

Energex

Delivery Conditions & Packaging Requirements



Energex Limited
Version 1.0



positive energy

Version Control

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Contents

1	General	1
2	Packaging and Identification	1
3	Pallets.....	2
4	Transportation	3
5	Delivery Documentation.....	3
6	Delivery and Unloading.....	3
7	Work Health and Safety.....	4
8	Definition and Interpretation.....	4

1 General

- 1.1 These conditions apply to the delivery of Goods to Energex's Eagle Farm Distribution Centre or any other Energex Delivery Site.
- 1.2 The Supplier must comply with the delivery conditions and packaging requirements for the delivery of Material to Energex.

2 Packaging and Identification

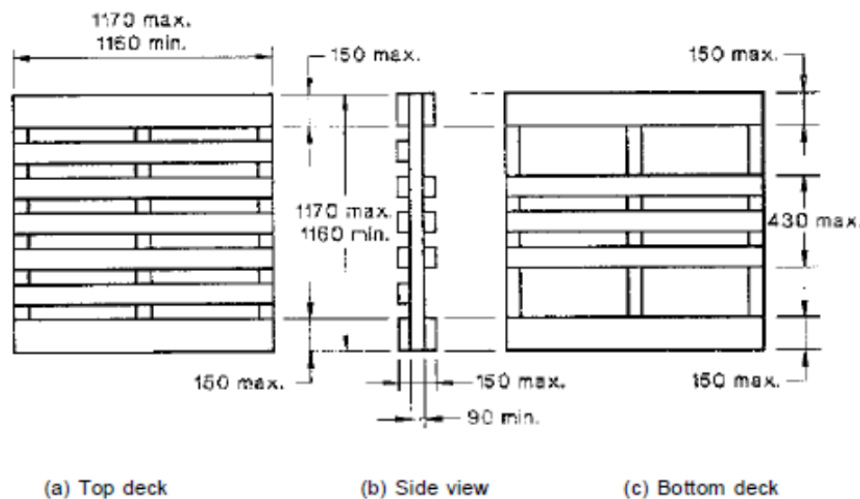
- 2.1 The Supplier must ensure that the Goods are capable of being delivered undamaged giving due consideration to the quantity, distance of transportation and the preferred method of handling at each location.
- 2.2 The Supplier shall take all necessary precautions to ensure the safe handling of all Goods supplied.
- 2.3 Where Energex requires Plant Numbers to be stencilled or placed on the Goods, the number must be visible on the item at the Delivery Point. Where this is not possible, without unnecessary unpacking, the number must be clearly recorded on the external packaging as well as on the Goods. Plant Number(s) will be provided to the Supplier on each Purchase Order issued by Energex.
- 2.4 Individual pack sizes shall not weigh more than 20kg where practical. Where the material weighs more than 20kg a high visibility label must be attached indicating that it is a two (2) person lift.
- 2.5 Polystyrene packaging in the form of chips or beads is not acceptable.
- 2.6 Where a pallet, individual unit, package or crate of Material weighs in excess of 1.2 tonnes and exceeds the dimensions of 1165mm x 1165mm x 1400mm, the Supplier must clearly stencil the following details on the external packaging:
 - (a) dimensions of the package/material i.e. length, height and width;
 - (b) weight of the package/material; and
 - (c) markings denoting the centre of gravity and forklift points where the nature of the packaging or material conceals or prevents these from being visually determined.
- 2.7 Each pack shall be labelled with the following information:

Goods Description
Energex Stock Code
Manufacturer's Name
Pack Size

3 Pallets

- 3.1 The Supplier must take all necessary precautions to ensure the safe handling of all Goods supplied, in particular:
- (a) Goods are to be palletised wherever the size or quantity makes palletisation a safe and viable option.
 - (b) Palletised Goods shall be supplied timber pallets, 1165mm x 1165mm in accordance with AS 4068 – Flat Pallets for Goods Handling (see diagram below) with 135mm minimum and 150mm maximum bottom rear and front entry boards. Pallets must be in good condition. Specially designed pallets may be accepted where additional stability and load restraint is required. Energex does not operate any pallet exchange systems.

