

PACKAGING, MARKING AND SHIPPING GUIDELINE

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1. INTENT

The intent of this document is to provide the minimum requirements and practical guidance to assist in ensuring all goods and equipment being supplied to South32 Operations are preserved, packaged, and labelled by the Supplier in a way that:

- Ensures goods and equipment can be delivered without the need for the transport company to separate and repackage
- Enables the transport company to comply with the load restraint requirements of the relevant Road Transport Authority.
- Ensure that dangerous, oversize, or fragile goods are packaged and labelled correctly so they can be transported in accordance with the requirements of the relevant Road Transport Authority.
- Prevents damage during transport and storage.
- The required information can be easily identified ensuring accurate and timely delivery and processing.

This document is intended to be read in combination with the legal requirements of the local country, state, territory or province and the policies of any third-party logistics providers.

2. SCOPE

This document includes the minimum requirements and guidance for preservation, packaging, onsite storage and in storage maintenance for goods and equipment being supplied to any of South32's Operations.

This document provides practical guidance on storage methods and in storage maintenance requirements for its fixed plant goods and equipment.

3. APPLICATION

This procedure applies to all Suppliers and Transport Companies providing goods and equipment to South32 Operations.

4. DEFINITIONS

Term	Definition
CoR	Chain of Responsibility
Hazardous Substance	Hazardous substances are classified on the basis of their potential health effects, whether acute (immediate) or chronic (long-term).
Dangerous Goods	Dangerous goods are classified on the basis of immediate physical or chemical effects, such as fire, explosion, corrosion and poisoning.
Fit for Purpose	A product or service is designed, manufactured, or provided in a way that meets the specific requirements and intended use of the customer or user.
Supplier	Any party that supplies goods, equipment, or services to South32
VPCI	Type of corrosion inhibitor that releases a vapor to protect metal surfaces from corrosion.

5. RESPONSIBILITIES

BIOSECURITY

Biosecurity measures are important in the freight industry to help prevent the spread of diseases and pests that can be transmitted through the movement of goods and materials. The freight industry plays a critical role in the global economy, moving goods and products across borders and around the world. However, this also means that the industry can facilitate the spread of harmful organisms, including plant and animal diseases, invasive species, and human pathogens. Local biosecurity laws should always be adhered to. Below are South32 specific biosecurity measures related to our specific operations.

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GEMCO OPERATION

Wood infestation

Gemco Operation Specific

Groote Eylandt has a unique ecosystem and is home to numerous threatened species including the Northern Quoll, Merten's Water Monitor, Northern Masked Owl, Northern Hopping Mouse, Ghost Bat and others. The introduction of Cane Toads and other invasive plants and animals is a big risk to the Eylandt's ecosystem, so it is important that freight bound for Groote Eylandt is inspected and is free of Cane Toads, plant material and other potential invasive species.

The Company has quarantine policies and procedures that are updated on a regular basis, the Service Provider is expected to take an active role in preventing ingress of pests and is expected to comply with all policies and procedures.

To prevent the unwanted migration of cane toads to Groote Eylandt, in accordance with STA-3082 Cane Toad Management Plan, all items should be checked to ensure no toads are present in packaging. Where possible all open pipes are to be blanked by suppliers to prevent access.

CHAIN OF RESPONSIBILITY

Chain of Responsibility (CoR) is legislation in place, or pending, in all Australian States and Territories that aims to improve transport safety by ensuring everyone in the supply chain actively prevents breaches of the Heavy Vehicle National Law (HVNL). While this legislation is Australian based, similar principles may be applicable under general Duty of Care in other jurisdictions.

Under CoR laws, if you undertake specified functions that exercise, or have the capability of exercising, control or influence over any transport task, you are part of the CoR and have an obligation to ensure compliance with the HVNL.

Specifically, the CoR recognises the on-road effects of actions, inactions and demands of off-road parties in the transport and supply chain and provides for their accountability. Some roles that can influence heavy vehicle safety include: loading manager, consignee, operator, consignor, scheduler, packer, loader, employer, executive officer and prime contractor.

