage is not allowed. In case of no other possibility, storage (prior to be confirmed by Burckhardt Compression) is acceptable under a roof, sheltered and on a paved, drained floor within a storage temperature range of -10°C / +35°C.

Please refer to storage code on packing list (refer to Attachment A, chapter 14, second sector).

The **maximum** storage period from the date packed (mentioned in the Packing list, refer to Attachment A, chapter 14, first sector and date on package) is as follows:

- 24 months for all equipment packed in wooden cases (refer to chapter 7, Category 3)
- 24 months for all shrink wrapped equipment (refer chapter 7, Category 5)

The liability shall cease in case of wrong handling and unsuitable storage (refer to chapter 1).

Storage at site and Open Box Inspection at site are described in detail in document FV195 and FV196.

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#### 8. Corrosion protection – General

This document refers to corrosion protection of outer packing only and does not include any material preservation, protective coatings and corrosion protection of unpacked equipment (e.g., any blank machine parts, blank surfaces, etc.).

There are three corrosion protection categories:

Corrosion Protection Category	Goods class	Max Storage
Category 1: VCI-Method	All equipment except what is mentioned in Category No. 2 and 3	Max. 12 months (standard) (with additionally VCI mats max. 24 months)
Category 2: Aluminum-Method	Main Motors, control panels and electrical equipment	Max. 24 months
Category 3: VCI-Shrink foil-Method	All shrink wrapped equipment	Max. 12 months (standard) (with additionally VCI mats max. 24 months)

Categories 1 and 2 shall remain sealed at all times and opened before use only.

Applied protection category – "Specification of Preservation" – for details please refer to Intermediate storage prior to install FV196 and Long-term conservation FV197.

#### VCI-Method (Category 1):

VCI stands for Volatile Corrosion Inhibitor. The corrosion protection is generated by means of vapor phase. The equipment to be protected is wrapped and sealed in a Polyethylene coated VCI-foil. The equipment can additionally be packed in a VCI coated plastic bag or VCI coated paper or VCI coated paper bag to further enhance the corrosion protection of the outer packing.

This category is the standard corrosion protection and is suitable for max. 12 months. With additionally VCI mats the corrosion protection durability can be extended to max. 24 months storage from date packed.

### Aluminum-Method (Category 2):

Main Motors and electrical components shall be sealed in Aluminum Bags equipped with a drying agent. Drying agent shall be applied according to DIN55474.

Drying agent shall be used to ensure corrosion protection for the required storage length. The air-tight bag is made of weldable, water-vapor tight aluminum composite foil in accordance with DIN 55531 standard.

Prior to the sealing of the air-tight bag the air shall be withdrawn by suction until the foil is tightly around the packaged part (tightness test).

This category offers a 24 months storage durability.

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### VCI-Shrink foil (Category 3):

For shrink wrapped car, a VCI-shrink foil with a double-sided VCI film is used, which offers the same protection as mentioned in Category 1.

This category offers a max. 12 month storage durability. With additionally VCI mats the corrosion protection durability can be prolonged to max. 24 months storage from date packed.

### 9. Shipping Marks Requirements

Standard Shipping Marks (refer to Attachment B, chapter 15) will be printed out in A3 format (wherever possible), laminated and stapled on 4 sides of each package.

### 10. Lifting, Lashing, Securing

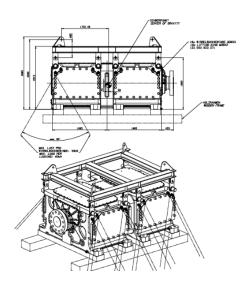
For all equipment packed in wooden cases, bracings and cushioning materials are used as necessity to block and fix the equipment to prevent any movements within the case. Transport drawings are not available since Cargo Handling symbols are provided on the cases (refer to Attachment C, chapter 16).



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For all shrink wrapped equipment (refer to chapter 7, Category 4), transportation drawings shall be provided containing the following information:



- Overall dimensions
- Center of gravity
- Transportation weight
- Lifting points
- Spreader beam or lifting beam information (if required)
- Min. hook height
- Max. angle between the sling cables at the hook
- Max. load for each lashing point

### 11. Shipping Documents

Upon completion of packing, the following shipping documents shall be provided by vendor as a minimum (applicable if Incoterms 2020 are EXW / FCA / FOB):

- Shipping order
- Invoice
- Packing list (refer to chapter 13 and Attachment A, chapter 14)
- Export declaration or Power of Attorney

Transit documents and loading plans for trucks/containers are not considered as shipping documents.

For all other Incoterms 2020 clauses the following additional documents shall be provided by vendor:

- Transport documents (i.e. CMR, B/L, AWB)
- Loading plans
- Transit documents

All other rights and obligations are regulated according to Incoterms 2020.

#### 12. Packing list

Upon completion of packing, the packing list shall be provided by vendor in the format as per Attachment A, chapter 14, sector 1-3).

