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# **PACKAGING GUIDELINES**

**FOR PACKAGE SAFETY**

# PACKAGING RECOMMENDATIONS

## Before selecting the Secondary Packaging Box:

- Check strength/ load bearing capacity of box (from Manufacturer)
- Load bearing of box should be greater than total weight of product going inside

CARTON WEIGHT(Kg)	Packaging Recommendation
	BOX
Upto 4 Kgs	3-ply corrugated box
4 to 25 Kgs	5-ply corrugated box
Above 25 Kgs	7-ply corrugated box / Wooden Box



# ELECTRONICS/ ELECTRICAL PRODUCTS

## Packaging Procedure

(For small products e.g. Mobiles, Tablets, electrical fittings etc.)

### SECONDARY PACKAGING

- Close primary (brand) boxes of product & put them symmetrically inside appropriate secondary box

(Select secondary box depending on load inside)



- *If any space is left inside secondary box, put enough filler so that primary boxes do not move in transit*

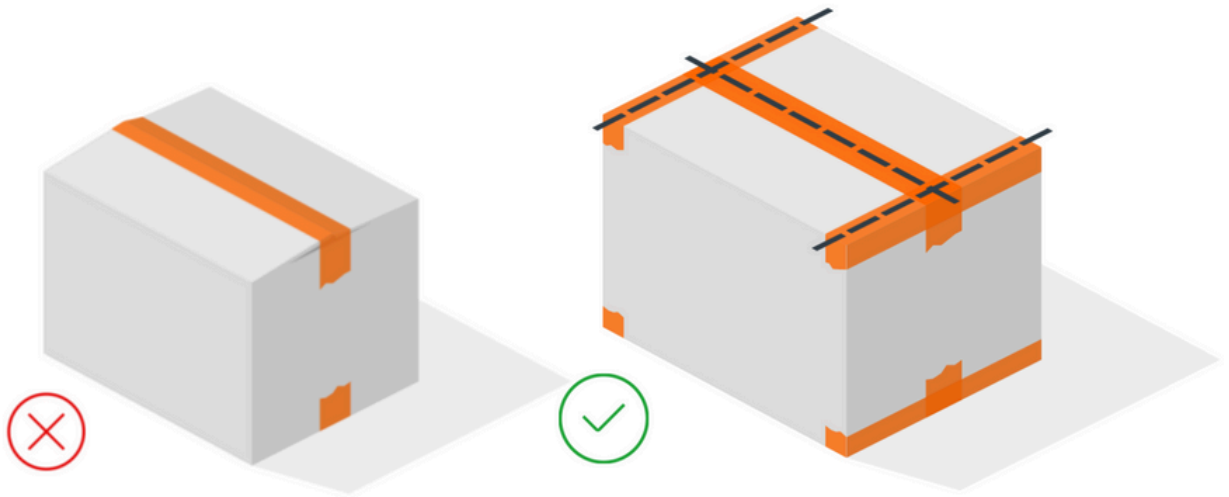


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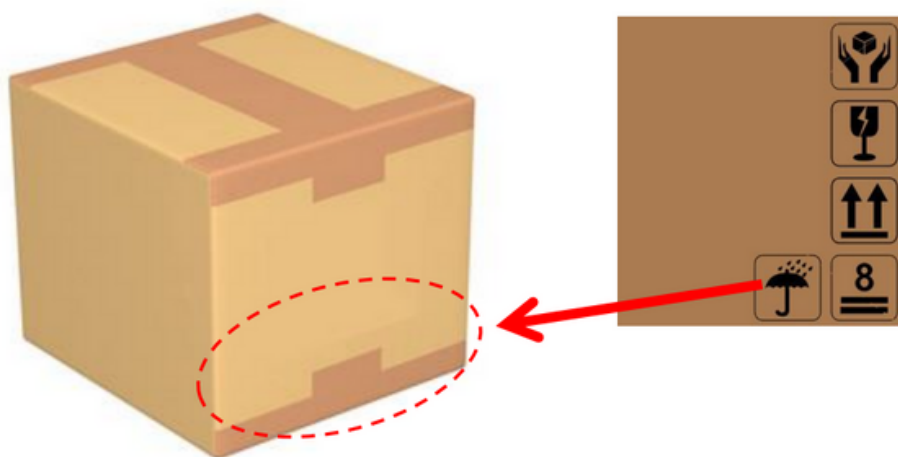
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- *Close the box & tape it*

*\*H-Taping is recommended on both sides*



- *All necessary handling symbols should be mentioned on the secondary box*



- *if box weight is more than 5kg, strap it for easy handling  
put edge protector on all the stress points in box*



## **ELECTRONICS/ ELECTRICAL PRODUCTS**

### **Packaging Procedure**

(For Heavy Electronics/ Home appliances)

### **SECONDARY PACKAGING**

*Packaging to protect the primary box/ brand box from external damages*



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- *Close primary (brand) box of product & put angle board/ EPE edge protectors on all the edges of primary box*



- *Put 3 layers of stretch film, covering all the faces of the primary box*



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- *If the product is fragile, put 2 layers of bubble wrap instead of stretch film*  
*Or 2 layers of EPE foam sheet with stretch film is recommended*



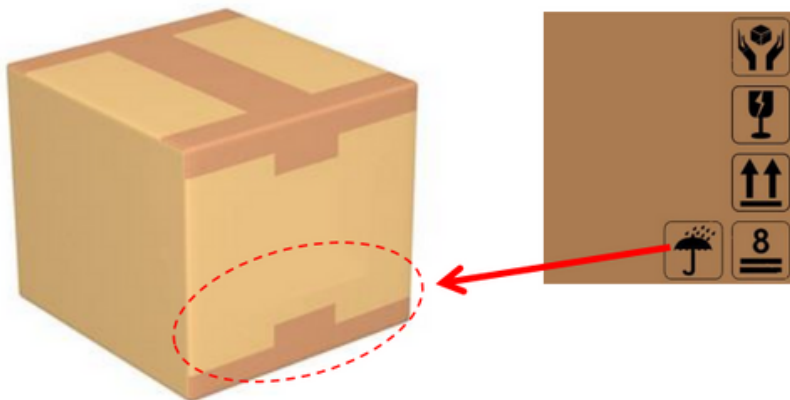
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- *Wrap primary box with additional layer of cushioning (EPE sheet/ bubble wrap) on the fragile side of product e.g. TV screen  
Put stretch film layer around the foam sheet to keep it intact around the product*



- *All necessary handling symbols should be visible after packaging If not visible, put symbol stickers outside packaging*



- *Strap the box for easy handling*





# HANDLING GUIDELINES

- *Stack the boxes in the correct orientation inside the facility and vehicle.*
- *Strictly follow the packaging symbols as mentioned on the box.*
- *Do not drop or roll the boxes while handling, loading, and unloading from the vehicle and facility.*
- *Use more manpower and proper equipment to lift and handle heavy shipments wherever required.*



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