6. PACKAGING

GENERAL PACKAGING REQUIREMENTS

Packaging must enable safe transportation and handling whilst providing suitable protection to the item(s). Freight must be labelled with the order details and con note details placed securely on the outside of the packaging being used. For consignments consisting of more than one package, labelling is to be placed on the first package with indications made that other packages make up the overall consignment. General packaging requirements include:

- Must consist of quality materials in good condition able to protect goods and withstand various modes of transport and multiple material handling events
- Materials shall be environmentally sustainable wherever practicable.
- Where possible dunnage should be made of (reused, repurposed, refurbished, or recycled) content
- Must enable item(s) to be loaded and unloaded safely including but not limited to:
 - Will be suitably rated for the weight and dimensions of item(s)
 - Any item(s) not suitable for manual handling by a single person without risk of injury must be packaged for suitable material handling equipment
 - Any item(s) requiring crane handling must have accessible and fit for purpose lifting lugs or sling access
 - Any item(s) for forklift handling must have accessible and fit for purpose tyne access points
 - Must be packed to ensure even weight distribution within the package, where this is not possible, center of gravity and lifting positions must be clearly marked on the external of the packaging.

PACKAGING METHODS

BOXES

- Where possible new boxes should be used. If reusing a box, it needs to be rigid and of high condition
- When selecting a box, consider its strength and durability for carrying the weight and size of the item
- Items should be surrounded / wrapped by sufficient internal cushioning to both secure and protect the goods.
- Boxes are to be adequately taped / sealed with shipping standard plastic packaging tape.

CRATES

- All timber must be of solid construction, preferably chemically treated and free of bark and insect infestation
- Crates will be of quality materials with suitable construction for the item(s) being transported or stored
- Wherever possible screws not nails shall be used in crate construction to allow safe unpacking
- Item(s) must be adequately secured within the create to prevent movement of goods
- Crates must have forklift access points with bottom boards or be secured to a pallet base via strapping
- Crates shall indicate center of gravity where it is off center or unstable

PALLETS & SKIDS

- All timber must be of solid construction, preferably chemically treated and free of bark and insect infestation
- Pallets must be constructed of solid timber and will include both top and bottom boards
- Pallets to be in good condition with no missing boards or protruding screws or nails
- Wherever possible screws not nails shall be used in pallet construction.
- Item(s) must be secured to the pallets to prevent any movement
- Where strapped, strapping shall be appropriately rated for the item(s) and shall secure to the bearers and not the boards. Metal strapping must utilize crimped steel seals and if plastic or PET strapping is used it must be secured using the appropriate heat sealing.
- Any unbalanced or cylindrical item(s) must be adequately supported with dunnage, chocks or cradles to ensure there is no movement on the release or failure of strapping
- Use of skids with no bottom boards shall be avoided or the skids may be strapped to pallet bases, item(s) with a higher or uneven center of gravity must not be transported on skids

TRANSPORT CAGES

Transport cages are often used to contain smaller items not suitable for a pallet. Where the number of items in a cage is insufficient to effectively block the items from moving, then the items must either be restrained to the base of cage by way of straps or by blocking, using timber or similar to prevent movement. Cages are to be inspected and fit for purpose before use.

TRANSPORT FRAMES

Purpose built transport frames are a preferred method for the transport and handling of awkward and unstable item(s). However, several requirements must be in place:

- Frames must be fit for purpose and comply with local engineering standards
- Frames must be undamaged and in good condition
- Item(s) must be secured within frames and any fixtures must be suitably rated and of a locking style to prevent vibrating loose during transport (nyloc, castellated or pin secured nuts)
- Lifting and tie-down points must be clearly indicated on the frames and be fit for purpose
- For forklift lifting enclosed tyne pockets must be included

STEEL, PIPE AND TUBE BUNDLES

- Bundles of pipe, tube or steel must be secured to meet the receiving sites requirements.
- Any lengths covered in grease or similar substances are to be wrapped to prevent movement during the unloading process
- Large and complex loads that may require special planning and unloading equipment should be communicated to site prior to arrival.
- Wherever possible, metal straps shall be used to secure loads. No more than fifteen units should be used to form a bundle.

CABLES

- Cable lengths must be on wrapped on a suitable cable drum to allow for proper winding at the end destination.

CONTAINERS

- Items within containers must be secured or block stacked to prevent movement during transport and opening of container doors
- Items must be packed in a manner to allow for safe de-stuffing including adequate clearances, stable placement, and sufficient separation between stacked items for forklift tynes.

