

# Trion Logistics Packing Standard

<b>Objectives:</b>	The purpose of this document is to establish minimum requirements for the preparation and packaging of goods and equipment being supplied to Company's projects.
<b>Audience:</b>	TRION Project Team
<b>Document Owner:</b>	Trion Logistics Manager

## Revision History

Rev No.	Issue Date	Revision Description	Originator	Reviewer	Approver
■	■	■	■	■	■

## Change Log

Rev.	Section	Change Description

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## 1.0 PURPOSE

The purpose of this document is to establish minimum requirements for the preparation and packaging of goods and equipment being supplied to Company's projects.

## 2.0 OBJECTIVES

Provide minimum requirements and practical guidance to ensure all goods and equipment being supplied to Company's projects are preserved and packaged in a manner consistent with the specific goods or equipment that prevents loss or damage during transportation to the ultimate end destination.

Ensure that goods and equipment are packaged and marked in accordance with all applicable transport industry and regulatory requirements to ensure the expeditious and safe delivery to the ultimate end destination.

Ensure that goods and equipment are packaged and marked in accordance with Company requirements so they can be safely handled, transported, received, identified and maintained to support use and installation in the field.

## 3.0 SCOPE

This document establishes requirements and guidelines for all Contractors and their sub-suppliers or subcontractors that are supplying goods or equipment to any Company project. The requirements and guidelines apply to all shipments irrespective of the Contract or PO delivery terms.

This document is intended to establish *minimum* requirements and will defer precedence to:

- Contractor's proposed methods of preservation and packaging that may provide equal or better protection at comparable cost, or
- Specialized methods or practices for specific commodities and/or shipments considered acceptable to Company

## 4.0 TERMS AND DEFINITIONS

Company	The entity issuing the Contract or Purchase Order.
Contractor	The entity and/or their respective subcontractors or suppliers that are supplying goods and equipment under a specific Contract or Purchase Order.
ISPM 15	International Standards for Phytosanitary Measures No. 15
NPPO	National Plant Protection Organization; organization through which ISPM 15 participating countries regulate WPM.
SDS	Safety Data Sheet(s)
WPM	Wood Packaging Material
VCI	Volatile Corrosion Inhibitor

VPI	Vapour Phase Inhibitor
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## 5.0 RESPONSIBILITIES

Contractor is responsible for interpreting and understanding the requirements established in this document. Contractor is responsible for advising Company if they are unable to comply with the minimum requirements or guidance provided in this document.

Contractor is also responsible for abiding by all local, federal and international rules and regulations, as well as other applicable Company standards or guidelines, whether or not considered hazardous, regarding the proper packaging, marking, etc. of goods or equipment.

Packaging and preparation that does not comply with these requirements and any applicable rules and regulations, or if identified as unsuitable or unsafe for transportation, may be subject to rejection by Company's logistics service providers.

## 6.0 REGULATIONS AND STANDARDS

The following regulatory agencies and any associated regulations may apply in part or collectively to the use of this document. Contractor is responsible for understanding all applicable regulations and standards, including any not listed here, based on the Terms of Delivery in this Contract.

- International Maritime Organization (IMO) Dangerous Goods Regulations
- International Air Transport Association (IATA) Dangerous Goods Regulations
- International Standards for Phytosanitary Measures No. 15 (ISPM 15)
- Mexico Ministry of the Environment and Natural Resources
- Mexico Ministry of Communication and Transportation Hazardous Materials Regulations US

## 7.0 GENERAL PRESERVATION REQUIREMENTS

The following general guidance shall be used for all goods or equipment:

- Greases and oils containing silicones or anti-foam agents **shall not** be used to preserve machinery.
- Un-flanged pipes shall have the beveled ends protected using heavy-duty plastic caps, or steel or rubber bevel protectors.
- Threads for connections to services should be protected with suitable caps or plugs.
- Flange faces must be protected from physical and corrosion damage.
- Non-metallic lifting straps shall lift all stainless-steel products and all contact with carbon steel shall be avoided, including steel band strapping.
- All machinery doors shall be locked and the keys separately labeled and securely taped to the door handles.
- Items susceptible to corrosion damage shall be treated with a suitable corrosion inhibitor such as vapor corrosion inhibitors (VCI), Enviropeel, Shell Ensis, CRC Soft Seal, Balm Blue Parts Coater, or similar products and shall be packaged with desiccant materials to protect the goods against humidity.

