Standard

Fortescue Packaging Standard

Asset and Materials Management

Warehousing, Inventory and Logistics

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1 PURPOSE

The purpose of this document is to establish the minimum requirements of safe material and freight packaging and distribution for global Fortescue operations, including 3rd party contractors providing goods and services to Fortescue. Specific details outlining packaging and marking for various material types are to ensure that all goods delivered to and from all Fortescue's sites of operation are:

- Compliant with legal obligations,
- Minimising the risk of accidents, incidents and injuries to employees, suppliers, contractors and members of the public,
- Packaged in a manner that supports safe loading, unloading and transport over long distances and rough terrain,
- Protected and preserved for long term storage in extreme conditions; and
- Adequately identifiable with the correct labelling and documentation to facilitate receipt of goods and invoice payments without delay.

Where any legislation, statutes, codes, regulations and standards or other laws may apply for transport of goods, such obligations apply in addition to the requirements in this Standard. It is the consignor's responsibility to comply with the specific requirements of the relevant Australian and international standards, legislation and guidelines for the materials and equipment being transported.

This standard is not intended to relieve the Supplier of their responsibility to adequately protect the goods for transportation and storage activities.

2 DEFINITIONS

Table 1: Definition of Terms/Acronyms

Word/Term/Acronym	Definition
AS	Australian Standard
Container Safety Convention (CSC) plate	A CSC plate lists maximum gross weight, allowable stacking weight, racking test load, etc. of the container
Container Weight Declaration (CWD)	A CWD is a written declaration of the weight of a container and its contents. The CWD may be in hard copy, electronic or a placard attached to the freight container. Further information can be found at the Main Roads website.

Chain of Responsibility (CoR)	The CoR legislation recognises the responsibilities of all stakeholders, within the supply chain, in relation to the safe transport of goods.
DC	Distribution Centre
DIN	German Institute for Standardisation
Dynamic Load Capacity	The maximum evenly distributed weight a pallet can hold while being hoisted.
Fortescue	Fortescue Ltd all subsidiaries and employees.
Goods	Any materials, supplies, plant, equipment or other type of item to be supplied and transported through Fortescue's supply chain.
ISO	International Organisation for Standardisation
NTC	National Transport Commission
NZS	New Zealand Standard
OEM	Original Equipment Manufacture
PET strapping	Polyester strapping
Working Load Limit (WLL)	WLL is the mass or force that a piece of lifting equipment, lifting device or accessory can safely use to lift, suspend, or lower a mass without fear of breaking.
Safety Data Sheet (SDS)	SDS is a document that provides detailed information about a hazardous chemical.
Static Load Capacity	The amount of weight a pallet can hold when it is 'at rest' or in a fixed position on a level surface (including when it is stacked). Static loads aren't affected by activity or motion.
Supplier	An individual or company that provides goods or services to Fortescue.
3PL	Third Party Logistics Provider as appointed by Fortescue to manage their freight requirements.

3 LEGISLATIVE CONTEXT

The following legislation provides the broad framework for which this standard must operate and with which it needs to comply.

Table 2: Legislation

Act / Regulation / Standards
AS 2321 – Short-link Chain for Lifting Purposes
AS 3569 – Steel wire ropes – Product specification
AS 2741 – Shackles
AS 3777 – Shank Hooks and Large-eye Hooks – Maximum 60t
AS 1138 – Thimbles for Wire Rope
AS 2400.13 – Packaging – Tensional Strapping
AS 1210 – Pressure Vessels
AS 5714 – Load restraint for LP Gas cylinder distribution
AS/NZS 1596 – LP Gas - Storage and handling
AS/NZS 2022 – Anhydrous Ammonia – Storage and Handling
AS 2809 (Parts 1-6) – Road Tank Vehicles for Dangerous Goods – General Requirements

AS/NZS 3711 (Parts 1-9) – Lifting Devices AS 4991 Freight Containers
AS/NZS 4034 (Parts 1 & 2) – Motor Vehicles – Cargo Barriers for Occupant Protection
ISO 9367 (Parts 1 & 2) – Lashing and Securing Arrangements on Road Vehicles for Sea Transportation on Ro/Ro Ships
DIN EN 12640-200 – Securing of Cargo on Road Vehicles, Lashing Points on Commercial Vehicles for Transportation, Minimum Requirements and Testing
NZS 5444 – Load Anchorage Points for Heavy Vehicles
Australian Biosecurity Act 2015
Chain of Responsibility Legislation (COR)
Fortescue Material Preservation Management & Storage Procedure 45-00000-PR-MN-002
Fortescue Transport Frames and Workboxes Specification 100-ST-EG-0006
Heavy Vehicle National Law (HVNL)
Incoterms 2020
International Air Transport Association Manuals, Standards & Regulation
ISPM 15: The international standard for solid wood packaging material
National and State Road Transportation, Labour and Industrial Regulations and Guidelines
National Heavy Vehicle Regulator - Mass Loading Standards
National Heavy Vehicle Regulator - Load Restraint Guide 2018
Restricted Access Vehicles RAV Operating Conditions – Main Roads
Road Traffic Act 1974
Road Traffic (Vehicle Standard) Regulation 2002
Road Transport Reform Compliance and Enforcement Bill 2003
Road Traffic (Vehicle Standards) Regulations 2002
Road Traffic (Vehicles) Act 2012
Road Traffic (Vehicles) Regulation 2014
Road Traffic (Administration) Act 2008
The Australian Dangerous Goods Code (ADG)
International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air
IATA Dangerous Goods Regulations (DGR)
IATA Perishable Cargo Regulations
IATA Cargo Handling Manual (ICHM) for general packaging and cargo integrity requirements

4 RESPONSIBILITIES

4.1 Suppliers

It is the Supplier's responsibility to meet the minimum requirements and guidance set out in this document, and to ensure that goods are packaged in a way that will enable the transport company to comply with the load restraint requirements of the National Transport Commission (NTC) and relevant Road Transport Authority. This includes third-party Suppliers where the Supplier orders through another Supplier to supply to Fortescue.

It is the Supplier's responsibility to advise the relevant Fortescue representative if they are unable, or it is not practical, to comply with the minimum requirements or guidance provided in this document or any referenced document.

If the minimum requirements or guidance in this document or any referenced document cannot be met, the Fortescue representative must engage the Fortescue Warehouse and Logistics team to ensure the goods can still be transported safely and compliantly.

4.2 Fortescue

Fortescue is responsible for meeting the minimum requirements and guidelines outlined in this document and ensuring that goods are packaged appropriately.

Packaging must enable the transport company to comply with load restraint requirements set by the NTC and the relevant Road Transport Authority when moving goods to and from Fortescue's sites.

4.3 3PL Transport Company

The transport company and Fortescue are jointly responsible for identifying and refusing any goods that do not meet the minimum packaging requirements or guidelines outlined in this document. If the packaging does not support compliance with the load restraint requirements of the National Transport Commission (NTC) and the relevant Road Transport Authority, a rejection notice must be issued.

The transport company must also notify the Fortescue Logistics representative when a rejection notice has been issued and raise a quality management notification within Fortescue SAP system, whether the goods belong to an external supplier or are Fortescue-owned assets.

4.4 Chain of Responsibility

It is imperative that all parties understand their responsibilities and obligations within the Chain of Responsibility (CoR) legislation within Australia.

