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Policies Regarding Packaging Standards for Palletized and Non-Palletized Less-than-Truckload Shipments at DSV Road					
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PACKING INSTRUCTIONS

Proper packaging for goods

This guide sets out certain minimum packaging requirements for our customers and is intended to provide general guidance on how to design and optimize packaging for transport; however, it is in no way a substitute for instructions or packaging designed for a specific sector.

DSV Road recommends that its customers use this guide, which sets out the minimum standards required to avoid the risk of damage to consignments or equipment, and personal injury to those responsible for handling them. Failure to meet these requirements may result in additional charges being applied for the use of special vehicles or for additional services.

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01

Dimensions and maximum weight of consignments

Consignments sent via the DSV Road sp. z o.o. network – DSV System/DSV System Priority - must not exceed the maximum dimensions and weight limits, as this ensures the safe handling of goods at our locations and facilitates transport using our standard fleet of vehicles.

Cargo weighing more than 30 kg must be packed and secured on a loading device, such as a pallet. The weight and size limits for the DSV System / DSV System Priority are set out below.

Maximum dimensions and weights in our network (standard)

Domestic Transport

Product specifications	Max. longer side	Max. shorter side	Max. Height	Max. chargable consignment weight*	Max. consignment weight	Max. consignment weight for CoDi
Priority	2,4 m	1,8 m	2,2 m	4 999 kg	1 500 kg	1 500 kg 800kg (platforma)
System	2,4 m	1,8 m	2,2 m	4 999 kg	1 500 kg	1 500 kg 800kg (platforma)

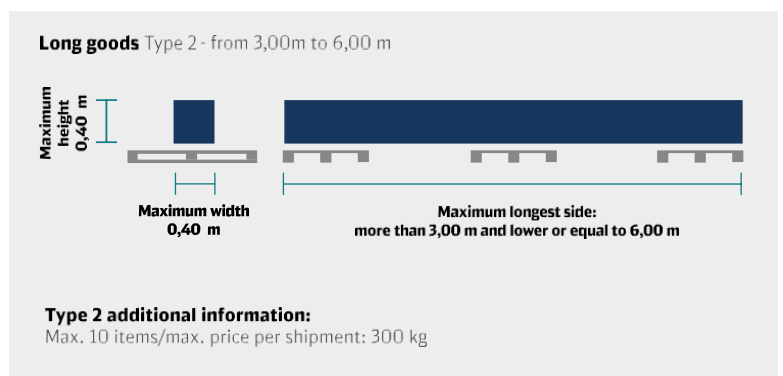
International Transport

Product specifications	Max. longer side	Max. shorter side	Max. Height	Max. chargable consignment weight*	Max. consignment weight	Max. consignment weight for CoDi
Priority	2,4 m	1,8 m	2,2 m	2 500 kg	1 500 kg	1 500 kg 1 000kg (platforma)
System	2,4 m	1,8 m	2,2 m	2 500 kg	1 500 kg	1 500 kg 1 000kg (platforma)

We offer our customers the option of transporting oversized goods via our network. Long goods require special handling and the use of non-standard vehicles or machinery, which means they incur additional costs; you can find detailed information on these in our rates.

Special oversized or long goods are defined below:

Dimensions of Type 1 and Type 2 long goods (subject to permitted exceptions)



If it is necessary to dispatch goods whose dimensions or weight exceed the above limits, we recommend that you contact our Customer Service Department to enquire about other transport options that are suitable for your consignments.

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Basic principles of correct packaging of goods

Proper packaging and securing of goods is essential to ensure they are delivered in perfect condition, as well as to safeguard other goods and the people handling them throughout the transport chain.

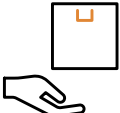
Consignments weighing more than 30 kg that do not have a loading aid (e.g., a pallet) or are poorly packed and/or secured for transport may be rejected by DSV.

Please ensure that your consignments are properly packed and secured; by following the guidelines below, you can avoid additional charges for special handling.

