



## Standard Project Scope of Work

### RECEIVING AT HOUSTON CRATING

- Confirms goods received and verify shipper where needed.
- Notify customer within 24 hours of receipt, and when Overage, Shortage or Damages (OS&Ds) are noted.
- Containers: Report when containers are received and if there are damages.

### MATERIAL RECEIPTS

Houston Crating will issue Material Receipts (MRs) promptly and within the outlined limits, from the time of off-loading the receiving vehicle.

- Ocean freight – 48 hours (48 hours is the default timeframe)
- Air freight – 24 hours
- Urgent shipments – upon receipt at the warehouse

Any problems with receiving cargo, including any Overage, Shortage or Damage (OS&D), must be reported at the time the MR is sent.

Material Receipts must include:

(Vary depending on customer) Standard to include:

- Weights
- Dimensions
- Piece count

Material receipts are to be sent to:

TBA

## CHECKING

### RECEIVING- LINE ITEM CHECKING

Goods must be checked against the Supplier's packing list and/or the customer's Purchase Order.

- Quantities, descriptions and part numbers must be verified.
- Individual items must be weighed and weights must appear on material receipts and packing lists.
- Country of origin (COO) must be documented and shown on material receipts and packing lists (where needed).
- Harmonized Codes/Schedule B numbers must be documented and shown on material receipts and packing lists (where needed).
- Serial numbers must be documented and shown on material receipts and packing lists (where needed).
- Vendor supplied wood must be checked to confirm it meets ISPM15 requirements. If Vendor has supplied wood that does not conform, Houston Crating should notify their customer and advise that the items must be repacked.

### EXPORT PACKING REQUIRMENTS

- All crates, dunnage and skids must receive a wood stamp or certificate. Faded HT stamps are not acceptable. Exceptions, of course, are plywood and particle board. All wood must be ISPM 15 compliant and in conformity with the most recent revision of ISPM 15.
- In the case that a vendor supplying PO materials supplies equipment containing unsuitable wood the packer is expected to replace the wood with the properly treated wood. The customer must be notified in order to approve the cost of the additional packing. In the case that equipment is supplied with timbers that cannot be heat treated or fumigated according to ISPM 15 the customer must be notified when the material receipt is sent when known at the time of checking.
- Blocking and bracing of skids, boxes, pallets, etc., within containers are required to hold material and prevent movement and sliding. Braces and blocks will be placed against the structure being held in position in all directions. Minimum size of 2x4 uprights will be used in the construction of the bulkhead built at the door.
- Machined parts should be separated from metal on metal contact, but this is at the specification of the customer.

## EXPORT MARKS

Export Marks are used for internal box ID recognition. This information is often written in permanent marker, and packing lists/documents are affixed with an adhesive or in a packing slip.

This information includes:

- Weight
- Dimensions
- Packing List Number
- Customer-provided marks shipper/consignee), as well as any other information provided by the shipper

## Packing Requirements for Containers

- Items packed into containers are packed according to customer specifications.
- Should specialty packing be needed, this should be specified by the customer.
- Each container will have its own packing list.
- All items will be properly blocked and braced.
- A packing list will be located inside the container by the door.

## HAZARDOUS MATERIALS

Houston Crating has experienced personnel properly licensed to receive, document, and pack for air or ocean freight any hazardous goods that arrive. Hazardous goods will not be commingled with other non-hazardous goods.

## Electronic Equipment

### Electronics / Computers / Stand-alone Junction Boxes and Analyzers

- Vacuum packed
- Foam packed
- Desiccant
- Waterproof Paper in crates

Documentation:

Houston Crating is able to provide:

- Material receipts
- Electronic copies of original documentation
- OS&D with pictures of problems
- Box x Box Packing Lists
- Master Packing List
- Commercial Invoice
- On-hand reports
- AES Reports
- Online Freight Tracking and Reporting with Customer Visibility