The CoR legislation recognises the responsibilities of all parties within the supply chain in relation to the safe transport of goods to minimise potential employee/general public injury and negative impacts on environment and infrastructure. If goods are transported by road, all parties share the responsibility of managing risk, and it applies to all vehicles regardless of size.

The following road transport activities, are a party in the 'chain of responsibility' and may be deemed liable in the event of a breach of the road laws:

Table 3: Chain of Responsibility

Party	Responsibility
Consignor	The party who arranges for the goods to be transported
Packer	Placing goods in packages, containers or pallets (e.g. bundling, crating, palletising)
Loading	Placing or restraining the load of the vehicle

Drivers	The physical act of driving a vehicle
Operating	Operating a business which controls the use of a vehicle
Schedulers*	Who creates delivery or driver schedules that may impact safety
Transport operators or contractors	Anyone managing or operating the vehicle fleet
Supervisors and managers	Anyone involved in decision-making that impacts transport safety or compliance
Receiving	Taking possession of the load/paying for the goods

Whichever activity is performed in the 'chain', it is important that all parties take reasonable steps to manage the risk and ensure road safety is not compromised. All parties have a legal obligation not to coerce, induce or encourage a breach of the road transport laws.

*Whilst there is not a defined role in WA legislation, there are provisions to include duties performed by a scheduler.

Vendors are required to comply with this Packaging Standard to ensure Fortescue meets its legal obligations under Chain of Responsibility legislation. Freight not packaged in accordance with this Standard may be deemed non-conforming and rejected at the Distribution Centre.

5 STANDARDS

5.1 General Packaging Guidelines

Fortescue and its suppliers must seek to minimise hazards to employees, transport providers and the public.

It is a requirement that all suppliers and their associated third parties package freight in a manner that:

- Maintains structural integrity over long distances and rough terrain.
- Withstands multiple handling movements.
- Prevents rolling, tripping, sliding or spilling of goods.
- Can be safely lifted on and off transport vehicles, and is designed to reduce, so far as reasonably practicable:
    - The risk of injury to all parties indirectly and directly involved.
    - The risk of damage and corrosion to the goods during transport, handling and storage.
    - The risk of damage to other freight, members of the public and the environment.

- Minimises the cost of transport, handling and storage.
- Can be easily identifiable by Fortescue (refer to Section 8 for more information).
- Where possible, freight is to be separated by site to reduce the number of handling movements.
- Steel strapping is not permitted. PET strapping must be used, with metal strapping allowed only when essential to prevent movement during transport and approved by the Fortescue Warehouse and Logistics Team.

5.2 Plastic Wrap, Stretch Wrap and Shrink Wrap

Only clear, transparent plastic wrap, stretch wrap or shrink wrap may be used on goods delivered to Fortescue.

Black, coloured, tinted or opaque wrapping must not be used unless it is required for documented product-protection/preservation which then must be labelled in accordance with preservation requirements or security purposes. If use of this wrap is required, it must have prior written approval obtained from the Fortescue Warehouse and Logistics Team.

Clear wrapping must allow Fortescue personnel to inspect:

- The condition of the goods and packaging.
- The method of internal packaging and restraint, where visible.
- Labels, identification markings and handling instructions.
- Any visible damage, movement or packaging defects.

Clear plastic wrap, stretch wrap and shrink wrap may be used for containment, unitisation and protection from dust or moisture. It must not be relied upon as the primary method of load restraint.

Wrapping must not obscure package labels, dangerous goods labels, placards, package markings, orientation arrows, lifting points, handling instructions, identification details, transport documents or visible damage.

Freight wrapped in black, coloured, tinted or opaque material without prior written approval may be rejected or held for rectification at the supplier's cost.

5.3 Cartons

- It must be in good condition and appropriate to the size, weight and nature of the packed materials.
- Must have sufficient strength for the load and capable of supporting stacking without collapse.
- Carton consignments which appear to be manageable by a single person must not exceed 15kg.

- Carton consignments weighing more than 15kg must be clearly marked as ‘HEAVY >15kg’.
- Consignments weighing more than 20kg must be put onto skids or pallets, secured and fit for transport.
- Where required items should be protected by suitable padding such as air bags, foam, felt, rubber, bubble wrap or fibre pads to ensure no movement inside the box.
- Fragile materials should be clearly marked, packaged individually, and not with heavy or incompatible items.
- Re-used cartons must have all previous packaging information, e.g. dangerous goods markings or old labels completely removed.
- Only one purchase order is permitted per carton.

5.4 Bags and Sacks

- Must be strong enough to support the weight of the goods without tearing.
- Must prevent the materials inside from piercing or damaging the packaging.
- Where protection from dust, dirt or moisture is required, bags and sacks must be suitably lined and/or sealed.
- All plastic coverings must be clear wherever possible to allow visual inspection of goods.
- Bags must be appropriately marked and where required, securely attached to pallets.
- Only one purchase order is permitted per bag or sack.

5.5 Crates and Cases

- All timber crates/cases must be of close-jointed, solid timber (with the same properties as hardwood) and suitable to adequately support the goods.
- Only one purchase order is permitted per crate where practical. If multiple purchase orders are included, a manifest must be presented and each PO clearly labelled inside the packaging.
- Items exceeding 20kg must be packed inside separate crates for ease of identification and to minimise manual handling risks.
- Where multiple items are packaged inside a crate or case, they must be clearly labelled and easily accessible upon arrival at the Fortescue DC.
- Where timber is used, either internally and externally, it must be free of bark and insect infestation. Plastic or steel is the preferred construction material.
- Contents must fit snugly inside the case and must be restrained from movement by blocking the items.

- Round items, e.g., such as cylinders, tubes, must be chocked or braced to prevent movement.
- All crates and cases must have the base capable of being lifted by a forklift and provide suitable tine access.
- Where slings are to be used on crates, particularly those weighing over 300kg, the top edges must be sufficiently reinforced to withstand the loads applied by slinging.
- Screws, not nails, must be used when sealing timber crates and cases.
- Crates and cases must be fully closed (for example, not partially open-topped construction).
- All timber cases/crates must have PET strapping applied to assist the integrity of the crate during transit.
- Doors, hinges, locks and other movable components must be securely fastened and restrained using masking tape or an appropriate securing method to prevent movement during transport.
- Doors must be locked and the keys separately labelled and securely taped to the door handles. Keys must not be left in locks during transport.
- Where metal or prepared paintwork may come into contact with the crate or case timbers, it must be protected from abrasion by felt pads, foam rubber, plastic, cardboard or wood dunnage if handling heavy equipment.
- All timber crates and cases must have a safe working load (SWL) exceeding the weight of the item.
- Treated timber should not be used as it cannot be recycled or disposed of at the Fortescue's sites.
- Each package must be marked with its gross weight.