- All electrical, electronic and other goods where corrosion prevention cannot be applied shall be enclosed in airtight sealed barrier material of suitable quality in which sufficient quantity and type of desiccant is distributed.
- All machinery must be completely drained of water prior to packing and shipment to prevent damage from freezing or corrosion.
- All openings to machinery, such as inlet and outlet piping shall be plugged, capped or otherwise covered to prevent physical damage, and to prevent the entry of moisture, dirt or other potentially corrosive elements.
- The mating surface of machinery components and shim shall be uniformly coated with a suitable corrosion inhibitor before assembly.
- The shafts of rotating machines shall be securely braced to prevent rotation and to minimize the shock loading effects and vibration to bearings during transport. Bearings particularly susceptible to brinelling shall be relieved of load during transport by the use of false bearings to support the load, and where possible the machine will have vibration isolators fitted. The supplier shall provide instructions for the correct removal of bracing and / or false bearings.
- Instruments or devices installed on equipment that are particularly sensitive to mechanical stresses during transport shall be either protected by suitable padding or removed and transported separately.
- Where preservatives have been added to oil, or a cavity filled with VPI, signage shall clearly state that flushing and refilling is required prior to use.
- Machinery or components that have surfaces that can collect and hold water must be covered or packed so as to prevent the water collecting.
- Machinery that will require regular in storage maintenance to keep it ready for eventual use shall have the preservation and packaging designed in such a way that maintenance can be performed without compromising the integrity of preservation or packaging.
- Goods susceptible to damage due to vibration during transport which is not possible or practical to prevent by fitting locking devices or vibration isolators shall have signage fitted that informs the transport company to transport using trucks with air or hydraulic cushioned decks.

## 8.0 Packaging Requirements

### 8.1 Material and Workmanship

All packing and packaging materials and supplies shall conform to the highest standards in the packing industry without damaging or contaminating the items being packed.

Materials and supplies used for banding, wrapping, packing, taping, sealers, moisture barriers, and retardant, as well as corrosion preventives, shall be of commercial grade.

In general, goods or equipment shall be packed utilizing export quality timber, and have snug fitting lids that are able to be strapped down without the use of screws or nails which damage the case.

The following materials are prohibited:

- Particleboard or Oriented Strand Board (OSB) for any packaging material use
- Hay, straw or similar vegetable fibers, shredded newsprint, polystyrene chips or similar padding/packing material

Workmanship shall be in accordance with the best commercial practice and with the requirements of the applicable specification. There shall be no defects, imperfections, or omissions, which would tend to impair the protection afforded by the package.

## 8.2 Sustainable Package Preparation Practices

Supplier shall endeavor to adopt a sustainable approach for packing material selection package preparation by exercising practices such as the following:

- Eliminate or reduce the use of packaging materials such as Styrofoam and non-biodegradable plastics
- Increase the use of biodegradable or recyclable packaging material
- Target partnerships with packing and packaging providers with sustainable business practices
- Routinely assess package preparation processes and materials to identify inefficiencies and opportunities for sustainable change

## 8.3 General Packaging Guidelines

The selected packaging type and method should be suitable for the specific goods or equipment being transported, the mode of transportation and the scope (i.e. duration, distance, seasonality) of shipment. Contractor is expected to exercise sound judgement in determining the extent and application of packaging.

Following are general practices for all packaging applications:

- Packaging shall be built to suit the size, shape and weight of the intended contents. The item shall fit in or on the packaging with no overhang or protrusions, when practical.
- Contents shall be restrained from movement by securements, bracing and or padding materials.
- The base of the packaging shall be suitable for lifting by forklift truck when the item cannot be safely handled manually.
- The packaging shall be able support the item's weight and physical size.
- Cardboard boxes shall be fitted with edge protection.
- Locking elements, hydraulic shrink discs, and similar devices need to be tightened to specifications prior to transport (or the elements they hold removed from shafts and shipped separately).
- Where possible machines shall be transported fully assembled. Where this is not possible all components removed shall be suitably match marked, preserved, packaged, and labelled so that the machine can be re-assembled easily at its destination.