- Heavy items must not be stacked on top of items that will be damaged from doing so
- Container weight distribution should be even and the center of gravity lower than mid-height of the container
- Items shall be packaged in a manner to safely maximize shipping container utilization.
- Photographic and documented records of filled containers, seals and inspections forms must be kept and accessible upon request from South32.

DRUMS

- When packaging drums, it is necessary to ensure that they are firmly secured to the pallets. To avoid any potential safety hazards that metal straps may cause during fastening and unfastening, it is recommended to use HDP straps or straps with equivalent performance capabilities for securing the drums to the pallets.
- The intent is to hold the items together along with the pallet as a solid unit. For examples of best practice in relation to strapping drums see [13. Appendix: examples of acceptable packaging and marking](#)

OVERSIZE GOODS

Suppliers must inform the respective operation before shipping any oversize goods. This step ensures that the correct permits for the designated area are maintained, and the necessary unloading machinery is mobilized. Additionally, any oversize goods arriving with lifting equipment must come with the appropriate lifting certificate and associated paperwork. This requirement is essential to guarantee that all safety regulations and guidelines for the supplied region are adhered to during unloading. Non-compliance with this requirement can result in delays in receipt or rejection of goods.

CERRO MATOSO OPERATION:

Management of inspection of international shipments.

For cargo subject to the international trade operation, the Supplier must send a photographic record and inspection forms 1 day before shipment, as detailed in this annex, to comply with AEO requirements:

1. Break bulk shipments:

- Photographic record of the load where the state of each one of the sides, serials, labels and numbers is evident.
- Photographic record of its packaging, and stowage (if applicable) where the state of the cargo is evident.



- Photographic record of closed packages (boxes, crates, etc.).



Containerized cargo

- Photo of open empty container
- Photo of open half full container
- Photo of open full container
- Photo of a full container with the main door closed where the unit number is clearly visible, the other door open.
- Photo of a closed container with seals installed (ISO 17712 Standard).
- Photos of high security seals (ISO 17712 Standard) where the number of the seals can be clearly seen.

Follow the below 7-point container inspection format:

1. Outside and Under the Container

- Visual inspection before entering the container. Container support beams must be visible.

2. Exterior and Interior Doors

- Verify if the closing mechanisms are reliable and safe.
- Detect if the bonding materials come in different colors.
- Inspect loose bolts or screws.
- Look for repairs and plates.

3. Right side

- Analyze unusual repairs to structural beams.
- Repairs to the inside walls of the container must be visible from the outside.
- Use a tool to lightly tap the side walls and listen for a “hollow” (desired) sound.

4. Left side

- Analyze unusual repairs to structural beams.
- Repairs to the inside walls of the container must be visible from the outside.
- Use a tool to lightly tap the side walls and listen for a “hollow” (desired) sound.

5. Front wall

- Use tool to determine container length.
- Blocks and channels must be visible and must be several inches apart.
- Ventilation holes must be visible.
- Use tool to lightly tap the front wall. Listen and try to perceive sounds that indicate gaps.

