



PACKING → LABELLING & DESPATCH

A guide to our standard procedures for project shipping



FULLY CE COMPLIANT FOR EXECUTION CLASSES 1 TO 4 • BS EN ISO 9001:2015 • BS EN ISO 14001:2015 • BS EN ISO 45001:2018
JOHN REID & SONS (STRUCSTEEL) LTD trading as REIDsteel, REIDglazing & REIDmarine • Company Registration No: 617773

REIDsteel

JOHN REID & SONS (STRUCSTEEL) LTD

Packing, Labelling & Despatch

- a guide to our standard procedures for project shipping

From our four acre site in Christchurch, Dorset, we dispatch large steel structures such as our aircraft hangars, bridges and warehouses to all points of the globe.

Our shipping team is vastly experienced and their organisational skills always get the job done. They have a keen eye for detail that covers everything from a triple check process for the crating and loading of containers to an

understanding of documentation requirements. Should a problem arise it is dealt with in a calm and efficient manner.

40ft open top containers are the main stay of our business, as this means we can load steel members up to 11.9 metres long. For smaller steel below 5.85 metres long we can use 20ft open tops or 20ft GP containers. All our export jobs are designed with this in mind.

Everything needed to erect a REIDsteel structure is packed and delivered. We have developed a sledge loading system for 20ft GP containers that make them easier to load and allows for more options when it comes to planning container requirements. We use both lines containers and for the more difficult areas of the world to reach we can purchase “shipper’s own/one tripper” containers on behalf of our clients.

REIDsteel is heavily involved in the home market, but we also export bespoke productions to over 130 countries. Since 1919, we have supplied structures in places as varied as the Caribbean, Iceland and Africa. In some of the most remote areas of the world, where infrastructure is limited, we are proud that REIDsteel structures are often the beginning for transport connections and bigger business opportunities.

During the worldwide recession, many shipping lines have chosen to reduce fuel costs by operating their vessels at reduced speeds. For the heavy loads that REIDsteel export, this means being able to prioritise container loadings, meet customer requirements and plan the shipment in order to deliver on schedule.





■ Primed steel awaiting despatch.



■ Every steel piece is identified by a 'Mark Number' and has a label showing this and other production information. We have a comprehensive system of listing and checks so each piece can be accounted for in accordance with our ISO 9001 system and European CE Mark compliance.



■ Small pieces are packed into crates or pallets, individually listed, numbered and labelled.



PROPERTY OF JOHN REID & SONS
 Contract No: XXXX
 Fab: CS9 Mark: J47
 Wt: 78.8 Kg Qty: 2/6



■ Packing labels show the contract number, fabrication issue, assembly mark number, weight and the item number/quantity - in this example above it is denoting item 2 from a total of 6.

Project steelwork ready for container loading





■ Container loading underway



■ Typical container loads . . .

Far left: steel loaded into an open top container showing the use of wooden spacers.

Near left: Crates being slide loaded into a closed container.

■ Once the containers are loaded, photo records are taken of the load, the sealing of the container and close ups of the seals.



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PACKING LIST
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For Account of:
 Client Name
 Address details

Date Day-Month-Year
 Invoice No XXXX
 Our Ref XXXX

SAMPLE

PACKING LIST FOR INVOICE XXXX

Steel framed buildings shipped as unassembled, unprotected metal members, packages or crates of cladding materials and crates or cases or containers of small parts or accessories CFR Port Louis

QUANTITY	DESCRIPTION	KILOS
1	CRATE SMALL STEEL,1001	1,115
1	CRATE STORES HD BOLTS,5001	471
208	STEEL ITEMS,7xF1,2xF2,2xF3,2xF4,2xF5,2xF6,2xF9,1xF10,2xF11,1xF12,1xF13,2xF29,2xF30,1xF31,1xF32,1xF35,1xF36,2xF37,2xF38,2xF39,1xF40,1xF41,1xF43,1xF44,1xF45,1xF46,1xF47,2xF58,2xF59,2xF60,2xF61,1xF62,2xF63,2xF64,4xF65,2xF66,2xF67,2xF68,4xF73,2xF74,1xF75,1xF76,1xF77,1xF78,2xF79,2xF80,1xF81,1xF82,2xF83,1xF84,1xF85,1xF86,2xF87,2xF88,1xF89,2xF90,1xF91,1xF92,4xF93,1xF94,1xF95,1xF96,1xF97,1xF98,1xF99,4xF100,1xF101,1xF102,2xF103,1xF129,1xF130,1xF131,1xF132,1xF133,1xF134,1xF135,1xF136,1xF137,6xF138,1xF139,12xF140,2xF141,2xF142,6xF61,12xF65,6xF66,6xF67,6xF68,4xF61,8xF65,4xF66,4xF67,4xF68	23,941

TOTAL NUMBER OF ITEMS 210 TOTAL GROSS WEIGHT 25,527 KILOS
 SHIPPED IN ONE 40 FOOT OPEN TOP SHIPPERS OWN CONTAINER NUMBER FSCU0409955
 SEAL NOS B114845/A000123