## 8.4 Domestic vs. International Shipments

### 8.4.1 Domestic Shipments

Goods or equipment that originate and deliver within the same country shall be suitably prepared and packaged for domestic transportation only; export packaging for domestic shipments will only be required if specifically required within the Contract or Purchase Order. Domestic packaging shall be in accordance with Contractor's Standard Operating Procedure (SOP) and/or the manufacturer's specification to prevent loss or damage through the domestic transport supply chain.

### 8.4.2 International Shipments

Goods or equipment that originate outside the destination country must be "Export" packed for international shipping. Export packing is more robust and offers more protection against exposure, damage and pilferage during the longer transits, environmental exposure and extra handling encountered with international shipping. Export packing is required when dimensions or weight prevent containerization, when containerization cannot be utilized from first point of origin to final delivery at the jobsite, or when the sensitivity or value of equipment/material requires export packing regardless of containerization. Export packing should be performed by a qualified vendor (i.e. export packer) that is experienced with international shipping and mode of transportation and export/import country requirements.

## 8.5 Packaging Methods

### 8.5.1 Palletizing

Palletizing should be utilized when full crating or boxing is impractical due to cost, application or shipment scope. Palletizing is ideal for steel and fiberboard drums, jerry cans, bagged materials, loose items transiting domestically or over short distances.

Palletizing should not replace full crating or boxing if the integrity, quality of safety of the goods or equipment will be compromised during transit.

Pallets shall be made of hardwood and be in good condition with no broken or loose parts. Pallets for international shipments must comply with ISMP-15/NPPO standards.

Goods and equipment shall be secured with a wood cap on top where practical. Securing shall be done with minimum 1.25 in. (31.75mm) wide bands, avoiding direct contact from steel bands if goods or equipment are at risk of metal contamination.

### 8.5.2 Bundling

The practice of bundling shall be limited to such items as structural steel, steel bars, pipe, tubing, or similar items that cannot be packaged by crating, skidding, etc.

- Bundled materials should be segregated into common lengths and sizes.
- A bundled load should not exceed 10,000 pounds (4.5 M Ton).
- Carbon steel banding should not be used on stainless steel, galvanized, or painted surfaces.
- Materials subject to crushing, thread distortion and other damage should have separators between the layers, collars under the strapping, or end protectors.

### 8.5.3 Skidding and Framed Boxing

Skidding will be used, as applicable, to provide a foundation for heavy items that are not protected by other methods of packing. The base of the material or equipment being skidded shall be bolted to the skids (runners) to provide support and protection for multiple handlings.

### 8.5.4 Containerization

Containerization shall be determined on a shipment-by-shipment basis, contingent on factors such as commodity type, sensitivity of cargo, and unloading and handling requirements at the end destination. The use of containers will be limited by the size and weight of individual pieces, availability of containers, and possible destination restrictions.

Container Inspection – Container interior floor and roof shall be checked for evidence of leaks and cleanliness, and the doors shall operate freely. The door's waterproof gaskets shall be complete and functional. Damaged/unclean containers should be rejected and replaced prior to use.

Shipping Weight – The planned container load of cargo shall not exceed the container's certified cargo weight capacity and the container gross weight shall not exceed the combined axle loads for road transport in the country of loading and discharge. Where Contractor is responsible for loading a container, Contractor assumes the responsibility for container Verified Gross Mass (VGM) certification by approved methods in the country of loading.

Container Loading – Packages of uniform size and strength shall be selected to allow for maximum utilization of the cubic capacity of the container. When loading items of varying weights, heavy items should be evenly distributed to ensure uniform load spreading inside the container. Sea container door openings are smaller than the interior dimension, and allowance must be made for the clearance of any lifting aids required to unpack the goods.

Securing – Containerized cargo should be blocked and tightly braced against adjacent goods or surfaces to prevent movement from the normal rigors of ocean transport. Cargo weight should be evenly distributed over the floor of the

container and high-mass packages centered in the container if possible. Heavy cargo should not be placed on top of lighter goods.

