

DELIVERY DOCUMENTATION REQUIREMENTS AND PACKAGING SPECIFICATIONS

1. OBJECTIVES

To ensure that goods received are packaged and delivered, in accordance with Mayfield Industries specific commodity requirements. Delivery Dockets, packing lists, certificates of conformity, and/or other documentation, as specified, and relating to Mayfield Industries purchase order, must accompany the supply of Goods to Mayfield Industries, at the address stated therein.

2. SCOPE

The purpose of this document is to articulate safe freight packaging and distribution, which coincides with Mayfield Industries Standard Purchase Order Terms and Conditions plus compliance and legal obligations of consignors / receivers and loaders / packers under Chain of Responsibility Legislation.

This document provides specific details on packaging, marking, delivery documentation requirements and identification of products, to ensure that items are correctly restrained for loading / unloading, safe transport and protection from damages.

Compliance with this document will also reduce delays in the receipt's processing which determines that subsequent invoice payments will not be unduly delayed.

3. DELIVERY REQUIREMENTS AS PER SPECIFIC COMMODITY:

3.1. STANDARD DELIVERY INSTRUCTIONS AND DOCUMENTATION REQUIREMENTS

Please ensure to mark all delivered items and documentation with relevant Project # and PO #.

Pricing includes delivery to the address as specified in our Purchase Order.

Packing List: Detailed itemized packing list must accompany the delivery with all quantities, confirmed.

Packaging: Packaging shall be sufficient to protect against damage or deterioration during shipment from impact, corrosion and abrasion with carpet wrapping with the exception of painted parts. Painted parts shall be strapped to an appropriately size pallet.

3.2. BASEFRAME DELIVERY INSTRUCTIONS AND DOCUMENTATION REQUIREMENTS

Mayfield Industries Forklift maximum unloading weight: 3.1 tonne at a 600mm load centre. Anything over this will require a crane, at supplier's expense, if not communicated prior.

Please ensure to mark all delivered items and documentation with relevant Project # and PO #.

Manufacture IAW Transmittal, Drawings, Files and Quality Requirements – as per Mayfield Industries ITP and MDR Checklist.

Pricing includes delivery to the address as specified in our Purchase Order.

Supply Fasteners as per Bolt Lists:- High strength bolt assemblies to AS/NZS 1252.1 shall be verified to AS/NZS 1252.2.

Packing List: Detailed itemized packing list must accompany the delivery with all quantities, including fasteners confirmed.

All individual items are to be clearly identified, using either metal stamps, Laser engraving, or laminated tags, prior to arrival at Mayfield Industries.

Packaging: fully welded frames are to be delivered right side up.

Packaging shall be sufficient to protect against damage or deterioration during shipment from impact, corrosion and abrasion with carpet wrapping with the exception of painted parts. Painted

parts shall be strapped to an appropriately size pallet. Please also supply a small pack of paint, for Mayfield Industries / client to use to touch-up on minor / aesthetic scratches onsite.

MDR documentation shall be provided seven (7) working days after dispatch. 10% Invoice value will be withheld at Project Manager's discretion, until all documents are received.

3.3. PLATFORM, HANDRAIL, GRATINGS AND TREADS DELIVERY INSTRUCTIONS AND DOCUMENTATION REQUIREMENTS

Mayfield Industries Forklift maximum unloading weight: 3.1 tonne at a 600mm load centre. Anything over this will require a crane, at supplier's expense, if not communicated prior.

Please ensure to mark all delivered items and documentation with relevant Project # and PO #.

IAW Transmittal, Drawings, Files and Quality Requirements – as per Mayfield Industries ITP and MDR Checklist.

Pricing includes delivery to the address as specified in our Purchase Order.

Supply Fasteners as per Bolt Lists:- High strength bolt assemblies to AS/NZS 1252.1 shall be verified to AS/NZS 1252.2.

Supply Six (6) Gratings Clips Minimum per grating.

Hot Dip Galvanizing (HDG) Hex Head Tek Screws need to be used for nosing fixing.

All Handrails and Kickplates shall be Webforge Monowills, or equivalent. In case of discrepancy between Webforge Monowills and shop drawings please ask.

Packing List: Detailed itemized packing list must accompany the delivery with all quantities, including fasteners confirmed.

All individual items are to be clearly identified, using either metal stamps, Laser engraving, or laminated tags, prior to arrival at Mayfield Industries.

Packaging: Please note specific requirements;-

1. Each painted handrail and part, MUST BE individually wrapped with foam and bubble wrap including all projected / protruding parts of handrails.
2. Use coreflute sheets between each handrail for the entire length and width, while stacking on appropriate size pallet.
3. Use thick carpet inserts at all points where handrails rest on each other.
4. Entire pack / pallet to be wrapped with shrink wrap to avoid flexing and rubbing during transport.
5. A4 size pallet tags stating "TOP LOAD ONLY" and "HANDLE WITH CARE" to be attached to all sides of each pallet.
6. Supply small pack of paint with delivery to touch up minor dents and scratches.
7. Supplier to take responsibility for paint damage if parts are not packed as per instructions.