The Packing list may be used for application of permits. It is not acceptable to apply for permits before completion of packing (Please refer to date packed on Attachment A, chapter 14).

The description of goods of the detailed packing list corresponds to the contents of each case.

A detailed packing list is placed under a metal cover sheet on each case. This metal cover sheet is stapled on the outside of each case.

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### 13. Attachment A: Packing list

The Packing list consists of three sectors with the following information:

### 1<sup>st</sup> Sector: Cover page:

- · Contractual information
- Shipping Marks
- Stickability
- Date packed: MM-YYYY



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### 2<sup>nd</sup> Sector: Summary of Packing list

- Package number and type of package
- Net weight and gross weight in kg of each package
- Dimensions in cm of each package
- Volume in m3 of each package
- Storage code
- Contents

Burckhardt Compression	n		Summai	y of Pack	king List					List No.		
Burckhardt Compress Franz-Burckhardt-Stra CH-8404 Winterthur, Sv	sse 5		Purchaser Company N Road Place				Order No. Project No. Item No.			Page of		2 3
BCA Project No. Compressor Type Serial No.			Country				A Outdoors B Outdoors shelt C Indoors D Indoors, heated E Indoors, air-cor	d area	(x) (xxx) (xxxx) (xxxxx)	Rev. Index Prepared Reviewed Approved	26.07.2023 26.07.2023 26.07.2023	SARBACH_S SARBACH_S SARBACH_S
BCA Coli No.	Number F	ackage Type	Net kg	Gross kg	Length cm	Width cm	Height cm	Volume m3	Storage Code		Conter	its
BCA-xxxx/0001 BCA-xxxx/0002 BCA-xxxx/0004 BCA-xxxx/0005	1_5 2_5 3_5 4_5 5_5	Case Case Case Case Case	300X 300X 300X 300X	XXX XXX	200X 200X 200X 200X 200X	300X 300X 300X 300X 300X	XXX	200 200 200 200 200	C C	Main Content Main Content Main Content Main Content Main Content		

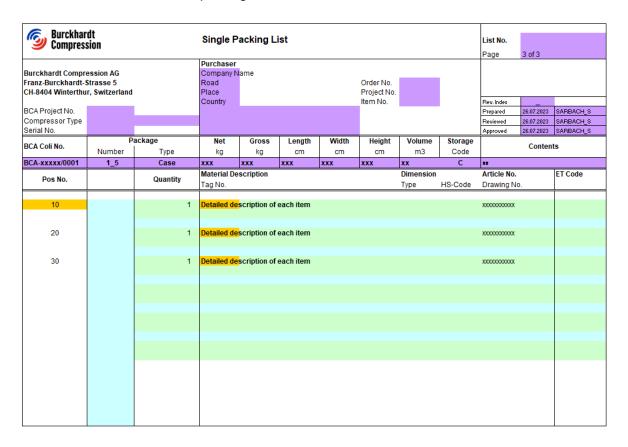
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### 3<sup>rd</sup> Sector: Single Packing list

· Detailed content of each package



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14. Attachment B: Standard Shipping Marks

PACKAGE NUMBER:



SHIPPING MARKS:

CONSIGNEE:

CONTRACT NO:

PROJECT NO:

PORT OF DESTINATION (optional):

GROSS WEIGHT (KG):

NET WEIGHT (KG):

DIMENSIONS (L x W x H in CM):

HANDLE WITH CARE THIS SIDE UP KEEP DRY

BCA-XXXXX/00XX

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### 15. Attachment C: Cargo Handling symbols

Graphical symbols used for large-sized packages

### No.1 CENTER OF GRAVITY **Symbol Number and title Graphical Symbol:** Reference: ISO 7000, No.0627 Meaning: This is the center of gravity of the distribution package which will be handled as a single unit. Requirements: Heavy packages shall be marked with this symbol. Where possible, this graphical symbol shall be placed Pr13-226R1 or No 1R on all four sides but at least on two lateral sides relating to the actual location of the center of gravity. This graphical symbol shall be applied to in correct Example of application: positions and in appropriate places in order to convey the meaning clearly and fully. Note: When heavy cargo tips over during handling for shipping, it could damage not only the product but also workers, causing a fatal accident. To determine the position of the wire rope slings on the package, it is necessary to find the center of gravity of the package as well as to know the reinforced structure of the sheathed create.

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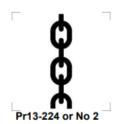
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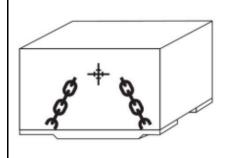
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### **Symbol Number and title**

### **Graphical Symbol:**



### Example of application:



#### No. 2 SLING HERE

**Reference:** ISO 7000, No.0625

### Meaning:

Slings shall be placed where indicated for lifting the distribution package.