Special Equipment – Specialized equipment such as **flat racks** and **platforms** are typically used to ship out of gauge cargo and therefore require extra precaution and expertise with loading and securing. Proper type, placement and quantity of lashing materials as well as weight distribution and centering are important.

## 8.6 Export/Import Compliance of Wood Packing Materials

Contractor is responsible to comply with all applicable regulations regarding the use of Wood Packing Materials (WPM) for international shipments and subsequent importation into Mexico or any other Project destination.

All WPM used for international transport, regardless of destination, shall comply with the “ISPM 15” Standard and NPPO requirements. WPM includes dunnage but excludes wood packaging made from wood processed in such a way that it is free from pests (e.g. plywood). Reused, repaired or remanufactured WPM should be avoided as verification of proper treatment and compliant markings can be difficult or impossible to validate.

### 8.6.1.1 Treatment

Irrespective of the type of treatment, WPM must be made of debarked wood. Any remaining bark must be less than 3 cm in width (regardless of the length) or greater than 3 cm in width, with the total surface area of an individual piece of bark less than 50 square cm.

Approved treatment methods may be applied to units of WPM or the wood that will be made into WPM. Treatment must be performed by the wood manufacturer or a certified treatment provider dependent on the sourcing scenario.

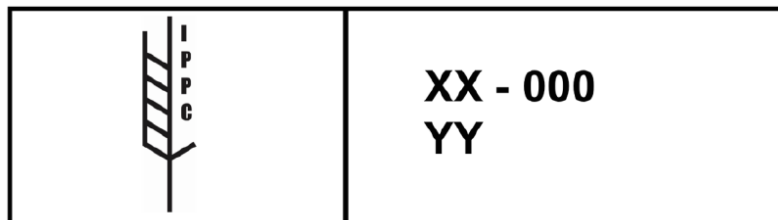
- Heat treatment using a conventional steam or dry kiln heat chamber (treatment code for the mark: HT)
- Heat treatment using dielectric heating (treatment code for the mark: DH)
- Methyl bromide (chemical) treatment (treatment code for the mark: MB)
- Sulphuryl fluoride (chemical) treatment (treatment code for the mark: SF)

### 8.6.1.2 Marking

A mark indicating that wood packaging material has been subjected to approved phytosanitary treatment in accordance with this standard comprises the following required components:

- - the symbol
- - a country code
- - a producer/treatment provider code
- - a treatment code using the appropriate abbreviation according to Annex 1 (HT, DH, MB or SF).

The mark must be legible, durable and placed in a location visible when the packaging is in use, preferably on at least two opposite sides of the unit. Following is a common example of the ISPM 15 mark signifying proper treatment. Marks may vary as long as they properly convey the required components.



- IPPC Symbol signifies conformance to ISPM 15 and remains to the left side



- XX – refers to the country code
- 000 – refers to the Producer/treatment provider code
- YY – refers to the treatment code

Contractor is responsible for understanding and complying with ISPM 15 and/or NPPO requirements. Non-compliant WPM may subject shipments to quarantine, further treatment and possibly re-exportation. Any costs incurred due to non-compliance of Contractor's WPM will be the full responsibility of Contractor.

Contractor should refer to current NPPO regulations online (or via your logistics service provider) and the latest ISPM 15 version located on the IPPC website: <https://www.ippc.int/en/core-activities/standards-setting/ispms/>

## 8.7 Barcoding or RFID Tagging

Application of barcodes or RFID devices by Contractor may be required as directed by Company. Company will communicate this requirement as needed.

## 9.0 PACKAGE MARKING REQUIREMENTS

### 9.1 General

In addition to the following marking guidelines Contractor shall reference the document titled **Logistics Instructions** for basic package marking instructions.

