Contents

1 Scope of specification 2
2 Scope of validity 2
3 Definitions and designations 2
4 Description 2
4.1 Obligation of Supplier/Seller 2
4.2 Requirements regarding packing 2
4.3 Protection of goods 2
4.4 Marking of shipment 2
4.5 Additional marking 3
4.6 Storage conditions 3
4.7 Advice of shipments 3
5 Related documents 3
6 Standards and regulations 3
7 Record of changes 4

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1 Scope of specification

This specification used in conjunction with other technical specifications of LOTOS Group S.A., establishes minimal requirements regarding packing and marking of shipments that are subject of order.

2 Scope of validity

This specification shall be used when preparing both quotations and Purchase Orders concerning planned LOTOS Group S.A. new investments and modernizations.

It shall also be a base for preparation of other detailed specifications and inquiries relevant for deliveries and package units.

3 Definitions and designations

Supplier/Seller – company offering delivery

Orderer – LOTOS Group S.A.

4 Description

This specification has been elaborated in order to ensure proper packing and marking of delivered goods.

4.1 Obligation of Supplier/Seller

Supplier/Seller is obliged to pack and protect, as well as properly mark shipment for transport and storage period, according to contractual settlements. Packing is executing by Supplier after receiving from Orderer release of goods for shipment.

4.2 Requirements regarding packing

Goods should be delivered in adequate packing for used means of transport, and enabling use of reloading equipment such as cranes, hoists in a view of weight and size of shipment.

4.3 Protection of goods

If this is required goods before packing should be protected against corrosion and weather conditions for transport and storage period, according to storage categories – point 4.6. All movable elements, or such that are endangered with possible damage during transport, have to be properly protected, and holes plugged.

4.4 Marking of shipment

Marking of shipment must conform to marking instruction issued by LOTOS Group S.A. for specific contract. Marking of shipment should be fast and readable, for easy identification and proper handling of shipment. In case of box is used for packing, marking should be placed on two opposite sides and on top of the box. Any other packing of shipment should be marked at least in two places. Marking of shipment should contain at least the following data:

- name of Orderer
- number of contract, within which the shipment is executed

- number of Order
- number of shipment, according to general list of deliveries
- dimensions and weight of shipment (gross and net)
- contents of shipment, according to general list of deliveries (or item number from that list)
- designation of required storage conditions (according to point 4.6).

Above mentioned marking is obligatory; putting of additional information on packing is also allowed.

In case of imported shipments, marking should be made on English.

4.5 Additional marking

In case of goods being subject of delivery is atypical, and/or requires special treatment during transport, information regarding methods of transported goods handling should also be placed on packing (for example: top of parcel, caution – fragile materials, prevent from wetting, etc.). In case of shipments, which weight exceed 500 kg, centre of parcel gravity should also be marked.

Supplier is responsible for any delay of delivery and additional costs resulting from incorrect marking of shipment.

4.6 Storage conditions

Depending on required storage conditions, four designations of deliveries are introduced:

- „A" – storage in closed, heated warehouse
- „B" – storage in warehouse
- „C" – storage under umbrella roof
- „D" – storage on open air

4.7 Advice of shipments

Supplier, at least one month prior to planned shipment or in date agreed in contract, is obliged to send Orderer complete list of deliveries, which should contain numbers and marking of individual parcels, boxes, etc.

5 Related documents

Each shipment should be accompanied with set of necessary documents, described in Specifications:

- 7200 General requirements for deliveries of goods
- 7230 Commercial documents related to shipment

6 Standards and regulations

Standards and regulations necessary for proper packing and marking of shipments are quoted in adequate technical specifications, and inquiries.

7 Record of changes

No.	Date	Description	Introduced by
1		This specification entirely replaces the former LOTOS Group S.A. standard No. PR 07 722 with the same title	Z. Przybysz
-	31-08-2015	Page layout corrections, no contents changes.	T. Wróbel