Figure 1: Crates Packaging Examples

Packaged Correctly ☑	Packaged Incorrectly ☒
Fully enclosed and secured crate	**Open and inadequately secured crate**

5.6 Pallets and Skids

- Packaged Goods must not exceed 1.2 meters in height on a pallet and 1 meter in height on a skid, unless the item is a single indivisible unit that cannot be reduced or repackaged without damage or loss of integrity.
- Items identified that are susceptible to damage or require mechanical lifting during handling must be palletised as a first option. Skids are an alternative method that can also be utilised.
- This includes items that cannot be handled by a person/s (> 20kg), designed to be lifted by a forklift, have dimensions that allow stable loading on the skid and do not exert excessive point loads for the skid.
- All cylindrical items and items likely to roll or fall must be chocked and strapped with PET strapping. Chocks must be fixed directly to the pallet/skid. Strapping must be capable of bearing the unrestrained weight of the items.
- Pallets and skids must not be constructed from treated timber as it cannot be recycled or disposed of at the Fortescue's sites.
- All pallets and skids must be non-returnable as the Fortescue is unable to facilitate any exchange or return of pallets.
- Pallets and skids must be free from foreign objects: dirt, spider webs, spiders, ants, nests, and any other foreign matter including plants and seeds, moss, fungus and spores.
- Loads must remain within the pallet or skid footprint unless the load is an indivisible item and the overhang has been assessed, protected, clearly marked and approved for transport. Loads must never obstruct forklift tine entry.

5.6.1 Pallets

- Pallets must be:
    - Constructed of hardwood or materials with the same strength and stability properties as hardwood.
    - Pallets must be two-way, flush sided and under railed.
    - Must be structurally sound — no missing boards, exposed nails, or damage.
    - Ensure maximum rated weight is not exceeded — typically 1,000 kg unless otherwise rated and labelled.
    - Rated steel pallets must be used for large and heavy goods, with the load capacity visible.
    - Must allow safe forklift or pallet jack handling.
- For packing and restraining goods on a pallet:

- Items must be secured to the pallet with a minimum of two PET or load rated nylon strapping.
- Strapping must run underneath loaded deck boards to prevent straps from coming loose.
- Loads must be stacked evenly to ensure the centre of gravity is within the pallet footprint and must comply with the overhang requirements of Section 5.6.
- Loads must be packed to minimise movement, e.g., tight-fitting cartons or interlocking stacking pattern.
- Pallets must not be top-heavy or unstable to minimise the risk of tipping or shifting.
- Void fillers, corner boards or interlayer pads should be used where needed to stabilise loads and protect goods.
- Where required, clear wrapping may be used in accordance with Section 5.2 as secondary containment or for protection from dust and moisture. It must not be relied upon as the primary method of load restraint.

Figure 2: Pallet Examples

Packaged Correctly ☑	Packaged Incorrectly ☒
Suitable hardwood pallet	**Lightweight pine pallet**

5.6.2 Skids

- Skids must be:
  - Constructed of hardwood or materials with the same strength and stability properties as hardwood.
  - Skids must be two-way, flush sided and under railed.
  - Must be structurally sound — no missing boards, exposed nails, or damage.
  - Skids must be suitable to adequately support the item and with a load capacity exceeding the weight of the item.
  - Lightweight pine skids are not acceptable for transport.
- For packing and restraining goods on a skid:

- Loads must be secured around the main beams of the skid.
- If the planks are required to be used for safety reasons, they must be securely screwed to the skid with coarse thread roofing type screws.
- Loose individual items must be securely bundled and suitably restrained to the skid with the heaviest items placed at the bottom for ease of handling.
- Loads must comply with the overhang requirements of Section 5.6.
- Where required, goods may be enclosed in heavy-duty clear heat-shrink wrap for secondary containment and weather protection in accordance with Section 5.2. Shrink wrap must not be relied upon as the primary method of load restraint.

Figure 3: Skid Examples

Packaged Correctly ☑	Packaged Incorrectly ☒
Suitable heavy-duty skid	**Lightweight pine skid**

5.7 Imported Timber Requirements (ISPM 15)

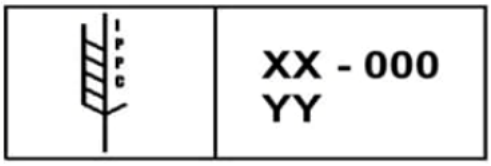
International Standards for Phytosanitary Measures Publication No. 15 (ISPM 15) is an international standard regulating the use of wood packaging material, such as pallets, crates, cases and dunnage in international trade. Its primary objective is to prevent the global spread of timber pests.

In Australia, the requirements of ISPM 15 have been adopted and incorporated into Australia's Biosecurity Import Conditions (BICON) for the importation of solid wood packaging materials under the following cases:

- Timber and bamboo packaging — for wood packaging imported as a commodity itself (e.g. a shipment of wooden pallets imported for use in Australia).
- Non-commodity wood packaging — for wood packaging used to support or carry other goods (e.g. wooden pallets or crates containing machinery or equipment).
- Australia accepts solid wood packaging that is ISPM 15 compliant, identifiable by the official ISPM 15 stamp or mark. However, Australia also permits alternative treatment options, provided the requirements outlined in BICON are met.
- ISPM 15-certified wood packaging material must bear a legible, permanent, and non-transferable mark (stamp or brand), applied directly to the wood. The mark may

appear in any colour and must include the IPPC logo, country code, treatment code (e.g. HT for heat treatment), and a unique producer number.

Figure 4: Example Wood Package Material Bearing Certified Stamp



Wood packaging material imported into Australia that is not ISPM 15 certified and stamped must be treated in accordance with Australian quarantine standards (as per BICON) at the Supplier's expense prior to shipping.

5.8 Transport Frames and Workboxes

Transport frames are specifically designed to support and restrain goods to resist dynamic loads, inertial forces and stresses encountered during handling and transport, ensuring the protection of equipment and personnel.

Transport frames and workboxes may be used for project equipment, single-use goods and repairable items.

Transport frames are the preferred method of transportation for any item that is:

- Bulky, heavy or large; or
- Regularly transported to and from site; or
- Sensitive to damage or vibration; or
- An unstable or awkward load.

Special consideration should be given to tubular products, specifically singular items, to assess the requirement for a transport frame to avoid uncontrolled movement.

All transport frames must be engineered and fit for purpose including the transport, onsite transfer and long-term storage of equipment. This includes complying with relevant standards for all multiple use frames.

Figure 5: Transport Frame Examples

Packaged Correctly ☑	Packaged Incorrectly ☒
Engineered, fit-for-purpose transport frame	**Non-engineered transport arrangement**

Packaged Correctly ☑	Packaged Incorrectly ☒
Supports secured to the frame	**Loose/stacked gluts used as supports**

5.8.1 Design and Structural Requirements

Transport frames and workboxes must be purpose-designed for the specific equipment being transported.

- Frames must be fabricated from structural steel complying with AS/NZS 1163.
- Frames must be designed to ensure the frame resists all transport-related forces, including acceleration, braking, cornering, and vertical movement, as defined by the NTC Load Restraint Guide 2018:
    - Restrain goods to 0.8g forward, 0.5g sideways, 0.5g rearward forces and 0.2g vertically (if relying on friction only).
    - Prevent deformation under transport and handling loads.
    - Incorporate forklift tine pockets, lifting points, and tie-down lugs where applicable.
- Lifting lugs must be designed, tested, stamped with rated capacity, painted red, and certified to AS 4991.
- Tie-down (lashing) points must be painted blue and clearly identifiable.
- Stackable frames must be labelled with maximum stacking limits and stability calculated per AS 3990.
- Components that may be detached from the frame for installation purposes are to be permanently affixed to the frame via a stainless-steel wire cable lanyard protected with a coloured plastic sleeve. Cable must be attached to frame via a welded lug.
- Mounting bolts must be designed in accordance with AS 4100.
- Frames must not hold liquid unless specifically designed for liquid containment in accordance with AS 1940 (Storage and Handling of Flammable Liquids).
- Single-use frames are not required to comply with paint specifications or fatigue design requirements. However, the design of single-use frames must conform to asset specific requirements.

