## STRUCTURAL FASTENER ASSEMBLIES COLOUR CODING SYSTEM



Consignments of structural bolting are assembled in accordance with Customer's order instructions (order, contract, phase or zone) and packed onto pallets with volume per size being the controlling feature. Firstly the large volume items are packed on the base of the pallet(s), the remaining capacity is filled with the smaller volume items. The contents of the pallet(s) are recorded on a picking-note (coloured yellow) please see over. This document is put inside a bag marked "Picking List Enclosed" and placed on the top of pallet No 1 (see figure 1 below).

Three labels are placed on the top of the pallet; an A4 label marked "Picking List Enclosed", another A4 label marked "Advice Notes Here", and finally an A3 sized delivery address panel bearing; Customer's Name, site address, order number, phase or zone, pallet number and the total no of pallets (see figure 2 below).

## **Checking Goods on Receipt**

On arrival at site the picking lists and advice notes can be easily found prior to removal of waterproof covering. The Picking List should be retained to enable the erectors to locate the position of a particular size. Detailed on each Picking List are, Size and Description, Quantity Ordered, Quantity Despatched with Batch No., No. Of bags with contents and the Pallet No. where items are located.





