



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)

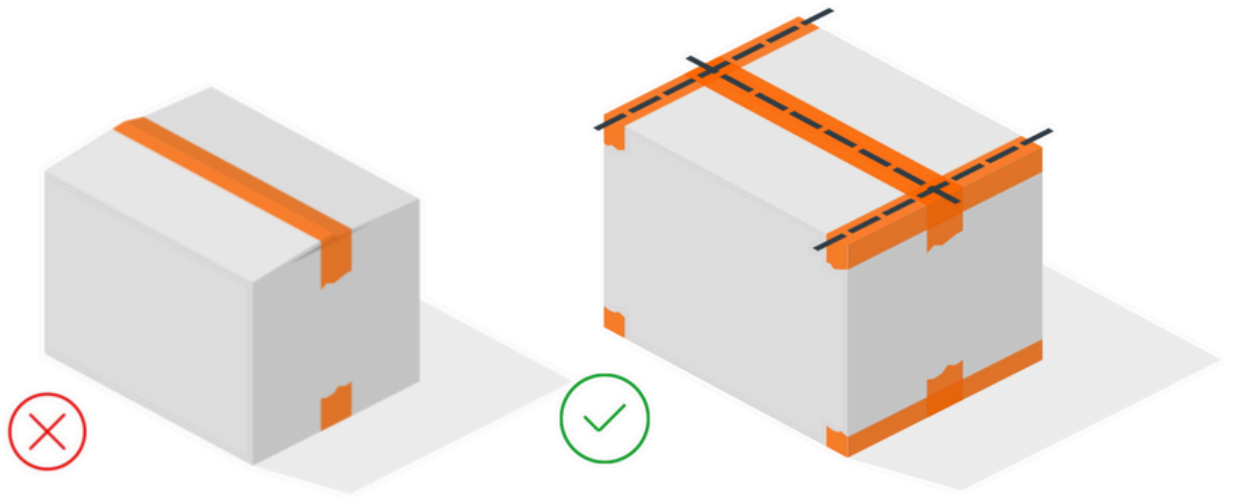


- *If any space is left inside secondary box, put enough filler so that primary boxes do not move in transit*

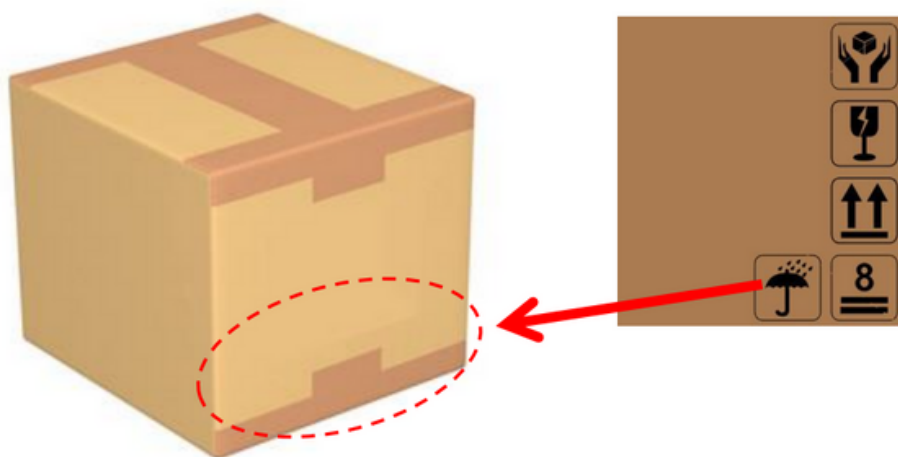


- *Close the box & tape it*

**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



- *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*



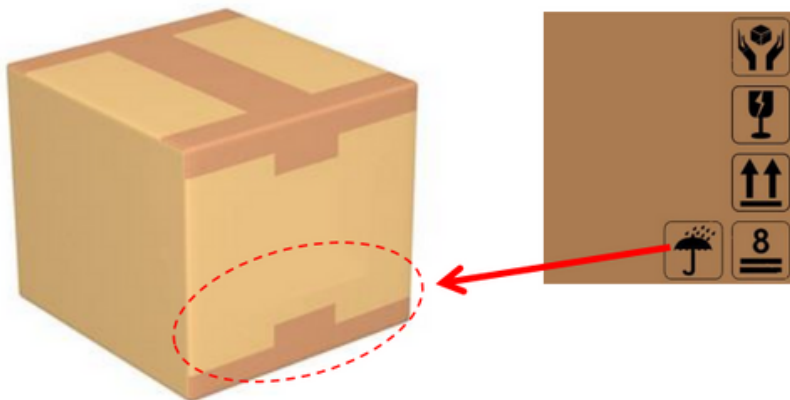
- *If the product is fragile, put 2 layers of bubble wrap instead of stretch film*
Or 2 layers of EPE foam sheet with stretch film is recommended



- *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.*

