



# Good Practice Guide to **CONDITION OF SUPPLY**

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## INTRODUCTION

This booklet provides guidance for key users involved in the packaging of all products delivered to Derwent Park. Its purpose is to improve the right-first-time acceptance rate for all inbound deliveries to ensure prompt Goods Receipt, maintain production and meet future demands.

In addition to existing standards, suppliers should review and apply the following guidance when planning and executing deliveries into Derwent Park and provide feedback in relation to the guidance. The logistics team have identified common areas where issues frequently occur and have established a system to capture data, record time lost, and recommend improvements.

In the event of conflict between specified packaging requirements from the Product Definition and this guidance, the Product Definition shall take precedence.



## **ASSESSMENT CRITERIA**

There are 15 checks we perform to ensure a delivery is conforming, easy to store and complies with our Health and Safety policy.

Performance against the assessment criteria will be published on a periodic basis.

Rolls-Royce are responsible for some of these criteria and performance will be assessed.

- **Condition of Goods**
- **Certificate of Conformity**
- **Labelling**
- **Plastic Banding**
- **Pallet Collars and Shrink Wrap**
- **Physical Part Marking**
- **Weight Limits**
- **Bar Length and Stacking**
- **Euro Pallets**
- **Archive Material and Test Pieces**
- **Health and Safety**
- **Other**
- **Z5 Status** (RR Issue)
- **TX0206** (RR Issue)
- **RR Purchase Order** (RR Issue)



Crate collapsed in transport due to improper loading and weight limits.



Sticky back wallet stuck directly to bars.

## CONDITION OF GOODS

- No signs of damage to the goods.
- No rips or tears in the packaging.
- Goods to be dry and protected from the elements.
- Labels and sticky back wallets only applied to packaging (not product).
- No pen markings, unless approved.
- No corrosion on the goods.
- Plate and bars adequately supported to keep them flat, straight, and within specification.
- Goods de-burred with clean edges.

Bars well packaged, secured and easily identifiable.

