

## **Annex D Packaging and labeling for transport**

A Contract with annexes will be made for each individual tender under the DPS. This draft contains the conditions that usually will apply in such an individual tender. Please notice however, that the draft can be adjusted in an individual tender due to volume and value as well as complexity



## TABLE OF CONTENTS

1.	DELIVERY .....	3
1.1.	Packaging .....	3
1.2.	Pallet size .....	4
1.3.	Marking .....	4
1.3.1.	Packed items .....	5
1.3.2.	Boxes .....	5
1.3.3.	Pallets/Collis .....	6



## 1. DELIVERY

The Supplier is obligated to include the correct documentation for the individual parts of each shipment.

### 1.1. Packaging

The Supplier shall comply with the following instructions:

- Information regarding package/packaging shall be sent to [kos-indkoeb-depot@politi.dk](mailto:kos-indkoeb-depot@politi.dk) prior to shipment, if:
  - The delivered items exceed the surface area of EUR-EPAL (figure 1).
  - The shipment contains more than 1 (one) EUR-PAL.
- All necessary documents shall be easily accessible, without breaking the packaging on the pallet.
- All types of crates shall be marked with handling instructions. For example: "This side up", "fragile", "caution", "lifting instructions" etc.
- On the delivery note, the Supplier shall inform how the packages are packed (individually, in sets, part of package, etc.).
- The pallets outer layer of packaging shall be designed so items can be removed separately, without compromising other items on the pallet.
- Batches shall be packed and marked in a way that makes repacking at the Customer's warehouse unnecessary.
- Items used in sets shall be packed in sets to the highest possible extent, to prevent further repacking and handling of the items.
- If the item or items in the same shipment exceeds 12 kilograms in gross weight, it shall be placed on a EUR-EPAL or a ½ EUR-EPAL.
- Package or items, may not exceed the surface area of the EUR-EPAL without prior approval by Danish National Police. If approved, they shall be clearly marked 'BULK'.
- If the item or items exceeds 12 kilograms in gross weight, it shall be easily accessible in the crate. Alternatively, the crate shall be easy to disassemble.
- If the package contains dangerous goods, it shall be packed using the latest updated version of UN approved certified packaging procedures, in accordance with ADR/IATA/ICAO regulations.



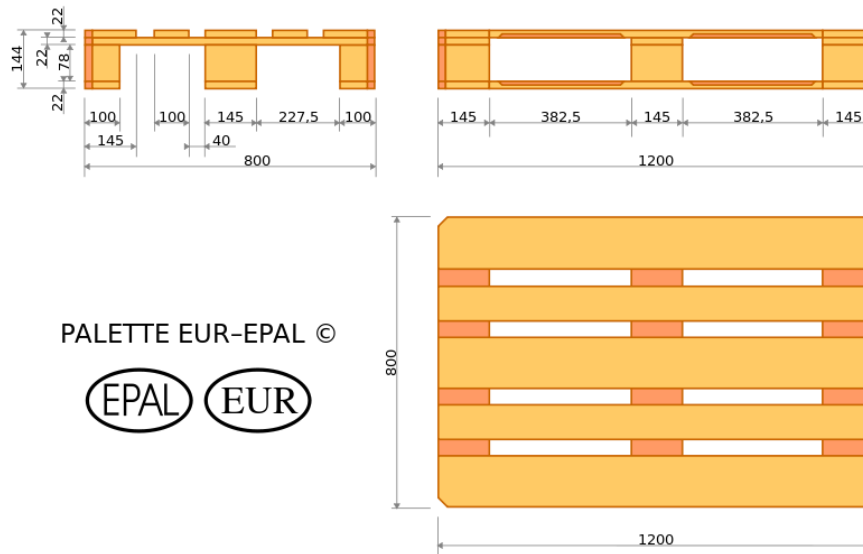


Figure 1 EUR-EPAL

## 1.2. Pallet size

In order to ensure easy and correct handling of the goods, it shall be possible to move the shipment from the goods reception area directly to the warehouse area without repacking it.

The height of the packed pallet (including the pallet itself) shall not exceed 170 centimeters. If this height is exceeded, an inserted pallet shall be used. The gross carrying capacity shall not exceed the approved carrying capacity of 500 kilograms. An agreement shall be made with Danish National Police for items that weighs more than 500 kilograms.



## 1.3. Marking

All goods shall be marked the Danish National Police' Purchase Order (PO) number (KORD) consisting of 12 characters.



### 1.3.1. Packed items

Marking applies to all containers or packages with identical items. Examples could be a bag of 100 cable ties or a box with 12 filters, the box/bag and not the individual items shall be marked. If a container or package only contains 1 (one) item, the container or package shall be marked as well. For example, if the Supplier delivers a container with a gearbox, the container shall be marked, or if the Supplier delivers a box with a trashcan, this box shall be marked.

All labels/markings shall be easy readable, both manually and with scanner.

The Supplier shall mark as follows:

- Supplier's part number.
- Supplier's batch/LOT number if applicable.
- Serial number if applicable.
- Codes concerning hazardous material in accordance with the latest regulations in force if applicable.
- Temperature sensitive devices if applicable.
- Electrostatic sensitive devices if applicable.
- If the item weight exceeds 15 kg, it shall be marked 'HEAVY'.
- If the item contains dangerous goods, these shall be marked in accordance with IATA/ICAO regulations.

### 1.3.2. Boxes

The Supplier shall mark individual boxes as follows:

- Purchase Order (PO) number (the Customer's PO in bar-code GS1-128 AI: 400).

Example:



- If all the boxes/items have the same PO on the EUR-EPAL, the PO number shall be visible on the outer layer of packaging.
- The Supplier's part number.
- Hazardous codes in accordance with the latest regulations in force, if applicable.
- Temperature sensitive devices, if applicable.



- Electrostatic sensitive devices, if applicable.
- If the package weight exceeds 15 kg, it shall be marked 'HEAVY'.
- Gross weight of the pallet/colli.
- If the package contains dangerous goods, the individual items, parcels and packages shall be marked in accordance with IATA/ICAO regulations.
- Supplier's batch and LOT number, if applicable.
- Serial number, if applicable.
- The quantity of items in the box.
- If a box includes mixed items, the box shall be marked: 'mixed items'.

### 1.3.3. Pallets/Collis

The Supplier shall mark pallets/parcels as follows:

- Order number (the Customer's reference number in bar-code GS1-128 AI: 400).

Example:



- Supplier's part number.
- Hazardous codes in accordance with the latest regulations in force, if applicable.
- Temperature sensitive devices, if applicable.
- Electrostatic sensitive devices, if applicable.
- Gross weight of the pallet/parcel.
- If a pallet contains dangerous or hazardous goods, the individual items, parcels and packages shall be marked in accordance to the latest IATA/ICAO regulations.