Figure A2 Timber Pallet for use in Australian Pooling Systems



NOTE: Cross-sections of deck boards are as follows:

- (a) Top and bottom intermediate boards 95 min. width x 22 min. thick.
- (b) Top and bottom entry boards 150 max. width x 22 min. thick.

DIMENSIONS IN MILLIMETRES

- (c) Palletised Goods are to be secured and stabilised with no overhang to facilitate safe unloading. Securing of Goods shall include unitisation with the pallet using shrink wrap or strapping as appropriate. Straps must be taut and in circumstances where the load does not cover the entire surface of the pallet, strapping must not extend to boards outside the Goods so as to prevent the lifting of outside pallet boards.
- (d) The overall height of palletised goods shall not exceed 1.4 metres.
- (e) Individual packs must not have any sharp edges or protrusions, which can cause injury.
- (f) Where pallets contain multiples of products, safety and identification requirements apply to each pack.

4 Transportation

- 4.1 The Supplier must ensure that:
- (a) delivery of Goods to any Energex site does not breach Queensland Transport and Main Roads requirements for the operation of B Doubles. Whilst the Eagle Farm Distribution Centre is open to B Doubles, the Supplier acknowledges that most Energex sites are not located on approved B Double routes.
 - (b) all Goods and loads on the Supplier's vehicle are restrained in such a manner as to comply with Part 4 (Loading) of the Transport and Traffic Amendment Regulation (No 1) 1995 (Qld), with specific reference to Performance Standards outlined in the Load Restraint Guide Second Edition 2004 (published by the Australian Government Publishing Service and available for purchase from the Commonwealth Government Bookshop).
- 4.2 If in the opinion of Energex, a delivery of Goods does not conform to the Load Restraint Guide Second Edition 2004 and/or is unsafe to unload, the delivery may be delayed pending corrective action by the Supplier.
- 4.3 Energex accepts no responsibility for any penalties incurred by the Supplier for a breach of these loading obligations.

5 Delivery Documentation

- 5.1 Delivery documents accompanying Goods shall contain the following information:
- (a) the Purchase Order number against which the Goods are being supplied;
 - (b) Energex Stock Code;
 - (c) Goods description;
 - (d) Quantity; and
 - (e) Discrepancy Number. If the Material is being returned after rework, repair or warranty claim the Discrepancy Number must be quoted on the Delivery Docket. If the Discrepancy Number is not quoted, the delivery may be rejected and returned at the Supplier's expense.

6 Delivery and Unloading

- 6.1 Energex's Eagle Farm Distribution Centre operates a compulsory time slotting delivery system for all loads required to be lifted by forklift as well as containers.
- 6.2 Delivery hours at Eagle Farm Distribution Centre are between 6.30am and 3pm on any business day and delivery time slots may be booked through the Distribution Centre by calling (07) 3622 2763 between 6.30am and 3pm on any business day. Failure to obtain a delivery time slot may result in the Delivery being refused.
- 6.3 For a Delivery direct to an Energex depot, the Supplier must make prior arrangements for the Delivery with the local Customer Materials Officer.

- 6.4 Energex will not unload the Goods if it is deemed unsafe to do so.
- 6.5 Energex will unload the Goods and prior to further action will conduct a preliminary inspection of the Goods.
- 6.6 Following this inspection of the Goods, Energex will indicate by notifying the Supplier if it will not accept the Goods, and will advise the basis for refusal.

7 Work Health and Safety

- 7.1 Drivers must wear high visibility vests and steel capped safety footwear to AS 2210 at all Energex delivery sites.
- 7.2 Failure to comply with these requirements may result in refusal to unload the vehicle.

8 Definition and Interpretation

- 8.1 In these terms:

Delivery Date means the date set out in the Purchase Order for the delivery of the Goods or the performance of the Services.

Energex means Energex Ltd (ABN 40 078 849 055).

Goods means the items to be supplied by the Supplier as set out in the Purchase Order (if any)

Plant Number means a number issued by Energex to identify the Goods in its asset registration system.

Purchase Order means the purchase order issued in writing by Energex to the Supplier requesting the Goods and/or Services.

Site means the location for the delivery of the Goods as set out in a Purchase Order.