- Supplier owned frames must be accompanied with certification of compliance with Australian Standards and written assurance that frames are fit for transport.

5.8.2 Handling Features

Frames must be designed for handling by forklifts and/or cranes, depending on gross weight.

- Forklift pockets must be reinforced and clearly marked.
- Lifting lugs must:
  - Be engineered, proof-tested, and certified
  - Be painted **RED** and stamped with their rated capacity
- Lash points for load restraint must be incorporated and painted **BLUE**.
- Notify the receiving Fortescue representative of any special handling, lifting, or unpacking instructions.

5.8.3 Marking and Identification

Each frame must be fitted with a stainless-steel identification (ID) tag, containing the following information:

- Manufacturer Name
- Frame Equipment Number
- Serial Number
- Tare (empty) weight
- Gross weight
- Working Load Limit (WLL)
- Stacking limits (if stackable).

Bolt locations must be displayed by either:

- A bolt symbol stencil printed adjacent to all securing points on the frame that are designed to be fastened with a nut and bolt; or
- A steel plate positioned proximally to the identification tag displaying a schematic of the frame designating all bolting locations.

Bolt marking must not be obscured by the transported component/s to allow verification by warehousing and upon arrival.

5.8.4 Surface Protection and Colour Coding

Frames must be corrosion-protected per approved protective coating specifications (e.g., galvanised, painted).

- Paint colours must follow:
    - Frame: Yellow (AS2700 Y15)
    - Lifting Lugs: Red (AS2700 R13)
    - Lashing Lugs: Blue (AS2700 B23)
    - Lettering/Signage: Black
- Where frames are designed for lifting, the marking of frames must comply with section 13 of **AS 4991**.

5.8.5 Assembly and Restraint Requirements

- Goods must be bolted, strapped, or secured directly to the frame using rated fixtures, e.g., Nyloc nuts.
- No loose items inside frames.
- Anti-brinelling devices must be fitted for shafts with antifriction bearings if applicable.
- Adjustable mounting points may be incorporated if necessary for equipment variation.

5.8.6 Mounting Bolts

All bolted connections must be fixed using the following arrangement.

- Where bolt specifications are not stipulated by the OEM, bolts are to be of metric designation, class 8.8 and galvanised.
    - Bolt must be pre-drilled through the shank to allow the installation of a retaining clip once assembled.
    - Bolts must be clean and free of contaminants.
- Two Nord-Lock or LockRite wedge lock washer sets (one set for the bolt and one set for the nut), constructed from galvanised steel or zinc plated steel.
- One hex nut.
- One cotter pin:
    - Pin is to be attached to the frame via a cable lanyard and sprayed a contrasting colour as specified in Section 5.8.1,
    - Pin is not required on bolts installed into threaded holes.
- Satisfactory pin types include:
    - R-clip
    - Snapper pin

- Lynch pin
- Rue-ring cotter pin
- Other, reusable locking pins, as approved by a Fortescue representative.

Where a cotter pin is not feasible, the bolt must be installed with a Nyloc nut and have a minimum of two full threads protruding above the nut once preloaded.

Once torqued the bolt head and nut must be marked with a waterproof marker, or a coloured torque indicator paste such as Cross Check™ Torque Seal®. The mark must be visible when performing inspections and must encompass the bolt head, washer and parent material on the head side and bolt, nut, washer, and parent material on the shank side.

Reuse the full bolt assembly provided is permitted on the condition that the fasteners are inspected for damage and plastic yield.

5.8.7 Documentation and Certification

Multiple-use frames must comply with the requirements of the relevant asset. Documentation and detailed drawings must be provided to the Fortescue representative and transmitted into PIMS.

This requirement is not applicable to single-use, Supplier owned or off-the-shelf frames, however all transport frames must be accompanied by written approval by a Fortescue representative.

Vendors must supply the following documents before or upon delivery:

- Verification Report including:
  - Design standards reference
  - Engineering calculations
  - Drawings (showing WLL, lifting, tie-down points)
  - Third-party certification
- Manufacturing Data Report (MDR) containing:
  - Material certificates
  - Welding inspection records
  - NDT test results
  - Final acceptance records.
- Inspection certificates for lifting points and frame integrity.

All documentation received from the Supplier must be stored in PIMS.

5.8.8 Supplier Inspection and Delivery Requirements

In accordance with Chain of Responsibility legislation the Supplier must notify a Fortescue representative if any goods arrive in a damaged or unsafe condition, e.g., bolts loose/missing, evidence of lubricants, inadequately secured etc.

Suppliers are responsible for ensuring transport frames are compliant to this standard and are fit for use before dispatching.

Goods that are secured by mounting bolts must comply with the requirements in Section 5.8.6 prior to dispatch. Suppliers must replace any fastener component that exhibits signs of corrosion, damage, yield, or fatigue during assembly.

Any discrepancies with the frame condition or bolting assembly must be rectified by the Supplier prior to acceptance.

5.8.9 Frame Maintenance

All transport frames arriving at a Supplier's facility must be subject to a detailed clean and inspection. All critical stress areas such as lugs, welds and bolt holes must be thoroughly cleaned to remove all dirt, oil, grease, and water. These areas must then be inspected in accordance with AS4991-2004, Clause 15.1 for signs of:

- Cracks
- Nicks
- Gouging
- Stretching
- Distortion
- Thickness reduction of parent material by more than 10%
- Exposed parent material not painted with a protective coating
- ID tags or markings that have become detached or illegible.

Any damage must be reported immediately to a Fortescue representative, and the frame must remain 'tagged' out of service until remediation is completed in compliance with AS4991-2004, Clause 15.2.

When a frame does not meet design requirements outlined in Section 5.8 all non-compliance items must be scoped and modified with approval from a Fortescue representative. No unauthorised modifications are permitted without Fortescue approval.

Any frame repairs must follow the original design standards and a certificate of compliance to the Fortescue standard must be supplied with the repair work and must be certified by the Supplier prior to dispatch. It is the responsibility of the Suppliers to ensure non-compliant frames are modified or remediated to meet minimum standards outlined in this document before dispatch.

Note: Non-compliant transport frames will be rejected at the Supplier's cost and may require rework or re-certification prior to acceptance. Ref 100-ST-EG-0006 for more information.

5.9 Kits

- Goods that form part of a kit must be clearly marked and consolidated into one packing unit.
- Each packing unit must contain all the goods that make up the kit.
- If the kit size does not permit consolidation into one packing unit, each package must be clearly marked as forming part of a kit, e.g. 1 of 2, 1 of 3, etc.
- Where multiple sets of the same kit are purchased, each kit must be packaged separately.
- Partial kits **WILL NOT** be accepted at time of receipt; any partial kits supplied will be quarantined and Supplier instructed to collect at their own cost.
- Two copies of a packing list for the kit are to be supplied listing all relevant parts of the kit, including part numbers matching physical goods. One copy must go inside the kit, and one copy must be attached to the delivery docket packed on the outside of the package.