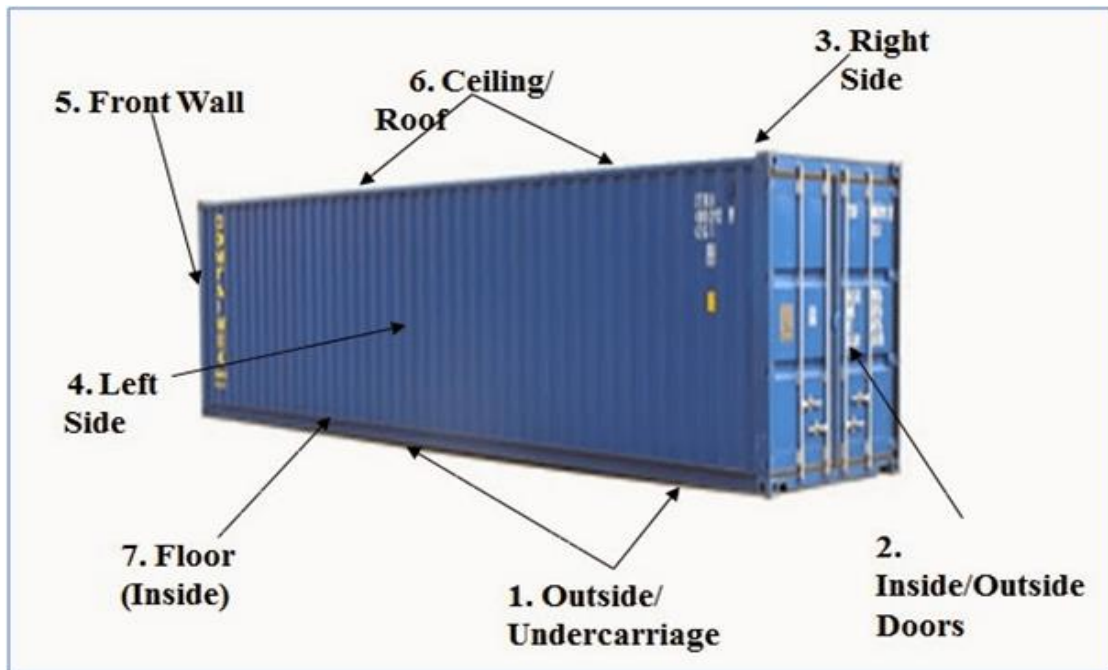
6. Indoor / Outdoor Roof

- The headliner should be at a standard distance from the ground.
- Find out if it gives an uncomfortable feeling inside the container.
- Any repairs to the interior ceiling must be visible from the exterior.
- Use a tool to gently tap on the headlining. Try to listen for sounds that indicate gaps.

7. Floor (Inside)

- The floor should be at a certain height from the ceiling.
- The ground must be flat. There should be no steps to enter.
- Inspect that there are no different heights from the ground.
- Review any unusual repairs.

Light test: The inspector enters the unit and with the container closed, it is verified that there are no light leaks.



7. PRESERVATION

To ensure items remain undamaged and in good condition during transport and storage, proper preparation and packaging is crucial. In addition to any specific requirements for sensitive items, the following general guidelines must be followed:

- Metals that are susceptible to corrosion must be treated with an appropriate corrosion inhibitor and packaged with a desiccant material if necessary.
- Equipment that has been drained of oil or had a VPCI added must be clearly labeled as such.
- Electrical and electronic items must be packaged to prevent damage from moisture, dust, or static.
- Un-flanged pipes or tubes must have beveled ends or threads protected with suitable caps or plugs.
- Flange faces or machined surfaces must be protected from damage.
- Equipment or machinery with openings must be plugged or capped to prevent moisture or contaminants from entering.
- Bearings, shafts, or rotating items must be protected from damage due to vibration or shock loading, which may require the use of anti-vibration isolators, load relievers, or specialized transport.
- Items must be protected from restraint damage using appropriate packaging materials such as edge protection.

8. DOCUMENTATION AND LABELLING

As a minimum the following guidelines must be met in respect to South32's requirements for delivery documentation and package labelling.

DELIVERY DOCKET (PACKING SLIP)

A delivery docket must be securely attached to the outside of item(s) in a weather-resistant windowed envelope or where items are not fit to have an envelope attached externally, then the delivery docket must be supplied along with the goods by hand. Each delivery docket must only reference a single South32 purchase order.

The delivery docket must accurately reflect what is in the package and will contain the following information:

- Site (Plant) name and address the item(s) is to be delivered to
- South32 purchase order and line item number
- Supplier unique delivery docket number

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- Description and manufacturer (or Supplier) part number that corresponds with the item(s) labelling
- Supplied and backordered quantities

CONSIGNMENT NOTE AND MANIFEST

For all consignments being collected or delivered a clear consignment note or manifest shall be maintained. This will have the full name and signature of the person who accepts the package, the delivery docket and South32 purchase order numbers and will include the date and time the shipment was collected or delivered.

If there is more than one package or delivery docket being picked up or consolidated into a handling unit, the Supplier must provide a consignment manifest, or consignment note referencing all delivery dockets and South32 purchase order numbers.