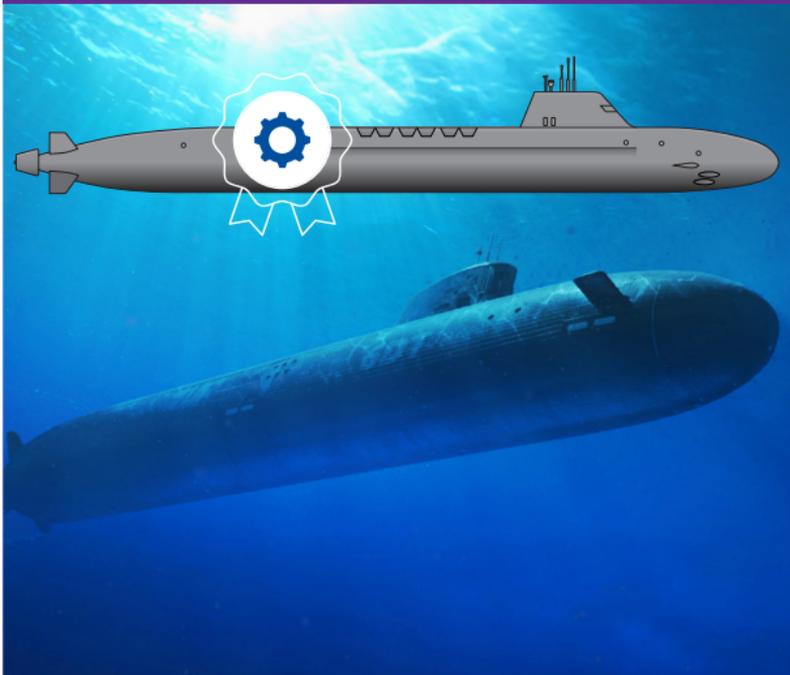




## CERTIFICATE OF CONFORMITY

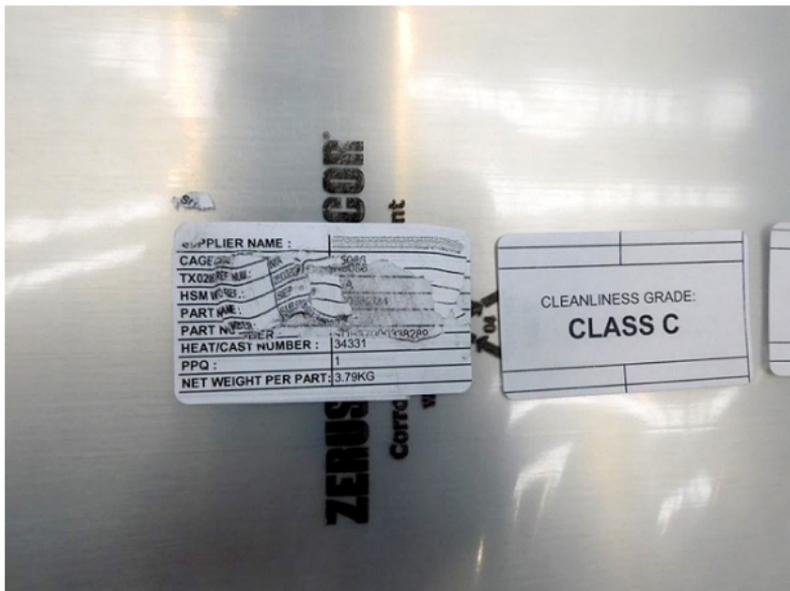
- Certificate of Conformity should include all relevant information required by GS3001-NP, RRES92005 and Component Definitions.
- Certificate of Conformity should be completely legible and unmarked.
- Certificate of Conformity should be properly stamped and signed.
- A hard copy of the Certificate of Conformity should be attached to the outer most packaging with a hard copy of the delivery note.

**A Certificate of Conformity (CoC) is a certificate that is given to products that meets a minimum set of safety, regulatory, and technical requirements.**



## LABELLING

- Labels must state all relevant information required by the Product Definition (RRES 92019).
- Every layer of packaging must be labelled and readable without the need to breach the packaging layer.
- Labels must be completely legible with no damage.
- Old labels must be removed when packaging is re-used.
- Loose items must be listed on the external label and packages identified in accordance with RRES 92019.
- Clean goods must be clearly labelled with their cleanliness grade.

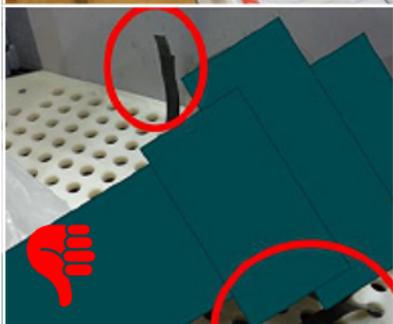


Damaged label on packaging.



## PLASTIC BANDING

- Plastic banding should be used to secure goods from movement and damage.
- The goods must be protected from being damaged by the banding e.g. plastic edge protectors.
- Plastic banding should be used in place of shrink-wrap when practicable.
- Banding should not be over-stressed beyond manufacturers specification.
- Metal banding is discouraged due to Rolls-Royce Health & Safety policy.





Plastic sheeting used to contain goods – Risk of falling parts once opened.



Goods moved to a pallet with collars.



## PALLET COLLAR & SHRINK WRAP

- Pallet collars should be used to contain goods when the goods fit within the confines of the pallet.
- Pallet collars shall be in good working condition and suitable for storage at height.
- Maximum of 4 collars per pallet unless otherwise agreed.
- A cover or lid should be used on top of the collars to contain the load.
- The use of shrink wrap and heat shrink should be minimized – the use of pallet collars and plastic banding is preferred.
- Shrink wrap and heat shrink should not be the main method to retain goods.
- Shrink wrap and heat shrink when used should not surround the whole pallet as this can conceal a damaged and unsafe pallet which is refusable at point of delivery.



