PAINT AND FINAL ASSEMBLY SYSTEMS

FREIGHT & PACKAGING GUIDELINES

Truck transports
Air freight
Sea freight

Bernd Panholzer PFS Logistics
Bietigheim-Bissingen, 2015
1 General packing guidelines
   1.1 Documents and labeling / sent from Dürr
   1.2 Documents and labeling / sent from supplier
   1.3 Documents for hazardous materials / labeling / packing

2 Truck / Train transports
   2.1 Loading / lashing strap down
   2.2 Truck sizes

3 Air freight
   3.1 Manipulation-safe packaging

4 Sea freight
   4.1 Container accumulation / loading
   4.2 Container size

5 Ground packaging of sea freight
   5.1 Packaging example for sea freight ground packaging

6 Crate packaging sea freight
   6.1 Packaging examples for sea freight crates
These freight guidelines are mandatory requirements for packaging, that guarantee optimal protection of the packed goods under logistic, economic and ecologic aspects. Basis of these guidelines are laws, norms and standards of packaging. Germany HPE-Packaging Guideline

- Before packaging the goods have to be clean and checked for damages
- The goods are to be packed in such a way that they do not get dirty or damaged
- Each package is to be packaged according to build and method of transport
- Sensitive and expensive goods, which do not have a packaging, are to be put in cardboard boxes or crates, which are filled with recycled padding
- Through different methods of packing, padding, wedging, and lashing it is to be guaranteed that nothing can slide inside of the package.
1 GENERAL PACKAGING GUIDELINES

Use space saving methods of packing

With different goods in one package, the lighter, or more fragile goods have to be at the top of the package

If goods are sent on a pallet, the pallet has to be bigger than the goods

Already painted parts have to be packaged in such a way that the paint does not get damaged
E.g. in bubble wrap

All wood used has to be IPPC treated and labelled (IPPC = International Plant Protection Convention.) This guarantees that no untreated wood goes to foreign countries.

Tall pieces E.g. Control cabinets are to be packed in such a way, that they are protect from strain and falling over. They are also to be secured with additional belts and anti slip methods on the truck.
1 GENERAL PACKAGING GUIDELINES

- The finished packages have to be able to be moved with all ground conveyors
- If a package has multiple layers, the correct packing materials have to be used
- For ecological reasons, recycled packing materials should be used
- Packing materials have to be silicon free, and paint compliant
- All packaged materials have to have a Dürr material number. The outside packaging has to have the delivery order attached. (See 1.1)
- For the transport of hazardous materials, the laws of hazardous goods of each country has to be followed. The packaged hazards materials, have to be packed in such a way suitable for the transport, and according to local laws. The packaging also has to be UN certified.
# GENERAL PACKING GUIDELINES

## 1.1 DOCUMENTS AND LABELING / SENT FROM DÜRR

<table>
<thead>
<tr>
<th>Material labelling</th>
<th>Outside packaging</th>
<th>Crates / Pallets</th>
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</thead>
<tbody>
<tr>
<td>DÜRR – Label / Barcode</td>
<td>Delivery slip</td>
<td>Labels</td>
</tr>
<tr>
<td>Material number</td>
<td>Address sender</td>
<td>Project number / project name</td>
</tr>
<tr>
<td>Project number</td>
<td>Address receiver</td>
<td>Package number</td>
</tr>
<tr>
<td>Banf number</td>
<td>Order number / delivery date</td>
<td>Weight - net / gross / size</td>
</tr>
<tr>
<td>Material label</td>
<td>Material label / DÜRR – Material number</td>
<td>Safety advice</td>
</tr>
<tr>
<td>Lot size</td>
<td>Net weight / Lot size</td>
<td></td>
</tr>
<tr>
<td>Delivery date / final destination</td>
<td>Gross weight, entire package</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Packing way</td>
<td></td>
</tr>
<tr>
<td>Incoming goods date</td>
<td>Size</td>
<td></td>
</tr>
</tbody>
</table>

- **1** = Top
- **2** = Fragile
- **3** = Keep dry
- **4** = Keep away from heat
- **5** = Balance point
- **6** = Area not suitable for fork lifter
### 1.2 DOCUMENTS AND LABELING / SENT FROM SUPPLIER