Figure 6: Kit Packaging Examples

Packaged Correctly ☑	Packaged Incorrectly ☒
Kit secured to pallet	**Kit not secured to pallet**

5.10 Pipes, Hoses and Lengths

- All tubular items must be packed in securely tied bundles with its own dunnage for ease of loading and transportation.
- All singular tubular items must be secured with strapped gluts of suitable dimensions above and below the item to eliminate the risk of uncontrolled movement.
- All pipes, tubes, lengths must have the ends protected with suitable caps. Any plastic wrapping used to protect pipe ends must be clear and comply with Section 5.2.
- The supplier must protect pipe ends that are threaded or weld prepped.

- Multiple lengths must be bundled tightly to prevent any horizontal movement or separation during transit.
- All tubular products must only be transported on vehicles suitably fitted with adequate bulkheads to prevent the inadvertent forward movement of the tubular products or load.

5.11 Bundling

- Each bundle must be treated as an individual package and marked accordingly.
- Bundle packaging must be segregated in accordance with length, size, lifting capacity and any flex caused by the nature of the material.
- Bundled materials must be bundled by strapped gluts of suitable dimensions above and below the bundle.

Figure 7: Bundling Packaging Examples

Packaged Correctly ☑	Packaged Incorrectly ☒
Supported on gluts and securely bundled	**Unsupported and inadequately restrained**

5.12 Drums and Pails

- Must be restrained on hardwood pallets with horizontal and vertical heavy duty PET strapping across the top and around the beams of the transport pallet.
- Squaring of the edge might be achieved using timber or angle-edge corner protectors.
- Multiple drums must be belly strapped with heavy duty PET strapping.
- 205 litre drums used to transport solids or empty must be fitted with a lid, firmly attached with an approved clamp.
- 20 litre drums or smaller must have angle-edge corner protectors positioned on the top of the drums and be strapped with heavy duty PET strapping across the top and around the beams of the transport pallet. If multiple drums are transported, the drums must be belly strapped.
- Where possible use a secondary pallet on top of the drums to help with transportation of the drums to site.

Figure 8: Drum Packaging Examples

Packaged Correctly ☑	Packaged Incorrectly ☒
Top pallet used to stabilise drums 	**Inadequate strapping and restraint**
PET strapping applied in both directions 	**Metal strapping and inadequate restraint**
20 L drums secured to pallet 	**20 L drums restrained by wrap only**

5.13 Liquids and IBCs

- All liquids must be in fully sealed receptacles, such as drums or IBCs.
- Outer packaging must be designed to support restraint, loading and unloading without risk of spillage or damage.
- Packaged bulk liquids (pods, pots, cubes, pallecons and other 1,000 litre containers) must be designed to be lifted by a forklift and have dimensions that allow stable loading/unloading.

Figure 9: IBC Packaging Examples

Packaged Correctly ☑	Packaged Incorrectly ☒
IBC intact and labelled for transport	**IBC not labelled for transport**

5.14 Tyres

- Tyres for transport must be either delivered / restrained in approved tyre stillages, or adequately strapped to pallets, if size permits.
- Flat horizontal stacking must be up to a safe, stable height and must not exceed 1.5m.
- Large tyres must be palletised or cradled, when possible, especially for mechanical handling.
- Stacked tyres must be secured with load-rated straps to prevent movement during handling or transport.

Figure 10: Tyre Packaging Examples

Packaged Correctly ☑	Packaged Incorrectly ☒
Tyres secured to pallet	**Tyres unsecured on pallet**

5.15 Flat Steel, Plates and Mesh

- All sheet items must only be transported on vehicles suitably fitted with adequate bulkheads to prevent the inadvertent forward movement of the load.
- Dunnage must be positioned in a transversal direction to stop any uncontrolled movement of freight.
- Any lengths of steel (bundled or single) must be correctly secured to its own dunnage to enable forklift tine access.
- Bundle packaging must consider size, lifting capacity and any flex caused by the nature of the material.
- Consideration must be made for steel-on-steel slipping and either timber dunnage or rubber must be placed between the sheets to minimise potential for movement in transit.
- All thin plate - steel, aluminium, etc. - must be transported in specifically designed single use protection able to be lifted by a forklift, have dimensions that allow stable loading/unloading and do not exert excessive point loads for the pallet.
- All heavy or large steel plate must be transported as base loads or full loads, separated by correctly placed dunnage, suitably restrained.
- All sheet mesh must be transported as base loads or full loads, strapped in bundles, separated by correctly placed dunnage, suitably restrained.
- Sole use of clear plastic wrap/shrink wrapping is not an accepted method of restraining these items to a pallet. Freight must have heavy duty PET strapping applied.

Figure 11: Mesh Packaging Examples

Packaged Correctly ☑	Packaged Incorrectly ☒
Mesh supported and securely strapped	**Mesh inadequately supported and restrained**

5.16 Batteries

Batteries must be suitably restrained to a pallet or skid to prevent movement and damage during transport and forklift loading / unloading operations.

Honeycomb material cardboard must be used between layers of batteries if double stacking for transport.

PET strapping must be sufficiently applied to prevent movement and possible dislodgement from pallet. Clear shrink wrap is not a form of restraint.

Figure 12: Battery Packaging Examples

Packaged Correctly ☑	Packaged Incorrectly ☒
Batteries secured with rated strapping	**Batteries unsecured on pallet**

5.17 Windscreens

To prevent damage during handling and road transport, windscreens must be packaged and secured in line with the following:

- Windscreens must be securely packed in an individual rigid transport frame, crate or Cardboard Box that prevents movement, flexing, impact during transit or glass-to-glass contact.
- Frames, crates or Boxes must be strapped using PET strapping and protected from over-tightening at glass contact points.
- Clearly mark the packaging with:
  - "FRAGILE – GLASS"
  - "THIS WAY UP" orientation arrows
- Frames must be compatible with forklift handling and remain stable when lifted or placed in dedicated transport containers.
- Windscreens must be packed for ease of identification onsite, no more than 1 type or material or windscreen to be packed inside the package. If multiple windscreens are packed together inside the package, then dunnage, i.e., foam or rubber must be utilised internally to prevent the windscreens breaking in transit.

Figure 13: Windscreen Packaging Examples

Packaged Correctly ☑	

5.18 Cable Drums

Cable drums and reels must be transported in the orientation specified by the manufacturer and restrained in accordance with the NHVR Load Restraint Guide and applicable legislation.

The following information must be provided on every cable drum delivered to any Fortescue site, regardless of preferences of the Contractor responsible for cable delivery and/or installation:

- A registered name or mark that enables the manufacturer or supplier of the cable to be identified.
- Drum traceability number.
- The cable catalogue number or type number or other marking to distinguish the cable.
- The number and size of the conductors.
- The voltage rating of the cable.
- The cable designation of insulation.
- The length of cable on the drum.
- A clearly visible arrow indicating the direction of unwinding.
- The cable must be capped to stop the ingress of moisture.

Cable delivered on drums must be protected against mechanical damage during transport and handling, and against exposure to adverse weather conditions.

Cable drum surfaces must be smooth and free from protrusions that could create a risk to personnel during handling or damage the cable.

Where specific handling hazards or transport limitations exist, the manufacturer or supplier must provide appropriate warning signage and instructions for the safe handling, storage and unwinding of the cable drum.

Large cable drums must be transported upright unless the manufacturer specifies or recommends an alternative transport orientation.

