

# Q/BFW

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## Specifications for Transportation of Interactive Flat Panel Display

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Figure 1

## History of Changes

Version No.	*Changing Status	Changes	Reason	Implementation Date:	Changed By	Reviewed by	Approved By
2024	A	Newly drafted	Newly drafted	2/21/2024	Lu Changchang	Zhang Hao, Huang Zhenhui	Zhang Hao

\*Version code: V and R are different coding rules. V stands for big change, ranging from 1 to 99. R stands for small change, ranging from 0 to 99. The initial version is 01.00. When a small change happens, the version is R+1, and a big change is V+1.

\*Changing Status: A—Add, M—Modify, D—Delete

<b>File Name</b>	Specifications for Transportation of Interactive Flat Panel Display		
<b>Version</b>	01.00	<b>Structure</b>	<b>L1</b>
<b>Drafted by</b>	Lu Changchang		<b>L2</b>
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<b>Reviewed by</b>	Huang Zhenhui		<b>L4</b>
<b>Approved by</b>	Zhang Hao	<b>Process Owner</b>	Packaging Design Manager
<b>Applicable Scope</b>	Hardware Technology Department (Product Information and Packaging Design Group—Packaging Design)	<b>Flow role</b>	Packaging Engineer

### Corresponding Workflow/Standard (Required)

Document Name	File Code
Specifications for Transportation of Interactive Flat Panel Display	

## 1 Range

This standard applies to 65/75/86-inch large-screen products of the Interactive Flat Panel Display and Video Conference Products Business Department.

## 2 References of Standardization

This document is intended to provide logistics personnel with guidance on the transportation of interactive flat panel displays, establish a standard operating procedure for transportation, and ensure the safety of the products during transportation. It also explains how to store interactive flat panel displays properly.

### 3 Placement Requirements (Illustrations are for reference only. Please refer to actual products.)

Packaging boxes must be placed lengthwise in the direction of travel (or container). Do not lay them flat or sideways.

Correct placement:



Figure 1. Lengthwise in the Driving Direction

Incorrect placement:



Figure 2. Avoid Laying Flat



Figure 3. Avoid Laying Sideways

## 4 Stacking Requirements (Illustrations are for reference only. Please refer to actual products.)

### 4.1 Stacking of Identical Products:

Under normal transportation and storage conditions, packaging boxes can be stacked one on another but should not be stacked three or higher.

Correct stacking layers:



Figure 4. Stacking in at Most Two Layers During Transportation

Incorrect stacking layers:



Figure 5. Avoid Stacking Three or Higher During Transportation

### 4.2 Stacking of Different Products:

In case of mixed stacking during less-than-carload transportation, the weight of the packaging box on top must not exceed 100 kg.

Correct stacking layers:



Figure 6. Maximum Weight Less Than 100 kg During Transportation

Incorrect stacking layers:



Figure 7. Maximum Weight Not More than 100 kg During Transportation

## 5 Insurance Requirements (Illustrations are for reference only. Please refer to actual products.)

### 5.1 Requirements for Securing Wooden Pallets

- 1) Five cartons are placed on a wooden pallet and fastened with packing straps. Paper edge protectors are recommended around cartons to prevent packing straps from damaging the cartons, as shown in Figure 8.
- 2) If packaging boxes need to be staked in two layers during transportation, wooden boards should be placed between them. Add film to the top of each pallet of cartons, using at least two layers of film to wrap the overlapping areas and ensure cartons are secured firmly, as shown in Figures 9 and 10. (Note: Due to limited container height, the packaging boxes of interactive flat panel 86-inch displays cannot be stacked in two layers during transportation.)

