

General packing instructions for suppliers of services and production materials

For Schubert & Salzer Control Systems GmbH, 85053 Ingolstadt

The aim of these packing instructions is to ensure that the process is efficient and smooth, and conforms to our quality guidelines.

Packing must be done in accordance with the criteria specified for our site.

General protection of components:

The parts must be packed basically so that they are suitable for the transportation in question and are protected against

- Damage, in particular on working surfaces and sealing surfaces
- Corrosion
- Static charges (electronic components)
- Contamination or breakage and kinking

Take note that the smallest possible packaging must be used and filled to the greatest possible capacity. The individual parts of the packaging must be designed to be stable enough so that stacking will not result in damage to the contents. Furthermore, parts of the packaging must not protrude laterally beyond the load carrier.

The following types of packaging / packaging units are permissible, namely:

- Reusable packaging: Must conform to Euro pallet dimensions 1200 x 800 mm (e.g. 200 x 300; 300 x 400; etc.)
- Carton packaging: Must conform to Euro pallet dimensions 1200 x 800 mm (e.g. 200 x 300; 300 x 400; etc.)
- Euro mesh boxes: max. height 1 m.
- Euro pallets: max. height 1 m.
- Disposable pallets: max. height 1 m.
- Cargo packaging

The maximum allowable weight of a filled container or carton must not exceed **20 kg** (manual handling).

Care is to be taken to ensure that items delivered on each packing unit / pallet are **of one type only** to avoid repacking. Mixed pallets will require the written permission of our Procurement Department and only after prior discussion.

Specific component protection (Special Schubert & Salzer requirements)

- After processing, the entire outer surface of all parts must be cleaned to remove oil, grease, swarf and other residues, and delivered ready for assembly. In particular, care must be taken to ensure that no residues remain in holes, threads and other openings either.
- Parts which by their nature require special protection of their surfaces must be treated with preservatives after the cleaning process.
- Parts whose surfaces are described separately in the drawings, (roughness value and similar) and/or with tolerances on external dimensions (fits, tolerance data, etc.) must be packed so that these surfaces are not damaged in any manner since working surfaces are involved.
- In general, machined surfaces must not show signs of damage (visual inspection)
- In the case of electronic components, care must be taken to ensure that the packaging corresponds to the ESD protection currently applicable.

Delivery note

The delivery note must be attached to the packaging unit, be easily visible from the outside and freely accessible and contain at least the following data fields:

- Delivery address
- Sender
- Schubert & Salzer order number and item
- Our part number
- Description of the delivered component
- Delivery quantity
- Delivery note number and date
- Type and number of the load carrier, or, respectively, the packing pieces
- Delivery terms
- Special instructions, such as instructions involving the ESD guideline (electronics), separate agreements, special handling of the load carrier, etc.

General packing instructions for suppliers of services and production materials

Identification:

Each packing piece must contain a clear identification of the contents, referencing the Schubert & Salzer Control Systems GmbH part number, drawing status (index), the quantity and the delivery date.

Incoming goods opening times

Staff are on duty at incoming goods on
Monday - Thursday from 8.00 to 12.00 and from 13.00 to 15.00,
Fridays from 8.00 to 12.00 and from 13.00 to 14.00.

Disposal and environmental protection

Note that materials used for disposable packaging must be environmentally compatible and recyclable.
As a general rule, reusable packaging is preferable.

Variations from the above instructions and legal provisions

Variations from these rules require the written approval of Schubert & Salzer Control Systems GmbH and must be noted on the delivery note as a separate agreement.

These packing instructions do not provide exemption from legislation in force at any given time.