- Markings shall be applied with black waterproof paint or indelible ink.
- When the surface to be marked is dark, flat, zinc-white paint shall be applied and allowed to dry before applying markings.
- Markings shall be at least 50mm high. When this size cannot be achieved, markings shall be the largest practical size relative to the package size.
- Markings for unpackaged, loose items should be applied using waterproof labels securely attached to the item.
- Spare parts and tools shall be packed separately and clearly marked with the words, "Spare Parts" or "Tools."
- Easily damaged items shall be fitted with suitable labels or marked "FRAGILE HANDLE WITH CARE"
- Items required to be kept cool shall be fitted with suitable labels or marked "COOL STORAGE ONLY"
- Items that shall not be lifted by hooks shall be fitted with suitable labels or be marked "USE NO HOOKS"
- Items that must be kept upright to prevent damage shall be marked with suitable labels or be marked "THIS WAY UP" with visible arrows on all sides of the package pointing which way is up
- Unbalanced packages shall have a center of mass indicated by a painted symbol
- For hazardous / dangerous or restricted goods, mark as specified by the relevant dangerous goods regulations

### 9.2 Special Package Markings

Certain cargoes may require special markings due to hazardous content, material sensitivity, handling and storage requirements. See "Appendix A – Special Package Markings" for an additional list of industry symbols that can be applied to convey important information to cargo handlers and receivers.

### 9.3 Machinery Identification

All machinery and equipment shall be identified with a stainless-steel tag or nameplate that is firmly attached to the item in a visible location.

## 10.0 LIFTING DEVICES AND TRANSPORT FRAMES

### 10.1 Lifting Devices

All lifting devices and attachments, including standard equipment as well as custom designed devices that are supplied to WOODSIDE ENERGY must be tested and certified according to an industry-recognized standard. The following must be provided with each lifting device or attachment:

- A copy of the current inspection test results and certification
- Working load limit (WLL) clearly marked on each device

Contractor shall provide a detailed lift plan when supplying any item that is unbalanced, considered an unusual load that requires a special lifting frame or spreader beam, or other special circumstance that would not be considered a standard lift.

The lifting plan must be forwarded to the WOODSIDE ENERGY representative prior to final inspection and movement of the goods. Contractor shall ensure that each package of goods complies with the relevant size and weight restrictions and regulations applicable to the relevant method of transport.

Lifting attachments or devices shall be located in a position that will not cause damage to the item or its packaging during the lift, or suitable protection must be supplied that does not contravene good rigging practices.

Lifting attachments or devices designed and intended to lift off packaging only which are not intended to lift the actual item contained inside the packaging shall be clearly marked "designed for lifting packaging only".

### 10.2 Transport Frame Requirements

Equipment that is not suitable for standard packaging such as boxing, crating or palletizing may require a transport frame. All transport frames shall meet the following conditions:

- Lifting points or attachments comply with applicable regional and/or international standards.
- Must be designed to protect the equipment from damage during extra handling and movement while in storage.
- Must be designed to support the item and resist additional loads or stresses that could be imposed during transport.
- Must be fitted with isolation dampers and shaft locks to protect against vibration where required.
- Must have a unique serial number that identifies the individual frame so that inspection, test and maintenance strategies can be created to ensure the frame is safe for use.

## 11.0 HAZARDOUS SUBSTANCES OR DANGEROUS GOODS

Contractor shall ensure all hazardous cargo and dangerous goods are packaged and marked per the applicable governmental agency specifications and regulations. All mode(s) of transportation guidelines, regulations and conventions are governed by the import/export regulations of country of origin and the country of importation, respectively.

Hazardous substances or dangerous goods include, but is not limited to acids, chemicals, paints, solvents, poisons, poisonous gas, inflammable liquids, compressed gases, inflammable compressed gases, explosives, and radioactive materials etc.







Contractor shall also provide all appropriate documentation for hazardous substances and dangerous goods including shipping certification, instructions for shipping, safety data sheets (SDS) that include handling instructions, material properties, exposure information, emergency medical information, and disposal requirements. Documentation shall be sufficiently specific for users to identify all necessary actions concerning the hazardous substance or dangerous goods being supplied.









