

Standard

Stanwell Packaging and Transport Safety Guideline

Document Number – ASM-STD-SUP-115

This document applies to the following site(s):

All Sites <input checked="" type="checkbox"/>	
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1.0 Purpose/Scope

1.1 Purpose

- (a) This Guideline has two (2) critical areas of focus:
 - (i) road transport safety; and
 - (ii) packaging integrity;
- (b) The Guideline is designed to:
 - (i) protect our people, environment, suppliers and community from the risk of accidents and incidents;
 - (ii) ensure all reasonable steps have been taken to ensure all stakeholders and suppliers comply with this guideline; and
 - (iii) ensure Stanwell and our suppliers comply with the relevant Laws, Australian Standards, legislations and guidelines governing safe packaging and transportation of goods and services.
- (c) This Guideline shall not relieve the Supplier of any contractual obligations to provide documentation in accordance with the Contract, Purchase Order, or any other agreed terms and conditions. Additional documentation requirements may be included in technical specifications that form part of the Contract or Purchase Order.
- (d) This Guideline does not take precedence over any specific Contract or Purchase Order requirements and is intended to provide only minimum requirements.

1.2 Scope

This document provides definition and instruction for the safe movement of freight to and from all Stanwell's sites and is critical to Stanwell's ongoing commitment to maintaining a Zero Harm environment. It is to be read and followed by suppliers, transport providers and requisitioners, particularly by staff involved in packing and securing items for transportation.

Freight destined for Sites typically travels significant distances and may pass through several points of handling before reaching the final destination. Due to the varying nature of the freight requirements, what may be considered sufficient preparation for a metro or short distance delivery will not always suffice for freight dispatched to Sites due to distance, road conditions and seasonal weather. Freight must be presented in such a manner that it:

- (a) can withstand road transport over long distances and rough terrain;
- (b) can be safely lifted on and off transport vehicles;
- (c) minimises the risk of injury to those involved in freight handling; and
- (d) minimises the risk of damage to freight, other road users and the general public.

This document is to be read and followed by suppliers, transport providers and requisitioners, particularly by staff involved in packing and securing items for transportation. This document applies to all Stanwell personnel (full time, part time, temporary and casual), contractors and sub-contractors handling freight in support of Stanwell's operations.

Note: *If in doubt about any aspect of this guideline, please check with the appropriate Stanwell representative.*

2.0 Definitions

Anti-Tip Device means the design of a pallet, skid or transport frame that prevents the load from falling off the forklift tines, should the load become unbalanced before or during loading and unloading operations.

Chain of Responsibility means all persons in the transport chain who can be held responsible for breaches of the Law and who are legally liable.

Dangerous Goods means substances or articles with hazardous properties that pose a risk to people, property or the environment due to their chemical or physical properties.

Directional Form of Restraint means restraint of a package where the securing methods are not in a uniform plane and have tie-down in at least two different directions (i.e. north – south, east – west).

Direct Load Restraint means a form of load restraint achieving containment of the load through methods such as goods being loaded directly against the head, tailboards and the sides of the vehicle. The load is restrained either by the vehicle structure itself or by securing aids such as gates, containment curtains and bolsters.

Emergency Procedure Guide means a document or card which provides information on the correct procedures to be followed when there is an emergency involving the transport of Dangerous Goods.

Indirect Load Restraint means a restraint method that relies on friction between the load and the vehicle, such as rubber coated truck trays and tie down equipment that press the load more firmly onto the loading surface.

Law means legislation including Australian Standards, regulations, by-laws, orders, awards and proclamations with which a Party is legally required to comply; common law and equity (if applicable); and authority requirements, guidelines, consents, certificates, licences, permits and approvals (including conditions in respect of those consents, certificates, licences, permits and approvals) with which a party is legally required to comply.

Packaging Integrity is the means by which goods are restrained and contained to prevent damage and movement during transport and storage.

Site means any Stanwell operation or office including but not limited to a power generation site, mine site, coal handling prep plant, warehouse facility, train load out facility and administration office.