<table>
<thead>
<tr>
<th>Material labelling</th>
<th>Outside packaging</th>
</tr>
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<tbody>
<tr>
<td>Order number</td>
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<tr>
<td>Banf number</td>
<td>Project number</td>
</tr>
<tr>
<td>Order</td>
<td>Project name</td>
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<tr>
<td>Lot size</td>
<td>Net / gross weight</td>
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<tr>
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<td>Size</td>
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<tr>
<td>Project name</td>
<td>Safety reference</td>
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</table>
1  GENERAL PACKING GUIDELINES

1.3 DOCUMENTS FOR HAZARDOUS MATERIALS / LABELING / PACKING

<table>
<thead>
<tr>
<th>Road freight</th>
<th>Air freight</th>
<th>Sea freight</th>
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</thead>
<tbody>
<tr>
<td>• Delivery slip / packing list</td>
<td>• Delivery slip / packing list</td>
<td>• Delivery slip / packing list</td>
</tr>
<tr>
<td>• Project number</td>
<td>• Project number</td>
<td>• Project number</td>
</tr>
<tr>
<td>• Project name</td>
<td>• Project name</td>
<td>• Project name</td>
</tr>
<tr>
<td>• Safety data sheet</td>
<td>• Safety data sheet</td>
<td>• Safety data sheet</td>
</tr>
<tr>
<td>• Net / gross weight</td>
<td>• Net / gross weight</td>
<td>• Net / gross weight</td>
</tr>
<tr>
<td>• Size</td>
<td>• Size</td>
<td>• Size</td>
</tr>
<tr>
<td>• Safety reference</td>
<td>• Safety reference</td>
<td>• Safety reference</td>
</tr>
<tr>
<td>• UN – number</td>
<td>• UN – number</td>
<td>• UN – number</td>
</tr>
<tr>
<td>• Transport documents ADR</td>
<td>• IATA – documents</td>
<td>• IMO – documents</td>
</tr>
<tr>
<td>• Packaging according to ADR/GGVS</td>
<td>• Packaging according to IATA</td>
<td>• Packaging according to IMDG</td>
</tr>
<tr>
<td>• Storage of packages</td>
<td>• Storage of packages</td>
<td>• Storage of packages</td>
</tr>
</tbody>
</table>
2 TRUCK / TRAIN TRANSPORTS

- Store goods on pallets or other suitable packing methods, so that they are secure from outside influences

- Goods not stored on pallets or other suitable packing methods, are not allowed to exceed 35 Kg

- Appropriate labelling is also needed

- Wood pallets and other wood used for packing has to be IPPC treated and labelled.

- Each package has to have a delivery slip

- The gross weight and size of a package has to be clearly labelled. Bigger packages have to also have the balance point, and areas for chains and fork lifter labelled on them.
2 TRUCK / TRAIN TRANSPORTS

2.1 LOADING / LASHING STRAP DOWN

lashing strap down according to VDI 2700
- The road traffic laws (STVO) demands, that even during sudden breaking or evasive maneuvers the load has to be lashing strap down in such a way, that it is impossible for it to slide, fall over, roll, fall down, or even make unnecessary noise. To ensure this, laws such as: VDI – Guideline 2700 have to be followed.
- VDI – Guideline 2700 exists since many years and explains what type of force can act on a load while the truck is driving, and how to best secure the load, so that no accidents happen.

Use anti – sliding mats and belts

Load form fit

Check maximum weight allowance before the journey

Documentation of the loading process

Check truck for roadworthiness (by sight)

Wrong loading / lashing strap down

Wrong lashing strap down, Belt no placed properly
Wrong lashing strap down, Not enough belts used
Watch out for correct height
Damaged through wrong lashing strap down, No outer packaging
Generally truck transports with 3 meters length and 3 meters height, do not need special permits.

To keep costs low and availability of trucks flexible, the standard sizes (mentioned below) should be kept in mind.