### Requirements:

- Heavy packages shall be marked with this symbol.
- This graphical symbol(s) shall be placed on two opposite faces of the package.
- The graphical symbol(s) shall be placed so that the package can be kept in a horizontal position.
- This graphical symbol shall be applied to in correct positions and in appropriate places in order to convey the meaning clearly and fully.

#### Note:

When a sheathed crate is lifted up with a crane while the wire rope slings are not properly positioned, the upper frame member of the crate or the skid base collapses, causing a crucial falling accident.

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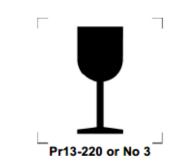


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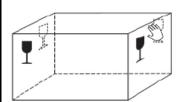
Graphical symbols used for middle and small-sized packages
For all types of handling

### Symbol Number and title

### Graphical Symbol:



### Example of application:



\*This is an example of the symbols placed near the left-hand upper corner on four upright side.

### No. 3 FRAGILE, HANDLE WITH CARE

Reference: ISO 7000, No.0621

#### Meaning:

Contents of the distribution package are fragile therefore it shall be handled with care.

### Requirements:

- In principle, this graphical symbol should be placed either near the left-hand or the right-hand upper corner on all four upright sides of the package.
- If there is not enough space for the graphical symbols to be located on all four sides of the package, they shall be placed at least on the upper corners of two panels.
- The use of the graphical symbol shall be limited to fragile products that cannot be protected by normal packaging.

#### Note:

This symbol should be used in the orientation shown.

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### Graphical symbol for mechanical handling

Symbol Number and title	No. 4 USE NO FORKS
Graphical Symbol:	Reference: ISO 7000, No.2406
Pr13-236 or No 6	<ul> <li>Meaning: Distribution package should not be handled or moved by a fork type of lifting devices.</li> <li>Requirements:  • The use of this graphical symbol shall be limited to the case where it is necessary.</li> </ul>
Example of application:	Note:
N/A	The prohibition symbol can be handwritten.

### Graphical symbols used for both transport and storage

Symbol Number and title	No. 5 KEEP AWAY FROM RAIN
Graphical Symbol:	Reference: ISO 7000, No. 0626
	Meaning: Distribution package shall be kept away from rain and be kept in dry conditions.
	Requirements:
Pr13-225 or No 10	The use of this graphical symbol shall be limited to the case where it is necessary.
Example of application:	
N/A	Note:
N/A	This symbol should be used in the orientation shown.

Symbol Number and title	No. 6 KEEP AWAY FROM SUNLIGHT
Graphical Symbol:	Reference: ISO 7000, No. 0624
	Meaning: Distribution package shall not be exposed to sunlight.
<b>◇</b> \	Requirements:
Pr13-223 or No 11	The use of this graphical symbol shall be limited to the case where it is necessary.
Example of application:	
N/A	Note:
N/A	This symbol should be used in the orientation shown.

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Graphical symbols used for both transport and storage (Continued)

Symbol Number and title	No. 7 THIS WAY UP
Graphical Symbol:	
<b>*</b>	
	<b>Reference:</b> ISO 7000, No. 0623
Pr13-222 or No 13	Meaning: This is the correct upright position of the distribution package for transport and/or storage.
Example of application:	Requirements:
a)  a)	<ul> <li>In principle, this graphical symbol should be placed either near the left-hand or the right-hand upper corner on all four upright sides of the package (a)</li> <li>If there is not enough space for the graphical symbols to be located on all four sides of the package, they shall be placed at least on the upper corners of two panels.</li> <li>When distribution packages are formed into a unit load, graphical symbol shall be located so as to ensure they are visible (b)</li> <li>The use of this graphical symbol shall be limited to the case where it is necessary.</li> <li>Note:</li> <li>This symbol shall be used in the orientation shown.</li> </ul>
b)	

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Graphical symbols used for both transport and storage (Continued)

Symbol Number and title	No. 8 TEMPERATURE LIMITS
Graphical Symbol:	
	<b>Reference:</b> ISO 7000, No. 0632
Pr13-230 or No 14	
	Meaning: Distribution package shall be stored transported and
Example of application:	Distribution package shall be stored, transported, and handled within which temperature limits indicated.
℃ max.	Requirements:
°C min. →	This graphical symbol shall be used only for the distribution package that requires temperature control.
a)	The use of this graphical symbol shall be limited to the case where it is necessary.
°C max.	
b)	

### Graphical symbols used for storage

Symbol Number and title	No. 9 DO NOT STACK	
Graphical Symbol:	Reference: ISO 7000, No. 2402	
	Meaning: Stacking of the distribution package is not allowed and no load shall be placed on the distribution package.  Requirements:  In order to ensure quality of shipping and storing of	
Pr13-232 or No 17  Example of application:	distribution packages, it is recommendable that the prohibition symbol be added by hand on site if deterioration of the packages is detected.	
N/A	Note:  The prohibition symbol can be handwritten.	
	This symbol shall be used in the orientation shown.	

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