- 01



Assess and choose the most suitable packaging for your consignment, taking into account the type of goods. Try to use sturdy cardboard or wooden boxes on a base or pallet.
- 02



Secure and protect your goods both inside and out
Take into account the possibility that the goods may settle into a pile during transport. Always use labels for goods that cannot be stacked, in cases where your goods cannot be stacked.
- 03



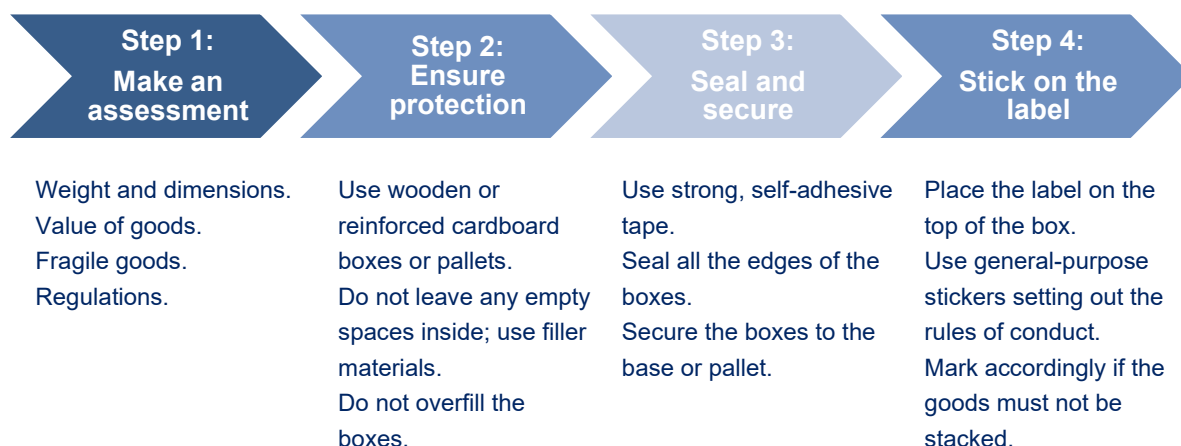
Secure and fasten the packages to the base or pallet using sturdy securing systems, such as plastic straps or metal clamps, which will help keep the load in place during transport and handling.
- 04



Label the user manuals for your products with stickers.
Please be aware that the goods are handled either manually or automatically, and please provide us with any special handling instructions as required.

Please note: Please note that any parcel weighing more than 30 kg is treated as heavy cargo and must be packed in a reinforced cardboard or wooden box placed on a base or pallet, to allow access for material handling equipment.

Please follow the steps below, which outline the basic requirements for the correct packaging of goods:



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2.1. Assess your packaging requirements for your goods

Choosing the right type of packaging for your goods is an important step before you send them. Here are a few tips to help you choose the best packaging for your consignments.

Please note that certain products, such as food additives, perfumes, paints, solvents and some electronic devices, may be classified as dangerous goods and must comply with the applicable standards regarding packaging, labelling, handling and storage.

Please also bear in mind that there are certain types of goods for which transport via the DSV network is restricted, or may require special procedures, due to their nature or specific characteristics.

SHAPE AND SIZE		The goods inside should be protected by wrapping them inside the box as well. The goods must not come into direct contact with the outer packaging.
HIGH-VALUE GOODS		Provide extra protection for high-value goods.
FRAGILE GOODS		Use labels providing instructions on how to handle the product. Provide extra protection for fragile goods.
REGULATIONS		There are certain types of goods that require special packaging and labelling (e.g., dangerous goods). Check the relevant regulations

Please familiarise yourself with the list of goods that are prohibited from being transported via the DSV network.

For further information, please contact our Customer Service Department.

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2.2. Choose suitable materials to protect the building from the inside and the outside

As described earlier, this guide sets out certain minimum common standards for the protection and packaging of a range of everyday products. Please refer first and foremost to the materials and instructions relating to specific packaging for individual sectors.

2.2.1. Protective materials for use inside individual packages weighing up to 30 kg.



- Choose materials for protecting the interior that are suitable for the purpose and the characteristics of the goods requiring protection.



- Filling materials: Packaging pellets/beads, air cushions, corrugated cardboard, bubble wrap, etc.