Where transported upright:

- The drum must be positively restrained against forward, rearward and lateral movement.
- Suitable blocking, chocks and/or rated tie-down restraint systems must be used.
- The drum must not be transported unsecured or free-standing on a pallet.

Where horizontal transport is specified or recommended by the manufacturer:

- The drum must be transported using one of the following methods:
  - Be positioned within the footprint of the transport pallet and not exceed the pallet's rated load capacity; or
  - Be supported in an engineered cradle, chocks or an equivalent restraint system.
- Chocks, cradles and other supporting equipment must be independently secured to prevent dislodgement during transport.
- The pallet, cradle or support system must be suitable for the drum's weight, dimensions and centre of gravity.
- The transport pallet, cradle or support system must provide suitable forklift tine access.

Figure 14: Cable Drums Packaging Examples

Packaged Correctly ☑	Packaged Incorrectly ☒
Adequately restrained and chocked	**Inadequately supported and restrained for size**

5.19 Toolboxes and Tool Bags

To prevent damage during handling and road transport, toolboxes and tool bags must be packaged and secured in line with the following:

- Toolboxes and tool bags must be secured to pallets or skids prior to delivery into the DC unless the toolbox is fitted with forklift tine pockets.
- Toolboxes and tool bags must be labelled with a transport document prior to delivery into the DC
- Tool bags must be closed and secured to prevent tools from falling out.
- Toolboxes must have all drawers and openings secured closed to prevent movement in transit.
- Toolboxes and Tool bags must not contain any Dangerous Goods other than Batteries which must be specified on the Transport Document. SDS must be supplied.

5.20 Electronics

To prevent damage during handling and road transport, electronics must be packaged and secured in line with the following:

- Electronics and electrical equipment to be packaged to ensure no Water or moisture can enter.
- Electronics to be labelled as “Keep Dry” at all times for identification at the DC on arrival.

5.21 Furniture

To prevent damage during handling and road transport, furniture must be packaged and secured in line with the following:

- Furniture must be packed onto pallets or skids and secured in line with packaging requirements. Use of PET Strapping is required for all furniture.
- All furniture with doors and drawers must be secured to prevent them opening during transport; anything inside furniture must be removed including shelving to prevent loose objects during transportation.
- Wheels must be locked and chocked during transport to prevent movement.
- Furniture must be clear shrink wrapped in accordance with Section 5.2 as a secondary measure to prevent dust and moisture ingress, unless preservation wrap is used and then it must comply with section 6.2.
- Furniture must be labelled “Keep Dry” at all times.

5.22 Freight Containers

Freight containers are utilised to store and transport either multiple or large singular goods efficiently and securely.

- All freight containers must comply with the Australian Standard AS 3711-2000, and must:
  - Carry a current Container Safety Convention (CSC) plate;
  - Be structurally sound and without opportunity for water ingress; and
  - Carry a Container Weight Declaration (CWD) (100-FR-SC-0001)
- Goods must be secured to withstand long-haul travel.
- Weight in the container must be evenly distributed over the horizontal, longitudinal and transverse planes of the container.
- The centre of gravity of the container when loaded must be lower than the mid height of the container.
- Containerised items must be blocked, bracketed and/or bolted to prevent movement within the container.
- Items that cannot be anchored or blocked, or where size or weight prohibits containerisation, must be packed and shipped separately.
- Steps must be taken to restrain cargo from falling out when the doors are opened.
- Must be preserved and packaged to prevent damage to any item inside.
- Sea container door openings are smaller than the interior dimension, and allowance must be made for the clearance of any lifting aids required to unpack the goods.
- Items must be able to be safely unloaded by mechanical means at the point of receipt.
- All items packaged must be clearly marked and labelled as per labelling requirements in section 8.

For further information refer The IMO / ILO / UNECE Guidelines for Packing of Cargo Transport Units.

Prior to international shipping of containers, the Supplier must provide a packing plan to the Freight Forwarding agent for review. A container weight declaration form (CWD) must be supplied. Ref 100-FR-SC-0001

Multiple purchase orders can be packed into one sea container, but each purchase order must have its own inner packing.

Figure 15: Example of CSC Plate

5.23 Oversize Indivisible Loads (Single Lifts)

When goods are combined into larger containers, the Supplier must ensure that when packing, no individual dimension of the outside package must be greater than the following:

- Length – 11.8 m.
- Width – 2.3 m.
- Height – 2.3 m.
- Weight - 20 metric tonne.

Transport drawings of all individual lifts exceeding any one of the above measurements must be submitted to Fortescue's Logistics team.

The Fortescue representative must then engage the Fortescue Logistics team at the distribution centre for planning and movement permit approvals.

5.24 Vehicles

- Vehicles must have all loose items removed from the tray (or equivalent)
- There must be no loose items inside the vehicle to prevent damage during transport.
- Vehicles must be cleaned prior to transport ensuring that there is no foreign debris that may become dislodged
- Keys must be placed in the toolbox or with freight manifest and handed over when delivering to destination.

5.25 Airfreight

To prevent damage during handling and air transport, airfreight must be packaged and secure in line with the following:

- Must be packaged to ensure no loose objects or exposed metal edges.

- Must be kept below 20kg; if the total package is over 20kg, it must be broken down to get it under the weight requirement. Unless authorized and organized through Fortescue Warehouse and Logistics Team.

- Airfreight must not be packed onto a skid or a pallet; it must be packed inside a carton or bag fit for transport.

- Liquids must be packed inside leak proof containers and be sent with an SDS identifying the liquid.

- Temperature sensitive freight must be packed inside Eskys or other packaging suitable to keep freight cold. Must be labelled as “Keep Cold”.

- Freight designated for airfreight must not contain any Dangerous Goods including Batteries.

- Hoses should be rolled up and secured as a bundle.

6 GENERAL PRESERVATION REQUIREMENTS

6.1 Supplier Responsibilities

The Supplier responsibilities include, but are not limited to:

- Identification and description of preservation requirements for outdoor storage.

- Applying the appropriate preservation.

- Completing preservation labels and attaching them to items.

- Document preservation activities to be carried out to maintain the equipment.

- Supply Safety Data Sheets (SDS) in the preservation dossier for all preservation products being used.

- Procedure for removal of the preservation used on the equipment if required must be included in the preservation dossier.

6.2 Minimum Preservation Guidelines

It should be assumed that all goods and their packaging will need to withstand harsh outdoor storage for a period of at least 18 months at any of Fortescue’s Sites. This includes significant UV exposure, extreme temperatures, moisture and dust.

Materials, equipment or machinery must meet the below minimum preservation requirements:

- Any shelf life or preservation requirements must be clearly indicated on or with each relevant item.

- Wrapping applied to the outside of items must be UV protected and waterproof, provide suitable corrosion, moisture and dust protection. Preservation material

selected must be suitable Volatile Corrosion Inhibitor or reactive copper-based polymer type and desiccant must be clay-based type or equivalent.

- Machinery that requires regular in storage maintenance to keep it ready for eventual use must have the preservation and packaging designed in a way that maintenance can be performed without compromising the integrity of preservation or packaging.

- All electrical, electronic and other items where corrosion prevention cannot be applied must be enclosed in airtight sealed barrier material of suitable quality in which sufficient quantity and type of desiccant is distributed.

