

A photograph of several wind turbines silhouetted against a sunset sky with orange and blue clouds. A large, white, curved graphic element is on the right side of the image.

insensys

**Insensys
Limited**

**Delivery
Requirements
for Suppliers**

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SCOPE

At Insensys we strive to improve Health and Safety for our colleagues and the working environment in which we handle materials.

We have created this appendix on how goods should be delivered to Insensys to ensure that it adheres to Health and Safety rules and internal quality regulations.

Insensys has a requirement to safely and quickly handle deliveries with clear identification to ensure we can process the items in a suitable manner, ensuring our business works to the high quality and safety standards we recognise as important to our business.

The goods should be properly packaged to ensure that it can withstand chosen transport and handling. The packaging should protect the goods contained inside, and protect personnel, materials or other goods.

The supplier is responsible for the consequences of improper packaging, and is obliged to compensate Insensys all losses resulting from improper packaging

REQUIREMENTS FOR INDIVIDUAL PACKAGING OF GOODS



A packing list should accompany all deliveries in a packing list envelope or pocket, each pallet should have a packing list that specifies what is on that specific pallet



Never attach the packing list directly to the delivery (boxes, pallets or items) with tape etc



All goods should be labelled with item number and delivered amount, the label should be clearly visible on the outside, multiple same items should be packed together with one label



If the goods are not placed into plastic bags, attaching the labels by plastic tie wraps is acceptable as long as it does not damage the goods

REQUIREMENTS FOR INDIVIDUAL PACKAGING OF GOODS



When delivering multiple boxes on the same delivery, the boxes should be delivered on a pallet and securely fastened with straps or shrink-wrap.



Pallets must be evenly packed and have a sufficient amount of straps or wrapping to allow safe unloading and transport. If the pallet is unbalanced the centre of balance must be clearly marked.



The sheet metal and fabricated goods must be packed carefully with enough packing to ensure they are not damaged during transport and to protect those handling these items



If the goods are not placed into plastic bags, attaching the labels by plastic tie wraps is acceptable as long as it does not damage the goods

REQUIREMENTS FOR INDIVIDUAL PACKAGING OF GOODS



The size of the goods must not exceed the size of the pallet.



Items must not be overhanging from the pallets

The goods should be properly packaged to ensure that it can withstand the chosen transport and handling methods,
The packaging should protect the goods contained inside, all personnel and other materials and goods.
The supplier is responsible for the consequences of improper packaging, and is obliged to compensate Insensys for all losses and damages resulting from improper packaging



Goods delivered in cardboard boxes or similar packaging that requires personnel to move the goods manually must not exceed 20kg. Weights should be clearly marked on the box



Any box or items above 20kgs must be delivered on a pallet and clearly marked

HEALTH AND SAFETY LABELLING

Any packages, pallets, bags or boxes that contain any hazardous materials, chemicals or class 9 batteries must be clearly marked in line with EU regulations.

Insensys works with REACH, COSHH and ROHS standards

Examples of recognized and approved markings are as below:



DELIVERY NOTES AND REQUIREMENTS



INSENSYS UNIT 12 MANOR COURT BARNES WALLIS WAY FAREHAM HAMPSHIRE UNITED KINGDOM PO15 5TH <small>Delivery Address</small>		INSENSYS LIMITED 1-2 KINGDOM CLOSE FAREHAM HAMPSHIRE PO15 5TJ <small>Invoice Address</small>		SUPPLIER NAME / LOGO	
INSENSYS PURCHASE ORDER No: PO 9493		DESPATCH No. 2845705		SUPPLIERS FULL NAME / ADDRESS / CONTACT DETAILS	
ORDER PLACED BY ADRIAN -	CUSTOMER No. 925458	INTERNAL USE ONLY: Despatch Number DUK12845705			
DELIVERY INSTRUCTIONS INSENSYS	OUR REFERENCE 8528-1463/01	Date: 19 NOV Page: 1			
LINE	CUSTOMER PART NUMBER	MANUFACTURER PART NUMBER	UNIT	QUANTITY	
001		M3-CWBCWAS100-	PK	20	
CRINKLE WASHER, BERYLLIUM COPPER, M3 Order Code: 277-0728 COO: GB RoHS: Y10 Tariff No.: 7415210000					
INSENSYS ITEM NUMBER / ITEM DESCRIPTION / QUANTITY DELIVERED					

Minimum requirements of delivery note:

- 1: Suppliers full name and address
- 2: Insensys Purchase Order Number
- 3: Insensys Item Number, Description, and quantity delivered

PROOF OF DELIVERY

The supplier must obtain a signature from an Insensys employee or a nominated third party on a supplier document which forms a proof of delivery of goods. This may be requested on occasion to ensure delivery has been made in accordance with the purchase order.