- Dividers: Cardboard dividers, shock-absorbing foam, corrugated cardboard, etc.



- Protection: Bubble wrap, foam film, corrugated cardboard, etc..

2.2.2. Protective materials for use inside individual packages weighing up to 30 kg.



- Use, primarily, top-quality wooden boxes or corrugated cardboard boxes. For fragile or heavy goods (>20 kg), use wooden boxes or double- or triple-layer cardboard boxes.



- Avoid using second-hand boxes, as they may have lost some or all of their strength. Choose boxes of a suitable size for the goods in question, avoiding excess empty space inside, as this can weaken the entire package.



- For additional protection, use plastic or cardboard corner protectors on the outside.

2.3. Seal and secure the consignment using packing techniques that will ensure it is well protected.



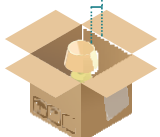
- Seal all the edges of the box openings (H-type) with strong, 5 cm wide adhesive tape (masking tape, self-adhesive vinyl tape or fibre-reinforced tape). Avoid using kraft paper tape, polypropylene tape or string.



- Filing the space inside the boxes is important to prevent parcels from shifting during transit.

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- Use packing materials suitable for the goods inside the boxes; some packing materials react to pressure or weight and may lose their protective properties.
- Position the items inside at an appropriate distance from the outer walls of the box. This can prevent damage in the event of vibrations or minor impacts during transit.
- When shipping fragile items, use the double-boxing technique.
- Where possible, secure the boxes to a base or pallet using suitable securing devices to prevent movement and ensure the stability of individual boxes on the base or pallet.
- Secure the top of the stack with corrugated cardboard on the outside or with box pallets for better external protection.

2.4. Mark and label your consignments correctly

2.4.1. Clear and correct labelling is important to ensure the swift transport of goods within the DSV network.

Below are a few key points to bear in mind:

DSV offers a range of IT integration tools that simplify tasks related to labelling and identifying consignments. Please contact our Customer Service Department for information tailored to your company's specific needs.



- Attach the shipping label securely to the top right-hand corner of the longer side, ensuring it is visible and cannot come off accidentally.
- Do not allow labels to be covered by other stickers, seals or documents.
- Avoid using second-hand boxes, but if you do decide to use them, ensure that all old labels and stickers have been removed before reusing them.
- Placing a second label inside the parcel will help us identify the consignment if the original label falls off or becomes damaged.
- If you need to attach other labels to the consignment, avoid placing them in the same area as the shipping label.
- Use a self-adhesive transparent plastic sleeve to store any documents accompanying the consignment.

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2.4.2. Special handling instructions for consignments must be indicated by standardized labels of the appropriate size, shape and color, and must be affixed to the sides of the parcels.

This makes it easier and safer for our staff to read and follow the instructions.

Below are some examples of the most commonly used labels:

	THIS SIDE UP The arrows indicate the direction in which the goods must be transported and handled.
	FRAGILE, HANDLE WITH CARE Contains fragile goods which must be handled with care due to the risk of breakage.
	KEEP DRY Goods sensitive to moisture; must not be exposed to the outdoors or placed in damp areas.
	NOT STACKABLE Packages must not be stacked or placed beneath other types of goods.
	Dangerous goods The goods contain substances which, during transport, pose a risk to health, safety, property or other goods.

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Types of pallets/load units

3.1. Types and characteristics of pallets

Pallets are most commonly used as standard loading equipment for the transport of consolidated consignments.

Pallets are available in various types and sizes, but you need to choose the one best suited to the type of goods being shipped..

	WOODEN Sturdy, suitable for heavy goods. Reusable. Widely available and cheaper than plastic ones. If the shipment is international, ensure that the wood has been treated and complies with the destination country's specifications. Ensure the base of the pallet is reinforced to increase its stability.
	PLASTICS High load-bearing capacity and non-slip surface. They are not very heavy. Resistant to moisture and corrosion. More expensive than wooden pallets .
	CARDBOARD Lightweight. 100% recyclable. Single-use only. Not suitable for heavy loads or damp environments. Inexpensive .