Site Standards and Procedures means the standards, specifications, policies, procedures and matters listed in Stanwell's Contractor Management Framework or provided to the contractor, and any updates or any other guidelines, rules or requirements that are applicable.

Stored Energy is contained in items, such as pressure vessels, cylinders, gas charged suspension struts, brake actuators, springs under tension and suspended counterweights, as part of their operating process.

Wide Load means any load that exceeds regulatory dimensions, or that requires an accompanying escort, pilot vehicle or police escort to transport the consignment.

Zero Harm is a Stanwell goal to achieve zero harm to our employees, contractors, suppliers, members of the public, the environment and the communities in which we operate.

3.0 Standards, Codes and References

The management of Stanwell’s freight shall be carried out in accordance with, but not limited to, the latest revision of the follow standards:

Document Number	Document Title
AD7.7	Australian Dangerous Goods Code
LRG	Load Restraint Guide 2018
AS 2400	Packaging
AS 2852	Packaging - Pictorial marking for the handling of packages
AS 3711	Freight Containers
AS 4068	Flat pallets for materials handling
IMDG	International Marine Dangerous Goods Code
ISPM15	Regulation of Wood Packaging Material in International Trade (2019)

4.0 Legislation

4.1 Transport Regulations

Stanwell expects all suppliers, contractors, sub-contractors and transport providers to comply with the Queensland Transport Operations Road Use Management Act 1995 and its subsequent regulations including, but not limited to:

- (a) Transport Operations (Road Use Management – Dangerous Goods) Regulation 2008;
- (b) The Heavy Vehicle National Law 2012 (HVNL) and its subsequent regulations including:
 - (i) Heavy Vehicle (Fatigue Management) National Regulation;
 - (ii) Heavy Vehicle (General) National Regulation;
 - (iii) Heavy Vehicle (Mass, Dimension and Loading) National Regulation;
 - (iv) Heavy Vehicle (Vehicle Standards) National Regulation; and
 - (v) Heavy Vehicle (Registration) National Regulation.

4.2 Chain of Responsibility

Chain of Responsibility (CoR) legislation aims to improve road safety and minimize negative impacts on the environment, road infrastructure and traffic management associated with breaches to the National Heavy Vehicle Road (HVNL) laws. It ensures that anyone who uses road transport as part of their business activities can be held responsible for breaches of road laws and may be held liable. It requires users to share responsibility for safety on the road and exercise due care by taking reasonable steps to prevent safety breaches. This includes but is not restricted to:

- (a) adhering to regulated hours for working;
- (b) taking regulated rest breaks;
- (c) knowing the vehicle’s mass and dimension limits so they are not exceeded;
- (d) ensuring the load is properly restrained;
- (e) goods are able to be adequately restrained;
- (f) observing speed limits;

- (g) checking the adequacy and condition of restraining equipment; and
- (h) vehicles are roadworthy at all times.

Under legislation, all parties in the transport chain have a clear responsibility to ensure that requirements under the Law are not compromised. This is called the Chain of Responsibility. Parties included in the Chain of Responsibility comprise any person or party who influences the transport task (refer Figure 1).

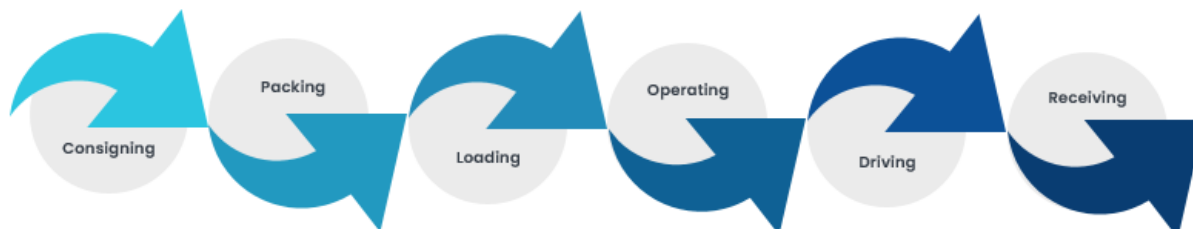


Figure 1 Chain of Responsibility

All parties included in the Chain of Responsibility will be held legally liable in the event of a breach. This is referred to as duty of care and applies not only to business, but also to individuals.