Hazardous substances shall be identified on shipment documentation using the substances proper technical name. In addition, shall contain the following statement:




***“This is to certify that the above-named material is properly classified, described, packaged, marked and labeled according to the appropriate government or international transportation regulations”.***

## 12.0 APPENDICES

### Appendix A – Special Markings

Designation	Symbol	Explanation
Fragile, Handle with care		The symbol should be applied to easily broken cargoes. Cargoes marked with this symbol should be handled carefully and should never be tipped over or slung.
Use no hooks		Any other kind of point load should also be avoided with cargoes marked with this symbol. The symbol does not automatically prohibit the use of the plate hooks used for handling bagged cargo.
Top		The package must always be transported, handled and stored in such a way that the arrows always point upwards. Rolling, swinging, severe tipping or tumbling or other such handling must be avoided. The cargo need not, however, be stored "on top".
Keep away from heat (solar radiation)		Compliance with the symbol is best achieved if the cargo is kept under the coolest possible conditions. In any event, it must be kept away from additional sources of heat. It may be appropriate to enquire whether prevailing or anticipated temperatures may be harmful. This label should also be used for goods, such as butter and chocolate, which anybody knows should not be exposed to heat, in order to prevent losses.
Protect from heat and radioactive sources		Stowage as for the preceding symbol. The cargo must additionally be protected from radioactivity.
Sling here		The symbol indicates merely where the cargo should be slung, but not the method of lifting. If the symbols are applied equidistant from the middle or center of gravity, the package will hang level if the slings are of identical length. If this is not the case, the slinging equipment must be shortened on one side.

Keep dry		Cargoes bearing this symbol must be protected from excessive humidity and must accordingly be stored under cover. If particularly large or bulky packages cannot be stored in warehouses or sheds, they must be carefully covered with tarpaulins.
Center of gravity		This symbol is intended to provide a clear indication of the position of the center of gravity. To be meaningful, this symbol should only be used where the center of gravity is not central. The meaning is unambiguous if the symbol is applied onto two upright surfaces at right angles to each other.
No hand truck here		The absence of this symbol on packages amounts to permission to use a hand truck on them.
Stacking limitation		The maximum stacking load must be stated as "... kg max." Since such marking is sensible only on packages with little loading capacity, cargo bearing this symbol should be stowed in the uppermost layer.
Clamp as Indicated		Stating that the package may be clamped at the indicated point.
Do not clamp here		Stating that the package should not be clamped at the indicated point.
Temperature limitations		According to regulations, the symbol should either be provided with the suffix "...°C" for a specific temperature or, in the case of a temperature range, with an upper ("...°C max.") and lower ("...°C min.") temperature limit. The corresponding temperatures or temperature limits should also be noted on the consignment note.
Do not use forklift truck here		This symbol should only be applied to the sides where the forklift truck cannot be used. Absence of the symbol on other sides of the package amounts to permission to use forklift trucks on these sides.

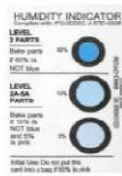
Electrostatic sensitive device		Contact with packages bearing this symbol should be avoided at low levels of relative humidity, especially if insulating footwear is being worn or the ground/floor is nonconductive. Low levels of relative humidity must in particular be expected on hot, dry summer days and very cold winter days.
Do not destroy barrier		A barrier layer, which is (virtually) impermeable to water vapor and contains desiccants for corrosion protection is located beneath the outer packaging. This protection will be ineffective if the barrier layer is damaged. Since the symbol has not yet been approved by the ISO, puncturing of the outer shell must in particular be avoided for any packages bearing the words "Packed with desiccants".
Tear off here		This symbol is intended only for the receiver.

# Appendix B – Examples of Preservation and Packaging

## Examples of Packing Products



### desiccant dryers



Protect your shipped goods against 'container rain'