Using standard pallets is a way of avoiding surcharges for oversized items. Standard pallets are defined as those whose dimensions do not exceed 120 cm on any side.

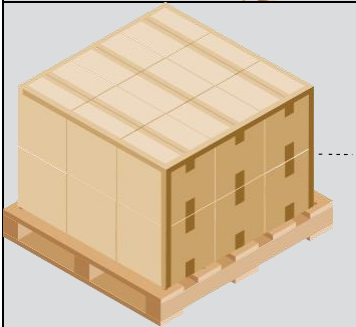
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Protection and security of packaging

4.1. Securing and protecting standard packaging on pallets

The main aim of ensuring proper protection of consignments is to prevent damage to goods during handling and transport, whilst ensuring the safety of those handling the goods.

	Securing straps (plastic or metal) must be used to secure the load properly to the pallet base. This provides the necessary structural stability, ensuring that the consignment is handled and transported safely.
	The necessary protective elements must be used to prevent damage to the load unit from any side. Reinforced cardboard padding or film should be placed around the entire perimeter of the pallet.
	Protection at the edges of the pallet should be reinforced by placing cardboard or plastic protective elements on the corners and wrapping the whole thing in heat-shrink film.

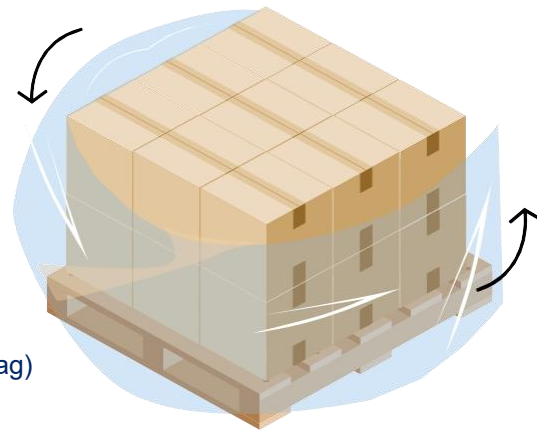
Strapping or heat-shrink film are the basic methods of securing a load to a pallet and must be used for large items or palletised consignments. Strapping can be made of nylon, steel, polyester (PET) or polypropylene. Metal straps are best suited to heavy items, whilst nylon and PET straps are recommended for cardboard boxes and lighter contents.

If you are using plastic strapping or heat-shrink film, ensure that they are strong enough to create a secure, unbreakable seal.

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PACKAGING WITH HEAT-SHRINK FILM

- Use plastic rolls to wrap with heat-shrink film
- Secure the film to the top of the pallet and wrap it down to the base.
- Wrap the pallet tightly with heat-shrink film, rotating it horizontally to cover the boxes.
- Continue wrapping the pallet in heat-shrink film until at least 50 per cent of the pallet is covered by a second layer of film.
- At the top, criss-cross the film between the corners (zigzag) until the pallet is completely covered.
- Finally, pull it down and wrap it around the base of the pallet.



- When used correctly, straps are ideal for securing consignments.
- When fitting a strap by hand, secure the empty bottom section of the pallet to the top to secure the load vertically.
- Repeat this in all directions until at least four straps are securing the load.
- Use horizontal edge protectors to prevent the straps from cutting into the boxes.
- Wrap the pallet in heat-shrink film to protect it from damage during transport

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4.2. Securing and protecting specific goods

Below are a number of specific guidelines for large and heavy items.

This will help you protect your consignment and secure it for transport within the DSV network.

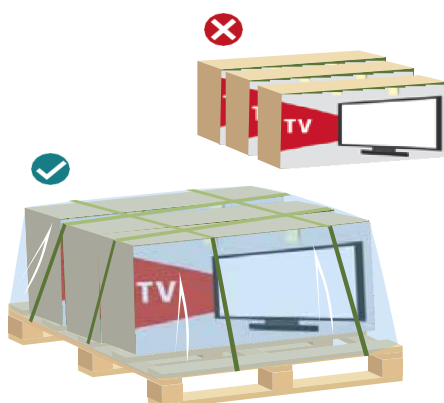
If the goods are not packed correctly, DSV may charge additional fees for the consignment.