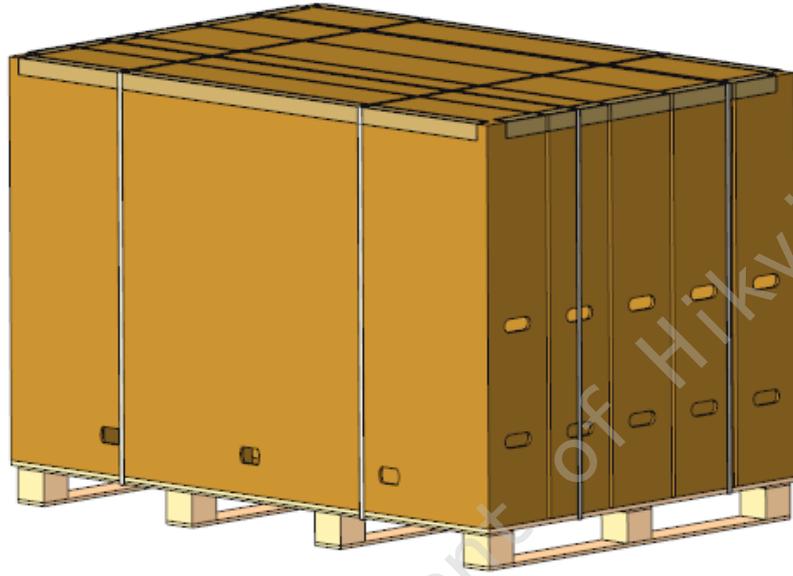


Figure 8. Single-Layer Stacking

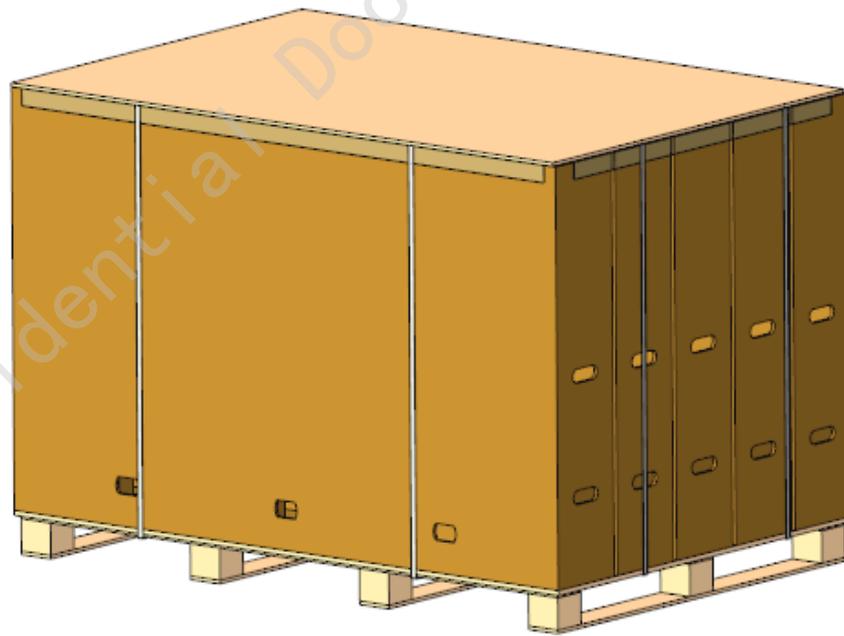


Figure 9. Single-Layer Stacking with Wooden Boards



Figure 10. At Least 2 Layers of Overlapping Film

## 5.2 Requirements for Securing Frame Erection

- 1) If an order contains less than five cartons, separate wooden frames are recommended, as shown in Figure 11.
- 2) The wooden frame structure should be flat and secure with sufficient space at the bottom to be handled easily by forklift.

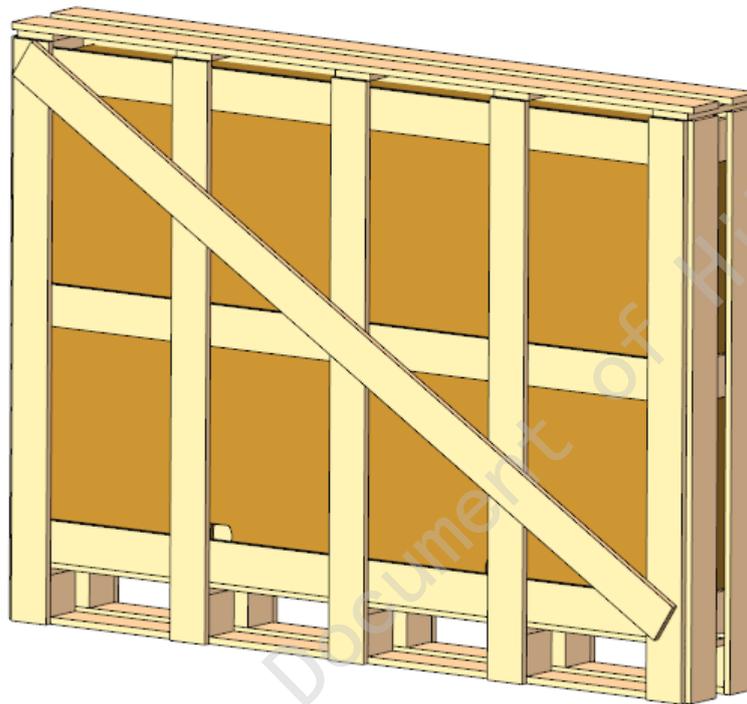


Figure 11. Securing Wooden Frame for Stacking

## 6 Requirements for Loading and Unloading

Please note that the products in each container need to be secured (with straps or mesh) when loading and all gaps filled to prevent the products from shaking and toppling over.