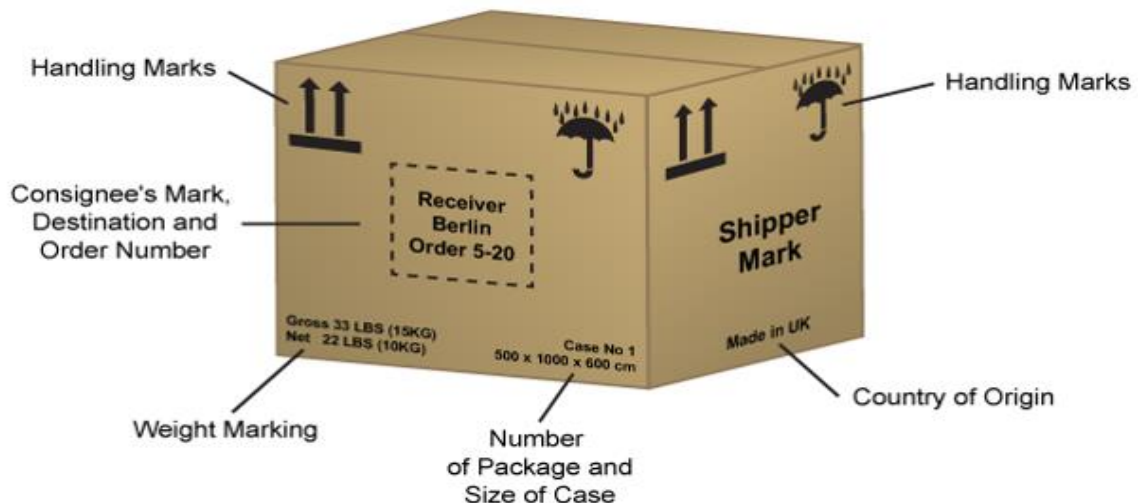
PACKAGE LABELLING











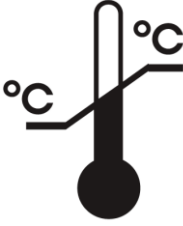

All packages must be clearly marked with the following information:

- South32 purchase order number
- Receiver name and address
- Supplier name
- Package number (e.g. 1 of 4)
- Dimensions: length x width x height (metric) and Weight (kg)
- Dangerous goods classification (if applicable)
- Freight handling symbols where required (fragile, heavy)

The markings shall be durable, waterproof, fade resistant and able to withstand prolonged storage in bright sunlight and harsh conditions. The colour shall be in sharp contrast to the background on which it is marked.

Where multiple orders are packed into a single handling unit the package must be clearly marked as a mixed consignment and all South32 purchase orders marked on the external of the handling unit.



 <p>Keep Dry</p>	 <p>Fragile</p>	 <p>This way up</p>	 <p>Food</p>
 <p>No stacking</p>	 <p>Centre of gravity</p>	 <p>Handle with care</p>	 <p>Protect from heat</p>
 <p>Sling here</p>	 <p>No hooks</p>	 <p>Temperature limitation</p>	 <p>No Forklift</p>

9. HAZARDOUS SUBSTANCE AND DANGEROUS GOODS

Hazardous substance and dangerous goods are classified in the manufacturer's Safety Data Sheet (SDS) and in accordance with the United Nations Hazardous Substance classification system. Packaging and transport of any hazardous or dangerous good must be in accordance with the relevant legislation and codes applicable in the countries where the goods will be transported.

This will include but is not limited to:

- Handling units will have a dangerous goods placard with the relevant classification.
- All dangerous goods must have an SDS attached to each handling unit and to the delivery paperwork.
- The transport manifest must clearly indicate the presence of a dangerous good and its classification.

10. PROOF OF DELIVERY AND NON-CONFORMANCE

PROOF OF DELIVERY

Supplier may be contacted to request proof of delivery for consignments that have been dispatched but not yet confirmed as received. In such cases, a thorough investigation will ensue. A reliable proof of delivery should ideally comprise of:

- A recognized receiver's name and signature with the time and date.

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- The consignment weights, dimensions, and description of item
- A unique identifier that matches to a delivery docket item number.

NON-CONFORMANCE

Upon receiving freight, South32 Warehouses or their designated receiving agent follows a two-phase check-in process.

During the unloading process, a check is carried out to match the handling units with the manifest or connote to ensure that the correct quantity of packages has been delivered.