FUEL DRUMS

- Fuel drums must be packed on plastic or wooden pallets, with a gap of 2 cm between the bottom boards.
- Fibre pads must be fitted at the top, bottom and between the drums to prevent them from shifting and being damaged during transport.
- Secure the drum to the pallet using at least two strong plastic or metal straps. Use protective pads between the straps and the drums to prevent them from coming into contact with each other during transport.
- If you are sending several barrels, secure them together before loading them onto the pallet.



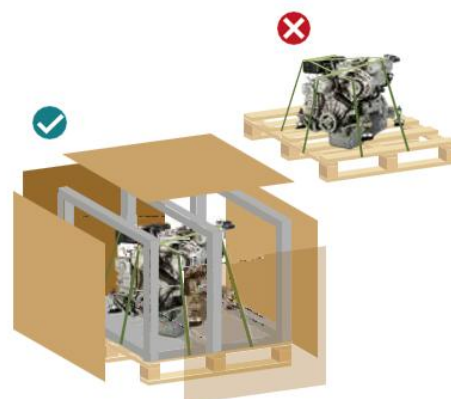
LARGE ELECTRONIC EQUIPMENT



- If the manufacturer's box is not double-walled, repackage the television in a double-walled cardboard box.
- If sending multiple televisions, place them on pallets and ensure they do not hang over edges. Secure them to the pallet with a strong plastic strap & wrap the pallet completely in heat-shrink film.
- Place protective material on top of the pallet and cardboard pads on all sides to allow other items to be stacked on top of them.

GINES AND VEHICLE PARTS

- Engines and other vehicle parts must be packed in wooden crates or secured to a pallet with the sides and top lined with corrugated cardboard and edge protectors.
- Any fluids or fuel must be removed from the engine or parts prior to transport.
- If they do not fit in the designated space, they must be packed in a wooden crate or placed on a pallet of a suitable size that can be handled by a forklift.



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TYRES

- Tyres must be placed on pallets and secured with a strong plastic or metal strap.
- Cardboard, wooden or plastic spacers must be placed on top of and around the sides of the pallet to protect the tyres and other consignments.
- If you are using special wheel boxes, they must be strong enough to support the weight and maintain straight edges without warping.
- DSV does not transport tyres in bulk.



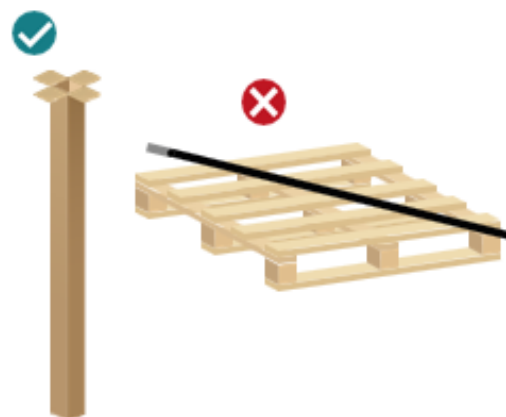
CARPETS AND FABRIC ROLLS



- Carpet runners should be rolled up from the narrowest end.
- To prevent creasing, carpets and fabrics must be rolled into sturdy cardboard tubes.
- The ends of the tubes or rolls must be secured with strong paper or cardboard.
- Rugs and rolls of fabric may be placed on pallets, but only in an alternating pattern, and secured with tape and wrapped in heat-shrink film to ensure stability.
- If an item measures more than 120 cm or weighs more than 30 kg, consider packing it in a wooden crate or on a base that can be handled by a forklift.

LONG ITEMS

- Long, narrow cardboard boxes are structurally weak and can easily be damaged.
- When shipping long items, we recommend using triangular-shaped packaging or sturdy cardboard tubes and placing them inside a square box.
- The outer box will prevent the goods from rolling around and becoming damaged during transit.
- Pack long items weighing over 30 kg into a wooden crate that can be handled by a forklift.
- Secure the tubes to the pallet using a strong plastic or metal strap and use
- wooden wedges at the base of the pallet to prevent them from shifting during transport.