Further information on Chain of Responsibility can be found at the National Heavy Vehicle Regulator (www.nhvr.gov.au) and the National Transport Commission (www.ntc.gov.au).

5.0 Governance and Compliance

Chain of Responsibility stakeholders and suppliers must be familiar and comply with legal obligations governing safe packaging and transportation of goods, equipment and machinery. These include, but

- (a) Law;
- (b) Chain of responsibility legislation and compliance;
- (c) Stanwell Sites Standards and procedures; and
- (d) All requirements for Stanwell's Contractor Management Framework

6.0 Packaging Integrity

6.1 Critical

- (a) Packaging Integrity shall be adequate to prevent uncontrolled load shift during transportation, loading and unloading activities.
- (b) Packaging shall be strong enough to withstand load restraint forces, such as emergency braking. If uncertain, a risk assessment shall be undertaken and documented confirming appropriateness for safe transport.
- (c) There shall be a minimum of two Directional Forms of Restraint to secure all loads, unless this is not adequate restraint to prevent uncontrolled load shift. It is the responsibility of the consignor to ensure all loads satisfy packaging integrity.
- (d) All goods with Stored Energy must also be clearly identified and marked accordingly with full testing, venting / draining, relief or restraining instructions firmly attached to the item in a weatherproof container. All goods dispatched from Site that contain Stored Energy as part of their operating process (such as pressure vessels, cylinders, gas charged suspension struts / components, brake accumulators, springs under tension, suspended counterweights and other like items) must be relieved, drained, vented and suitably restrained before transport.

6.2 General

- (a) All packaging methods shall be in a serviceable condition and comply with the Law.
- (b) Equipment and materials shall be packed to ensure an even weight distribution. Where this is not possible, particularly in the instance where a case or crate conceals the goods, the consignor shall ensure the centre of gravity and hoisting position are clearly marked on two sides to ensure safe handling, especially for any top heavy or unbalanced loads. These loads are considered high risk and require Anti-Tip Devices as part of the packaging, such as an under rail.
- (c) No small packages or components shall be packed inside major components (electrical cubicles, pumps, machine cabins) but shall be separately packaged for transport.
- (d) All items that are contaminated must be thoroughly cleaned before packaging for transport to prevent environmental or physical damage throughout the supply chain.
- (e) All goods and equipment containing oils or lubricants such as gearboxes, hydraulic components, transmissions with the possibility of leaking during transport shall be appropriately tagged, drained of excess fluids, plugged and, if required, banded.
- (f) Any sign of damage on receipt may cause the consignment to be rejected, returned and replaced at the supplier or transporter expense.
- (g) All packaging materials should be environmentally friendly. Substitutes for polystyrene foam and plastic beads are to be used whenever possible.
- (h) Shrink wrap is designed to stabilise loads, not to secure to pallets. Strapping or banding should be used in conjunction with shrink wrap to secure the load to the pallet. Consignors/packers must use clear wrapping to allow visibility of contents and restraint methods when checking the goods upon receipt.
- (i) No employee or contractor will be permitted to manually handle an item likely to affect his or her health or safety. Deliveries may require a risk assessment, and any package deemed unable to be handled by one person must be packaged suitable for either crane or forklift handling. If safe forklift handling is not possible, approved lifting and slinging lugs must be fitted by the supplier to facilitate safe crane handling.
- (j) Consignments must be packaged to provide for maximum use of mechanical handling. Items that require mechanical lifting must have forklift access points (including forklift accessories), approved lifting lugs or suitable access for slings. For standard forklifts and Telehandlers, access points must be sufficient to allow the use of tines that are 210mm wide x 80mm high.
- (k) International shipments must ensure all timber packaging and dunnage is ISPM15 treated and stamped.
- (l) Australia has strict quarantine requirements, and the Supplier will need to determine any specific requirements by referring to the Australian Department of Agriculture website.
- (m) The Supplier shall optimize the size, weight and complexity of the packaging materials to minimise the cost of transport, handling and storage.
- (n) If ongoing preservation of the goods are required, the Supplier must provide instructions which describes the care and maintenance to be carried out after delivery of goods. These instructions and any other instructions covering unpacking and installation details must be included with the delivery.