<table>
<thead>
<tr>
<th></th>
<th>Truck (L x W x H)</th>
<th>Trailer (L x W x H)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truck</td>
<td>13,60 x 2,45 x 2,50 (2,60) m</td>
<td></td>
</tr>
<tr>
<td>Truck-trailer combination</td>
<td>7,00 x 2,45 x 2,40 m</td>
<td>7,00 x 2,45 x 2,95 m</td>
</tr>
<tr>
<td>Megatrailer</td>
<td>13,60 x 2,45 x 3,00 m</td>
<td></td>
</tr>
</tbody>
</table>

Dimensions larger than the ones mentioned above need a special permit!
3 AIR FREIGHT

- Maximum size of packages has to be clarified with the airline.
- Goods are not allowed to be bigger than the packaging, E.g. pallet smaller than good
- Packages have to be safe from manipulation (See 3.1)
- Exact size and weight of packages labelled
- Delivery slip and labels are need for all packages
- IPPC – labels needed for packing wood
- Air freight safety regulations have to be followed
3 AIR FREIGHT

3.1 MANIPULATION-SAFE PACKAGING

➤ All kinds of goods going with air freight, which are on a palette, have to have been wrapped in non transparent foil.

➤ Cardboard boxes must be packed manipulation safe, with all open sides taped shut.

➤ This goes for all cardboard box sized

➤ Delivery slip

➤ All packages have to have labels about size and weight.

➤ IPPC labels on packing wood
The kind and intensity of strain on the goods during oversea transports must be researched during packaging.

Strain during oversea transports are: rain, sea water, different climate zones, high humidity, and high salt content in the air.

During the long transports in the containers, the packed goods are under a high strain from shocks, and vibrations.

Goods that are packed have to be dry.

Packing wood with a maximum of 20% residual moisture.

Corrosion protection with the dry bag method. For the transport and storage the goods have to have enough dry bags, the amount is relative to the residual moisture inside of the aluminum foil, and has to be good for 12 months (optional 24 months). Calculation according to DIN 55474

There are two methods of packaging: ground packaging and crate packaging.

Packing wood must be IPPC – treated and labelled, also inside of the package.

The sea freight packaging should be done by a specialized contractor (Packaging company / Exporter) who work according to the newest HPE guidelines.
4 SEA FREIGHT

4.1 CONTAINER ACCUMULATION AND LOADING

- Picture documentation while loading (Photo of empty Container, all packages and storing wood)
- Packages form fitted in container if necessary use belts and storing wood (IPPC)
- Use entire length and width of container
- Container must be undamaged, clean, and dry
- Final check of wood used to package, no dirt should be on the wood. (E.g. insects, leaves bark)
- IPPC – labels checked
- Container – register number checked
- Seal container (Seal number entered into paperwork)
### Inside Dimensions

<table>
<thead>
<tr>
<th>Inside Dimensions</th>
<th>Door Opening</th>
<th>Weights</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Length (mm)</strong></td>
<td><strong>Width (B2) (mm)</strong></td>
<td><strong>Height (H2) (mm)</strong></td>
</tr>
<tr>
<td>5890</td>
<td>2350</td>
<td>2390</td>
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</table>

### Inside Dimensions

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Length (mm)</strong></td>
<td><strong>Width (B2) (mm)</strong></td>
<td><strong>Height (H2) (mm)</strong></td>
</tr>
<tr>
<td>11900</td>
<td>2350</td>
<td>2690</td>
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</table>
## 4.2 Container Size

### Inside Dimensions

<table>
<thead>
<tr>
<th>Length (mm)</th>
<th>Width (mm)</th>
<th>Height Middle (mm)</th>
<th>Height Side (mm)</th>
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### Roof Openings

<table>
<thead>
<tr>
<th>Length (A mm)</th>
<th>Width (B mm)</th>
<th>Height (C mm)</th>
<th>D+E (mm)</th>
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<tbody>
<tr>
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### Door Openings

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### Weights

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<th>Max. Payload (kgs)</th>
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<tr>
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<td>21,000</td>
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### Inside Dimensions

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<th>Height Middle (mm)</th>
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### Roof Openings

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<th>Length (A mm)</th>
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### Door Openings

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### Weights

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<td>30.480</td>
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<td>26.680</td>
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### Inside Dimensions Weights