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CABLING REELS AND COINS



- Cabling reels and coils must not be transported loose and must always be placed on a pallet.
- To avoid any potential additional costs, place the drum on its side on a suitably sized pallet so that other consignments can be stacked on top of it.
- Very heavy drums (>50 kg) must be secured to the pallet using wooden wedges.
- The drum and wedges must be secured to the pallet using strong plastic or metal straps (two horizontally and two vertically).
- If the cable on the drum is highly sensitive, we recommend packing it in a wooden crate or protecting the drum with corrugated cardboard.

INDUSTRIAL EQUIPMENT

- Industrial equipment must be packed in wooden crates or secured to a pallet using cardboard padding on the sides and top, as well as edge protectors.
- All liquids and fuels must be removed prior to transport.
- Large and heavy items must be placed on a wide base to prevent them from becoming unstable during transport.
- Additional charges apply to consignments that cannot be safely stacked.



OKNA I PANELE SZKLANE

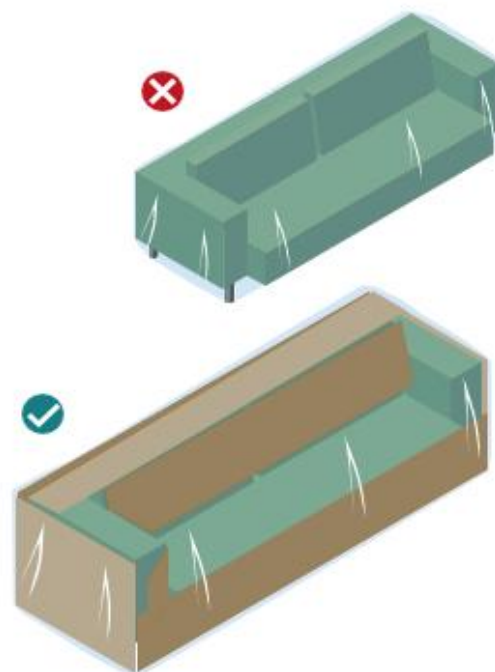


- Industrial equipment must be packed in wooden crates or secured to a pallet using cardboard padding on the sides and top, as well as edge protectors.
- All liquids and fuels must be removed prior to transport.
- Large and heavy items must be placed on a wide base to prevent them from becoming unstable during transport.
- Additional charges apply to consignments that cannot be safely stacked.

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FURNITURE AND LARGE DECORATIVE ITEMS

- Where possible, new furniture or dismantled large decorative items should be shipped separately.
- The various components should be identified, numbered and grouped together in a box, and secured to a base or pallet.
- Items that cannot be separated must be assembled and secured on a suitable base or pallet, taking care to ensure that the edges do not protrude beyond the perimeter of the pallet.
- Secure the item with heat-shrink film after lining the sides and top with wooden or corrugated cardboard pads and edge protectors.
- Finally, apply a final double layer of heat-shrink film to isolate the goods from any potential contamination from dust or smoke.
- DSV only transports new furniture intended for sale. The transport of furniture and, in general, any second-hand goods within our network is restricted.



MATERIALS IN LARGE BAGS

- Stack the bags on a base or pallet in crosswise layers, without reaching the edges of the pallet.
- Maintain a safe distance of 5 cm around the entire perimeter of the stack of bags from the vertical side of the pallet.
- The weight of the bags at the top may cause the bags at the bottom to deform; if they protrude beyond the pallet, they are at risk of abrasion and tearing, which may result in loss of contents.
- Secure the bags with a double layer of heat-shrink film, tucking it under the base of the pallet several times to form a compact unit.
- Secure the entire perimeter of the pallet with spacers or rolls of corrugated cardboard to a height of at least 80 cm.
- Finally, place a pad, a wooden cover or a double layer of corrugated cardboard on top of the pallet and wrap the whole thing again in heat-shrink film for better protection.
- Check that the total weight of the bags does not exceed the pallet's maximum load capacity, and identify and label the goods appropriately if they are not suitable for stacking.



