

## **Guidelines for the packaging, shipping, handling, and storage of the PT item**

### **PACKAGING**

1. The PT organizer and the participant must ensure that the PT item is properly packaged to withstand the load expected under normal shipping conditions. For safe shipping, the packaging must be appropriate for the weight of the shipment's contents, and the packaging must withstand the stress encountered during handling and shipping.
2. The outer packaging must be securely closed and well sealed with adhesive tape along all edges.
3. Soft padding should be used for lighter items, and harder padding for heavier ones.
4. It is necessary to ensure that the PT item is correctly classified and labelled. The recipient's address must be correct and clearly labelled.
5. All PT items must be protected from environmental influences.

### **SHIPPING**

6. A suitable and reliable carrier must be used for shipping the PT item.

### **HANDLING**

7. When handling the PT item, it must be handled carefully to avoid confusion, loss, or damage.

### **STORAGE**

8. The PT item must be stored separately from other equipment in a locked room (away from work areas and mechanical devices) to prevent its use for unauthorized purposes.

**Improper handling of a PT item can cause problems!**