


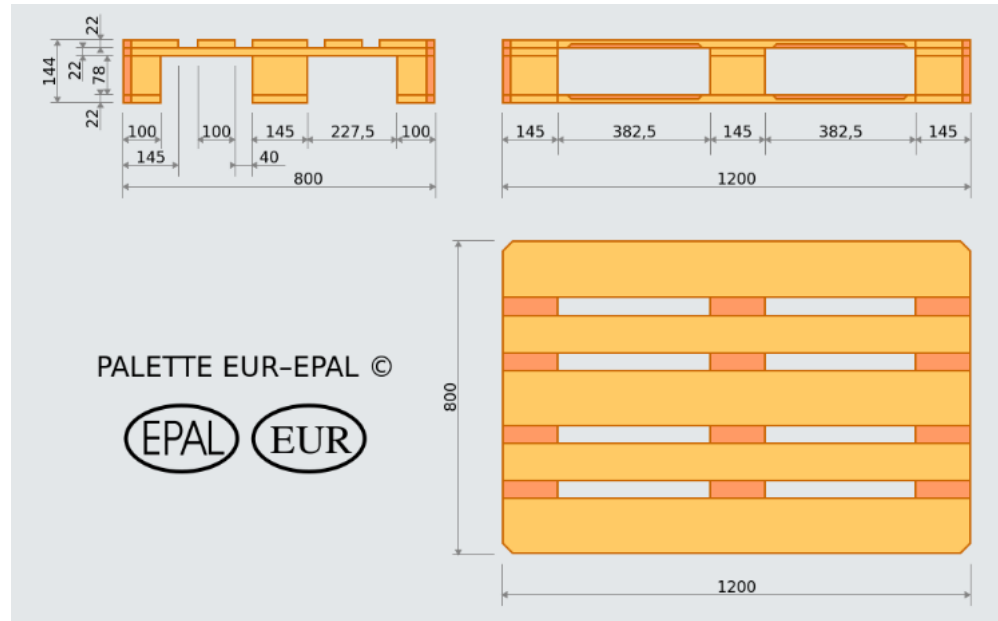


**SINGLE POINT LESSON**

<b>SPL ref No:</b>	283	<b>Issue No.</b>	2	<b>Issue Date</b>	08/10/2021	<b>Review Date</b>	08/10/2024	<b>Risk Rating</b>
<b>Area</b>	Central Stores							
<b>Task</b>	Incoming Pallet specifications							
<b>Related RA &amp; Docs</b>	RA1166, RA1167							
<b>Approved by</b>	<b>Author</b>	<b>Simon Heald</b>	<b>Verifier (Team-leader)</b>	<b>Nicola Lewis</b>	<b>Unit Manager</b>	<b>Bethan Parry</b>		
								




To enable us to safely store pallets at The Royal Mint, all deliveries should meet the following specifications:

- Pallet size:- Four way entry pallet, with bottom boards, 800mm x 1200mm x 145mm (Euro Pallet). Maximum loaded height of 1.2 metre. (Including pallet).



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- Weight: - No individual carton must exceed 12KG in weight. Maximum pallet weight must not exceed 1,000 KG.
- Carton markings:- Each carton on the pallet is to be clearly marked with the following information:-
- Pallet Markings: - Each Pallet to have large A4 labels attached with the following information clearly displayed on two opposite sides.
  - ✓ Gross weight.
  - ✓ Description.
  - ✓ Royal Mint Item number.
  - ✓ The Royal Mint Purchase order number.
  - ✓ Quantity per carton / pack.
  - ✓ Date of Manufacture.
  - ✓ Batch lot identification.
  - ✓ Labels barcoded with the Royal Mint Item number using barcode Code 128
  - ✓ Supplier reference.
- Mixed pallets: - NOT permitted.
- Pallet material: - We will only accept wooden pallets.

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- General: - All products must be protected from the elements and secured to the pallet. No product is to overhang the sides of the pallet. Any products supplied on substandard / damaged pallets or in a dangerous condition will be refused.