### padded bags & void fill



Use Void Fill to protect your quality



Component bags available with corrosion inhibitor

### resealable & component bags



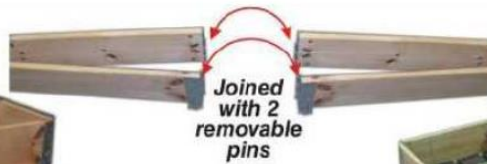
Large bags for heavy components



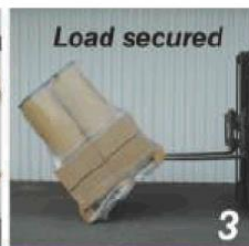
Multi-purpose resealable bags



### pallet collars

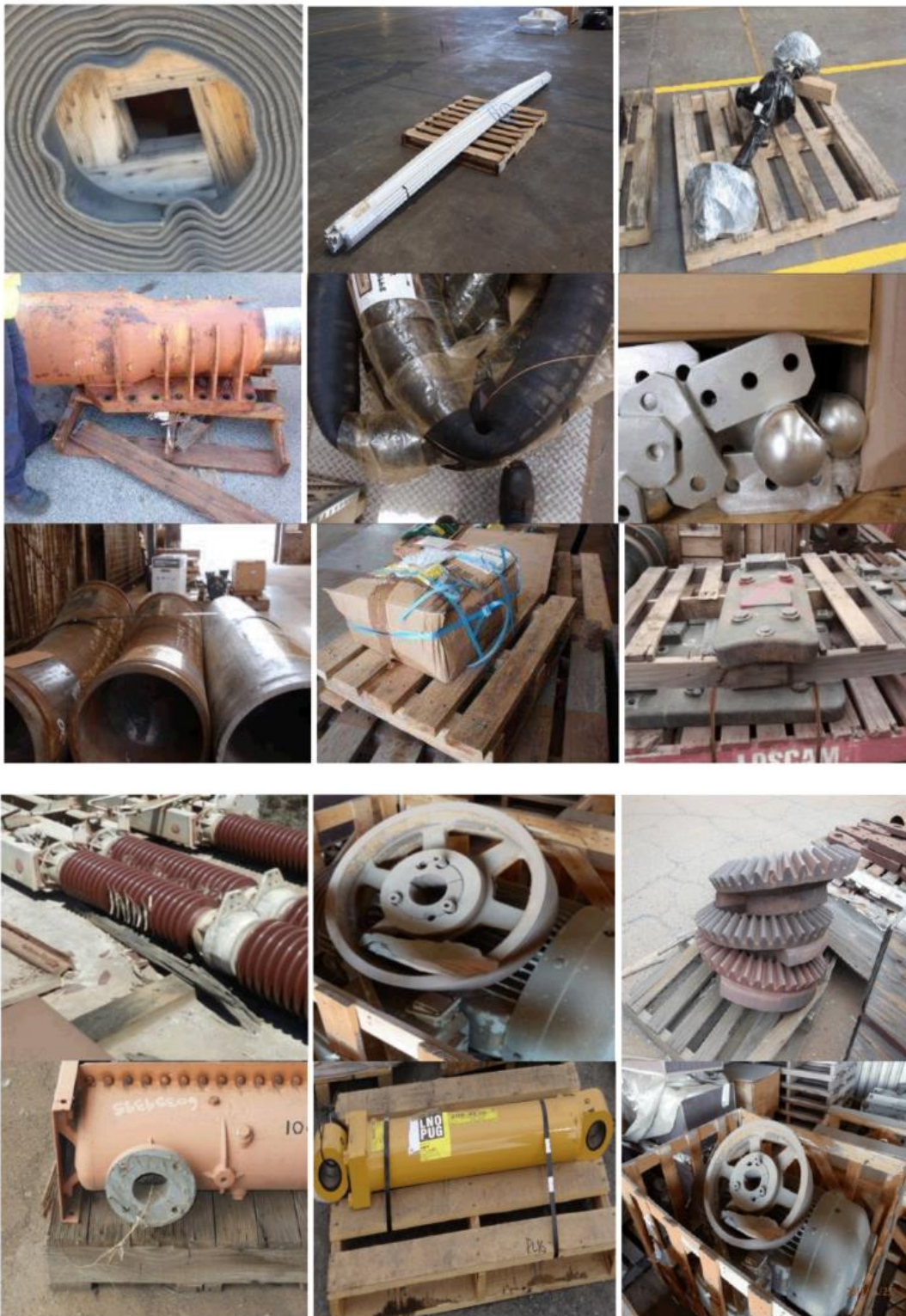


- Dividers available
- Minimal backloading/storage
- Lids available





**Examples of Poor Preservation and Packaging**





### Examples of Good Preservation and Packaging