When loading and unloading, do not:

- 1) Throw the packaging box;



Figure 12. Do Not Throw

- 2) Do not tilt the packaging box or place it upside down;

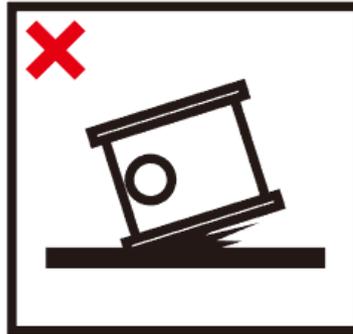


Figure 13. Do Not Tilt or Place the Packing Box Upside Down

3) Do not stand on the packaging box for work;



Figure 14. Do Not Stand on the Packaging Box

4) Push the packaging box from a vehicle or above;



Figure 15. Do Not Push Down from a Vehicle or Above

## 7 Handling Requirements

### 7.1 Without Wooden Pallets or Wooden Frames

Two workers hold the handle hole on their sides to lift and lower the packaging box simultaneously. Do not push or pull the box alone.

Correct handling:



Figure 16. Two Workers Lifting and Lowering a Package Box Simultaneously

Incorrect handling:

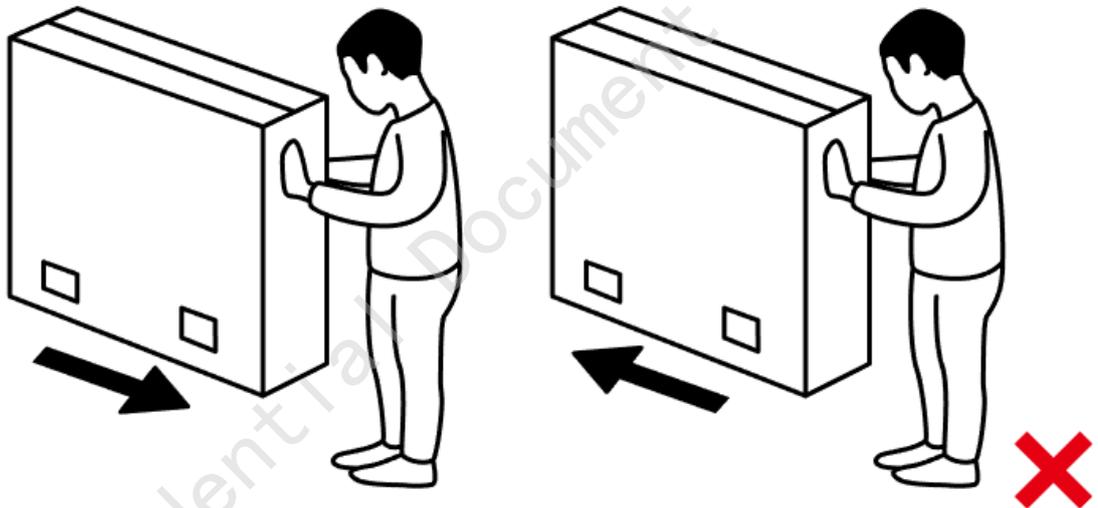


Figure 17. Do Not Push or Pull the Packaging Box

## 7.2 With Wooden Pallets or Wooden Frames

Loading and unloading by manual hydraulic truck are recommended (for improved safety). Electric forklifts can more easily cause damage to wooden pallets and wooden frames (if an electric hydraulic forklift is required for handling, exercise extreme caution to protect products from damage caused by collision).

When inserting the forks to load a wooden pallet or frame, the forklift operator should lift the load slowly first to check that it is balanced (to prevent an unstable load from falling off). If necessary, shift

to stabilize the load then lift and drive smoothly to prevent toppling.



Figure 18. Electric and Manual Hydraulic Forklifts

### 8 Acceptance Criteria

In the absence of serious damage to the cartons or problems with the appearance and performance of the products, they can be accepted as normal and then undergo a power-on check within 5 days.

### 9 Storage Criteria (Illustrations are for reference only. Please refer to actual products.)

#### 9.1 Stacking Layout

Do not place all materials directly on the ground. Stacked in alternating grids or pyramids.

#### 9.2 Number of Stacking Layers

Loads cannot be stacked in more than two layers. In mixed stacking, the weight of each packaging box on the upper layer must not exceed 100 kg.

Correct stacking layers:



Figure 19. Stacking in at Most Two Layers During Storage

Incorrect stacking layers:



Figure 20. Avoid Stacking Three or Higher During Storage



Figure 21. Maximum Weight Not More than 100 kg During Storage

### 9.3 Requirements of the Storage Environment

Moisture and oxidation reduce product shelf life and lead to the product being damaged more easily. Avoid direct sunlight, high temperatures, and long-term exposure to humidity. Maintain appropriate temperatures and humidity in the storage warehouse. Items should be stacked at least 100 mm off the ground to ensure good ventilation. The recommended storage temperature range is 0-40°C, with a humidity range of 30-90%.

## 10 Related Records

No.	Name	Handed Over From (Person)	Stored By (Person)	Stored In	Archiving Date	Stored For	When Expired