All consignments are unpacked, and a three-way check is conducted between the physical item(s), the delivery docket, and the purchase order requirements. If the match is approved, the goods are receipted, and Suppliers are paid in line with the purchase order terms. In the event of any non-conformances detected, the goods will not be receipted until the defect is rectified, and the Suppliers will be promptly notified by our Warehouse or receipting agents to facilitate timely resolution. It is important to note that the delivery is not considered received until the non-conformance is rectified

11. LIFTING REQUIREMENTS

All lifting attachments fitted to packaging, containers, machines, or special lifting frames that are supplied to South32 must comply with the relevant receiving operations lifting device standards, and include:

- A copy of the current inspection test and certification
- Have the safe working load clearly marked on each attachment

The supplier must provide a detailed lift plan when supplying any item that is unbalanced, considered an unusual load that requires a special lifting frame or spreader beam, or any other special circumstance that would not be considered a standard lift. The lifting plan must be forwarded to the appropriate representative prior to final inspection and movement of the goods.

Lifting attachments on machines, packaging or containers shall be located in a position that will not cause damage to the item or its packaging during the lift, or suitable protection must be supplied that does not contravene good rigging practices.

Lifting attachments designed and intended to lift off packaging only which are not intended to lift the actual item contained inside the packaging shall be clearly marked "designed for lifting packaging only."






12. AIR FREIGHT




When it comes to packaging and shipping goods, suppliers must follow specific guidelines to ensure that the items are safely transported and arrive at their intended destination intact. The following requirements are necessary for suppliers shipping their products via air freight:





- Packaging by the supplier shall meet the air freight carrier specifications. This includes specific requirements regarding the type of packaging materials used, the dimensions of the packaging, and the weight restrictions. The supplier must ensure that all packaging materials are of high quality and sturdy enough to protect the goods during transportation.
- Special attention shall be paid to hazardous materials (batteries, pressure cylinders, solvents, etc.). The supplier shall contact the air carrier to ensure that the packaging for these materials is satisfactory and meets all regulatory requirements. Hazardous materials must be packaged according to strict guidelines to avoid potential hazards during transport.
- Packing lists, commercial invoices, and fumigation certificates shall be attached as per this Specification. This ensures that all relevant information about the shipment is documented and readily available to the carrier and customs officials.

All airfreight shipments shall conform to International Air Transport Association (IATA) regulations. These regulations set forth specific requirements for the packaging, labelling, and documentation of air freight shipments. Suppliers must comply with these regulations to ensure that their shipments are not delayed or rejected by the carrier.

13.APPENDIX: EXAMPLES OF ACCEPTABLE PACKAGING AND MARKING

Item	Acceptable	Unacceptable
Boxes	 <p data-bbox="373 696 798 757">NEW CONDITION WITH CLEAR MARKING AND CORRECTLY TAPED</p>	 <p data-bbox="919 689 1343 750">POOR CONDITION AND UNSAFE TO HANDLE</p>
Crates	 <p data-bbox="363 1144 743 1205">STRONG CONSTRUCTION WITH ACCESSIBLE TYNE HOLES</p>	 <p data-bbox="919 1144 1362 1171">1 POORLY SECURED AND UNSTABLE</p>
Pallets / Skids	 <p data-bbox="336 1704 782 1765">GOOD CONDITION WITH NO BROKEN BOARDS</p>	 <p data-bbox="927 1727 1286 1787">POOR CONDITION WITH MISSING/UNSECURED BOARD</p>

<p>Transport Frames</p>	 <p>PURPOSE BUILT WITH TYNE HOLES AND APPROPRIATE STRAPPING / WORKING LOAD</p>	 <p>INSUFFICIENT FOR SIZE AND SHAPE - POOR STRAPPING AND NO SWL</p>
<p>Steel Pipe Bundles</p>	 <p>EVENLY STRAPPED WITH UNIFORM SHAPE</p>	 <p>INSUFFICIENTLY STRAPPED WITH POOR STRUCTURE</p>
<p>Shipping Containers</p>	 <p>WELL SECURED AND CENTERED</p>	 <p>POORLY SECURED WITH HEAVY ITEMS ON TOP</p>

<p>Drums</p>	 <p>SECURED TO PALLET AND BOUND TOGETHER</p>	 <p>NO SUFFICIENT STRAPPING AT RISK OF BECOMING UNSECURE</p>
<p>Cables</p>	 <p>ON A CABLE REEL AND SECURED TO PALLET</p>	 <p>UNSAFE TO HANDLE AND UNSECURED TO TRANSPORT</p>