

Packing Specification for Rotork Actuators

PACKING PROCEDURE - SHRINK-WRAP SYSTEM

Using the packing material picking list, select the appropriate tri-wall box.

Using the job schedule, identify the box with a marker pen with the following information:

- i. Customer
- ii. Order Number
- iii. Job Number
- iv. Number of actuators per box

Position the actuator on the pallet to ensure:

- i. That the actuator does not overlap the pallet sides.
- ii. That there is an even gap between the actuator and the pallet edge.

Using the packing material picking list select the appropriate shrink-wrap gusset bag and plywood strips.

If there is more than one actuator place cardboard divider between actuators to prevent actuators from knocking each other and to provide stacking strength to the box.

Open out the shrink-wrap bag and place over actuator/s ensuring that the bag overlaps all sides of the pallet.

Place plywood strip onto pallet base and over shrink-wrap bag. See sketch for position.

Secure plywood strip into position using pneumatic staple tacker ensuring one staple every 150mm.

Ignite shrink gun and apply hot air to shrink-wrap bag, keeping the gun at constant 12" away from shrink-wrap bag. Gradually sweep shrink gun across the shrink-wrap bag, starting at the base. When the polythene turns transparent move the shrink gun up a level and repeat process until the whole bag is covered.

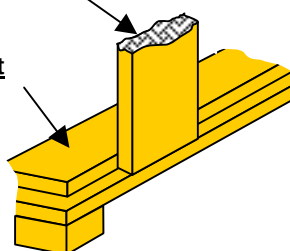
On applying heat to the shrink-wrap bag the polythene shrinks and tightens to the contours of the actuator.

Trim excess polythene from edge of plywood strips using a Stanley knife.

Open out the cardboard box and place over pallet. Ensure that box is located against the close boarded edges of pallet (see sketch below)

Tri-wall Box

Pallet



Secure box to pallet using the pneumatic staple tacker ensuring two staples on each corner and one on the midway position of each side.

Close up box and tape all joints with 3" Rotork vinyl tape.

Wrap 12mm polypropylene strapping around box, tighten and secure using hand / battery operated strapping tool.

Push box onto roller track turntable. Turn the table 90° and push box onto heavy platform weighing scale.

Read weight on bench mounted digital display unit. Write weight (kg), box size and number of boxes onto the job schedule.

If the box has an actuator with a large gearbox in it which makes the box heavy at one end a centre of gravity symbol must be stencilled onto the heavy end of the box as shown below:-



A shipping note is issued to despatch, giving details of all shipping marks.

AUSTRALIAN PACKING PROCEDURE - SHRINK-WRAP SYSTEM

Follow packing procedures for shrink wrap system, but use tanned pallets for Australia and heat-treated pallets for Hong Kong – see job schedule for actual requirements.

STANDARD ROTORK PACKING SPECIFICATION

This specification covers the standard shrink-wrap packing method used to pack actuators transported by either road, sea or freight.

The actuator/s to be packed are placed onto a four-way solid deck pallet.

Double wall cardboard dividers are placed between and around actuators to give increased stacking strength and prevent actuators knocking each other.

A virgin polythene shrink-wrap gusset bag is placed over actuators/pallet. This bag is secured to the pallet with plywood strips and retained by long staples.

Heat is applied to the shrink-wrap bag, which in turn shrinks the polythene and tightens to the contours of the actuators. This reaction anchors the actuator/s to the pallet.

A tri-wall (bottomless) box is then placed over the actuators/pallet. This box is secured to the pallet using metal staples.

The box is closed and sealed with Rotork adhesive tape.

Polypropylene banding is wrapped around the box/pallet in two positions. This also retains the box to the pallet base.

All boxes are identified by machine cut stencil markings. The identification number should include the customer's order number.

STACKING

The box has been designed to take the stacking weight through the box's triple fluted sides. Therefore when stacking box on box, it is advised that at least two sides are used to take the weight, either across the box length or the box width.

PACKING MATERIAL SPECIFICATION

The packing case has been designed specifically to use materials that have either biodegradable, recyclable or re-useable qualities.

TRI-WALL BOX

BOX NO.	HEIGHT'	DEPTH	WIDTH
C1	395	600	800
C2	630	600	800
C3	445	800	1200
C4	630	800	1200
C5	630	1000	1200
C6	530	800	800

Material used: Triple Fluted Fibreboard.

TIMBER PALLET

The packing case can use one of four different timber pallets. Each pallet has a close boarded deck design with 4-way fork lift entry. The pallets are assembled using 1½" and 2½" ring nails.

BOX NO.	DEPTH	WIDTH
1	600	800
2	800	1200
3	1000	1200
4	800	800

Material used: Building Grade Softwood (16mm type)
Pallet No 1 (½ Euro Size)

SHRINK-WRAP GUSSET BAG

BAG NO.	WIDTH	HEIGHT'	GUSSET'
1	787	686	1397
2	787	889	1397
3	1676	864	2489
4	1676	991	2489
5	1676	1092	2489
6	900	863	1702

Material Used: Natural Virgin Polythene Micron 180
PLYWOOD STRIPS

SIZES:

1090 X 50 X 9
890 X 50 X 9
690 X 50 X 9
490 X 50 X 9

STAPLES

Supplier Specification: BK2532:-
25mm Crown x 32mm long

Chisel pointed
Galvanised Steel
Resin Coated

CARDBOARD DIVIDERS

SIZE NO.	HEIGHT'	DEPTH
1	585	1000
2	585	650
3	585	450
4	400	650

ADHESIVE TAPE

75mm wide x 66m long roll.
Rotork Vinyl Tape

STRAPPING

12mm Heavy Black Polypropylene strapping

TIMBER CRATE PACKING

SPECIAL TIMBER CRATE PACKING (CONTRACT)

Special packing i.e. wooden boxes to meet individual customer requirements are strictly subject to negotiations.

TIMBER CRATE PACKING (IN-HOUSE)

Timber Crate Packing Kit :

Timber Pallet (two way entry) - 1 off
* Crate Side (1300mm long) - 2 off
* Crate Side (1160mm long) - 2 off
* Crate Lid - 1 off

PROCEDURE:

The actuator/gearbox is placed onto the solid deck timber pallet, ensuring that there is a 60mm gap between actuator/gearbox and pallet side.

A virgin polythene shrink-wrap bag is placed over the actuator/gearbox. This bag is secured to the pallet base using plywood strips and galvanised metal staples. Heat is applied to the polythene, which in turn shrinks the bag onto the contours of the actuator/gearbox.

The two 1300mm long crate sides are positioned onto the longest sides of the pallet base. These are then secured to the pallet using 2½" ring nails. Nail every 400mm.

The two remaining crate sides are then positioned in between the nailed sides. These are also secured using 2½" ring nails.

The four sides are then secured to each other using 2½" nails.

The crate lid is positioned onto the four sides and secured with 2½" ring nails. Nail every 400mm.

PRE-DESPATCH PROCEDURE

Before the actuator is despatched the weight of the box (as stated on the shipping note) must be hand written into the gross weight section on the side of the box.