- Large anti-corrosive bags may be used to protect the whole package, but each group of parts must be still protected by their own anti-corrosive bags.

- Greases and oils containing silicones or anti-foam agents must not be used to preserve machinery.

- All machinery must be completely drained of water prior to packing and shipment to prevent damage from corrosion.

- Machinery or components that have surfaces that can collect and hold water must be covered or packed to prevent the water collecting.

- All openings to machinery, e.g., inlet and outlet piping must be plugged capped or otherwise covered to prevent physical damage, and to prevent the entry of moisture, dirt or other potentially corrosive elements.

- The mating surface of machinery components and shim must be uniformly coated with a suitable corrosion inhibitor before assembly.

- The shafts of rotating machines must be securely braced to prevent rotation and to minimise the shock loading effects and vibration to bearings during transport. Bearings particularly susceptible to brinelling must be relieved of load during transport by using false bearings to support the load and were possible the machine should have vibration isolators fitted. The Supplier must provide instructions for the correct removal of bracing and/or false bearings.

- Instruments or devices installed on equipment that are particularly sensitive to mechanical stresses during transport should be either protected by suitable padding or removed and transported separately.

- Un-flanged pipes must have bevelled ends protected using heavy-duty plastic caps, or steel or rubber bevel protectors.

- Threads for connections to services should be protected with suitable caps or plugs.

- Flange faces must be protected from physical and corrosion damage. All contact with carbon steel must be avoided, including steel strapping.

- Where preservatives have been added to oil, or a cavity filled with VPI, signage must clearly state that flushing and refilling is required prior to use.

- All machinery doors are to be locked and the keys separately labelled and securely taped to the door handles.

Refer to Fortescue's' Materials Preservation Management and Storage Procedure 100-PR-SC-0034 for the minimum requirements for the storage and preservation of certain types of materials and equipment.

7 LOAD RESTRAINT

Load restraint is a critical element of freight safety and compliance. The NHVR Load Restraint Guide 2025 provides detailed guidance on how to secure loads safely during transport. All freight must be restrained in compliance with these guidelines:

- Packaging must be built to suit the size, shape and weight of the item.
- The item must fit in or on the packaging with no overhang or protrusions.
- Load restraint equipment such as load-binders, chains, ropes, gates must be compliant load rated, in suitable condition to perform the task and compliant with relevant Australian Standard:
    - AS 2321 – Short-link Chain for Lifting Purposes
    - AS 3569 – Steel wire ropes – Product specification
    - AS 2741 – Shackles
    - AS 3777 – Shank Hooks and Large-eye Hooks – Maximum 60t
    - AS 1138 – Thimbles for Wire Rope
    - AS 2400.13 – Packaging – Tensional Strapping
    - AS 1210 – Pressure Vessels
    - AS 5714 – Load restraint for LP Gas cylinder distribution
    - AS/NZS 1596 – LP Gas - Storage and handling
    - AS/NZS 2022 – Anhydrous Ammonia – Storage and Handling
    - AS 2809 (Parts 1-6) – Road Tank Vehicles for Dangerous Goods – General Requirements
    - AS/NZS 3711 (Parts 1-9) – Lifting Devices AS 4991 Freight Containers
    - AS/NZS 4034 (Parts 1 & 2) – Motor Vehicles – Cargo Barriers for Occupant Protection
    - ISO 9367 (Parts 1 & 2) – Lashing and Securing Arrangements on Road Vehicles for Sea Transportation on Ro/Ro Ships

- The items must be restrained inside packaging – cartons, crates, cases, etc. – to prevent movement by securements, bracing and/or dunnage.
- Any length of tubular item must be chocked and secured to appropriate packaging/dunnage to prevent movement.
- Locking elements, hydraulic shrink discs and similar devices need to be tightened to specifications prior to transport or the elements they hold removed from shafts and shipped separately.
- Tie down restraint (lashing) points must be rated and clearly indicated on the item.
- PET strapping must be used to secure items to pallets or skids.
- Plastic wrap/shrink wrapping is not an accepted method of restraint.
- Pieces of dunnage must not be stacked on top of each other in parallel.
- 'Over centre' 'lever style load-binders (dog and chain) must not be used due to safety risks associated with the use of this restraint equipment.
- Anti Slip Rubber must be used to prevent Metal on Metal contact between the Freight and the Transport Frame.

8 DOCUMENTATION AND LABELLING REQUIREMENTS

8.1 General Requirements

Each package must meet the below requirements:

- Outside of each package must be marked with:
    - Destination, including Fortescue specific site/asset as stated on the Purchase Order.
    - Fortescue Purchase Order number. Multiple Purchase Orders must be separated on individual handling units/packages.
    - Supplier name and contact details.
    - Package number of total consignment must be marked on the packages, e.g., 1 of 2, 2 of 2.
    - Packages to be clearly marked on 2 opposing sides for forklift freight.
    - Total weight (kg).
- To avoid confusion, markings and references from previous freight movements must be covered or painted over, made illegible or removed.

- The supplier must ensure that all parts are labelled with the Manufacturers Part Number/s or Fortescue SAP Material Number(s) if known that match their delivery docket.
- For packaged goods, shipping documentation and delivery dockets must be placed inside the packaging.
- If packaging is not required, shipping documentation and delivery dockets must be attached to the outside of goods in a weather resistant, windowed, sealed envelope.
- Freight containers must have delivery dockets and packing lists attached to the internal wall in a weather resistant envelope.
- For dangerous / hazardous and restricted goods labels must be attached to identify these goods.

8.2 Non-PO Material/Shipment Marking

The following information must be displayed on all non-purchase order items, e.g., personal freight, toolboxes:

- Receivers name.
- Receivers contact phone number.
- Fortescue project number (if applicable).
- Date of item drop off at Linfox processing facility.
- Site name or destination e.g., Cloudbreak, Solomon, Eliwana etc.
- Total quantity of items being dropped off, including package number of total consignment must be marked on the packages, e.g., 1 of 2, 2 of 2.
- Total weight (kg).
- Goods description.
- Sender's name.
- Sender’s contact phone number.
- Sender's signature.
- Dangerous Goods SDS or dangerous goods paperwork, where applicable.
- Warranty number, if applicable.

8.3 Special Requirements

Without limiting any additional statutory requirements that may apply below find a list of items that would require additional requirements:

- Goods packaged in cartons exceeding 15kg must have “HEAVY” labels attached.
- Easily damaged items must be fitted with suitable labels or marked "FRAGILE HANDLE WITH CARE".
- Items required to be kept cool must be fitted with suitable labels or marked "COOL STORAGE ONLY".
- Items that must not be lifted by hooks must be fitted with suitable labels or be marked "USE NO HOOKS".
- Items that must be kept upright to prevent damage must be marked with suitable labels or be marked "THIS WAY UP" with visible arrows on all sides of the package pointing which way is up.
- Containers or individual items over 5 tonnes must have centre of gravity indicated on the case by a painted or stencilled black stripe 30 mm wide extending upward on each side, with the words 'CENTRE OF MASS' 30 mm high adjacent to the stripes.
- Pictorial markings complying with AS 2852 Packaging must be used to fully convey information regarding specific handling requirements.
- Unbalanced packages must have a centre of mass indicated by a painted symbol.
- For hazardous / dangerous or restricted goods, mark as specified by the relevant dangerous goods regulations.
- Packaging pictorial marking for the handling of packages must be used where appropriate or required by law.
- Sling marks must be shown on packages over 5 tonnes.
- Fabricated sections of structures and equipment must have their respective markings permanently hard stamped onto the piece to a depth of not less than 1 mm with rust preventive paint to a radial distance of 50mm on the surrounding area. Each letter or number used must not be less than 12 mm high.
- If marking tags must be used on bundled structural material, the tags must be made of metal and fixed flat to each bundle.