7.0 Packaging Methods

7.1 Equipment Protection

All equipment shall be suitably packed and protected to prevent leakage, damage, corrosion and

movement during transport and be protected from climatic damage during transport and storage.

7.2 Pallets and Skids

All pallets and skids provided for shipping shall be designed and constructed in accordance with applicable International Standards and Australian Standards.

Pallets and skids must be fit for purpose, relevant to the weight and dimension of each load:

- (a) Loads must not hang down and obscure the forklift entry points of pallets and skids;
- (b) Pallets and skids must be non-returnable hardwood (AS 4068) and serviceable with no damage;
- (c) Pallets must be at minimum two way, flush sided and under railed; and
- (d) Pallets are to be used for items that:
 - (i) are designed to be lifted by forklift or cannot be handled manually by one person;
 - (ii) have dimensions that allow for stable loading on a pallet;
 - (iii) do not exert excessive load requirements of the pallet; and
- (e) High risk, uneven and unbalanced loads require an anti-tip device.
- (f) Loads must not overhang the forklift entry points on the pallet, and individual contents of each pallet should be clearly marked.
- (g) Strapping is to be secured to the bearers on the pallet, not the boards. Strapping must ensure complete security of the item to the pallet, safeguarding the item from falling off the pallet.
- (h) Cylindrical items and items likely to roll or fall must be chocked and strapped with steel straps capable of bearing the unrestrained weight of the item to the pallet. Chocks should be fixed directly onto the pallet.
- (i) Timber pallets must be free from contamination, bark and insect infestations. Where possible steel pallets and skids should be used for packaging large or heavy items
- (j) Plastic wrap / heat shrink wrap should be used for all palletised materials.

7.3 Cases, Boxes and Crates

All cases, boxes and crates provided for shipping shall be designed and constructed in accordance with applicable International Standards and Australian Standards.

All large cases, boxes and crates must be suitable for lifting with forklifts:

- (a) Timber cases, boxes and crates must be free from contamination, bark and insect infestations;
- (b) Timber cases, boxes and crates must have a SWL exceeding the weight of the item;
- (c) Timber cases, boxes and crates must be solid timber, preferably hardwood and suitable to adequately support the item during transport;
- (d) Timber cases, boxes and crates must be fully closed and the base must be constructed for lifting by forklift;
- (e) Timber cases, boxes and crates must be secured with straps capable of bearing the unrestrained weight of the item, and straps must be secured in a manner consistent with the strapping material type (e.g. metal straps must utilise crimped steel seal or nylon and propylene straps must be secured using either crimping or appropriate heat technology); and
- (f) Wherever possible screws, not nails, should be used to seal the timber cases, boxes and crates.

7.4 Cages and Containers

- (a) Only goods or packages 25kg and less shall be placed into cages.
- (b) All cages must be suitable for lifting with forklifts.
- (c) Prior to shipping, the consignor must provide a packing list for all large containers (e.g. shipping containers) detailing contents and appropriate sizes and weights of the contents.
- (d) All steel cages require an Anti-Tip Device.
- (e) If the amount of goods in a cage is insufficient to effectively block the goods from moving, then the goods must either be restrained to the base of cage by way of straps or by blocking, using timber or similar to prevent movement.