Goods and pallet contained by heat shrink.

## PHYSICAL PART MARKING

- Part Marking should be clearly visible and legible from top view or on the bar end.
- Bars should be orientated with all marked faces in the same place for easy identification.
- Stacked plate material should be separated by chocks to ensure part marking is visible between plates.
- Part marking should be on the same corner for each plate when stacked.



Part markings clearly and easily visible.



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## WEIGHT LIMITS

- Each pallet should be at a maximum 1000kg gross weight to suit our storage strategy limits.
- If a pallet must be over 1000kg then sufficient reinforcements must be made to the pallet to ensure safe storage and transport.
- If goods are divisible then split amongst more pallets to keep under 1000kg.
- Weight must be evenly distributed on the pallet.
- Gross weight must be stated on each item, be clearly displayed and easily visible.

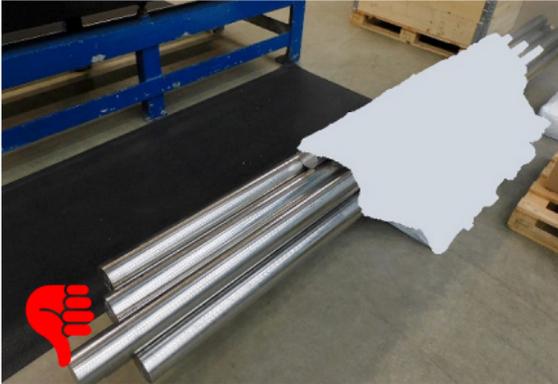


Euro-pallet with reinforcement due to weight.



## BAR LENGTH & STACKING

- Whenever possible, bars should be under 1.2m each and fit within the confines of a standard Euro pallet (1200mm).
- When bars must exceed 1.2m in length, a suitable pallet should be used to match the length of the bars (Derwent Park can aid in pallet acquisition).
- Bars must be single-layered and not stacked. Use more pallets if required.



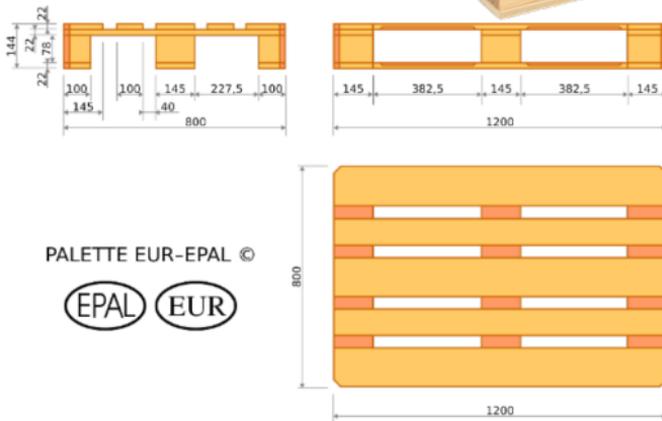
Bars much longer than the pallet and multi-layered.

Bars on a large pallet to accommodate length, single-layered and secured with banding and wooden chocks.



# EURO PALLETS

- A Euro pallet (1200mm x 800mm) should be used for all deliveries – **Quality marked EPAL/EUR.**
- A UK pallet (1200mm x 1000mm) can alternatively be used if the parts do not fit within the confines of a Euro pallet
- If goods are larger than a Euro or UK pallet, an alternative pallet can be used that measures 1200mm in length and between 800mm – 2500mm in width and must be substantial enough to support the loaded goods.
- If goods have their own purpose made packaging, then this shall always be used instead e.g. Picture Frames, Cover Plates, CRDM Parts.
- Pallets should be structurally intact and free from any defects to ensure safe offloading and storage.
- If small goods are present, a sufficient base should be put on the pallet to eliminate the risk of any parts falling through.





## ARCHIVE MATERIAL/TEST PIECES

- Archive material weighing 25kg or more should be on a separate pallet to the parent part.
- Archive material should be delivered at the same time as the parent part.