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<th>Height</th>
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<th>Tare kgs</th>
<th>max. Payload kgs</th>
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</thead>
<tbody>
<tr>
<td>L1 mm</td>
<td>L2 mm</td>
<td>B1 mm</td>
<td>B2 mm</td>
<td>H1 mm</td>
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<tr>
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<td>5624</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.500</td>
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<tr>
<td></td>
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<td>21.500</td>
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### Inside Dimensions Weights

<table>
<thead>
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<th>Length</th>
<th>Width</th>
<th>Height</th>
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<th>Tare kgs</th>
<th>max. Payload kgs</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1 mm</td>
<td>L2 mm</td>
<td>B1 mm</td>
<td>B2 mm</td>
<td>H1 mm</td>
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## 4.2 Container Size

### 20´Platform

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### 40´Platform

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<td>2438</td>
</tr>
</tbody>
</table>

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5 GROUND PACKAGING OF SEA FREIGHT

- Packaging according to HPE – Guidelines
- The packing on wood pallets is only recommended on a house to house container delivery. If the pallet is stored before or after shipping for a long time, there is a chance of the protective cover being damaged.
- Important for ground packaging is to ask: how long, and where the package will be stored.
- Ground packaging is only suitable for delicate goods.
- Bottom width max. 230 cm.
  - Standard bottoms: 285 x 225 cm, 395 x 225 cm, 485 x 225 cm, 585 x 225 cm
  - Consider container size
- Wood IPPC processed. Labels on 2 opposite sides of the pallet
- Goods on pallet lashed down with ring bolts and belts
5 GROUND PACKAGING OF SEA FREIGHT

- Corrosion protection according to dry method DIN 55473
- Parts have to be packed dry. Packing wood with a maximum of 20% residual moisture.
- Parts a packed air tight in aluminum compound foil according to DIN 55531
- Additional layer of plastic foil over aluminum foil. 100% coverage of freight
- Plastic foil over entire pallet (Avoid water on the pallet to prevent mold) (Picture 4)
- The packaging must have a small gradient, so that when stored outside (to be prevented) the water can flow off. Without a gradient a water pocket could be created, resulting in residue on the package. Picture (1-3)
5 GROUND PACKAGING OF SEA FREIGHT

5.1 PACKAGING EXAMPLES FOR SEA FREIGHT GROUND PACKAGING

- Wooden pallet
- IPPC labelling
- Bubble wrap and aluminum foil
- Materials on wooden pallet
- Fastening
- Fastening on wooden pallet
5 GROUND PACKAGING OF SEA FREIGHT

5.1 PACKAGING EXAMPLES FOR SEA FREIGHT GROUND PACKAGING

Fastening with wood parts

Fastening, lash down

Fastening of additional parts

Protection for additional parts

Protection of additional parts

Protection of additional parts

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5 GROUND PACKAGING OF SEA FREIGHT

5.1 PACKAGING EXAMPLES FOR SEA FREIGHT GROUND PACKAGING

- Padding
- Additional foil
- Pack dry bags
- Welding shut of aluminum compound foil
- Welding seam
- Extraction of air from foil

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5 GROUND PACKAGING OF SEA FREIGHT

5.1 PACKAGING EXAMPLES FOR SEA FREIGHT GROUND PACKAGING

- Extracting the air from the foil
- Additional stretch foil
- Additional foil over wooden pallet
- Identification
- Weighing of finished package
- Gross weight

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6 CRATE PACKAGING SEA FREIGHT

- Packaging according to HPE guidelines
- Crate packaging, like ground packaging with air tight aluminum compound foil, with addition of dry bags and casing.
- Crate packaging about 73% more expensive than ground packaging.
- Crate packaging for sensitive, high grade or quickly corroding materials.
- Lid with barrier coat
- Inside of the crate the welded shut aluminum foil has to have a gradient, so that intruding water can flow of the foil, to prevent water skin formation.
- Additional foil over lid
- Labelling (balance point, load pickup fork lifter, Chain pickup, IPPC)
- For highly sensitive parts the placement of humidity- and impact indicators are recommended.
6 CRATE PACKAGING SEA FREIGHT
6.1 PACKAGING EXAMPLES FOR SEA FREIGHT CRATES