7.5 Sacks, Bags and Plastic Wraps

- (a) If there is possibility of dust, dirt or moisture impacting the goods, then all sacks and bags must be suitably lined on the inside to prevent contamination of the contents.
- (b) All plastic coverings must be clear to allow visual inspection of goods during the transport chain.
- (c) Plastic shrink / stretch wrapping of goods is not considered adequate restraint and is only to be used as a means of protection against intrusion of dust or moisture.

7.6 Frames

- (a) The frame owner must ensure purpose-built transport frames designed and manufactured to suitable standards in accordance with Australian Standard AS4991 (Lifting Devices) and the Law
- (b) Purpose built transport frames must incorporate load restraints and lashing points as described in the National Transport Commission publication "Load Restraint Guide" 2018 edition
- (c) Spreader beams or transport frames incorporating lifting beams must also conform to AS1418 (Cranes Hoists & Winches).
- (d) Wherever possible manufacture and structural integrity of all transport frames must conform to AS3990 (Mechanical Steelwork) including non-destructive testing of lifting lugs.
- (e) Frames are not to be modified without approval from the frame owner and engineering certification documentation must be retained and be able to be produced on request.

7.7 Drums, Bulk Products and Liquids

- (a) If multiple drums are transported, they must be horizontally strapped around the middle with steel or similar approved non-stretch strapping. They must have angled corner protectors positioned on the top of the drums and be strapped with steel or similar approved non-stretch strapping.
- (b) All bulk products and liquids must be transported by accredited carriers.

7.8 Sheet Items

- (a) Sheet items, such as steel plate and mesh, must be able to be lifted by a forklift.
- (b) Sheet items must have dimensions that allow stable loading / unloading and do not exert excessive point loads for the pallet.

7.9 Large Equipment

- (a) Large individual items, where possible and safe, must be able to be lifted by a forklift / Crane.
- (b) Large equipment requiring disassembly before transport must be clearly marked prior to

disassembly to facilitate efficient reassembly on Site.

- (c) Loose accessories must be identified individually, by a metal or weather-resistant label indicating the name of the main equipment, names of accessories, quantity and its position number on assembly drawings.

7.10 Fragile/Sensitive Components

- (a) All instruments, protection relays or other fragile parts must be placed in sealed plastic bags and packed in plastic cushioning, or some equally effective shock absorbent material, in timber boxes.
- (b) All fragile components must be securely supported to prevent damage in transit and must be packed in separate crates and not with heavy items.
- (c) Polystyrene foam alternatives are to be used where available.

7.11 Bundling

- (a) Each bundle must be treated as an individual package and marked accordingly.
- (b) All items shall be segregated to length and size and bundles into units not to exceed 1000kg, using minimum 3cm steel straps that may be spaced up to 120cm apart (where practical, ends are to be cross braced). The size and weight of the bundles may be increased for practical purposes.
- (c) A minimum of 2 rubbing strips/skids/dunnage must be positioned so that a forklift truck and/or slings can handle the bundle without damage to goods. Additional rubbing strips/skids/dunnage must be spaced equally, as necessary, to distribute the load and prevent sagging.

7.12 Gas Cylinders

Gas cylinders must be securely restrained within a suitable cradle and transported in an upright position.

7.13 Pipe Fittings

- (a) All malleable, steel pipe and cast iron fittings must be boxed.
- (b) All flange faces are to be protected with bolt-on or snap-on covers.
- (c) Tape is not acceptable on sealing surfaces.

7.14 Pipe, Casing and Pup Joints

- (a) Standard casing lengths of 6m, 9m and 12m are to be delivered as individual units (not bundled). Each layer of casing is to be separated by rubber-lined hardwood dunnage.
- (b) Shorter casing lengths, known as pup joints (1m, 2m and 3m) must be delivered on purpose-built steel skids or stillage cages and stacked horizontally to a maximum height of 1.5m.
- (c) Pup joints are to be sufficiently strapped to the skids so as to prevent movement during loading, unloading and transport.
- (d) All pipe/casing ends are to be sealed with plastic plugs or end caps. Tape covering is not acceptable.
- (e) Coated pipe shall be provided with maximum protection. Pipe shall be lifted by slinging only and shall be marked "DO NOT USE HOOKS."

