PACKAGING GUIDELINE

CHG

General Packaging Instructions:

- This guideline serves as a guide for the packaging of equipment that is not returned in its original packaging and is intended to prevent damage in transit.

- If additional precautions are required to allow safe packing of the equipment, those shall be taken by the dispatcher to ensure maximum protection against damage in transit.

- All pallets or transport units must be labeled with the CHG transport order number.

- The devices/boxes/pallets must be packed and labeled in compliance with the Dangerous Goods Regulations (ADR).

- All pallets must be wrapped with stretch film.

1. PC systems

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- PC systems are to be packed on pallets.

- A layer of cardboard must be used as an intermediate layer.

- The PC systems are to be distributed evenly on the pallet to create the required stability.

- The PC systems are to be packed in such a way that they are clearly visible from the outside and the serial numbers of the devices are facing outwards.

- On one pallet fit, depending on the size

    – approx. 25 large tower servers or workstations

    – approx. 30 medium towers or desktops

    – approx. 50 small factor desktops

Required packing material:

Pallet, intermediate layer of cardboard, stretch film

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2. Printers
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2.1. Desktop printers

- Desktop printers must be packed on pallets.

- A layer of cardboard should be used as an intermediate layer, and an additional foam bar should be used for sensitive equipment, so that a flat surface is created.

Required packing material:

Pallet, intermediate layer of cardboard, stretch film, foam bars if necessary.

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2.2. Multifunction printers

- Multifunction printers must be packed on pallets.

- Depending on the model, they might be stackable.

- When stacking, use foam bars or a layer of cardboard as an intermediate layer so that a flat surface is created.

- Protruding small parts (paper holders or other attachments) must be folded in or removed.

Required packing material:

Pallet, intermediate layer of cardboard, stretch film, foam bars if necessary.

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2.3. Copiers and printers on rolls, plotters

- Take special care with the rolls.

- Brakes must be released, pedestals turned upwards.

- The individual device must be wrapped with foil or cardboard and secured in the truck with lashing straps.

- The printers must stand on their pedestal to prevent toner from spreading inside the printer or ink from leaking from the cartridge.

Required packing material:

Stretch film, cardboard if necessary and foam bars.

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3.   Storage, network, etc.
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- Devices must be packed in such a way that all damage to them can be excluded.

- It is important that all accessories are included (rack rails, cables, etc.).

- To protect the equipment from scratches and slipping, it is important to add intermediate layers of foam, stretch film or the like.

Required packing material:

Pallet, intermediate layer of TFT sleeves/stretch film.

3.   Storage, network, etc.

4. Monitors

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- Monitors are to be packed in cardboard boxes and protected with a foam cover/bubble wrap.
- If the original packaging is available, the devices should preferably be packed in that.

Required packing material:

Pallet, box, foam cover/bubble wrap

5. Smartphones and tablets

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- Smartphones and tablets are to be packed in cardboard boxes and protected with a foam cover/bubble wrap.
- The boxes must be filled with bubble wrap or cardboard to keep the equipment in place and prevent it from shifting.
- If the original packaging is available, the devices can preferably be packed in that.

Required packing material:

Pallet, box, foam cover/bubble wrap

6. Loose rechargeable and non-rechargeable batteries

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- Loose batteries must be packed in a shock- and drop-proof manner.
- One outer box may contain max. 30kg (several outer boxes are possible).
- Cavities in the carton must be filled and the batteries must be separated from each other by filling material.
- Poles must be completely and securely taped.
- The outer boxes must be secured on a composite pallet in a crash-proof manner.
- The transport of loose rechargeable and non-rechargeable batteries must be announced separately in advance.

Required packing material:

Cardboard, foam cover/bubble wrap

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