

### Rationale:

We believe it is important to take care in handling, storing, packaging, and delivering product. This is to avoid the risk of damaged or lost goods.

We believe that effective handling, storage, packaging, and delivery will result in reduced costs by helping to eliminate damaged or lost goods and wasted effort and material in replacing those goods. It will also ultimately result in increased business due to customer satisfaction from getting expected goods and services.

### Policy:

Thus, it is the policy of this company to adhere to the ISO 9001 section 4.15 standard on Handling, Storage, Packaging, and Delivery, as follows.

### General:

It is our policy to always use and maintain Procedure 4.15 for handling, storage, packaging, and delivery of product.

### Handling:

To ensure delivery of a product in the same condition we received it, it is our policy to always provide methods and means of handling that prevent damage or deterioration.

#### 1. Transport

Check instrument for any damage that may have been caused by transport. Obvious damage should be reported immediately. We recommend an immediate site inspection after receiving the goods since the damage report will be accepted within two weeks of goods arrival at job site.

Note the following general packing information of WIKA

- 1-1. Single packing of each instrument in carton boxes
- 1-2. Goods welded into vapour-tight sheathing (if required)
- 1-3. Packing in wooden case (if required)
- 1-4. Inside of wooden case goods are protected with seawater resistant foil
- 1-5. Inside of wooden case goods are protected with desiccant
- 1-6. Marking and packing according to customer's packing and shipping instruction
- 1-7. Instruments packed in wooden cases are suitable for ocean-freight and fork-lift handling

## 2. Packaging

Do not remove packaging until just before mounting. Keep the packaging as it will provide optimum protection during transport (e.g. change in installation site, sending for repair)

## 3. Storage

3-1. Permissible conditions at the place of storage for

**Pressure Gauge** -20 ..... +60 °C

**Differential Pressure Gauge** -20 ..... +60 °C

**Temperature Gauges** -20 ..... +60 °C

3-2. Instruments should be stored as maintained in original package in a dry and adequate warehouse condition advised as above

3-3. WIKA guarantees for two years storage only when goods are stored as advised above

**WIKA Alexander Wiegand SE & Co. KG**

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