MDR documentation shall be provided seven (7) working days after dispatch. 10% Invoice value will be withheld at Project Manager's discretion, until all documents are received.

Example: Poor Packaging with subsequent damage visible:



Example of Good Packaging: Handrails are protected: No damage visible.



3.4. TRANSPORT DELIVERY INSTRUCTIONS AND DOCUMENTATION REQUIREMENTS

Please ensure to mark all delivered items and documentation with relevant Project # and PO #.

Pricing includes delivery to the address as specified in our Purchase Order.

Packing List: Detailed itemized packing list must accompany the delivery with all quantities, confirmed.

Packaging shall be sufficient to protect against damage or deterioration during shipment from impact, corrosion and abrasion.

Copy of any requirement permits and TMP to be provided prior to dispatch.

Your consignment note signed at destination must accompany your invoice confirming POD and transport close out.

3.5. FLOOR JOISTS/PURLINS DELIVERY INSTRUCTIONS AND DOCUMENTATION REQUIREMENTS

Please ensure to mark all delivered items and documentation with relevant Project # and PO #.

Pricing includes delivery to the address as specified in our Purchase Order.

Packing List: Detailed itemized packing list must accompany the delivery with all quantities, confirmed.

Packaging: Packaging shall be sufficient to protect against damage or deterioration during shipment from impact, corrosion and abrasion.

All purlins to be marked with relevant identification number for assembly purposes.

3.6. STRUCTURAL FASTENERS DELIVERY INSTRUCTIONS AND DOCUMENTATION REQUIREMENTS

Please ensure to mark all delivered items and documentation with relevant Project # and PO #.
 Pricing includes delivery to the address as specified in our Purchase Order.
 Packing List: Detailed itemized packing list must accompany the delivery with all quantities, confirmed.
 Packaging: Packaging shall be sufficient to protect against damage or deterioration during shipment from impact, corrosion and abrasion and shall be strapped to an appropriately size pallet.
 Supply Fasteners as per Bolt Lists:- High strength bolt assemblies to AS/NZS 1252.1 shall be verified to AS/NZS 1252.2.
 Manufacturer material test report’s and Supplier’s certificate of conformity to be provided upon request.

3.7. WALLFRAME DELIVERY INSTRUCTIONS AND DOCUMENTATION REQUIREMENTS

Please ensure to mark all delivered items and documentation with relevant Project # and PO #.
 Pricing includes delivery to the address as specified in our Purchase Order.
 Packing List: Detailed itemized packing list must accompany the delivery with all quantities, confirmed.
 Packaging: Packaging shall be sufficient to protect against damage or deterioration during shipment from impact, corrosion, and abrasion.
 Please provide “as built” dimension checking report via email to Production Manager, prior to delivery.

4. ACRONYMS

Acronym	Full Name
IAW	In Accordance With
ITP	Inspection Test Plan
MDR	Manufacturer’s Data Report
TMP	Transport Management Plan
POD	Proof Of Delivery

5. DEFINITIONS

Term	Definition
Contractor	Person or entity engaged to perform work and / or provide services under Purchase Order or contract.
Supplier	Person or entity engaged to perform work and / or provide services under Purchase order or contract.
Commodity	Product, Service, Goods, Article of Trade.
AS/NZS 1252.1	High-strength steel fastener assemblies for structural engineering – Bolts, nuts and washers. Australian and New Zealand Standard that specifies the dimensional material and marking requirements for steel bolt assemblies.
AS/NZS 1252.2	High-strength steel fastener assemblies for structural engineering – Bolts, nuts and washer – Part 2: Verification testing for bolt assemblies. Australian and New Zealand Standard gives provision for verification testing of high-strength steel fastener assemblies for structural engineering, which is the testing undertaken by the supplier who first puts the product into the market in Australia or New Zealand.
As built	As-builts are a revised set of drawings submitted by a contractor upon completion of a project or a particular job. They reflect all changes made in the specifications and working drawings during the construction process, and show the exact dimensions, geometry and location of all elements of the work completed under the contract.

6. REFERENCES

Document Name	Document Name
Mayfield Industries Purchase Order	
Standard Purchase Order Terms and Conditions from Mayfield Industries website www.mayfieldindustries.com.au	https://mayfieldindustries.com.au/wp-content/uploads/2020/09/Terms_and_Conditions.pdf

7. REVISION/CHANGE HISTORY

Version	Date	Summary of Changes
1.0	13/11/2023	New Document
1.1	18/01/2024	2 additional points added in section 3.3

Note:

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This document has been prepared to support Mayfield Industries staff in achieving its mission by delivering standardised methods of work. It is recognised that improvements may be made and feedback on this document is encouraged. Please send any improvement ideas or queries to the Document Controller.