Archive material inside a crate weighing over 40kg.

## HEALTH & SAFETY

- No exposed sharp objects, edges or protrusions to be present on packaging or goods.
- No loose items or packaging that could cause injury by moving or falling.
- An appropriate packaging solution e.g. pallet, crate, box should be used to transport and offload goods safely.
- Packaging and goods to be free from contamination e.g. Oil, Water, Powder.
- Dangerous Goods' to be easily identifiable, with correct legislative documentation e.g. Safety Data Sheet (SDS).

## OTHER

- A 'catch-all' to record and highlight any issues not captured within the scope of the other criteria.

## OUR COMMITMENT TO IMPROVEMENT

Below are 3 criteria that Rolls-Royce are responsible for which can prevent goods being receipted if processed incorrectly. Steps have already been recently introduced to streamline some of these processes and we will continue to monitor and improve our methods.

### Z5/Z3 STATUS

- Parts that are Z3 Status (Pre-Release) should have a TX3430 form ready before parts are delivered.
- Parts that are Z3 Status but need to be Z5 should have the Material Master changed before parts are delivered.

### TX0206

- If a part requires a TX0206 form, it should not be delivered until the TX0206 is completed and signed off.
- When a TX0206 is required, there should be a hard copy attached to the outer most packaging to avoid it being opened.

### RR PURCHASE ORDER

- Material Master should be set up correctly for the relevant part.
- Purchase order "Texts" box should include necessary information for Goods Receipt e.g. Part Number, Serial Numbers, TX0206 Numbers & any other key information.
- Goods Forward Note (GFN) should be correct.
- Serial Numbers should be correct and available.
- BOM should be set up correctly.
- No other issues blocking Goods Receipt.

