

The purpose of this standard is to define the conditions that must be met by the load unit. A load unit is defined as a group of packaged items arranged on a pallet, easy to handle with a forklift, and safely stackable.

1. GENERAL STANDARD

1.1.- As a general rule, the material shall be placed on a pallet and shall not exceed its limits. Pallets must have four entries and three bottom deckboards (pallets with five bottom deckboards are not accepted).



The maximum weight of a load unit shall not exceed 1,500 kg. Pallets, whenever the load dimensions allow, may be 1200 x 1000 mm or 1200 x 800 mm, with a maximum total height of 1150 mm.



1.2.- The characteristics of the transport and load units must allow unloading at docks using a forklift. Sliding pallets on the truck as a preliminary maneuver for unloading will not be accepted.

1.3.- The packaging used must allow unloading, storage at height, and internal movement without collapsing or showing any load shifting on the pallet. To achieve this, the material must be secured to the pallet using straps or plastic film.

Damaged packaging resulting from incorrect handling will not be accepted.



BROKEN PALLET



DAMAGED DECKBOARD



LACK OF DECKBOARD

1.4.- Load units must be stackable at several heights, which requires:

- a) The top or upper cover must provide a flat and solid surface.
- b) All load units must have the same base dimensions.

1.5.- Each load unit shall contain materials of a single reference and a single production batch.

1.6.- When the quantity of material does not justify a palletized load unit, manually handled packaging will be accepted.

- The cardboard used must be strong enough for safe handling.
- Gross weight must not exceed 20 kg.
- The product must be immobilized inside the box.
- Boxes must be palletized on pallets following the previous points.





PACKAGING STANDARD

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1.7.- Identification

All materials must be properly identified with the label placed in a visible position outside of the packaging. When grouping boxes of the same reference, each package must be visibly identified, indicating the quantity.

Mandatory fields on the load unit label:

- Customer and delivery address
- Delivery note number
- Number of boxes
- Quantity of pieces
- Ordóñez reference
- Supplier
- Purchase order(s)

Mandatory fields on the box label:

- Delivery note number
- Quantity of pieces
- Ordóñez reference
- Date
- Supplier
- Purchase order
- Batch number

1.8.- In case it is not possible to comply with the standard due to the characteristics of the materials, supplier shall inform Radiadores Ordóñez of the proposed packaging, which will be subject to review and approval.

1.9.- The packing list must be attached externally to the shipping unit, indicating the purchase order, Ordóñez reference, packages per reference, quantity of pieces per package, total number of packages and pieces per reference, and the total number of packages and pieces.

PACKING LIST

Nº packing list	Fecha
Proveedor	Cliente
Orden de compra	Dirección de entrega

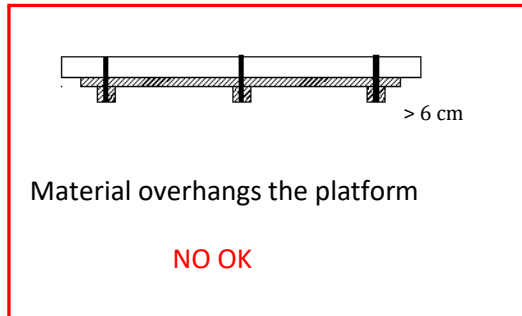
Referencia de cliente	XXX	Cantidad
	Nº palet	
	1	150
	2	150
Total	2	300

Referencia de cliente	XXXZ	Cantidad
	Nº palet	
	1	300
	2	300
Total	2	600

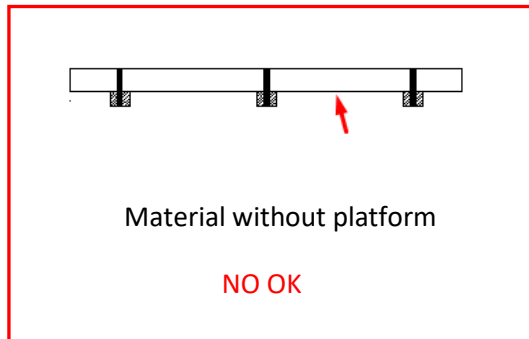
	Pallet	Cantidad
Total	4	900

2.- SHEET MATERIAL

- Sheets must be placed on a wooden platform so that the material does not exceed more than 6 cm beyond the platform dimensions.