Machine of crate flooring
Alignment of machine
Machine mounting feet taken off

Fastening with wood parts
Attachments
Secure machine to the floor
6 CRATE PACKAGING SEA FREIGHT

6.1 PACKAGING EXAMPLES FOR SEA FREIGHT CRATES

Secure machines on ground

Padding

Identification

Place Impact indicator

Edge protection

Machine on wooden pallet
6 CRATE PACKAGING SEA FREIGHT

6.1 PACKAGING EXAMPLES FOR SEA FREIGHT CRATES

Place Impact indicator

Pack drybags

Covering in aluminum compound foil

Pack drybags

Covering in aluminum compound foil

Welding shut of aluminum foil

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6 CRATE PACKAGING SEA FREIGHT

6.1 PACKAGING EXAMPLES FOR SEA FREIGHT CRATES

- Complete cover
- Hole for indicator
- Humidity indicator
- Extraction of air from inside the aluminum foil
- Extraction of air from inside the aluminum foil
- Caseing of the crate

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6 CRATE PACKAGING SEA FREIGHT

6.1 PACKAGING EXAMPLES FOR SEA FREIGHT CRATES

- Reinforcements of crates
- Lid with barrier coat
- IPPC labeling
- Additional foil for lid
- Weighing of finished crates
- Gross weight
Introduction to load restraint

Who is responsible?
The shipping agent, the vehicle owner and the driver. The shipping agent (shipping either for himself or for third parties) is responsible for roadworthy loads. The owner (the person who owns the vehicle and has control of it) is responsible for the suitability of the vehicle. The driver is the person who knowingly operates or controls a vehicle and is responsible for roadworthy stowage of the load and making sure load platform, bodywork and any load securing equipment are in sound and serviceable condition. Everybody has responsibilities.

Duties of shipper, vehicle owner and driver:
§ 22 of the German Road Traffic Act states: the load, including load restraint equipment, should be stowed and secured that it cannot slide, roll-over in any direction, wander because of vibration, fall off vehicle or make the vehicle tip over or produce avoidable noise, even during heavy braking or dangerous maneuvers. Generally accepted technical rules should be followed. § 37 (4) of the German Accident Prevention Regulations states that the load should be secured to hinder cargo from falling over and to prevent avoidable noises.

§ 412 of the German Commercial Code: Unless circumstances or common usage dictates otherwise, the dispatcher must load, stow, secure and unload the goods safely. The carrier is responsible for safe loading.

§ 823 of the German Civil Code define compensation. § 831 of the German Civil Code contains definitions of liability.

Areas of responsibility

<table>
<thead>
<tr>
<th>Shipper</th>
<th>Owner</th>
<th>Driver</th>
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<tbody>
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<td>responsible for:</td>
<td>Sound and suitable vehicles</td>
<td>Load to be stowed safely</td>
</tr>
<tr>
<td>roadworthy load</td>
<td>§ 22 StVO</td>
<td>§ 22 StVO</td>
</tr>
<tr>
<td>§ 412 HGB</td>
<td>§ 30 StVZO</td>
<td>§ 23 StVO</td>
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<td>§ 823, 831 BGB</td>
<td>§ 31 StVZO</td>
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Standards for securing loads

<table>
<thead>
<tr>
<th>ISO 27955</th>
<th>ISO 27956</th>
<th>EN 12 640</th>
<th>EN 12 641</th>
<th>EN 12 642</th>
<th>EN 283/284</th>
<th>EN 12 195</th>
<th>EN 12 195</th>
<th>additionally: VDI 2700 ff</th>
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<tbody>
<tr>
<td>Lashing points</td>
<td>Lashing points</td>
<td>Lashing points</td>
<td>Trailers</td>
<td>Trailers</td>
<td>Trailers</td>
<td>Load restraint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger vehicle, wagon, light commercial vehicle</td>
<td>Light commercial vehicle</td>
<td>Flatbed trucks - &gt; 3.5t</td>
<td>Tarpaulin</td>
<td>Swap bodies</td>
<td>Section 1: Calculating securing forces</td>
<td>Section 2: Lashing strap made from synthetic fibers</td>
<td>Recognized regulations for securing loads</td>
<td></td>
</tr>
</tbody>
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