8.4 Delivery Dockets and Packing Lists

Shipping documents and delivery dockets must meet minimum requirements outlined below. The documents must be securely attached to the outside of all packaged goods in a weather-resistant windowed envelope.

For all deliveries with multiple packages supplied within a larger outside package, i.e., cage or pallet carton a delivery manifest must be sent with the goods to identify what purchase orders are within the packaging. Two copies are required, one to be sent with the consignment note and the second to be attached to the outside of the packaging. If packaging contains multiple sites, they must be listed on the delivery manifest and goods labelled as per this document.

Table 4: Delivery Dockets and Packing Slips

Document	Minimum Requirement	Note
Consignment Note	• Consignment Date • Consignment Number • Valid Fortescue Purchase Order number/s • Description and number of handling units • Dangerous Goods classification (if applicable)	All Purchase Order numbers must be referenced on the consignment note. Proof of Delivery will apply only to the Purchase Order numbers identified on the consignment note.
Delivery docket – Purchase order delivery	• Delivery Date • Valid Fortescue Purchase Order number • Delivery line quantity and back-order quantity • Description of materials • Reference to SAP Material Number(s) and Manufacturer Part Numbers for cross referencing • Dangerous Goods classification (if applicable)	Each Purchase Order must have a separate delivery docket. The delivery docket must be attached to packaging and must be referenced on the consignment note.
Delivery docket – Delivery without PO Reference	• Fortescue site for delivery • Fortescue Contact person • Contact phone number • Dangerous Goods classification (if applicable)	Goods delivered that do not reference a Fortescue Purchase Order or Fortescue's transport carrier request/consignment number must have the minimum required information.

Figure 16: Example of Delivery Manifest Attached to the Outside of the Package

SUPPLIERS COMPANY LOGO OR NAME			
FORTESCUE SITE		IE: CLOUDBREAK	
PURCHASE ORDER	DELIVERY ADVICE #	DESCRIPTION OF FREIGHT	QTY OF PACKAGES

8.5 Hazardous and Dangerous Goods

- All packaging must be clearly labelled to identify the hazardous substance and/or dangerous goods inside.
- All hazardous and dangerous goods must be packed and separated appropriately from other materials.
- Documentation must be sufficiently specific for users to identify all necessary actions concerning the hazardous substance or dangerous goods being supplied.
- Hazardous and non-hazardous substances must be identified on packing lists using the substances proper technical name.
- Appropriate documentation for hazardous substances and dangerous goods is required including:
    - Shipping certification,
    - Instructions for shipping,
    - SDS that include handling instructions, material properties, exposure information, emergency medical information, and disposal requirements.
- All certification of containers and packaging for hazardous substances or dangerous goods such as poisons, poisonous gas, inflammable liquids, compressed gases, inflammable compressed gases, explosives and radioactive materials etc. must be in accordance with the rules and regulations of the applicable Australian Government and International Transportation agencies and provide relevant hazardous cargo certificates.

9 SUSTAINABILITY

Fortescue integrates sustainability into all aspects of its business. Fortescue's approach to sustainability aligns with the United Nations Sustainable Development Goals, a call for global action to end poverty, protect the planet and ensure that all people can enjoy peace and prosperity.

Fortescue is committed to continuously improve its practices and encourages collaboration with its Suppliers on safe and environmentally friendly packaging and handling practices. Examples of such practices include, but are not limited to:

- Eliminating unnecessary materials and optimising packaging design,
- Reducing non-recyclable components from packaging or increasing recyclable content of packaging, e.g., use of hex wrap over bubble wrap, use of auto wrapper over hand wrapping, use of paper-based tape over plastic tape and abolishing unnecessary plastic wrapping, e.g., in rubber tyres.

- The adoption of QR codes or barcodes for efficient processing.

10 NON-CONFORMANCES

Where goods arrive at Fortescue's Distribution Centre or asset/site and are found to be non-conforming or unsafe, Fortescue will take one of the following actions:

- Reject goods if they can travel safely back to the Supplier at Supplier's cost (Chain of Responsibility legislation applies). If the load is deemed unsafe for transport it will be unloaded into the DC for rectification,
- Direct the Supplier to make the load safe by attending the DC or
- Where possible, make the consignment safe. In instances where the Fortescue incurs costs relating to Supplier's non-conformance to the packaging and delivery standards, and this standard, Fortescue will seek to recover these costs from the Supplier.

This process has the potential to delay invoice payment for the consignment until all issues have been rectified.

11 REFERENCES

This standard and all internal supporting documents will be managed as per Fortescue Document Governance Standards. These may be read in conjunction with this procedure.

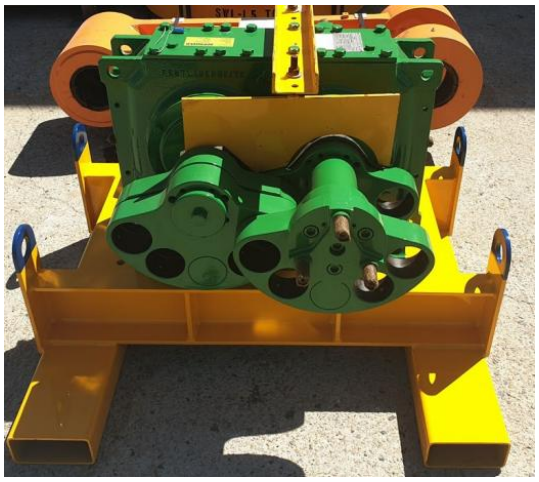
Table 5: References

Document #	Name of Document
100-ST-EG-0006	Transport Frames and Workboxes Specification Standard
100-FR-SC-0001	Container Weight Declaration Form
100-PR-SC-0034	Material Preservation Management & Storage Procedure

DOCUMENT CONTROL

Fortescue Packaging Standard		
Status	IFU - Issued for Use	27-Aug-26
Summary of Changes	Updated packaging, load restraint, transport frame, cable drum, pallet, shrink wrap, documentation and preservation requirements	
Author	Ben Ridley	Signature
Checked or Squad Review# (if applicable)	Ash Atkins	Signature
Approved	Liva Ulmane	Signature
Next Review Date (if applicable)	31-Aug-27	

A.1 Appendix 1 – Additional Packaging Methods

Packaged Correctly ☑	Packaged Incorrectly ☒
Exciters 	**Exciters**
Cylindrical items 	**Cylindrical items**
Hoses on pallets 	**Hoses on pallets**

Packaged Correctly ☑	Packaged Incorrectly ☒
Motors 	**Motors**
Motors 	**Motors**

A.2 Appendix 2 – Additions to Packaging

Additions to Packaging – Images are Suggestions only	
LockRite™ Wedge Lock Washers DIN 25201 	**Roofing Screws**
Nyloc Nuts 	**Honeycomb Cardboard**
PET Strapping 	**Cotter Pin or R-Clip**