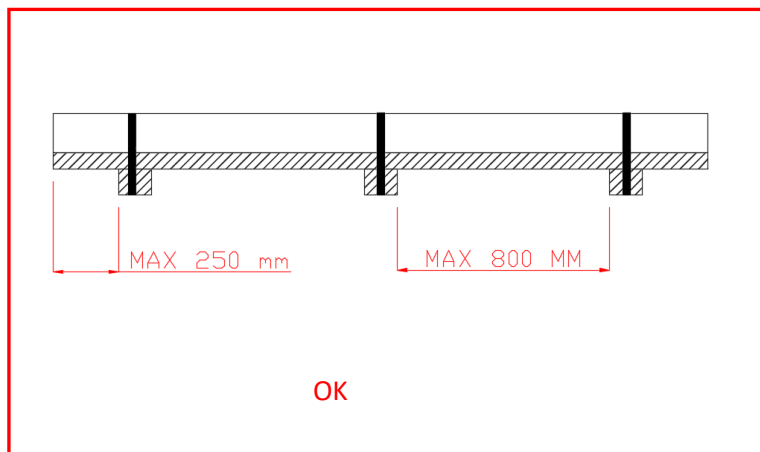


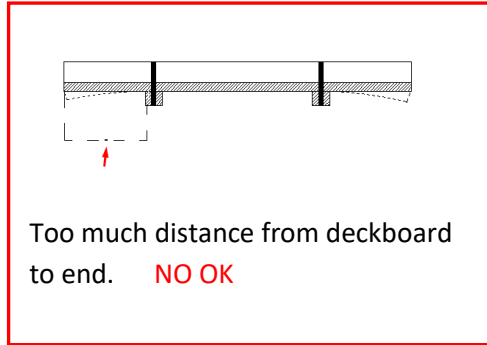
- Material without platform or with excessive platform overhang from the lower deckboards will not be allowed.



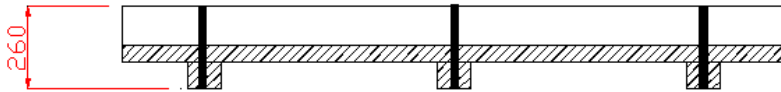
- The platform must have 2 or 3 deckboards, meeting the following conditions:

The distance from the deckboard to the edge of the sheet must not exceed 250 mm, and the distance between deckboards must not exceed 800 mm.





- The maximum weight shall be 1,500 kg, and the maximum height for the packaging unit shall be 260 mm.



3. TUBES AND PROFILES THAT DO NOT FIT STANDARD PACKAGING DUE TO LENGTH

The supplier must package and/or protect the material against possible mechanical damage and the entry of foreign substances during handling, transport, and storage.

The material must be placed on a platform to avoid damage from forklift forks during handling. Closed wooden box packaging like the one shown in the image is recommended.



The maximum weight shall not exceed 1,500 kg per packaging unit.

Maximum dimensions: 3500 x 500 x 600 mm.

When it is not possible to comply with these requirements, the supplier shall inform Radiadores Ordóñez, who will study and approve the proposed packaging.

Modificaciones

Date	Description	Prepared by
04/11/20	1st Edition	M. Valiente
22/01/21	Sheet specification added	M. Valiente
09/02/22	Sheet specification modified	M. Valiente
13/06/22	Specification for 3-meter profiles and tubes added	M. Valiente
30/11/22	Mandatory strapping of material to pallet and individual boxes	M. Valiente
15/10/25	Added mandatory fields for labels, and documentation	M. Valiente