1	CRATE SMALL STEEL,1002	1,200
1	CRATE RAINWATER GOODS,1004	200
117	STEEL ITEMS,2xF5,2xF7,6xF29,6xF30,3xF31,3xF32,3xF33,3xF34,3xF44,2xF48,4xF49,4xF50,2xF51,6xF58,6xF59,6xF60,3xF62,6xF63,6xF64,2xF103,2xF104,1xF105,10xF106,1xF107,1xF108,2xF109,2xF110,1xF111,1xF112,1xF130,1xF131,1xF133,1xF134,1xF135,1xF136,2xF138	24,421

TOTAL NUMBER OF ITEMS 119 TOTAL GROSS WEIGHT 25,821 KILOS
 SHIPPED IN ONE 40 FOOT OPEN TOP SHIPPERS OWN CONTAINER NUMBER TOLU4924508
 SEAL NOS B114842/A000001

1	CRATE FLASHINGS,4001	2,005
1	CRATE STORES FIXINGS,5001	1,816
2	PALLETS STORES FIXINGS,5002,5004	694
2	BOXES BRUSH SEALS,5005	27
4	BOXES FOAM FILLERS,5006	23
1	BOX STORES	3
143	STEEL ITEMS,1xDC41,1xDC45,2xF8,6xF14,1xF15,1xF21,1xF22,2xF25,4xF29,4xF30,2xF31,2xF32,2xF33,2xF34,1xF44,2xF50,2xF51,1xF52,1xF53,1xF54,1xF55,1xF56,4xF58,4xF59,4xF60,1xF62,2xF63,2xF64,1xF69,1xF70,2xF71,1xF72,4xF73,8xF105,6xF106,1xF107,1xF108,1xF109,1xF110,2xF113,2xF114,4xF138,4xF140,1xF143,1xF144,2xF145,2xF146,1xF152,1xF153,1xF154,1xF155,2xF156,4xF157,6xF158,3xF159,4xF160,4xF161,1xF162,1xF163,1xF164,1xF165,3xF166,6xF29	21,219

TOTAL NUMBER OF ITEMS 154 TOTAL GROSS WEIGHT 25,787 KILOS
 SHIPPED IN ONE 40 FOOT OPEN TOP SHIPPERS OWN CONTAINER NUMBER XXXX0000000
 SEAL NOS XXXX0000000000000000

For Account of:
 Client Name
 Address details

PACKING LIST
 Page 2

Date Day-Month-Year
 Invoice No XXXX
 Our Ref XXXX

PACKING LIST FOR INVOICE XXXX

CONSTRUCTION OF WAREHOUSE OFFICE BLOCK, WORKSHOP AND EXTERNAL WORKS AT THE COAST

QUANTITY	DESCRIPTION	KILOS
1	CRATE SMALL STEEL,1003	680
1	CRATE FLASHINGS,4006	1,670
208	STEEL ITEMS,4xDC42,1xF12,1xF16,2xF17,2xF18,1xF19,1xF20,1xF23,2xF24,1xF26,1xF27,1xF28,2xF29,2xF30,1xF31,1xF32,1xF35,1xF36,2xF37,2xF38,1xF40,1xF41,2xF42,1xF44,2xF49,2xF57,2xF58,2xF59,2xF60,2xF61,1xF62,2xF63,2xF64,4xF65,2xF66,2xF67,2xF68,2xF69,2xF72,1xF76,1xF77,3xF105,4xF106,1xF109,1xF110,2xF115,2xF116,2xF117,1xF118,1xF119,1xF120,1xF121,1xF122,4xF123,2xF124,1xF125,2xF126,1xF127,1xF128,2xF140,2xF147,4xF148,1xF149,2xF150,1xF151,2xF160,2xF161,1xF167,1xF168,1xF169,1xF170,1xF171,1xF172,1xF173,1xF174,1xF175,1xF176,1xF177,1xF178,1xF179,1xF181,9xF183,2xF185,4xF186,30xF187,10xF188,6xF189,2xF190,8xF191,8xF192,8xF193,4xF194,4xF195,1xF196,8xF198	23,661

TOTAL NUMBER OF ITEMS 235 TOTAL GROSS WEIGHT 26,011 KILOS
 SHIPPED IN ONE 40 FOOT OPEN TOP SHIPPERS OWN CONTAINER NUMBER XXXX0000000
 SEAL NOS XXXX0000000000000000

CERTIFY THAT THIS INVOICE IS TRUE AND CORRECT AND THAT THE GOODS ORIGIN IS KINGDOM - EUROPEAN COMMUNITIES ORIGIN

JOHN REID & SONS (STRUCSTEEL) LTD.



Wooden and steel crates used for packing smaller items

REIDsteel are experts in the design, fabrication and construction of:

- Aircraft hangars, hangar doors and hangar extensions
- Bridges
- Car parks
- Church and community buildings
- Cranes
- Environmental structures
- Grandstands and stadia
- Housing, hospitals and schools
- Hurricane and earthquake resistant buildings
- Industrial and warehouse buildings
- Leisure and sports buildings
- Office buildings, commercial buildings and retail superstores
- Security gates, barriers and defensive structures

REIDsteel

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