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SHOWER TRAYS AND COATED PANELS



- Reinforce the shower tray or panel with a frame fitted with guides, or with a solid wooden pallet, chipboard or MDF of at least 16 mm thick on all sides.
- Secure the outside with a shim or a wooden cover made of chipboard or MDF at least 20 mm thick to support the weight of other goods placed on top.
- Valves, drains or fittings corresponding to individual components must not be transported separately from their set, and must not be glued to surfaces, as they could be damaged if stacked on top of one another.
- A wooden crate for valves or fittings must be placed beneath the pallet to protect them during transport and ensure they do not obstruct access to the pallet.
- In the case of multi-pallet consignments, where several trays or panels are stacked in columns, anti-slip tape should be applied to the guides on the pallets and the whole load should be secured with strapping to prevent the load from shifting or sliding.

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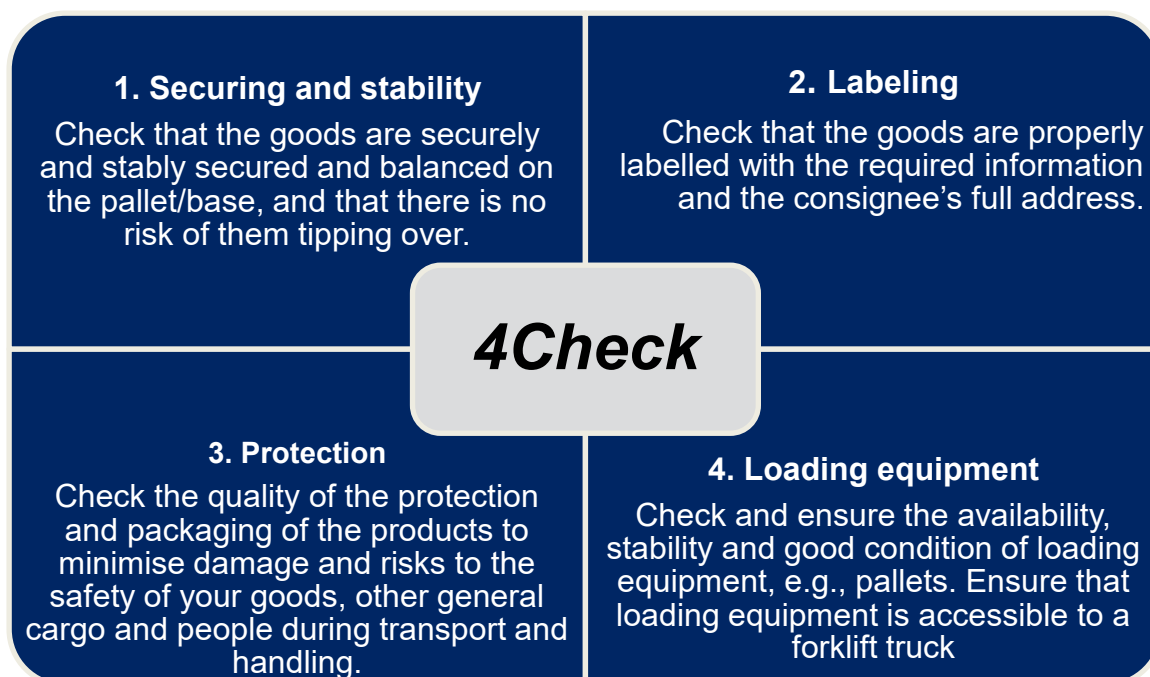
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Packaging quality checks

5.1.Packaging analysis: the 4Check concept at DSV

As we have already described in this guide, the quality of the packaging and the way the goods are prepared for transport are of paramount importance, as the safety and integrity of the shipment from origin to destination depend on them.

The 4Check concept simplifies and consolidates the pre-transport packaging inspection by detailing checks carried out across four key areas, namely:



Ensure that the packaging is sturdy and that the top surface is flat and stable to allow other goods to be placed on top of it. If it is not possible to place other goods on top, this may result in additional transport costs.

Proper packaging is key to ensuring safe and damage-free transport!