# CONDITION OF SUPPLY PROCESS FLOW

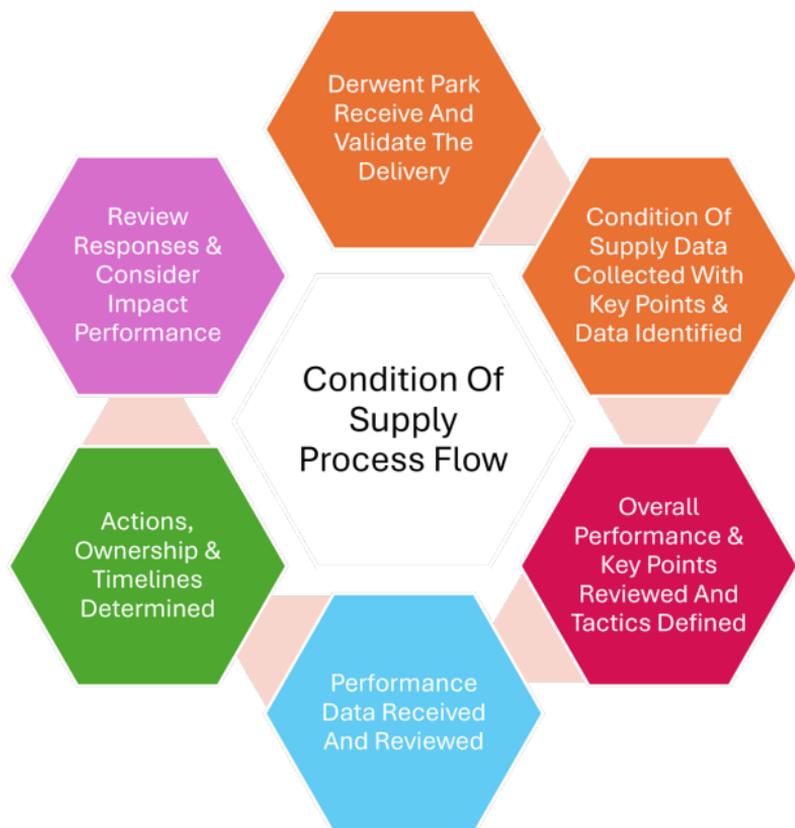
  
DERWENT  
PARK  
LOGISTICS  
TEAM

  
RRSL  
SUPPLIER  
MANAGEMENT  
TEAM

  
SUPPLIERS

  
SUPPLIERS &  
RRSL SUPPLIER  
MANAGEMENT  
TEAM

  
ALL



## PURPOSE-MADE PACKAGING



### Benefits of Bespoke Packaging:

- 👍 Purpose-made box
- 👍 Stacked vertically for ease of checking
- 👍 Part markings and labels visible from top view
- 👍 Safe for storage
- 👍 Minimal Risk of Damage



### Drawbacks of Standard Packaging:

- 👎 Packed horizontally – multiple layers
- 👎 Time consuming to identify each part
- 👎 Whole pallet shrink wrapped
- 👎 Increased risk of damage to parts when handled
- 👎 HSE Risk – Lifting and falling parts

## DO THE RIGHT THING

When a part has a purpose-made or pre-defined packaging solution, this should always be used. Re-useable packaging should be commercially cleaned to remove old labels and markings to avoid confusion at goods receipt.

We encourage suppliers to provide feedback to their Supply Chain Planner or Supplier Development Leader if they believe a better packaging solution is available and would be beneficial.

# THE ONE BIG THING - LABELLING

Labelling continues to be a major problem for goods not being receipted efficiently, meaning payment is delayed, production can be impacted, and targets not being met.

Since April 2025 we have been tracking all deliveries and recording the impacts of issues to the business, and labelling is at the top for issue rate.



We encourage all suppliers to ensure their labels contain all the relevant information required by RRES 92019. Pictured below is an extract from RRES 92019, this should be used as a template. There should be labels on all layers of packaging; the primary, secondary and tertiary.

Loose items that are part of a kit or assembly must also be labelled so they can be traced to their parent part or assembly.

- a. Supplier Name
- b. CAGE/NCAFE Code
- c. TX0206/TX0855 Number (if applicable)
- d. Part Number
- e. Part Number
- f. Serial Number or Batch Number
- g. NATO Stock Number (NSN) (where specified)
- h. Heat (Cast) number and Heat Treatment Batch number (if applicable)
- i. Primary Packaging Quantity (PPQ)
- j. Net Weight in kg (calculated/measured) of each item
- k. Total quantity (on secondary and outer packaging layers only)
- l. Total Gross measured Weight in kg - if above 3kg (on outer packaging layer only)
- m. Description of loose items (where applicable)

# Product Safety

## Our Life-Saving Rules

### Always...

-  **ALWAYS** report concerns, no matter what.
-  **ALWAYS** understand the task and ensure you are compliant with the process.
-  **ALWAYS** ensure parts, consumables and equipment are correct.
-  **ALWAYS** ensure paperwork is treated with care and respect.
-  **ALWAYS** clean and clear when you finish your task.
-  **ALWAYS** ensure our products are suitably protected from both damage and debris.

### Never...

-  **NEVER** sign off work that is incomplete or non-compliant.
-  **NEVER** start a task without the correct instruction and being suitably qualified.
-  **NEVER** allow unapproved materials to be in contact with our products.
-  **NEVER** touch or handle our products inappropriately.
-  **NEVER** compromise on cleanliness or loose article controls.
-  **NEVER** eat or drink around our products.

### Potential impacts

Failure to maintain **CASD** or complete the mission

Failure of component in service



Lack of availability



Increased in service inspection

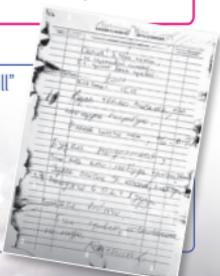


Operator or environmental dose



### Ultimate consequences

"An honest mistake can still kill"



Letter from Dimitri Kolesnikov to his wife, written hours before his death on the 11th August 12, 2000.

**NUCLEAR SAFETY CULTURE**  
Safe Today, Safe Tomorrow







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