7.15 Kits

- (a) Items that are part of a kit must be clearly marked and where possible consolidated into one

packing unit.

- (b) In the event numerous sets of the same kit are purchased, each kit must be separately packed and clearly marked.
- (c) All kits must have a packing list that lists and describes each item that comprises the kit. This packing list must be inside the kit box.

7.16 Intermediate Bulk Containers (IBC's)

- (a) IBCs must only be consigned near full or near empty.
- (b) Provider must ensure lashing and restraints do not crush or damage the containers during transport.

8.0 Documentation & Labelling

8.1 General

- (a) Relevant documentation must be securely attached to the outside of all goods placed in a weather resistant, sealed envelope in a non-obscured prominent place.
- (b) Shipping containers must have delivery dockets and packing lists attached to the inside wall of the container, in a weather resistant, sealed envelope, in a non-obscured prominent place.
- (c) All shipping container movements must be accompanied by a Container Weight Declaration (CWD) that is compliant with the requirements of the HVNL.
- (d) Safety Data Sheets are to accompany the goods (if applicable).
- (e) Special handling instructions such as 'Fragile', 'Heavy Item', 'Top Heavy' and any other special requirements must be marked on the packaging in a clearly visible location and with the appropriate international standard, if applicable, marked on the items.

8.2 Delivery Dockets

- (a) The following information must be displayed on the delivery docket for each item of goods, package or freight container:
 - (i) a delivery docket number that is unique and relevant to the consignor;
 - (ii) consignor's details;
 - (iii) receiver's details;
 - (iv) purchase order number; and
 - (v) a full description, quantity and unit of measure.
- (b) If the items supplied against the purchase order require more than one package, then the documents must be attached to the first package and shall clearly indicate the number of packages sent for the consignment.
- (c) Each purchase order must be supported by an individual delivery docket.
- (d) Any freight received without a compliant delivery docket may result in delays to payment.

8.3 Consignment Notes

The consignment note must include the following detail:

- (i) consignor's details (including company name and phone number);
- (ii) receiver's details;
- (iii) purchase order number;
- (iv) delivery docket number;

- (v) type of package (e.g. roll, bundle, box);
- (vi) weight (kg) and dimensions (metric measurement) of each item; and
- (vii) freight requirement (e.g. general, dangerous).

8.4 Labelling

- (a) All goods must be clearly labelled with a consignment sticker detailing the following:
 - (i) purchase order number;
 - (ii) Site delivery details;
 - (iii) consignor's details;
 - (iv) item, case, box, package number (e.g. 1 of 4);
 - (v) Dangerous Goods classification and placarding (if applicable); and
 - (vi) special instructions sticker (if applicable).
- (b) All goods or packages dispatched as part of a purchase order are to be marked in English and in a clear legible manner.
- (c) All markings and references from previous freight movements shall be covered, painted over or removed from all goods and packaging.
- (d) All markings shall be durable, waterproof, fade and UV resistant. All colours used in the marking shall be in sharp contrast to the background on which it is used.
- (e) All tags used shall be of non-rusting, durable, fade resistance product, able to be clearly marked and firmly attached to the item with a flexible, non-jagged, durable product.
- (f) Goods for individual purchase orders can be consolidated but shall be clearly marked and divisible.

8.5 Dangerous Goods

- (a) The Supplier must comply with all requirements as outlined in the ADG.
- (b) All Dangerous Goods must be documented and consigned on a Dangerous Goods consignment note. Safety Data Sheets (SDS) must accompany each hazardous / dangerous product being delivered.
- (c) Emergency Procedure Guides must accompany all dangerous goods. The Emergency Procedure Guides must be supplied to the driver as per the requirements of the Law.
- (d) The consignor is responsible for the completion of all documentation relevant to dangerous goods, and it is the manufacturer & importer's duty to label dangerous goods.
- (e) All Dangerous Goods shall be identified by correct shipping name, DG Class, subsidiary risk, packing group (if applicable), UN number and Hazchem code as per the requirements of the applicable Code or Regulation.
- (f) All Dangerous Goods must only be packaged and transported by licensed carriers in equipment specifically designed for the task in full compliance with the Law.

8.6 International Freight

- (a) Freight movements that include international transport are subject to all the requirements already identified in this Guideline as well as any additional requirements to ensure safe and

secure sea or air freight.

- (b) These requirements include but are not limited to:
 - (i) ensuring that the Goods or packaging is not damaged as a result of exposure to sun, wind or sea spray during sea transport;
 - (ii) goods Handling at sea or air ports is considered with additional lifting points applied if required;
 - (iii) safety considerations relevant to sea or air transport e.g. Dangerous or hazardous goods restrictions by air;
 - (iv) ensuring that all requirements for transit through local or international customs are considered; and
 - (v) packaging materials are in accordance with Australian Standards and Legislation.

9.0 Transport Safety

9.1 Load Restraint and Inspection of Restraint Equipment

- (a) Both Direct Load Restraint and Indirect Load Restraint must be used when transporting freight for Stanwell
- (b) Steel items must not be loaded directly onto a steel tray due to the risk of movement. Restraint of steel items shall be with the use of a rubber, timber dunnage or alternative suitable packaging material.
- (c) Load binder ratchet tie down devices and similar equipment of the correct specification to securely restrain the load are the preferred chain tension devices.
- (d) All freight carriers shall ensure load restraint equipment used complies with the Law and must have a documented inspection process for conducting periodic inspections of load restraint equipment. All inspections and pre-start checks must be documented.

9.2 Vehicle and associated Equipment Standards

- (a) Vehicles entering Sites must comply with Site Standards and Procedures.
- (b) A vehicle must be selected to ensure adequate Direct Load Restraint. It is Stanwell's preference to use gated vehicles which must be fitted with load containment curtains. Where practical and depending on the load type and configuration, Stanwell's preferred vehicle type is a tautliner.
- (c) All vehicles and restraint equipment used in the transport of all Stanwell's consignments must comply with all relevant Laws.
- (d) A tarpaulin or other suitable material must be used where applicable to provide a barrier to the outside elements. In doing so, it can act to further contain the load and help to prevent the loss of any goods during transit. Tarpaulins are not classed as a method of restraint to secure a load.

9.3 Wide Loads

Stanwell requires all wide load movements to meet all relevant Laws and to be transported by approved carriers.

10.0 Non-Conforming Packaging

- (a) Where a Supplier is found to supply packaging that does not conform to the above mentioned packaging requirements Stanwell reserves the right to place the delivery into

quarantine till the non-conformance is rectified or reject the entire delivery.

- (b) In such cases an investigation process may be triggered, and findings of the investigation will determine further actions to prevent reoccurrence. This process has the potential to delay payment for all goods within the consignment.
- (c) In instances where Stanwell incurs costs relating to the Suppliers non-conformance to the packaging and delivery standards, and this Guideline, Stanwell will seek to recover these costs from the Supplier.

11.0 Review, Consultation and Communication

11.1 Review:

This Document is required to be reviewed, as a minimum, every 2 years. The Group Manager Supply Chain Manager is responsible for reviewing the document.

11.2 Consultation:

Consultation occurs with stakeholders throughout the organisation, as required. The Group Supply Chain Team will implement this guideline, along with any associated processes, work instructions and training guides to the relevant stakeholders.

11.3 Communication/Requirements after Update:

This procedure will be communicated by email, formally led by the Group Supply Chain Team and also available on the Stanwell Procurement and Supply Intranet page.

12.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved By
0	04.01.2022	Document created	Susan Innes	Kam Mudaliar, Darryl Horstman, Ben Worbs, Darryl Otto, Tyler Scott	Stephanie Duncan

13.0 Attachments

Nil